



Council

Tue 26 May
2026
7.00 pm

Parkside,
Market Street,
Bromsgrove
B61 8DA

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

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

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.

PUBLIC ATTENDANCE AT MEETINGS

This is a public meeting and members of the public are very welcome to attend to observe the proceedings.

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.

Agenda

Membership:

Cllrs:

Joanna Kane (Mayor)	Wanda King
James Aston	Nicola Lloyd
Joe Baker	David Meredith
Juliet Barker Smith	Gemma Monaco
Roger Bennett	Ashley Monk
William Boyd	Nic Pioli
Brandon Clayton	Rita Rogers
Matthew Dormer	Gary Slim
Susan Eacock	Jen Snape
James Fardoe	Jane Spilsbury
Simon Farmer	Monica Stringfellow
Andrew Fry	Craig Warhurst
Bill Hartnett	Ian Woodall
Sharon Harvey	

1. Welcome

2. Mayor's Opening Remarks

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

3. Election of the Mayor for 2026/27

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.

4. Election of the Deputy Mayor for 2026/27

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

5. Apologies for Absence

6. 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.

7. Minutes (Pages 7 - 18)

8. Announcements

To consider Announcements under Procedure Rule 10:

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

9. 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.

10. Appointments to Committees, Panels etc and their Chairs and Vice Chairs (including the Political Balance) (Pages 19 - 48)

The covering report and Appendix 3 to the report are attached to the main agenda for the meeting. Appendices 1 and 2 to the report, detailing the political balance and nominations to the various Committees, will follow in a supplementary pack for the meeting.

11. Outside Body Appointments 2026/27 (Pages 49 - 58)

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.

12. Constitution Review (Including Scheme of Delegations) (Pages 59 - 238)

13. Urgent Business - Record of Decisions (Pages 239 - 272)

There have been 4 urgent decisions taken since the last Council meeting on the following subjects:

- Approval of a new kitchen supplier contract for the Council' housing stock after the previous contractor went into administration.
- The Arrow Valley Solar Project.
- The Local Authority Housing Fund (LAHF) Round 4.
- The appointment of a permanent Section 151 Officer and Director of Finance for the Council.

Copies of the urgent decisions and relevant background information are attached.

14. 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.)

This page is intentionally left blank

MINUTES**Present:**

Councillor Joanna Kane (Mayor), David Munro (Deputy Mayor), and Councillors Joe Baker, Juliet Barker Smith, Juma Begum, Brandon Clayton, Claire Davies, James Fardoe, Andrew Fry, Bill Hartnett, Sharon Harvey, Chris Holz, Wanda King, Rita Rogers, Gary Slim, Jen Snape, Jane Spilsbury, Monica Stringfellow, Ian Woodall and Paul Wren

Officers:

Claire Felton, Debra Goodall, John Leach, Julie Lorraine and Guy Revans

Democratic Services Officers:

Jess Bayley-Hill and Eve Davies

72. WELCOME

The Mayor welcomed all present to the meeting.

73. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors William Boyd, Matthew Dormer, Sid Khan, Alan Mason, Sachin Mathur, Gemma Monaco, Jen Snape and Craig Warhurst.

74. DECLARATIONS OF INTEREST

There were no declarations of interest.

The Mayor advised Council that the Audit, Governance and Standards Committee had granted all Members a dispensation earlier in the year to speak and vote on both the budget and Council Tax.

75. MINUTES**RESOLVED that**

the minutes of the meetings of Council held on 13th January and 26th January 2026 be approved as a true and correct record and signed by the Mayor.

76. ANNOUNCEMENTS

The following announcements were made during the meeting:

a) The Mayor's Announcements

The Mayor circulated a written update at the meeting which detailed the civic engagements that she had attended since the start of the year (Appendix 1).

In delivering her announcements, the Mayor thanked all the Members who had attended her civic service on 1st February 2026. Council was informed that the Mayor's civic dinner was due to take place on 24th April 2026. A number of Councillors had already booked to attend but Members were asked to notify the Mayor if they wanted to book to attend and had not already done so.

b) The Leader's Announcements

The Leader confirmed that she did not have any announcements to make on this occasion.

c) The Chief Executive's Announcements

The Chief Executive confirmed that he did not have any announcements to make on this occasion.

77. EXECUTIVE COMMITTEE

Council considered recommendations that had been agreed at two separate meetings of the Executive Committee held on 23rd February 2026 and on 2nd March 2026, immediately prior to the Council meeting.

Pet Cremation

A report proposing the introduction of a Pet Cremation service was considered. Members noted that this would add to the service that was already provided at the Redditch Crematorium to people. The pet cremator would involve the use of separate equipment to that

which was used for humans. The pet cremation service, once introduced, would involve the provision of a compassionate service designed to meet the needs of local residents.

In considering the report, Members were asked to note that the UK pet cremation service was expected to grow over the coming decades as owners would be aiming to use a dignified method to lay their pets to rest. The cremator that would be purchased for the service was considered to be cost effective and was manufactured in the UK. The payback period for the cremator was reported to be good and it was anticipated that by month five the service would break even, with a steady income stream being provided to the Council thereafter.

During consideration of this item questions were raised about how long urns containing the ashes of people's pets would be stored at the Redditch Crematorium. Questions were also raised about the potential for owners to scatter their pets' ashes and the land where this could be undertaken. In addition, reference was made to pet cremation services in other parts of the country and whether lessons had been learned when reviewing the potential to introduce this service in the Borough. In response, Members were advised that there might be the potential to expand the service in the long-term, although the initial aim would be to introduce the service. The Council would aim to return a pet's ashes to their owner as soon as possible.

Consideration was given to the introduction of a new cremator for the service and the implications that this could have for carbon emissions in the Borough. Questions were raised about whether the cremator that would be used was the most energy efficient option available to use. Furthermore, concerns were raised about whether use of the pet cremator represented the most appropriate way to process animal fatalities arising from collisions on the highways. The potential for the energy arising from the use of the pet cremation service to contribute to energy mitigation measures at the Abbey Stadium was also highlighted and Members queried whether this option had been explored. In relation to animal fatalities on the roads, Members were informed that this would result in financial savings as the current contract involved the transportation of animals outside the county. The use of a pet cremator would also assist with addressing problems arising in relation to bird flu. Members were assured that every effort would be made to invest in a new cremator which would be more energy efficient than older systems. In respect of offsetting carbon emissions, it was noted that clarification would be requested and further information would be provided to Members on this subject after the meeting.

The recommendations were proposed by Councillor Sharon Harvey and seconded by Councillor Jane Spilsbury.

Repairs and Maintenance and Damp and Mould Policies

Members considered the Repairs and Maintenance and Damp and Mould Policies, which formed part of the Council's Housing Asset Management Strategy.

The Repairs and Maintenance Policy had been designed to ensure that Council practice complied with both national best practice and Government guidelines. The Mould Policy would enable the authority to address in a timely manner an issue that could otherwise impact negatively on the health of tenants.

The content of the policies was discussed in detail. Concerns were raised about potential problems with damp and mould in Council properties and Members noted that the authority had duties, as a landlord, to ensure that tenants could live in accommodation that met appropriate standards. The suggestion was made that the stock condition survey had an important role to play in enabling the authority to identify issues and that these surveys should therefore be undertaken regularly.

Clarification was provided that the policies were being updated in response to Awaab's Law. The content was designed to make processes more straight forward and to provide clarity to tenants about timescales as well as the action that could be taken. Members were asked to note that landlords of properties in the private sector would be required to meet the same duties as the Council in respect of damp and mould on their properties.

Reference was made to the fact that everybody was entitled to live in homes that were safe and maintained to a decent standard. Members expressed hopes that the policies would enhance the living conditions of tenants living in Council properties. To ensure that issues with damp and mould did not recur after corrective action was taken or occur in the first place, Members noted that it would be helpful to educate tenants on actions that they could take to prevent this from becoming an issue in their homes.

The recommendations were proposed by Councillor Bill Hartnett and seconded by Councillor Jane Spilsbury.

Medium Term Financial Plan 2026/27 to 2028/29 (Including Treasury Management Strategy, Capital Strategy and Investment Strategy)

The Mayor advised, prior to consideration of this item, that no alternative budgets had been received for discussion at the meeting.

The Portfolio Holder for Finance presented the Medium Term Financial Plan 2026/27 to 2028/29 (Including Treasury Management Strategy, Capital Strategy and Investment Strategy). Members were advised that the Council was in a good position financially. The following arrangements were highlighted in relation to this point:

- The capital programme was fully funded.
- There was no reliance on reserves to balance the budget.
- No unidentified savings had been included in the budget.
- The budget would be balanced in 2026/27 and prudent plans were in place for the subsequent two years of the plan period.
- The financial position of the Council was more stable than many other local authorities.

However, there were pressures on the Council's budget that needed to be acknowledged. This included:

- A volatile international environment that could impact on budgets.
- The uncertainty created by Local Government Reorganisation (LGR).

There was a desire to invest in the local community prior to LGR. Therefore, a community Investment Fund of £1.6 million was proposed for the 2026/27 financial year.

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

- The positive impact of being able to set a balanced budget for 2026/27.
- The proposed new fees for St David's House and the potential impact that this could have on tenants.
- The extent to which the budget would have a tangible impact on residents living in Redditch.
- The hard work of the Financial Services team in preparing the report. Members thanked officers for their work.
- The fact that Redditch Borough Council was the only local authority in Worcestershire which retained Council housing

Council

Monday, 2nd March, 2026

stock and the need to carefully manage the Housing Revenue Account (HRA).

- The rent and service charges for Council houses managed by the authority and how these compared to rents and fees in the private rented sector.
- The increase in costs and fees for the Dial a Ride service and the implications for service users.
- The impact of the financial situation at Worcestershire County Council on Redditch residents.
- The Executive Committee's aim to match spending proposals to the priorities detailed in the Council Plan.
- The feedback that had been received from residents in the consultation process in respect of the budget and how this had informed the content of the report.
- The potential for the Community Investment Fund to have an impact on local residents.
- The opportunities available to Members to suggest how the Council could make the best use of the Community Investment funding to benefit local residents.
- The value of ensuring that the Council was in a financially prudent position prior to LGR.
- The level of funding that had been invested in the environment, particularly initiatives that aimed to reduce carbon emissions.

The recommendations were proposed by Councillor Ian Woodall and seconded by Councillor Sharon Harvey.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 the vote in respect of the budget was taken as a formal recorded vote.

Members voting FOR the budget recommendations:

Councillors Juliet Barker Smith, Juma Begum, Claire Davies, James Fardoe, Andrew Fry, Bill Hartnett, Sharon Harvey, Joanna Kane, David Munro, Rita Rogers, Gary Slim, Jane Spilsbury, Monica Stringfellow, Ian Woodall and Paul Wren (15).

Members voting AGAINST the budget recommendations:

Councillors Joe Baker, Brandon Clayton and Chris Holz (3).

Members voting to ABSTAIN on the budget recommendations:

Councillor Wanda King (1).

Therefore, on being put to the vote, the recommendations were carried.

Council Tax Resolutions 2026/27

A report in respect of the proposed Council Tax Resolutions for the 2026/27 financial year was considered. In doing so, the Leader confirmed that at the meeting of the Executive Committee held immediately prior to Council the Committee had endorsed the proposals detailed in the report.

The Portfolio Holder for Finance explained that Redditch Borough Council was proposing an increase to Council Tax of 2.99 per cent. This increase had been proposed to ensure that there was prudent management of the authority's finances.

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

- The different proposed increases to Council Tax for the various precepting authorities, which included Worcestershire County Council's agreed increase of 8.98 per cent.
- The fact that Redditch Borough Council collected Council Tax for all the precepting authorities but only retained a very small proportion as the remainder was distributed amongst the preceptors.
- The fact that the 2.99 per cent increase for Redditch Borough Council was lower than the rate of inflation on the date of the meeting.
- The impact on financial management of a local authority where Council Tax was not increased each year.
- The impact that various Council Tax increases could have on local residents and the extent to which the most vulnerable residents could afford to meet these increased costs.
- The Council Tax Support Scheme and Debt Advice Service that was available for residents to access.
- The transparency in respect of public money arising from LGR in respect of Council Tax, as the local authority that collected Council Tax would be the same organisation that retained most of the Council Tax in future.
- The level of alternative funding that had historically been made available to local authorities and the impact of recent changes to funding models on Council Tax rises.

The recommendations were proposed by Councillor Ian Woodall and seconded by Councillor Sharon Harvey.

In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 Members determined the Council Tax Resolutions 2026/27 by taking a formal named vote and the votes were recorded as follows:

Council

Monday, 2nd March, 2026

Members voting FOR the Council Tax Resolutions 2026/27

Councillors Juliet Barker Smith, Juma Begum, Claire Davies, James Fardoe, Andrew Fry, Bill Hartnett, Sharon Harvey, Joanna Kane, David Munro, Rita Rogers, Gary Slim, Jane Spilsbury, Monica Stringfellow, Ian Woodall and Paul Wren (15).

Members voting AGAINST the Council Tax Resolutions 2026/27

Councillors Brandon Clayton and Chris Holz (2).

Members voting to ABSTAIN on the Council Tax Resolutions 2026/27

Councillors Joe Baker and Wanda King.

Therefore, on being put to the vote, the Council Tax Resolutions 2026/27 were carried.

RESOLVED that

- 1) **The minutes of the meeting of the Executive Committee held on 23rd February 2026 be approved and all recommendations adopted.**
- 2) **The calculation for the council tax requirement for the council's own purposes for 2026/27 (excluding parish precepts) as £7,571,719.791.2.2.**
- 3) **The following amounts be calculated for the year 2026/27 in accordance with sections 31 to 36 of the Act:**
 - a) **£64,256,433.00 being the aggregate of the amounts which the council estimates for the items set out in section 31A(2) of the Act (taking into account all precepts issued to it by Parish Councils)(i.e., gross expenditure);**
 - b) **£56,618,713.21 being the aggregate of the amounts which the council estimates for the items set out in section 31A(3) of the Act. (i,e gross income);**
 - c) **£7,637,719.79 being the amount by which the aggregate of 1.2.2(a) above exceeds the aggregate of 1.2.2(b) above, calculated by the council, in accordance with section 31A(4) of the Act, as its**

Council

Monday, 2nd March, 2026

council tax requirement for the year. (Item R in the formula in section 31B of the Act);

- d) £288.43 being the amount at 1.2.2(c) above (Item R), all divided by Item T (1.1(a) above), calculated by the council, in accordance with section 31B of the Act, as the basic amount of its council tax for the year (including parish precepts);
- e) £66,000 being the aggregate amount of all special items (Feckenham Parish precept) referred to in section 34(1) of the Act;
- f) £285.94 being the amount at 1.2.2(d) above less the result given by dividing the amount at 1.2.2(e) above by Item T (1.1 (a) above), calculated by the council, in accordance with section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no parish precept relates;
- g) £459.26 being the amount given by adding to the amount at 1.2.2(f) the amount for the special item relating to the parish of Feckenham 1.2.2(e), divided by the amount in 1.1(b) above.
- h) The amounts shown below given by multiplying the amounts at 1.2.2(f) and 1.2.2(g) above by the number which, in the proportion set out in section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band, divided by the number which in that proportion is applicable to dwelling listed in band D, calculated in accordance with section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwelling listed in different valuation bands.

Valuation Band	Proportion of Band D	Feckenham Parish Council	Parish of Feckenham Total	All other Parts of the Council Area
A	6/9ths	115.55	306.18	190.63

Council

Monday, 2nd March, 2026

B	7/9ths	134.80	357.20	222.40
C	8/9ths	154.06	408.23	254.17
D	1	173.32	459.26	285.94
E	11/9ths	211.84	561.32	349.48
F	13/9ths	250.35	663.37	413.02
G	15/9ths	288.87	765.44	476.57
H	18/9ths	346.64	918.52	571.88

- 3) It is to be noted that for the year 2026/27, Worcestershire County Council, Police and Crime Commissioner for West Mercia, and Hereford and Worcester Fire Authority have issued precepts to the council in accordance with section 40 of the Act for each category of dwelling in the council's area as indicated below:

	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Worcestershire County Council	1,173.87	1,369.51	1,565.16	1,760.80	2,152.09	2,543.38	2,934.67	3,521.60
Police and Crime Commissioner for West Mercia	204.33	238.39	272.44	306.50	374.61	442.72	510.83	613.00
Hereford and Worcester Fire Authority	71.48	83.39	95.31	107.22	131.05	154.87	178.70	214.44

- 4) Having calculated the aggregate in each case of the amounts at 1.2.2(h) and 1.2.3 above, that Redditch Borough Council in accordance with sections 30 and 36 of the Local Government Finance Act 1992 hereby sets the amounts shown below as the amounts of council tax for 2026/27 for each part of its area and for each of the categories of dwellings.

Valuation Band	Proportion of Band D	Parish of Feckenham Total	All Other Parts
A	6/9ths	1,755.86	1,640.31
B	7/9ths	2,048.49	1,913.69
C	8/9ths	2,341.14	2,187.08

Council

Monday, 2nd March, 2026

D	1	2,633.78	2,460.46
E	11/9ths	3,219.07	3,007.23
F	13/9ths	3,804.34	3,553.99
G	15/9ths	4,389.64	4,100.77
H	18/9ths	5,267.56	4,920.92

- 5) **The Interim Director of Finance is authorised to make payments under section 90(2) of the Local Government Finance Act 1988 from the collection fund by ten equal instalments between April 2026 to March 2027 as detailed below.**

	Precept (£)	Surplus/Deficit on Collection Fund (£)	Total to Pay (£)
Worcestershire County Council	46,626,160.00	(717,283.00)	45,908,877.00
Police and Crime Commissioner for West Mercia	8,116,150.65	(129,409.42)	7,986,741.23
Hereford and Worcester Fire and Rescue Authority	2,839,196.32	(45,379.87)	2,793,816.45

- 6) **The Interim Director of Finance be authorised to make transfers under section 97 of the Local Government Finance Act 1988 from the collection fund to the general fund the sum of £7,513,456.36 being the council's own demand on the collection fund (£7,571,719.79) and parish precepts (£66,000) and the distribution of the surplus/deficit on the collection fund (-£124,263.43).**
- 7) **The Interim Director of Finance be authorised to make payments from the general fund to Feckenham Parish Council the sums listed above (£66,000) by two equal instalments on 1st April 2026 and 1st October 2027 in respect of the precept levied on the council.**
- 8) **The above resolutions to be signed by the Chief Executive for use in legal proceedings in the Magistrates' Court for the recovery of unpaid council taxes.**
- 9) **Notices of the making of the said council taxes signed by the Chief Executive are given by advertisement in the local press under section 38(2) of the Local Government Finance Act 1992.**

Council

Monday, 2nd March, 2026

**78. OVERVIEW AND SCRUTINY COMMITTEE ANNUAL REPORT
2025-2026**

In the absence of both the Chair and Vice Chair of the Overview and Scrutiny Committee, Councillors Matthew Dormer and Craig Warhurst respectively, the Mayor advised that the Overview and Scrutiny Committee's Annual Report 2025/26 would be deferred for consideration at the following ordinary meeting of Council.

79. URGENT BUSINESS - RECORD OF DECISIONS

The Mayor advised that there had been one urgent decision taken since the previous meeting, on the subject of a contract for a new kitchen supplier, which had had to be arranged after the previous supplier went into administration.

80. URGENT BUSINESS - GENERAL (IF ANY)

There was no urgent business for consideration on this occasion.

The Meeting commenced at 7.00 pm
and closed at 8.35 pm

**Annual Council
2026**26th May**Committee Appointments Report (Including Political Balance)**

Relevant Portfolio Holder	Councillor TBC
Portfolio Holder Consulted	
Relevant Head of Service	Claire Felton, Assistant Director of Legal, Democratic and Procurement Services
Report Author Jess Bayley-Hill	Job Title: Principal Democratic Services Officer Contact email: jess.bayley-hill@bromsgroveandredditch.gov.uk Contact Tel: (01527) 64252 Ext: 3072
Wards Affected	All
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 Political balance of the Committees of the Council be agreed as set out at Appendix 1;**
- 2) appointments by political group leaders to the places on each Committee etc. be noted;**
- 3) the Council appoints Chairs and Vice-Chairs to the Committees and other bodies as set out in Appendix 2;**
- 4) appointments to Working Groups and other bodies listed in Appendix 2 be agreed; and**
- 5) the terms of reference for the Committees as set out at Appendix 3 be confirmed.**

2. BACKGROUND

- 2.1 This report sets out the proposed political balance of the authority's Committees and seeks the Council's agreement to these.

**Annual Council
2026**26th May

-
- 2.2 Once the Council has agreed the political balance, the Leaders of each of the Political Groups on the Council can nominate to the places on each for their group.
- 2.3 The Council also makes appointments to other bodies which are not required to be politically balanced.

3. OPERATIONAL ISSUES

- 3.1 Once the Council has agreed the allocation of seats to the main Committees, the leaders of each political group will nominate members to fill them so that the business of the Council can continue to run smoothly. It is planned to have a list of the nominations available for noting at the Council meeting.
- 3.2 The terms of reference for Committees are generally reported for noting as part of the report to the Annual Council meeting in respect of the political balance and Committee appointments.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no financial implications arising from this report. The current level of Member allowances will continue to be paid to Members until such time as this is reviewed.

5. LEGAL IMPLICATIONS

- 5.1 With the exception of the Executive Committee, the Council is required by law and / or its own constitution to allocate places on its main Committees in accordance with its political make-up and to approve the Committee terms of reference. The main requirements are that:
- the number of seats on each Committee allocated to each Political Group reflects the proportion it holds of the total number of seats on the Council;
 - the Group with the majority of seats on the Council should hold the majority of seats on each Committee.
- 5.2 The definition of a Political Group for these purposes is that it has a minimum of 2 members. The current composition of the Council is 13 Labour, 7 Reform UK, 4 Conservative, 2 members of The Independent Alliance and 1 Independent (non-aligned) Councillor.

**Annual Council
2026**26th May

5.3 When considering the political balance, the group leaders took into account the current rules in the Council's constitution in respect of the Chair and Vice Chair of the Overview and Scrutiny Committee and Chair and Vice Chair of the Audit, Governance and Standards Committee. These rules require that:

- The Chair and the Vice Chair of the Audit, Governance and Standards Committee shall not be a member of the controlling group.
- The Chair and Vice Chair of the Overview and Scrutiny Committee will be a member of a political group not forming part of the ruling administration.

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

6.1 The proposals detailed in this report support the Council Priority Supported Governance.

6.2 The Council is required to consider the political balance when changes are made to the composition of the membership of the authority and this report enables the Council to address this requirement.

Local Government Reorganisation Implications

6.3 There are no specific implications for Local Government Reorganisation.

Climate Change Implications

6.4 There are no climate change implications.

Community Impact Implications

6.5 There are no community safety, health or wellbeing implications.

Equalities and Diversity Implications

6.6 There are no equalities and diversity implications.

**Annual Council
2026**26th May

7. RISK MANAGEMENT

7.1 There are no specific risks arising from this report.

8. APPENDICES and BACKGROUND PAPERSAppendices

Appendix 1 – Political Balance (to follow)

Appendix 2 - Committee Appointments (to follow)

Appendix 3 – Terms of Reference for Committees

PART 3 COMMITTEE TERMS OF REFERENCE**INTRODUCTION**

This part of the Constitution sets out the terms of reference for the various committees in which elected members of the Council participate. For ease of reference it has been divided into two parts as follows: -

PART A: internal council committees

PART B: committees which operate jointly with other local authorities, known as “Joint Committees” and committees/boards for Council owned companies

PART 3 COMMITTEE TERMS OF REFERENCE

PART A: INTERNAL COUNCIL COMMITTEES**AUDIT, GOVERNANCE AND STANDARDS**

Number of members	9 Councillors
Number of Co-opted, non-voting members	1 Independent non-voting Member for the purpose of Audit and Governance. 1 Parish Representative, who may not also be a Borough Councillor, for the purpose of Standards.
Politically Balanced Y/N	Y
Quorum	4 (to include at least one member of the Majority Group)
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Chair	The Chair and Vice-Chair of the Committee and any of its Sub-Committees will be a Borough Councillor.
Special provisions as to the Chair	For the sake of independence, the Chair and Vice-Chair shall not be a member of the controlling political group.
Terms of Reference	<u>Audit and Governance</u> <u>Internal and External Audit</u> a. To review and monitor the annual audit plans of both the internal and external auditors. b. To receive and comment upon the external auditors' reports.

PART 3 COMMITTEE TERMS OF REFERENCE

	<p>c. To monitor the adequacy and effectiveness of the Council's system of internal control by ensuring that an adequate and effective system of internal financial controls is maintained, that financial procedures are regularly reviewed.</p> <p>d. To consider, monitor and review the Council's overall corporate governance arrangements.</p> <p>e. To enhance the profile, status and authority of the internal audit function which will demonstrate its independence.</p> <p>f. To focus audit resources by agreeing, and periodically reviewing, audit plans and monitoring delivery of the audit service.</p> <p>g. To receive and consider such internal audit reports that the Chair and/or Deputy Chief Executive considers necessary.</p> <p><u>Risk</u></p> <p>h. To consider, monitor and review the effectiveness of the Council's risk strategies, policies and management arrangements and seek assurances that action is being taken to address identified risk related issues.</p> <p><u>Finance and Value for Money</u></p> <p>i. To consider and approve the Council's Annual Statements of Accounts.</p> <p>j. To consider any report from the Internal Audit Manager in pursuance of Financial Regulations.</p> <p>k. To ensure good stewardship of the Council's resources and assist the Council to achieve value for money in the provision of its services.</p> <p>l. To keep under review, and make recommendations on, proposed amendments to Financial Regulations.</p> <p>m. To consider and make recommendations if appropriate on, the Annual Governance Statement.</p> <p><u>Standards</u></p> <p>n. To promote and maintain high standards of conduct by Councillors and any co-opted members of Council bodies.</p>
--	---

PART 3 COMMITTEE TERMS OF REFERENCE

	<ul style="list-style-type: none"> o. To assist the Councillors and co-opted members to observe the Members' Code of Conduct. p. To advise the Council on the adoption or revision of the Members' Code of Conduct. q. To monitor the operation of the Members' Code of Conduct. r. To advise, train or arrange to train Councillors and co-opted members on matters relating to the Members' Code of Conduct. s. To grant dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct. t. To deal with any report from the Monitoring Officer following an investigation into a complaint concerning the Members' Code of Conduct. u. To consider and determine allegations that a Councillor or co-opted Councillor may have failed to follow the Code of Conduct and where a breach of the Code is established making recommendations as to any sanctions to the appropriate person or body. v. The exercise of t – u above in relation to the Parish Councils in the Council's area and the members of those parish Councils. w. To monitor and review the operation of the Member Officer Relations Protocol.
<p>Special provisions as to membership</p>	<p>The Committee to comprise elected Members representing all interests of the Authority, preferably with relevant areas of expertise, where possible (such areas as accountancy, audit, business and commerce.)</p> <p>Executive Committee members may not be, or act as substitutes for, members of the Committee. In addition, Party Group Leaders may not be, or act as substitutes for, members of the Committee.</p>

PART 3 COMMITTEE TERMS OF REFERENCE

	<p>The lead Portfolio Holder for finance is required to attend meetings of the Committee though cannot be a member of the Committee.</p>
--	--

PART 3 COMMITTEE TERMS OF REFERENCE

CRIME & DISORDER SCRUTINY PANEL

Number of Members	5
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Terms of Reference	<ul style="list-style-type: none"> a. to hold the Redditch Community Safety Partnership to account for its decision making; b. to scrutinise the performance of the Redditch Community Safety Partnership; c. to undertake policy reviews of specific crime and disorder issues; d. to highlight and challenge people's perceptions of crime and disorder in the local area; e. to undertake community engagement and consultation to establish local people's priorities for crime and disorder issues; and f. to promote the positive work of the Redditch Community Safety Partnership.
Provisions relating to appointment of Chair	<p>The Chair of the Panel will be a member of a political group not forming part of the ruling administration.</p> <p>The Chair will also be a member of the parent Overview and Scrutiny Committee.</p>

PART 3 COMMITTEE TERMS OF REFERENCE

	Cannot be members of the Executive Committee.
Special provisions as to membership	Training is highly recommended for members who sit on the Crime & Disorder Scrutiny Panel.

PART 3 COMMITTEE TERMS OF REFERENCE

ELECTORAL MATTERS COMMITTEE

Number of members	5
Politically Balanced Y/N	Y
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure rules 1-3, 9 -11, 14, 18.2 and 22.5 – 22.7).
Terms of Reference	To exercise powers and undertake functions relating to electoral matters and elections.
Special provisions as to the Chair	None.
Special provisions as to membership	None

PART 3 COMMITTEE TERMS OF REFERENCE

EXECUTIVE COMMITTEE

Number of Members	9, including the Leader and the Deputy Leader
Politically Balanced Y/N	N
Quorum	4
Procedure Rules applicable	Executive Committee Procedure Rules
Terms of Reference	To carry out all the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution.
Special rules as to the Chair	The Leader to preside; in his/her absence the Deputy Leader to preside
Whipping arrangements	N/A
Special Provisions as to membership	Cannot be members of the Overview and Scrutiny Committee. Named substitutes not permitted.

PART 3 COMMITTEE TERMS OF REFERENCE

LICENSING COMMITTEE

Number of Members	11
Politically Balanced Y/N	Y
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 19.1, 19.2 and 21)
Terms of Reference	Functions relating to the Licensing Act 2003 (Premises and Personal Licences), the Gambling Act 2005, and miscellaneous other licensing and enforcement matters.
Special provisions as to the Chair	None
Whipping arrangements	N/A
Special provisions as to membership	None

PART 3 COMMITTEE TERMS OF REFERENCE

LICENSING SUB-COMMITTEE A

LICENSING SUB-COMMITTEE - Personal/Premises/Gambling Act
Parent Committee – Licensing Committee

Number of Members	3 members of the Licensing Committee <i>Membership to be agreed by Officers, in consultation with the Chair, as required per application and to include a 4th reserve member.</i>
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22). Quasi-judicial meetings rules apply.
Terms of Reference	To determine applications referred to it arising from the Licensing Act 2003, the Gambling Act 2005 and the Scrap Metal Dealers Act 2013.
Special provisions as to the Chair	None – the Chair to be elected for each meeting of the Sub-Committee.
Special provisions as to membership	Only those Councillors who have undertaken *appropriate training may sit on the Licensing Sub-Committee. <i>*Quasi-Judicial meetings training / Licensing and Gambling Act requirements training.</i>

PART 3 COMMITTEE TERMS OF REFERENCE

LICENSING SUB-COMMITTEE B

Taxi/sex establishments/other

Parent Committee – Licensing Committee

Number of Members	3 members of the Licensing Committee <i>Membership to be agreed by Officers, in consultation with the Chair, as required per application and to include a 4th reserve member.</i>
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22). Quasi-judicial meetings rules apply.
Terms of Reference	To determine all matters referred to it including (but not limited to):- (1) private hire and hackney carriage driver, operator and vehicle licensing; (2) street trading consents; (3) sex shop applications; (4) pet shop licences; (5) animal boarding licences; (6) riding establishment licences.
Special provisions as to the Chair	The Chair must be a member of the Licensing Committee and must have received relevant quasi-judicial meetings training. The Chair to be elected for each meeting of the Sub-Committee.
Special provisions as to membership	Only those Councillors who have undertaken *appropriate training may sit on the Licensing Sub-Committee. <i>*Quasi-Judicial meetings training.</i>

PART 3 COMMITTEE TERMS OF REFERENCE

OVERVIEW AND SCRUTINY COMMITTEE

Number of Members	9 Members of the Overview and Scrutiny Committee, or of any of its Task and Finish Groups, shall not be members of the Executive Committee.
Politically Balanced Y/N	Currently N (by annual <u>Council resolution to vary</u>)
Quorum	3
Procedure Rules applicable	Overview and Scrutiny Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	<ul style="list-style-type: none"> a. agree the scrutiny programme and the terms of reference for each scrutiny; b. establish time limited Task and Finish Groups to investigate issues in depth; or itself undertake selected reviews; c. agree reports prepared by the Task and Finish Groups; d. act as an interface with the Executive Committee; e. receive, comment and advise on the Council's policy framework such as the Corporate Plan and on other major policies; f. have responsibility for budget scrutiny and performance management scrutiny issues (with Task and Finish Groups established as necessary to take up any detailed work over the year); g. review and /or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions whether or not the responsibility of the Executive Committee;

PART 3 COMMITTEE TERMS OF REFERENCE

	<ul style="list-style-type: none"> h. exercise the right to call in, for reconsideration of decisions made but not yet implemented by the Executive Committee; i. decide how to deal with call ins (with Task and Finish Groups established as necessary to take up any detailed work); j. Undertake the role of a Crime and Disorder Overview and Scrutiny Committee under the Police and Justice Act 2006 through the Crime and Disorder Scrutiny Panel, a Sub Committee of the main Committee; k. Establish arrangements for any review of the performance of relevant external organisations which impact on the Council's functions and services and submit reports after comment, as appropriate, by the Executive and external organisations, to the Council; l. Monitor the quality of scrutinies; m. Monitor the implementation of any scrutiny recommendations accepted by the Executive Committee; and n. Oversee the development of Member skills and competencies in scrutiny.
Special provisions as to the Chair	The Chair and Vice-Chair will be a Member of a political group not forming part of the ruling administration.
Whipping arrangements	When considering any matter in respect of which a member of the Overview Committee is subject to a party whip, the Councillor must declare the existence of the whip, and the nature of it before the commencement of the Overview Committee's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.
Special provisions as to membership	All Councillors except members of the Executive Committee may be Overview and Scrutiny members. However, no Member may be involved in scrutinising a decision in which he / she has been directly involved.

PLANNING COMMITTEE

Number of Members	9
Politically Balanced Y/N	Y
Quorum	3
Procedure Rules applicable	Planning Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22).
Terms of Reference	<ol style="list-style-type: none"> 1. To exercise all powers and duties of the Council on all matters relating to development control, including but not limited to:- <ol style="list-style-type: none"> a. considering and determining applications for planning permission b. enforcement of planning control c. building preservation, Listed Buildings and Conservation areas d. Tree preservation orders e. Control of advertisements f. Footpath diversion orders under the Town and Country Planning legislation g. Certificates of Lawfulness 2. To comment on proposals for development submitted by Worcestershire County Council and other public authorities 3. To determine High Hedges applications in accordance with Part 8 of the Anti-Social Behaviour Act 2003

Special provisions as to the Chair	The Chair and the Vice-Chair, if members of the controlling Party Group, shall not be members of the Executive Committee.
Special provisions as to membership	Only those Councillors who have undertaken appropriate training as agreed by the Member Support Steering Group may sit on the Planning Committee.

SHAREHOLDERS COMMITTEE

Number of members	5 (must all be members of the Executive Committee)
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Executive Committee Procedure Rules
Terms of Reference	<ol style="list-style-type: none"> 1) To approve Rubicon Leisure's annual business plan. This should be determined in the financial year prior to the application of the plan. 2) To approve the appointment of the Managing Director of Rubicon Leisure. 3) To approve the dismissal / departure of the Managing Director of Rubicon Leisure. 4) To monitor the performance of Rubicon Leisure. 5) To monitor Rubicon Leisure's budget position. 6) Monitor Rubicon Leisure's business affairs, finances and accounts. 7) To oversee the strategic direction of Rubicon Leisure or proposed and adopted business plans and budgets for future years to be presented in draft as they are developed or the review of future service developments and opportunities. 8) To consider the risks and opportunities faced by Rubicon Leisure and impact on the Council.

PART 3 COMMITTEE TERMS OF REFERENCE

	<p>9) Reporting and making recommendations to Executive on areas outside of the Shareholder Committee's delegated authority.</p> <p>10) Reporting to Full Council annually on the performance of the trading activities of Rubicon Leisure.</p> <p>11) To undertake all other functions divested in the Committee as shareholder of Rubicon Leisure on behalf of the Council.</p> <p>12) Reviewing the Terms of reference annually and make any necessary recommendations to Executive.</p> <p>13) The Shareholder Committee will not have operational control over Rubicon Leisure. All decisions regarding the day to day operation and management of Rubicon Leisure rests with the Rubicon Leisure Board of Directors, which must ensure that Rubicon Leisure's business is conducted in accordance with the Shareholders' Agreement entered into between the Council and Rubicon Leisure and in accordance with the Rubicon Leisure Articles of Association.</p>
Special provisions as to the Chair	The Chair must be a member of the Executive Committee.
Special provisions as to membership	<p>Only Members of the Executive can sit as substitutes.</p> <p>The Leaders of each opposition group or their nominated substitute will be invited to attend meetings and be given full rights to participate in meetings although they will not be entitled to vote.</p>

PART 3 COMMITTEE TERMS OF REFERENCE

STANDARDS HEARINGS SUB-COMMITTEES**(Parent Committee – Audit, Governance and Standards Committee)**

Number of Members	3 The Audit, Governance and Standards Committee may from time to time determine procedures for membership of its sub-committees.
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 10, 14, 18.2, 20.1 and 22)
Terms of Reference	To carry out assessment of allegations that a Borough Councillor or co-opted Parish Councillor with voting rights may have failed to follow the Code of Conduct.
Chair	A member of the Audit, Governance and Standards Committee. When assessing a complaint, the Chair will not be from the same political group as the Councillor who is the subject of the complaint.
Whipping arrangements	N/A
Substitutes	The Audit, Governance and Standards Committee may from time to time determine procedures for substitution at meetings of the Standards Hearings Sub-Committees.
Special provisions as to membership	Only those Councillors who have undertaken *appropriate training may sit on the Standards Hearings Sub-Committees. * <i>Specific Standards Hearing-related training.</i>

PART 3 COMMITTEE TERMS OF REFERENCE

**PART B: JOINT COMMITTEES/ COMMITTEES
FOR COUNCIL OWNED COMPANIES****JOINT APPOINTMENTS COMMITTEE FOR BROMSGROVE
DISTRICT COUNCIL AND REDDITCH BOROUGH COUNCIL**

Local Authority Membership	Redditch Borough Council and Bromsgrove District Council
Functions	<ul style="list-style-type: none"> • Appointment of Chief Executive/Head of Paid Service • Appointment of Joint Statutory Officer Posts
Number of Members	10 made up of the Leaders of Redditch Borough Council and Bromsgrove District Council plus 4 members appointed by Redditch Borough Council and 4 members appointed by Bromsgrove District Council.
Politically Balanced	Yes
<u>Quorum</u>	6 subject to each Council being represented at a meeting by at least 1 member.
Procedure Rules applicable	The Joint Appointments Committee Composition and Terms of Reference in Part 17, together with all other applicable rules set out under the Constitution and all applicable law.

PART 3 COMMITTEE TERMS OF REFERENCE

<p><u>Terms of Reference</u></p>	<p><u>1. Appointment of Chief Executive/ Head of Paid Service</u></p> <p>a. Subject to (b) below, to undertake and determine on behalf of the Councils the recruitment and selection of the Joint Chief Executive/Head of Paid Service including the final approval of terms and conditions of employment for that post.</p> <p>b. The final decision as to the appointment of the Joint Chief Executive/ Head of Paid Service shall be reserved to full meetings of both Councils.</p> <p>c. To confirm into post or otherwise, the successful candidate following any probationary or trial period.</p> <p><u>2. Appointment of Joint Statutory Officers Post</u></p> <p>a. Subject to (b) below, to undertake and determine on behalf of the Councils the recruitment and selection of any Joint Statutory Officer Posts. (including the final approval of terms and conditions of employment for that post.)</p> <p>b. The final decision as to the appointment of the Joint Statutory Officer Posts shall be reserved to full meetings of both Councils.</p> <p><u>3. General</u></p> <p>a. To be responsible for ad-hoc employment matters affecting any Joint Statutory Officer Posts, except for any disciplinary matters which would be determined by the Statutory Officers Disciplinary Panel.</p>
<p>Special provisions as to Chairmanship</p>	<p>To be chaired alternately between the respective Leaders.</p>

PART 3 COMMITTEE TERMS OF REFERENCE

Special provisions as to membership	All members of the Committee must have undertaken appropriate training on recruitment and selection with the respective Council, prior to participating in the recruitment process. No substitutes shall be permitted.
Additional information	There will be one standing Sub-Committee of the Joint Appointment Committee known as the Statutory Officer's Disciplinary Panel

PART 3 COMMITTEE TERMS OF REFERENCE

STATUTORY OFFICERS' DISCIPLINARY PANEL
(Parent Committee – Joint Appointments Committee)

Functions	To undertake the powers and functions as the “Investigating and Disciplinary Committee (IDC) in accordance with the provisions of the Joint Negotiating Committee (JNC) Handbook Model Disciplinary Procedure in relation to Statutory Officers pursuant to the Local Authorities (Standing Orders) (England) Regulations 2001 as amended by the Local Authorities (Standing Orders) (England)(Amendments) Regulations 2015.
Number of Members	<p>5 members consisting of one of the Leaders plus 2 members appointed by the Joint Appointments Committee by Bromsgrove District Council and 2 by Redditch Borough Council.</p> <p>In the event of an Appeal hearing being required, then the other Leader and the 4 respective members from Bromsgrove District Council and Redditch Borough Council who have not already participated in the process will form the Panel.</p>
Politically Balanced	Not applicable
Quorum	3 consisting of Leader and 1 member for each council.
Procedure Rules applicable	The Joint Appointments Committee Composition and Terms of Reference in Part 17, together with all other applicable rules set out under the Constitution and all applicable law.

PART 3 COMMITTEE TERMS OF REFERENCE

Terms of Reference	<p><u>1. Disciplinary Action and Dismissal</u></p> <p>a. To hear disciplinary cases involving charges of misconduct or incapability concerning any Joint Statutory Officer holder.</p> <p>b. To make recommendations to Council regarding the dismissal against the Chief Executive, S151 officer or Monitoring Officer following a disciplinary or capability hearing in accordance with the terms and conditions of employment for Chief Officers of Local Authorities.</p> <p>c. To convene an Independent Panel as defined in the Local Authority (Standing Orders) (England) (Amendment) Regulations 2015.</p> <p>2. Independent Panel</p> <p>a. To offer the Council advice, views or recommendations on any proposal for the dismissal of a Statutory Chief Officer. In doing so the Independent Panel will consider: _</p> <p>(i) The recommendation of the Panel and the reasons in support of that recommendation;</p> <p>(ii) The report of any independent investigator;</p> <p>(iii) Any oral and/or written representations from the officer.</p> <p>b. A minimum of 2 independent Persons must be invited to be appointed to the Panel in the following priority order:-</p> <p>(i) The relevant Independent Person who has been appointed by the Council and who is a local government elector;</p> <p>(ii) Any other relevant independent Person who has been appointed by the Council; and</p> <p>(iii) A relevant Independent Person who has been appointed by another local authority or local authorities.</p>
--------------------	---

PART 3 COMMITTEE TERMS OF REFERENCE

Special provisions as to Chairmanship	To be chaired by the Leaders.
Special provisions as to membership	All members of the Committee must have undertaken appropriate training prior to participating in meetings. No substitutes shall be permitted.
Additional information	In order to comply with 1 (c) above, the membership of the Panel may also include Independent Persons as defined by the Local Authority (Standing Orders) (England) (Amendment) Regulations 2015.

**Annual Council
2026**26th May**Outside Bodies Report – Appointments 2026/27**

Relevant Portfolio Holder	To be confirmed
Portfolio Holder Consulted	No
Relevant Assistant Director	Claire Felton, Assistant Director of Legal, Democratic and Procurement Services
Report Author Claire Felton	Job Title: Democratic Services Officer (Redditch) Contact email: claire.felton@bromsgroveandredditch.gov.uk Contact Tel: (01527) 64252
Wards Affected	No specific Ward relevance.
Ward Councillor(s) consulted	N/A
Relevant Council Priority	Supported Governance
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, usually to national or regional bodies, are generally 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 2026/27.

4. FINANCIAL IMPLICATIONS

**Annual Council
2026**

26th May

4.1 There are no financial implications.

Annual Council26th May2026

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**Local Government Reorganisation**

- 6.1 It is proposed that vacancies for which an appointment would usually be required for four years should instead be made for two years, to align with the timetable for Local Government Reorganisation.

Relevant Council Priority

- 6.2 The action proposed in this report supports the Council priority of supported governance.
- 6.3 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

- 6.4 There are no climate change implications.

Community Impact Implications

- 6.5 Members appointed to outside bodies can make a valuable contribution to the local community, including by serving on local Voluntary and Community Sector groups.

Equalities and Diversity Implications

- 6.6 There are no equalities and diversity implications.

Annual Council26th May2026

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.

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.

REDDITCH BOROUGH COUNCIL**Annual Council**26th May 2026**APPENDIX 1 - BOROUGH COUNCIL REPRESENTATIVES ON
OUTSIDE BODIES – NOMINATIONS FOR 2026/2027****STRATEGIC APPOINTMENTS TO NOTE:**

Organisation	Appointee 2025/26	Appointment Requirements	Nomination 2026/27
Local Government Association	Councillor Harvey	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 Harvey	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 Begum	1 representative (preferably the Leader) Preferred Term: 2 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**26th May 2026

Organisation	Appointee 2025/26	Appointment Requirements	Nomination 2026/27
WMTemps Partnership Board	Councillor Spilsbury Sub: Councillor Hartnett	1 Councillor per authority. There will be two meetings a year which will take place during the day.	
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 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 Begum	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.	
Waste Management Board <i>(Lead Officer – Guy Revans)</i>	Councillor Harvey Sub: Councillor Munro	1 representative (relevant Portfolio Holder) Term: 1 Year	

REDDITCH BOROUGH COUNCIL**Annual Council**26th May 2026

Organisation	Appointee 2025/26	Appointment Requirements	Nomination 2026/27
		<u>Note</u> : Meets Friday <u>mornings</u> - 4 times per year No liability issues identified	
Worcestershire Health and Wellbeing Board	Councillor Begum Sub: Councillor Stringfellow	1 representative and 1 substitute Term: 1 Year	
West Midlands Combined Authority Board	Councillor Harvey Sub: Councillor Spilsbury	1 Representative (Leader by Office) and 1 substitute Term: 1 Year	
West Midlands Combined Authority Housing and Land Delivery Board	Councillor Hartnett Sub: councillor Snape	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 Harvey	1 Representative – Leader Non-constituent Authorities Term: 1 Year	
West Midlands Combined Authority – Overview and Scrutiny Committee	Councillor Boyd Sub: councillor Mathur	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 Fardoe Sub: Councillor Boyd	Worcestershire Non-constituent Authorities 1 representative and 1 substitute.	
Worcestershire Local Enterprise Partnership (LEP)	Councillor Sharon Harvey Sub: Councillor Karen May (Bromsgrove District Council)	1 representative on behalf of the 3 North Worcestershire authorities	Wyre Forest Councillor (TBC) Sub: Councillor Karen May (Bromsgrove District Council)

REDDITCH BOROUGH COUNCIL**Annual Council****26th May 2026**

Organisation	Appointee 2025/26	Appointment Requirements	Nomination 2026/27
Herefordshire and Worcestershire Integrated Care Partnership Assembly	Councillor Spilsbury Sub: Councillor Stringfellow	1 representative (Ideally Relevant Portfolio) and one named substitute Term: 1 Year	

REDDITCH BOROUGH COUNCIL**Annual Council**26th May 2026**LOCAL APPOINTMENTS**

Worcestershire Health Overview and Scrutiny Committee <i>(Worcestershire County Council)</i>	Councillor Fry	1 representative (Must be a member of the Redditch Overview and Scrutiny Committee) Term: 1 year. 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.	
Redditch Highways & Transportation Forum Members Discussion Group <i>(Worcestershire County Council)</i>	Councillor Fry Councillor Clayton	Up to 2 Representatives Term: 1 Year Role is that of non-voting observers only. No liability issues identified.	
Worcestershire Local Access Forum <i>(Worcestershire County Council)</i>	Wyre Forest Councillor Drew	1 representative from north Worcestershire District Councils. Term: 1 year <i>(Note: Would be beneficial if the representative had a keen interest in countryside access and recreation issues.)</i> No liability issues identified.	Councillor Karen May (Bromsgrove District Council)
Redditch Highways & Transportation Forum Members Discussion Group <i>(Worcestershire County Council)</i>	Councillor Fry Councillor Clayton	Up to 2 Representatives Term: 1 Year Role is that of non-voting observers only. No liability issues identified.	
Citizens Advice Bromsgrove and Redditch	Councillor Rogers	1 representative and 1 substitute. Term: 2 years	

REDDITCH BOROUGH COUNCIL**Annual Council**26th May 2026

		Appointments will be trustees of the CAB which is a charitable company limited by guarantee.	
Redditch Co-operative Homes	Councillors Slim, Snape, Warhurst and Wren	4 Representatives Term: 1 year Liability appears to be limited providing there are no breaches of duty or trust.	
Redditch One World Link Executive Committee	Councillors Barker Smith and Begum	2 Representatives Nominations should not include the Mayor who is a Member ex-officio*. Term: 1 year Liability appears to be limited, provided there are no breaches of duty or trust.	
PATROL Traffic Penalty Tribunal (Civil Parking Enforcement)	Councillor Hartnett Deputy: Councillor Mathur	1 Representative plus 1 Deputy. Term: 1 Year No liabilities identified / unlikely to be any liabilities.	
'Where Next' Association	Councillors Slim and Woodall	2 Representatives – 2 places variation previously agreed 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.	
Tardebigge Relief in Need and Sickness Charity	Councillor Mathur Councillor Baker	2 Representatives. Term: 2 years.	

**Annual Council
2026**26th May**Constitution Review Including Scheme of Delegations**

Relevant Portfolio Holder	Councillor
Portfolio Holder Consulted	
Relevant Assistant Director	Claire Felton, Assistant Director for Legal, Democratic and Procurement Services
Report Author	Job Title: Assistant Director for Legal, Democratic and Procurement Services Contact c.felton@bromsgroveandredditch.gov.uk email:
Wards Affected	No specific ward relevance
Ward Councillor(s) consulted	N/A
Relevant Council Priority	Supported Governance
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 Scheme of Delegations, as attached at Appendix 1, be agreed;**
- 2) The updated Contract Procedure Rules, as attached at Appendix 2 be approved;**
- 3) The updated Financial Procedure Rules, as attached at Appendix 3 be approved; and**
- 4) An update to the Scheme of Members' Allowances 2026/27, to incorporate reference to Members' eligibility to join the Local Government Pension Scheme, as detailed at Appendix 4, be approved.**

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.
- 2.2 This report also details the outcomes of the latest meeting of the Constitutional Review Working Party (CRWP), held on 27th April 2026,

**Annual Council
2026**26th May

at which various changes to the Council's constitution were discussed and recommended.

- 2.3 Members are invited to consider the background to the recommendations proposed by the CRWP and to determine whether to endorse the group's recommendations.

3. OPERATIONAL ISSUES**Scheme of Delegations**

- 3.1 There is a requirement for the Officer Scheme of Delegations to be approved by Members at the Annual Meeting of the Council.
- 3.2 The Officer Scheme of Delegations is the part of the Constitution that gives authority for certain decisions to be delegated from Council, the Executive 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 / Leader to officers. In relation to certain regulatory decisions, the delegation is from Council to the relevant Committee, namely the 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, such as changes to officer job titles, and changes to legislation. 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 the reallocation of functions. Those changes do not extend the delegations.
- 3.4 At a meeting of the CRWP held on 23rd March 2026 Members were consulted on changes to update the delegations for Planning Enforcement and Envirocrime. This involved re-organising the existing delegations to place them in the section for Regulatory Services. This would reflect that those services are now delivered by WRS on behalf of the Council and embed the changes already made to those services areas in the Scheme of Delegations. However, the restructuring of the Scheme of Delegation in this manner does not extend any existing delegations, but simply entails a change to the layout and presentation of those delegations.
- 3.5 Officers have reviewed all parts of the Scheme of Delegation to make updates for accuracy and to add any new delegations granted during the municipal year of 2025/26. This includes new delegations for Warm Homes Local Grant, Voluntary Grants and Arrow Valley Solar, which

**Annual Council
2026**26th May

have been added in accordance with decisions made previously by Council during the municipal year 2025/26. These additions are shown in track changes for clarity.

- 3.6 In terms of job titles there have been numerous changes in particular in the areas of Housing and Community Services and Regeneration. The post of Deputy Chief Executive is currently vacant. It is anticipated that the Chief Executive will make a new appointment to that post in the near future and accordingly that title has been retained in the Scheme. As the scheme allows for delegations to be passed up (as well as down), this means that for the time being any delegations made solely to the Deputy Chief Executive would be exercised by the Chief Executive.
- 3.7 A further change is that the new title of the Section 151 officer is “Director of Finance”. In some sections officers have therefore changed the generic term of “Assistant Directors” to “Directors” to cover this change of job title.
- 3.8 Any reports involving proposed changes to the Scheme of Delegations that were considered at Executive on 17th March or 21st April cannot yet be added to the Scheme of Delegation because those recommendations have not yet been considered at a meeting of Full Council.
- 3.9 More detailed updating work on the Scheme of Delegations will be scheduled in for 2026/27. In particular, the creation of the post of Assistant Director for Regeneration and Property needs to be reflected by those delegations (previously shared amongst other Assistant Directors) being brought together in one part of the scheme. The Resources section would also benefit from a detailed review to pick up aspects that are no longer applicable.
- 3.10 The Scheme of Delegations is a working document and will always require updating as the delivery of services changes. Officers have aimed to deliver an accurate snapshot of the current position and are seeking Members endorsement of this. As stated above, further updating work will continue and be reported to future meetings of the CRWP during the next municipal year.

Contract Procedure Rules

- 3.11 The current Contract Procedure Rules were adopted in 2016 and are grounded in EU procurement law and the Public Contracts Regulations 2015. Since then, the UK has introduced a new statutory procurement framework through the Procurement Act 2023, which applies to most public procurements commenced from 24th February 2025. To ensure

**Annual Council
2026**26th May

legal compliance and good governance, the Council's Contract Procedure Rules must be updated.

- 3.12 **Thresholds and Competition:** A new compliance trigger at £30,000 (inclusive of VAT) has been introduced in the 2026 Contract Procedure Rules, requiring officers to comply with statutory duties under Part 6 of the Procurement Act 2023. The historic focus on “quotes versus tenders” has been replaced with a clearer statutory compliance model which is required to comply with the Procurement Act 2023.
- 3.13 **Social Value and Small and Medium Enterprise (SME) Participation:** The Draft 2026 rules strengthen the Council's ability to deliver public benefit, including supporting SMEs and voluntary and community sector organisations. The 2026 rules provide that below-threshold procurements may, in defined circumstances, be reserved for specific supplier groups, subject to approval and a documented rationale.
- 3.14 **Waivers and Exemptions:** The draft 2026 rules clearly distinguish between statutory exemptions under Schedule 2 of the Procurement Act 2023 and waivers. Waivers are expressly prohibited for procurements above the World Trade Organisation/ Government Procurement Agreement (WTO/GPA) threshold, reducing legal and audit risk. This change is necessary to comply with the Procurement Act 2023.
- 3.15 **Governance and Decision-Making:** The draft 2026 rules more clearly link procurement decisions to the Council's Scheme of Delegation and Key Decision thresholds (currently £200,000). Requirements for contract sealing and risk management are also strengthened as required under the Procurement Act 2023.

Financial Procedure Rules

- 3.16 The Financial Procedure Rules form a key part of the Council's Constitution and provide the framework within which all financial activity must operate. Since their last full review in 2017, there have been significant changes in:
- Organisation structures and management responsibilities
 - Financial systems and digital processes
 - Legislative and regulatory requirements
 - Best practice in financial governance and control
 - Funding bids

**Annual Council
2026**26th May

3.17 The Financial Procedure Rules have undergone a comprehensive review to ensure they remain fit for purpose, reflect current organisational structures, support effective financial control and align with updated legislation, best practice and ways of working.

3.18 The revised rules do not represent a fundamental change in financial governance, but instead:

- Clarify responsibilities and delegations
- Strengthen controls and accountability
- Update terminology, thresholds and processes
- Introduce new sections where operational or regulatory gaps existed

3.19 Governance, Roles and Terminology:

- Key changes include references to Directors and Heads of Service have been updated to reflect the current structure, including Assistant Director and Corporate / Senior Leadership Teams.
- There has been clearer articulation of Section 151 and Deputy Section 151 Officer responsibilities. The rules now explicitly identify the Section 151 Officer as Chief Financial Officer.
- The Assistant Director of Finance and Customer Services is now explicitly identified as the Deputy Section 151 Officer.
- There are also enhanced arrangements around escalation, sign off and contingency arrangements.
- Clearer links are made between the constitution, financial governance, the Scheme of Delegation and Audit, Governance and Standards Committee oversight.

3.20 New and Expanded Policy Areas:

- Several new standalone sections have been included since 2017.
- A section on VAT has been added. This formalises responsibilities for VAT advice, compliance, invoicing and recovery. It clarifies the requirements around valid VAT invoices and HMRC liaison and provides explicit controls to reduce financial risk and penalties.
- A new section on Trading Accounts introduces governance and financial controls for Council trading activities. It requires annual budgets, medium-term forecasts and performance monitoring to

**Annual Council
2026**26th May

be produced and aligns traded services with the same standards as core Council services.

- Revised debt write off thresholds and authorisations have been added which increase delegation limits. Clearer separation between officer level, Section 151 and Executive approvals have been introduced and formal recording and reporting requirements have been strengthened. There is also explicit provision for recovery of legal fees and interest and the section has been aligned with the corporate debt recovery policy.
- Funding bids require formal Section 151 Officer / Deputy Section 151 Officer sign off.
- Additional controls for accountable bodies and third party arrangements with sign off by the Section 151 Officer.
- All material grant claims, funding returns or requests for draw-down of external funding shall be submitted under arrangements approved by the Section 151 Officer.
- Assistant Directors shall provide annual assurance statements to the Section 151 Officer confirming the adequacy and effectiveness of financial controls within their areas of responsibility, to support the Annual Governance Statement
- Where Members choose to proceed with a course of action contrary to, or materially increasing risk beyond, the advice of the Section 151 Officer, this shall be explicitly recorded in the relevant decision report.

3.21 Budget Management and Virements:

- Virement thresholds (i.e. moving budget from one heading to another within the accounts to reflect a service/delivery change) have been updated to reflect modern budget management processes, with increased lower and upper limits for officer approved virements. There has also been explicit prohibition on disaggregation to bypass approval thresholds (e.g. breaking a virement into two transactions that fall below thresholds to avoid this control), and clear reporting requirements for high value virements to Executive Committee.
- Clear differentiation has been made between virements, budget adjustments and supplementary estimates.
- These changes improve flexibility while maintaining Member oversight of material financial movements.

3.22 Asset Management and Disposals:

**Annual Council
2026**26th May

-
- Clearer capital and asset governance has been introduced with strengthening of business cases and alignment with the capital programme and the Medium Term Financial Plan.
 - New disposal thresholds have been brought in with Executive Committee approval required for disposals over specified values and clearer rules for disposals below market value.
 - Enhanced reporting of surplus assets has been introduced, with earlier notification and stronger oversight of property decisions.

3.23 Procurement, Payments and Government Procurement Cards:

- Updated banking and procurement card arrangements have been put in place. These reflect the change in banking provider and ensure stronger controls over card usage, coding, reconciliation and cash withdrawals. There are also explicit disciplinary consequences for misuse.
- Modernised payment controls have been utilised with greater use of electronic systems, clear controls around direct debits, prepayments and feeder systems and reinforced requirements to pay invoices within statutory timeframes.

3.24 Audit, Risk and Fraud:

- Enhanced audit reporting arrangements include more frequent reporting to Members and clearer responsibilities for responding to audit recommendations.
- Fraud and irregularity reporting now has clear escalation routes and has been aligned with Anti-Fraud and Anti-Corruption policies.
- Money Laundering has been updated to reflect current regulations and a formal Deputy MLRO has been appointed.

3.25 The revised Financial Procedure Rules strengthen financial control. They provide improved clarity for Members and officers and support robust governance, transparency and compliance with statutory duties.

Scheme of Members' Allowances

3.26 The Government recently confirmed that, from 11th May 2026, Councillors in England are eligible to join the Local Government Pension Scheme (LGPS). This is on an opt-in basis and membership is not automatic. Eligible Councillors need to actively choose to opt in through the authority they serve.

**Annual Council
2026**26th May

- 3.27 Councillors in England have not been eligible for LGPS membership since 1st April 2014. From May 2026, Councillors in England will once again be aligned with the rest of the UK and able to join the LGPS 2014 Career Average Revalued Earnings (CARE) scheme.
- 3.28 Members' allowances schemes are required to provide, from 11th May 2026, that:
- a. members shall be able to access a pension in accordance with a scheme made under section 1 of the Public Service Pensions Act 2013, and
 - b. the basic allowance or special responsibility allowance (or both, as the case may be) shall be treated as an amount in respect of which such a pension is payable.
- 3.29 The Current Scheme of Members' Allowances is based on recommendations proposed by the Independent Remuneration Panel and was agreed in January 2026 for implementation from 1st April 2026 onwards.
- 3.30 The Government's announcement that Councillors would now be eligible to join the LGPS was made after the current scheme of allowances was reviewed and adopted. There has not been an opportunity prior to Annual Council to report this update to Members. Therefore, to ensure that the Council operates in line with national requirements, it is proposed that the current scheme should be updated to reflect Members' eligibility to join the LGPS, as detailed at Appendix 5.

4. FINANCIAL IMPLICATIONS

- 4.1 Changes to the Financial Procedure Rules strengthen the governance framework through which resources are managed.
- 4.2 Changes to the Scheme of Members' Allowances 2026/27 to enable Members to participate in the LGPS will have financial implications for the Council. The estimated maximum costs if all councillors joined the pension fund are £48,000 for the Council. These costs were built into the Medium Term Financial Plan from 2027/28 onwards and any cost in 2026/27 would need to be funded from within the risk reserve.

5. LEGAL IMPLICATIONS

**Annual Council
2026**26th May

-
- 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 which can be carried out by officers of the Council.
- 5.3 Whilst the CRWP meets throughout the year to review the Council's constitution, the group does not have the authority to make changes to the constitution. Instead, any suggested changes are recommended on to Council for determination.
- 5.4 The Draft 2026 Contract Procedure Rules remove references to EU law and instead align fully with the Procurement Act 2023 and Procurement Regulations 2024. The WTO/GPA thresholds replace former EU thresholds. The updated thresholds are contained in a table within Part 2 to the 2026 CPRs.
- 5.5 The Financial Procedure Rules support the Council in meeting its statutory duties, including those under Section 151 of the Local Government Act 1972. Approval will ensure the Council's Constitution remains up to date and legally robust.

6. OTHER - IMPLICATIONS**Local Government Reorganisation**

- 6.1 The introduction of more up to date Contract Procedure Rules and Financial Procedure Rules will assist in the transition to a new unitary authority.

Relevant Council Priority

- 6.2 The proposals detailed in this report support the Council's organisational priority of supported governance.

Climate Change Implications

- 6.3 There are no climate change implications.

Community Impact

**Annual Council
2026**26th May

- 6.4 There are no specific community safety, health or wellbeing implications.

Equalities and Diversity Implications

- 6.5 There are no equalities and diversity implications.

7. RISK MANAGEMENT

- 7.1 A key risk 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.

- 7.2 Failure to adopt the updated 2026 Contract Procedure Rules would expose the Council to:

- non-compliance with the Procurement Act 2023;
- increased risk of legal challenge;
- audit and reputational risk; and
- inconsistent procurement practice across services.

- 7.3 The new Financial Procedure Regulations will assist in managing financial risks across the organisation.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Updated Scheme of Delegations

Appendix 2 – Updated Contract Procedure Rules

Appendix 3 – Updated Financial Procedure Rules

Appendix 4 – Updated Scheme of Members' Allowances 2026/27

**APPENDIX 1 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.

APPENDIX 1 CONSTITUTION – PART 4.02 – Chief Executive

CHIEF EXECUTIVE'S OFFICE AND CORPORATE DELEGATIONS			
1. <u>Miscellaneous</u> 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 for Performance, Engagement and Governance – 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.	Council	[Chief Executive]

CONSTITUTION – PART 4.02 – Chief Executive

	See Community Services delegations for reference to the registered provider and manager.		
Returning Officer / ERO Functions	To fulfil the duties of Returning Officer and Electoral Registration Officer for Redditch in accordance with statute.	External / Council	[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	1) In the absence of the Chief Executive, to exercise the various specific delegations (referred to elsewhere within Scheme of Delegations to Officers, etc.)	Council / Executive Committee	[Duty Officer (Deputy Chief Executive)]
	2) In the absence of the Chief Executive, to exercise the Proper Officer functions which are the responsibility of the Chief Executive.	Council / Executive Committee	[Deputy Chief Executive] or [other Chief Executive Nominee]
	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.	Council / Executive Committee	[Chief Executive]/ [Duty Officer (Deputy Chief Executive)]
	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.	Council / Executive Committee	Directors / relevant 3 rd and 4 th Tier Officers

CONSTITUTION – PART 4.02 – Chief Executive

	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.	Executive Committee	[Chief Executive]/ [Deputy Chief Executive]/ Directors
Miscellaneous delegations	To apply for Licences, on behalf of the Council.	Executive Committee	Directors/Officers authorised by Directors
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

CONSTITUTION – PART 4.02 – Chief Executive

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]
Local Government Act 1972	<p>To be appointed "Proper Officer" in relation to the following provisions of the Local Government Act 1972:</p> <p>a. Sections 83(1) to (4) - Witness and receipt of acceptance of office</p> <p>b. Section 84 – Receipt of declaration of resignation of office</p> <p>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.</p> <p>d. Section 89 (1) (b): Receipt of notice of casual vacancy from two local electors</p> <p>e. Section 229(5): Certification of photographic copies of document</p> <p>f. Sections 234(1) and (2):</p>		<p>a. [Chief Executive]</p> <p>b. [Chief Executive]</p> <p>c. [Chief Executive]</p> <p>d. [Assistant Director of Legal, Democratic and Procurement Services]</p> <p>e. [Assistant Director of Legal, Democratic and Procurement Services]</p> <p>f. [Assistant</p>

CONSTITUTION – PART 4.02 – Chief Executive

	<p>Authentication of documents</p> <p>g. Section 88 (2): Convening of meeting to fill casual vacancy in the office of Mayor</p> <p>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”.</p> <p>i. Section 212(1) and (2): Proper Officer to act as Local 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>Director of Legal, Democratic and Procurement Services]</p> <p>g.[Chief Executive]</p> <p>h.[Assistant Director of Legal, Democratic and 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</p>
--	--	--	--

CONSTITUTION – PART 4.02 – Chief Executive

			Finance]
	n. Section 228 (3): Accounts of “any Proper Officer” to be open to inspection by any member.		n. [Assistant Director of Planning, Leisure and Culture Services]
	o. Section 191: Function with respect to ordnance survey		o. [Assistant Director of Planning, Leisure and Culture Services]
	p. Sections 115(2) and 146(1)(a) and (b): Receipt of money due from officers declaration and certificates with regard to securities		p. [Executive Director of Finance]
	q. Section 151		q. [Executive Director of Finance]

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 0 cm

CONSTITUTION – PART 4.02 – Chief Executive

3. Regulation of Investigatory Powers Act (RIPA)			
Subject:	Detail:	Delegated by:	Delegated to:
	<p>1. To review, revise and update the Council's RIPA policy.</p> <p>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).</p> <p>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.</p> <p>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</p> <p>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.</p> <p>6. To maintain the central record of documents relating to RIPA policy, including authorisations.</p>	1 – 7 Council	<p>1. [Assistant Director of Legal, Democratic and Procurement Services.]</p> <p>2. [Assistant Director of Legal, Democratic and Procurement Services]</p> <p>3. Assistant Directors authorised to do so under Appendix 2 of the RIPA policy.</p> <p>4. Assistant Directors authorised to do so under Appendix 2 of the RIPA policy.</p> <p>5. [Chief Executive] or in his absence the [Deputy Chief Executive].</p> <p>6. The Information Management Team under the supervision of the [Assistant Director of Corporate</p>

CONSTITUTION – PART 4.02 – Chief Executive

	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.		Services and Transformation]. 7. [Assistant Director of Legal, Democratic and Procurement Services].
--	--	--	---

Formatted: Indent: Left: 0 cm

Appendix 1 Constitution Part 4 Table 4.03 – Corporate Services and Transformation

CORPORATE SERVICES AND TRANSFORMATION			
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 – Corporate Services and Transformation] / [ICT Transformation Manager]
Corporate IT New Proposed Delegation	To determine all the Council's IT Policies and Strategies	Council	[Assistant Director – Corporate Services and Transformation] / [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 – Corporate Services and Transformation]
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 Corporate Services and Transformation], following consultation with Ward and other relevant Members /Portfolio Holder

Constitution Part 4 Table 4.03 – Corporate Services and Transformation

Street Numbering	To prescribe street numbers and renumber premises where necessary, in accordance with approved policy.	Executive Committee	[Assistant Director – Corporate Services and Transformation]
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 – Corporate Services and Transformation]

Constitution Part 4 Table 4.03 – Corporate Services and Transformation

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 <u>and Marketing</u> 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 of Corporate Services and Transformation] / [ICT Transformation Manager]

Constitution Part 4 Table 4.03 – Corporate Services and Transformation

3. Human Resources

3. Human Resources			
<u>Employees</u>	<p><u>Staffing Matters</u></p> <p>Within the terms of the Council's agreed policies and employment objectives, to deal with the following matters without reference to Committee:</p> <p>a. Appointments:</p> <p>i) to appoint Executive Directors</p> <p>ii) to appoint Assistant Directors</p> <p>iii) to appoint staff below the level of Assistant Director</p> <p>b. Disciplinary and Capability Action</p> <p>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).</p> <p>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</p>		
		Council	[Chief Executive]
		Council	[Chief Executive]/ Executive Directors
		Council	Assistant Directors
		N/a	Council
		Council	[Chief Executive]

Constitution Part 4 Table 4.03 – Corporate Services and Transformation

	<p>Orders) (England) Regulations 2001.</p> <p>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).</p> <p>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.</p> <p>v) To consider and determine appeals in respect of discipline and dismissal for staff below the level of Assistant Director.</p> <p>c. Terms and conditions of employment</p> <p>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).</p>	<p>Council</p> <p>Council</p> <p>Council</p> <p>Council</p>	<p>[Chief Executive]/ Executive Directors</p> <p>Assistant Directors</p> <p>Any one of the following: The [Chief Executive], the [Deputy Chief Executive] or any Directors.</p> <p>[Assistant Director – Corporate Services and Transformation]</p>
--	--	---	--

Constitution Part 4 Table 4.03 – Corporate Services and Transformation

	<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 – Corporate Services and Transformation]
	<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 – Corporate Services and Transformation]
	<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 – Corporate Services and Transformation] and the relevant Portfolio Holder

Constitution Part 4 Table 4.03 – Corporate Services and Transformation

	<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>	Council	[Chief Executive]/ [Deputy Chief Executive]/ Executive Directors/ Assistant Directors
	<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>	Council	[Financial Services Manager]
	<p>j. Pay Protection</p> <p>To determine an appropriate pay protection policy for all staff</p>	Council	[Assistant Director – Corporate Services and Transformation,] in consultation with the [Chief Executive] and [Executive Director of Finance- Finance and Corporate Resources]
	<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>	Council	[Financial Services Manager]

Constitution Part 4 Table 4.03 – Corporate Services and Transformation

	<p>I. Training</p> <p>To provide training activities for the Council in accordance with the Council's stated requirements, through either direct provision of in-house training or external resources);</p> <p><u>Day to Day Activities</u></p> <p>a. To control and manage own Directorates</p> <p>b. In the absence of any specific delegation and subject to supervision by their immediate line Managers, Service Managers are authorised to perform the duties for which they are employed, including the day-to-day management of their specific Service.</p> <p>c. The day-to-day discharge of functions not otherwise covered by this scheme in accordance with any requirements of the Chief Executive.</p> <p>d. To respond to miscellaneous enquiries for which no delegated authority currently exists and to determine whether further formal decision is required and, if so, what.</p>	<p>Executive Cttee</p> <p>Council/ Executive Committee</p> <p>Council/Executive Committee</p> <p>Executive Committee</p> <p>Executive Committee</p>	<p>[Chief Executive]/ [Deputy Chief Executive]/ Directors</p> <p>[Chief Executive]/ [Deputy Chief Executive]/ Directors or their nominated managers</p> <p>Various</p> <p>[Chief Executive] or in his absence the [Deputy Chief Executive]</p> <p>[Chief Executive], following consultation with Group Leaders and Monitoring Officer</p>
--	--	---	---

Constitution Part 4 Table 4.03 – Corporate Services and Transformation

<p>Miscellaneous</p>	<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>
----------------------	--	--	---

Constitution Part 4 Table 4.03 – Corporate Services and Transformation

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 – Corporate Services and Transformation], following consultation with the Corporate Leadership Team, the Joint Corporate Health, Safety and Welfare Committee (where applicable), the Leader of the Council and the relevant Portfolio Holder

Appendix 1 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 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 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]

Commented [SS1]: Duplication as power now sits in Reg Services section

Appendix 1 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 <u>Anti-Social Behaviour, Crime and Policing Act 2014</u> .	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 <u>Anti-Social Behaviour, Crime and Policing Act 2014</u> .	Council	[Assistant Director of Community and Housing Services]

Appendix 1 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 / Strategic Housing Services Manager] / [Private Sector Housing Team Leader / Private Sector Housing Manager] / [Housing Strategy & Enabling Team Leader / Housing Development & Strategy Manager] / [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		[Assistant Director of Community and Housing Services] / [Housing Strategy Manager / Strategic Housing Services Manager] / [Private Sector Housing Team Leader / Private Sector Housing Manager] / [Housing Strategy & Enabling Team Leader / Housing Development & Strategy Manager] / [Private Sector Housing Officer]

Appendix 1 Constitution – Part 4 – Table 4.04 – Community Services

2. Private Sector Housing			
Subject	Detail	Delegated by:	Delegated to:
	Caravan Sites & Control of Development Act 1960		
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] / [Strategic Housing Services Manager] / [Private Sector Housing Team Leader] / [Private Sector Housing Manager] / [Housing Strategy & Enabling Team Leader] / [Housing Development & Strategy Manager]
Caravan Site Licences	To approve licence for new site	Council	[Assistant Director of Community and Housing Services] / [Housing Strategy Manager] / [Strategic Housing Services 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] / [Strategic Housing Services Manager] / [Private Sector Housing Team Leader] / [Private Sector Housing Manager] / [Housing Strategy & Enabling Team Leader] / [Housing Development & Strategy Manager]

Appendix 1 Constitution – Part 4 – Table 4.04 – Community Services

2. Private Sector Housing			
Subject	Detail	Delegated by:	Delegated to:
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 / Strategic Housing Services Manager] / [Private Sector Housing Team Leader / Private Sector Housing Manager] / [Housing Strategy & Enabling Team Leader / Housing Development & Strategy Manager]
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 / Strategic Housing Services Manager]
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 / Strategic Housing Services 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	Executive Committee	[Assistant Director of Community and Housing

Commented [SS3R2]: Awaiting clarification from officers in Housing

Commented [SS4R2]: Confirmed - no longer in operation - to be deleted.

Commented [JS2]: Has this now ceased? Check with Cllr Hartnett

Appendix 1 Constitution – Part 4 – Table 4.04 – Community Services

2. Private Sector Housing			
Subject	Detail	Delegated by:	Delegated to:
	Houses in Multiple Occupation under provisions of the Housing Act 2004 section 139		Services] / [Housing Strategy Manager Strategic Housing Services Manager] / [Private Sector Housing Team Leader Private Sector Housing Manager] / [Housing Strategy & Enabling Team Leader Housing Development & Strategy Manager]
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 Strategic Housing Services 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 Strategic Housing Services Manager] / [Private Sector Housing Team Leader Private Sector Housing Manager] / [Housing Strategy & Enabling Team Leader Housing Development & Strategy Manager]
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 Strategic Housing Services Manager] / [Private Sector Housing Team Leader Private Sector

Commented [JS5]: Will these acts be superseded by the Renters' Rights Act?

Commented [JS6R5]: The RRA comes into effect on May 1st and this paper will be presented to full council after that date so I suggest we update these references now.

Commented [SS7R5]: As set out in the cover report, there will be changes to this part of the Scheme of Delegations due to the Renters Right Act but for the reasons set out it would be too early to include any changes in this version. The changes proposed in April have not yet been approved by Full Council

Appendix 1 Constitution – Part 4 – Table 4.04 – Community Services

2. Private Sector Housing			
Subject	Detail	Delegated by:	Delegated to:
			Housing Manager / [Housing Strategy & Enabling Team LeaderHousing Development & Strategy Manager] / [Private 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 LeaderPrivate Sector Housing Manager] / [Housing Strategy & Enabling Team LeaderHousing Development & Strategy Manager]
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 LeaderPrivate Sector Housing Manager] / [Housing Strategy & Enabling Team LeaderHousing Development & Strategy Manager]
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	Executive Committee	[Assistant Director of Community and Housing Services] / [Strategic Housing Manager] /

Reviewed May 2025

Appendix 1 Constitution – Part 4 – Table 4.04 – Community Services

2. Private Sector Housing			
Subject	Detail	Delegated by:	Delegated to:
	or to grant extensions of time for completion		[Private Sector Housing Team Leader/Private Sector Housing Manager] / [Housing Strategy & Enabling Team Leader/Housing Development & Strategy Manager]

Appendix 1 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 Private Sector Housing Manager] / [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 Private Sector Housing Manager] / [Housing Strategy & Enabling Team LeaderHousing Development & Strategy Manager].
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	to approve the use of Civil	Council	[Assistant Director of

Appendix 1 Constitution – Part 4 – Table 4.04 – Community Services

Notices	Penalties in appropriate housing related offences as an alternative to prosecution		Community and Housing Services]
Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015	To implement enforcement powers under the Energy Efficiency (Private Rented Property) (England & Wales) Regulations 2015	Executive	[Assistant Director of Community and Housing 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.

Commented [JS8]: As I understand it, First Homes has now ceased so should we remove this?

Commented [SS9R8]: Awaiting clarification from officers

Commented [SS10R8]: Confirmed no longer in operation - to be deleted

3. Transport & Concessionary Fares

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)

Appendix 1 Constitution – Part 4 – Table 4.04 – Community Services

4. Miscellaneous other			
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 (general)	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]
Voluntary Sector Grants Scheme 2026/2027 to 2029/2030 (lower grants £500 to £2000)	To consider and agree decisions on lower grants	Executive Committee	[Assistant Director of Community and Housing Services] following consultation with the Officer Grants panel
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].

Commented [SS11]: Under review to cover who could exercise in absence of Deputy Chief Executive

Commented [JS12R11]: See also above about RRA 2026.

Commented [SS13]: New delegation - granted by Executive on 2nd September 2025

This page is intentionally left blank

APPENDIX 1 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>			
Subject:	Detail:	Delegated by:	Delegated to:
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, Leisure and Culture Services] / [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>	Council	[Assistant Director of Environmental and Housing Property Services]

CONSTITUTION – PART 5 – TABLE 5.04

	<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 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>	<p>Council</p>	<p>[Assistant Director of Environmental and Housing Property Services]</p>
<p>Trees - Dangerous.</p>	<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)</p>	<p>Planning Committee.</p>	<p>[Assistant Director of Environmental and Housing Property Services].</p>

Commented [JS1]: What role does the PH have in this?

Commented [JS2R1]: Are ward councillors consulted when a TPO is proposed?

Commented [SS3R1]: Awaiting responses from TPO team to clarify these points

CONSTITUTION – PART 5 – TABLE 5.04

	<p>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 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.	1. To determine High Hedge applications submitted in accordance with Part 8 of the Anti-Social Behaviour	1. Council.	Planning Committee

CONSTITUTION – PART 5 – TABLE 5.04

	<p>Act 2003 and to issue a remedial notice where appropriate when:</p> <ul style="list-style-type: none"> a. such applications are submitted by or on behalf of any officer of the Council or any Parish Council within the Borough of Redditch. b. such applications are submitted by or on behalf of any County, District or Parish Councillor whose ward is within the Borough of Redditch. c. any County, District or Parish Councillor whose ward is within the Borough of Redditch is affected by such an application. <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</p>	<p>2. Planning Committee</p>	<p>[Assistant Director of Environmental and Housing Property Services].</p>
--	--	------------------------------	---

CONSTITUTION – PART 5 – TABLE 5.04

	appropriate.		
--	--------------	--	--

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 the 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 the 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 the 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 Worcestershire the 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].

CONSTITUTION – PART 5 – TABLE 5.04

Land Drainage.	To carry out the Council's function under the Land Drainage Act 1991 and Flood and Water Management Act 2010.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services].
----------------	---	----------------------	--

CONSTITUTION – PART 5 – TABLE 5.04

Traffic Management.	To approve or otherwise, local traffic management proposals and associated works.	Executive Committee.	[Assistant Director of Regeneration and Property 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 Regeneration and Property 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 Environmental Services Manager] .
Vehicle Amnesties.	To organise vehicle amnesties as and when required.	Executive Committee.	[Assistant Director of Environmental and Housing Property Services] / [Waste Management Environmental Services 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 the relevant Portfolio Holder for the Environment.

Commented [JS4]: Is this not WRS?

Commented [JS5R4]: Nicola to check this please?

Commented [SS6R4]: Checks with WRS confirm that this was not a matter to be taken on by them. So for now it is accurate as included. There may be a separate discussion to be had about whether it could be transferred to WRS in the future but would be subject to more work being done on operational / legal/ financial implications.

CONSTITUTION – PART 3 – TABLE 3.04

5. Energy Efficiency and Climate ChangeHome Energy and Conservation			
<u>Subject:</u>	<u>Detail:</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
Home Energy Conservation Reports.	Home Energy Conservation Act 1995 6 - to prepare, publish and submit to the Secretary of State, the Council's Home Energy Conservation Reports.	Executive Committee.	[Assistant Director of Community and Housing Services Environmental and Housing Property Services].
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].
Warm Homes Local Grant	To administer the funding received from the Warm Homes Local Grant for the financial years 25/26 to 27/28 in line with grant conditions and any alterations to the delivery programme.	Executive Committee	[Assistant Director of Community and Housing Services]

Commented [SS7]: New delegation granted 10th June 2025

CONSTITUTION – PART 3 – TABLE 3.04

6. — Energy Efficiency and Climate Change			
Subject:	Detail:	Delegated by:	Delegated to:
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].

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Strikethrough

Commented [SS8]: Moved to section 5

Formatted: Strikethrough

Formatted: Strikethrough

APPENDIX 1 **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] / [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] / [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***
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

Working copy

CONSTITUTION – PART 4 – TABLE 4.06 - Housing

			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 Homelessness 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] 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 Homelessness 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] & in their absence [Executive Director of Finance]

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 Homelessness Manager] / [Housing Strategy Manager]
Temporary Accommodation license breaches	In respect of the management of Temporary accommodation for the purposes temporary housing for homeless families let under licences to authorise: <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 Homelessness Manager]
Housing Management: Introductory and Secure Tenancy breaches and unlawful occupiers	In respect of the management of Introductory and Secure housing tenancies to authorise: <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 	Executive Committee	[Assistant Director of Community and Housing Services] / [Housing Services Manager]
Enforcement of possession proceedings for introductory and secure tenancy breaches	To sanction applications for Warrants of Possession in above cases. <u>Warrants for no access for adherence to Health & Safety/ statutory requirements</u>	Executive Committee	[Deputy Chief Executive] & [Executive Director] / [Assistant Director of Community and Housing Services]/ [Housing Services Manager] [Assistant Director of Environmental and Housing Property Services] / Repairs &

SCHEME OF DELEGATION TO OFFICERS

			Maintenance/ Housing Services Manager
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] / [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 Councils 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] / [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 & Maintenance and Capital Manager Housing Services

SCHEME OF DELEGATION TO OFFICERS

			Manager]
Major property void works	To authorise major void works costing more than £10k	Executive Committee	[Deputy Chief Executive] & [Executive Director] /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
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.	Council	[Deputy Chief Executive] and [Assistant Director Community & Housing] following consultation with the

SCHEME OF DELEGATION TO OFFICERS

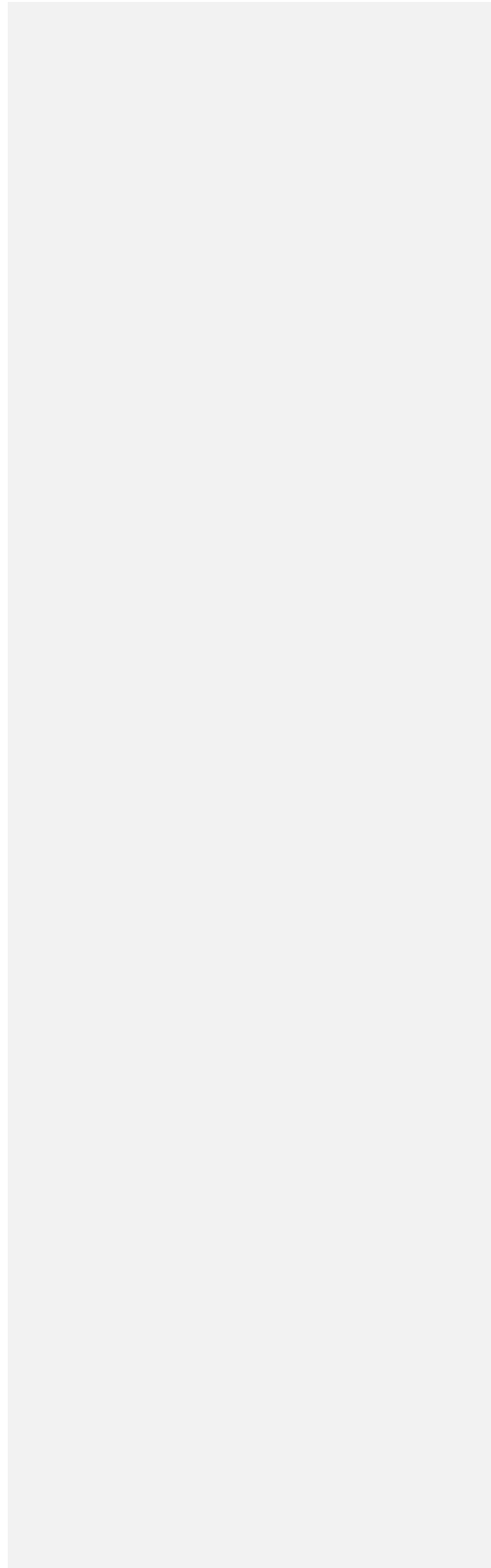
	<i>(Added during the 2024/25 municipal year)</i>		Housing Portfolio Holder
--	--	--	--------------------------

APPENDIX 1 LEGAL, DEMOCRATIC AND PROCUREMENT			
CONSTITUTION PART 4 - Table 4.07 – Legal, Democratic and Procurement			
1. Democratic Services - General			
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.	[Assistant Director of Legal, Democratic and Procurement Services Chief Executive] following consultation with Portfolio Holder for Performance, Engagement and Governance for Finance and Enabling
Committee Membership	To accept nominations and fill vacancies which arise in any Council-approved Committee membership.	Various Council / Executive Committee	[Assistant Director of Legal, Democratic and Procurement Services Chief Executive] following consultation with [Leader] / Group Leaders
Outside Bodies	To appoint Officer representatives to outside bodies.	Council	[Chief Executive] following consultation with [Leader] / Group Leaders
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 committee chairs, leader of the council and group leaders.
Petitions	To respond to Petitions, in accordance with the approved Protocol.	Council	[Monitoring Officer]/ [Chief Executive]/ [Deputy Chief Executive] / Directors / Relevant Officers

- Commented [JS1]: Why not the PH for Governance?
- Commented [SS2R1]: Changed to governance
- Commented [JS3]: I think we need to be specific.
- Commented [SS4R3]: Agreed - see changes
- Formatted: Font: Not Bold
- Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: In line, Relative to: Margin, Horizontal: 0 cm, Wrap Around
- Commented [SS5]: Officers to look into this further to establish what outside bodies it covers before considering changing the wording in Column 4. Likely to be linked to professional disciplines of officers concerned e.g. HR.
- Commented [SS6]: Accept additional wording - in practice this should be happening already
- Commented [JS7]: Does this include consultations?
- Commented [SS8R7]: This does not relate to consultations but Petitions submitted by members of the public - link to website : -Petitions

RBC March May 2026

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



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. Executive	[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], 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 of Finance]
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 of Finance]

Commented [JS9]: No abbreviations please

Commented [JS10]: Is this the most recent update?

Commented [SS11R10]: Officers will need to look into this query and report back to Members at a later date.

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.
<u>Authorised Officer – Miscellaneous Provisions</u>	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).

Commented [JS12]: Who has authorised this delegation?

Commented [SS13R12]: This provision has been repealed so this section can be deleted. It related to authorising officers for the purposes of Licensing which is now covered by WRS under the Licensing Act with the delegation to the Head of Regulatory Services.

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

Miscellaneous delegations	1) Where an Officer has delegated powers to issue legal proceedings, they are also authorised to take action to enforce any judgment obtained.	Council / Executive / Planning / Licensing Committees	Various [Any officer of the level of Assistant Director or above in consultation with the legal team.
	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.	Council / Executive / Planning / Licensing Committees	Various Officers, [Any officer of the level of Assistant Director or above in consultation with the legal team and following consultation with [relevant Portfolio Holder]
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, Leisure and Culture Services]

Commented [JS14]: We need to be specific about the officers' level of seniority here.

Commented [SS15R14]: Agreed - see expanded definition

Commented [JS16]: And here

Commented [SS17R16]: Same as above

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]

This page is intentionally left blank

APPENDIX 1 PART 4 – TABLE 4.08 Leisure & Culture

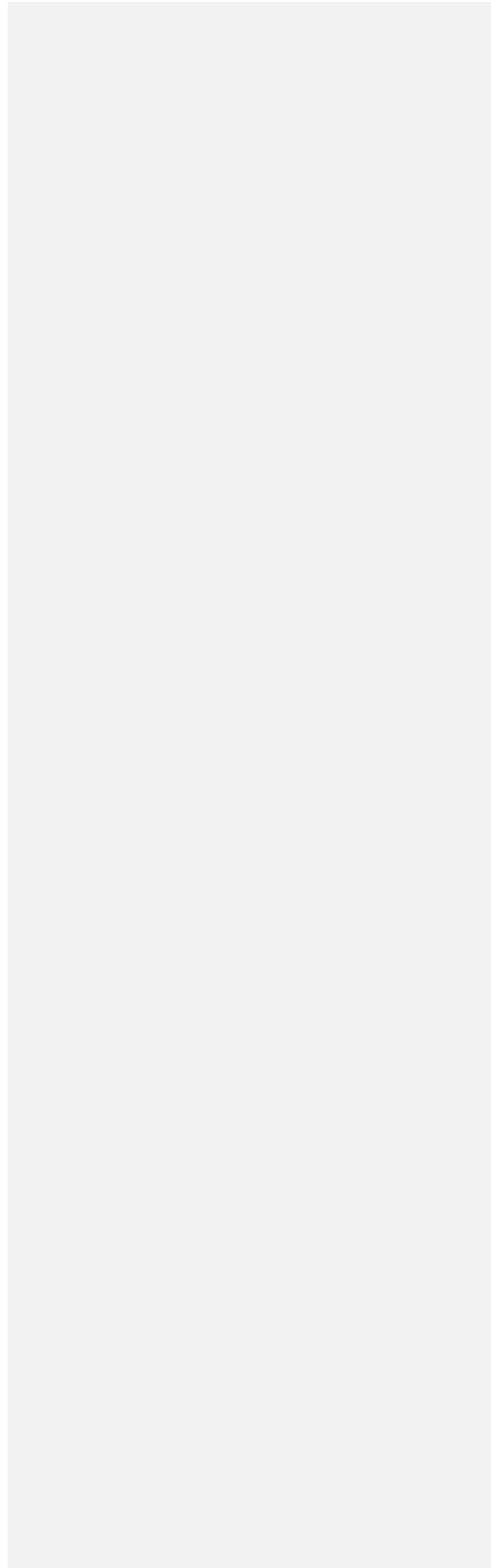
LEISURE AND CULTURE			
1. <u>Leisure - General</u>			
Subject	Detail	Delegated by:	Delegated to:
Allotments – Notices to Quit, etc.	<u>Day to day management of allotments including t</u> To grant, transfer and accept the termination of allotment tenancies.	Executive Committee.	[Assistant Director of Planning, Leisure and culture Services] / [Assistant Director of Environmental and Housing Property]
Play Areas	Day-to-day management of play areas	Executive Committee	[Assistant Director of Planning, Leisure and Culture 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, Leisure and Culture 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, Leisure and Culture Services], or other

Commented [JS1]: Do we need to mention the Shareholders' committee?

Commented [SS2R1]: No need to mention Shareholders Committee - day to day actions sit with RL

PART 4 – TABLE 4.08 Leisure & Culture

			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, Leisure and Culture 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, Leisure and Culture 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, Leisure and Culture 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, Leisure and Culture 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, Leisure and Culture 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, Leisure and Culture 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, Leisure and Culture Services], in consultation with the relevant Ward Councillor

APPENDIX 1 PART 4 – TABLE 4.09 – Plg

PLANNING & REGENERATION			
1. <u>Building Control</u>			
Subject	Detail	Delegated by:	Delegated to:
Applications	To approve or reject applications deposited under Building Regulations, except applications which require a relaxation of Reg. B1 (Means of Escape) and to determine matters arising from the following associated statutory provisions:- Highways Act 1989 (Sections 169, 172 & 173) Building Act 1984 (Sections 8, 15, 16, 18-30, 32, 33, 36, 71, 72 (1)(b), 80, 81.	Executive	[Assistant Director of Planning, Leisure and Culture Services]/ [Building Control Manager]
Taking Action	To take action as appropriate under the following enactments:- Public Health Act 1936 Section 262. Local Government (Miscellaneous Provisions) Act 1976 - Dangerous Excavations. Building Act 1984, Sections 77 and 78	Executive	[Assistant Director of Planning, Leisure and Culture Services]/ [Building Control Manager] As above [Assistant Director of Planning, Leisure and Culture Services]/ [Building Control Manager]/[Principal Solicitor]
Entering Premises	To enter premises for the purposes of enforcement and administering the Building Regulations and appropriate provisions of the Building Act 1984 as set out above and additionally Section 94.	Executive	[Assistant Director of Planning, Leisure and Culture Services]/ [Building Control Manager]
Issuing Notices	To issue notices of the Council's decisions on all applications and	Executive	[Assistant Director of Planning,

PART 4 – TABLE 4.09 – Plg

	submissions made to it on Building Control Matters.		Leisure and Culture Services]/ [Building Control Manager]
Serving Requisitions	To serve requisitions for Information under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.		[Assistant Director of Planning, Leisure and Culture Services]/ [Building Control Manager]
Fees & Charges	Council's Scheme of Charges under the Building (Local Authority Charges) Regulations 1998 - To vary the standard fee scales of the Local Government Association Model Scheme by up to plus or minus 10%.		[Assistant Director of Planning, Leisure and Culture Services] in consultation with the [Chief Executive]

2. <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>		

PART 4 – TABLE 4.09 – Plg

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, Leisure and Culture 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. <i>(see procedure set out above)</i> 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 landowner. 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. 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 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. 		[Assistant Director of Planning, Leisure and Culture Services] / Planning officers
	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		

PART 4 – TABLE 4.09 – Plg

	<p>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</p>		
--	---	--	--

PART 4 – TABLE 4.09 – Plg

	<p>negotiation) from a statutory consultee.</p> <p>11. The application seeks erection of a new, or Change of Use to, 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 • 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 and 2017 		

PART 4 – TABLE 4.09 – Plg

	<ul style="list-style-type: none"> • 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 • 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 		

PART 4 – TABLE 4.09 – Plg

	<ul style="list-style-type: none"> 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, Leisure and culture Services] and/or [Strategic Development Plans Manager]
Planning Obligations	<p>All planning obligation variations and discharges, other 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 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. 	Council	[Assistant Director of Planning, Leisure and Culture Services]

PART 4 – TABLE 4.09 – Plg

--	--	--	--

Subject	Detail	Delegated by	Delegated to
Planning Enforcement	<p>All planning enforcement 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 enacted by Officers unless they include the serving of any of the following notices; and/or in the following cases:-</p> <ol style="list-style-type: none"> 1. A Stop Notice (but not a Temporary Stop Notice) 2. A Listed Building Enforcement Notice 3. An Advertisement Discontinuance Notice 4. A Tree Replacement Notice 5. Prosecution proceedings (except for advertisement offences) 6. Where direct action by Redditch Borough Council is required 7. When 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. 	Council	[Assistant Director of Planning, Leisure and Culture Services]

Commented [SS1]: Deleted from this section and moved to WRS section as previously reported to CRWP

3. Regeneration			
Subject	Detail	Delegated by:	Delegated to:
Regeneration – Redditch Business Improvement District	To exercise the Council's vote in support of the proposed BID (Business Improvement District) in the ballot in respect of properties in the Council's ownership/occupation within the BID area, which will be entitled to cast a vote in the ballot.	Executive	[Assistant Director of Regeneration and Property]

PART 4 – TABLE 4.09 – Plg

Regeneration - Business Centres:			
Day-to-day Management / Fees & Charges	<p>To manage and control the Centres and all lettings and licences, including:</p> <p>(a) Annual rent review – to set rent annually, any change to be limited to plus or minus 10% of the preceding year's level, unless first approved by the Executive Committee;</p> <p>(b) To secure new lettings in times of decreased demand, to agree a rent-free period and/or a period of reduced rent up to 20% of the current year's levy, judged on a case by case basis;</p> <p>(c) To maximise income from new lettings in times of increased demand, to increase rents by up to 20% of the current year's levy, judged on a case by case basis;</p> <p>(d) To agree a period of reduced rent for specific licensees in response to evidence of hardship, from time to time during their tenancy, judged on a case by case basis.</p>	Executive	[Assistant Director of Regeneration and Property] <u>[UK Shared Prosperity Business Centres Manager]</u> and following consultation with the [Portfolio Holder]
Secretarial Services	<p>Following consultation with the Portfolio Holder, to set fees annually, limited to plus or minus 10% of the preceding year's level unless first approved by the Executive Committee.</p> <p>To agree a discounted rate for bulk orders, judged on a case-by-case basis.</p>	Executive	[Assistant Director of Regeneration and Property] and <u>[UK Shared Prosperity Business Centres Manager]</u> and <u>[Economic Development Manager]</u>
Regeneration - Redditch Market:			
Day-to-day	To deal with the day-to-day management	Executive	[Head of

Formatted: Not Highlight

PART 4 – TABLE 4.09 – Plg

Management	of the Redditch Market including the letting of stalls, kiosks and pitches.		Assistant Director of Regeneration and Property]
Fees & Charges The setting Committee.	The setting of fees / rents as published in the “Fees and Charges” booklet, or as agreed by the Executive Committee.	Executive	[Assistant Director of Regeneration and Property]
Refund of Fees	To deal with the refund of fees / rents due to inclement weather or, in other exceptional circumstances.	Executive	[Assistant Director of Regeneration and Property], in consultation with [Chief Executive] or [Deputy-Chief Executive]
Disruption Discount	To apply discounts to Redditch Market stall fees in cases where significant disruption to trading is experienced, up to a maximum of 50% of the otherwise applicable fee	Executive	[Assistant Director of Regeneration and Property]
Charity Stalls	To allocate up to two stalls per day free of charge to charitable / not for profit organisations when stalls are not required by licensed or casual traders.	Executive	[Assistant Director of Regeneration and Property]

4. Assets of Community Value			
Subject	Detail	Delegated by:	Delegated to:
Community Right to Bid – Assets of Community Value	To manage the application process for Assets of Community Value in accordance with Council policy.	Executive	[Assistant Director of Planning, Leisure and Culture Services]
	To assess and decide compensation claims	Executive	[Assistant Director of Planning, Leisure and Culture Services]

PART 4 – TABLE 4.09 – Plg

<u>5. Nationally Significant Infrastructure Project – Arrow Valley Solar</u>			
<u>Subject</u>	<u>Detail</u>	<u>Delegated by:</u>	<u>Delegated to:</u>
<u>Arrow Valley Solar – Nationally Significant Infrastructure Project (NSIP under the Planning Act 2008)</u>	<ol style="list-style-type: none"> <u>1. To make representations and/or respond to consultations and engagement, from the Applicant and the Planning Inspectorate during all stages of the Development Consent Order process for the Arrow Valley Solar Project.</u> <u>2. To permit the necessary Officers to attend the Preliminary Meeting, hearings, prepare and give evidence, as is required, during the examination of the Development Consent Order.</u> <u>3. To deal with post-decision matters (if the Development Consent Order is granted for the Arrow Valley Solar Project).</u> 	<u>Council</u>	<p><u>[Assistant Director of Planning, Leisure and Culture Services] following consultation with the Leader.</u></p> <p><u>[Assistant Director of Planning, Leisure and Culture Services]</u></p> <p><u>[Assistant Director of Planning, Leisure and Culture Services]</u></p>

Commented [SS2]: New delegation granted via urgent decision in March 2026 (Urgent decision ref 04/26)

This page is intentionally left blank

**APPENDIX 1 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 determine renewal applications for licences to use vehicles as hackney carriages or private hire vehicles where the vehicle does not meet the Council’s required criteria in respect of the age of the vehicle.

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.
- Animal Welfare Act 2006.
- Gambling Act 2005.
- Licensing Act 2003.

PART 4 – TABLE 4.10 – Reg Services

- Local Government (Miscellaneous Provisions) Acts 1976 and 1982.
- Town Police Clauses Act 1847.
- Zoo Licensing Act 1981.

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 Drivers**

- Determination of applications where the applicant does not meet the Council's application criteria.
- Revocation of a driver's licence except, where revocation is required with immediate effect due to actions of the driver meeting one of the three tests set out below, namely that since the grant of the licence they have:-
 - been convicted of an offence involving dishonesty, indecency or violence; or
 - 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
 - any other reasonable cause.

In such circumstances the Head of Worcestershire Regulatory Services, in consultation with the Council's Legal Department, will have the delegated authority to immediately revoke a driver's licence.

Where these delegated powers are used the following provisions shall apply: -

- The Chair/ Vice Chair of the Council's Licensing Committee will be notified as soon as is reasonably practicable; and
- Details of the revocation of the licence will be reported to the next meeting of the Council's Licensing Committee.

Hackney Carriage and Private Hire Vehicles

- Determination of an application where the vehicle does not meet the Council's

PART 4 – TABLE 4.10 – Reg Services

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.

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/Stands

- 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

PART 4 – TABLE 4.10 – Reg Services**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.
- 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.
- 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.

PART 4 – TABLE 4.10 – Reg Services

Biofuel (Labelling) Regulations 2004.
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.

PART 4 – TABLE 4.10 – Reg Services

Energy Information (Household Electric Ovens) Regulations 2003.
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.

PART 4 – TABLE 4.10 – Reg Services

Intoxicating Substances (Supply) Act 1985.
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.

PART 4 – TABLE 4.10 – Reg Services

Proceeds of Crime Act 2002.
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.

PART 4 – TABLE 4.10 – Reg Services

Transmissible Spongiform Encephalopathies (England) Regulations 2008.
 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.

3. ENVIROCRIME AND PLANNING ENFORCEMENT**HEAD OF REGULATORY SERVICES (WORCESTERSHIRE REGULATORY SERVICES)**

(i) In accordance with the Agreement for the Provision of Additional Shared Services dated 28th May 2025, the Council has delegated to the Head of Worcestershire Regulatory Services the discharge of the additional duties and functions listed below arising out of the legislation set out in Appendix RS 3.

Undertaking inspections and investigation of complaints

- (a) Signing and service of notices
- (b) Signing and issuing, revoking and varying, any licence, permit, order or other document
- (c) Executing, or arranging for the execution of, works in default
- (d) The exercise of powers of entry
- (e) The engagement of specialist advisors/contractors to support/ supplement service activity
- (f) To determine the most suitable disposal following investigation (including use of written warnings, Fixed Penalty Notices and Cautions), or to refer matters to legal services for consideration for commencing prosecutions
- (g) The obtaining of warrants of entry

Arising out of or in connection with the following: -

- Planning Enforcement
- Community Protection Warnings and Notices in respect of waste issues or planning only
- Fly-tipping

PART 4 – TABLE 4.10 – Reg Services

- Dog Fouling
- Littering
- Duty of Care for Waste

(ii) The Head of Regulatory Services 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.

RS3

Town and Country Planning Act 1990 (as amended).

Town and Country Planning (Control of Advertisement) Regulations 2007.

Planning (Listed Buildings and Conservation Areas) Act 1990.

Environment Protection Act 1990.

Anti-Social Behaviour, Crime and Policing Act 2014 (sections 43-58).

Clean Neighbourhoods and Environment Act 2005.

Control of Pollution (Amendment) Act 1989.

This page is intentionally left blank

Appendix 1 PART 4 – TABLE 4.11 - Resources

RESOURCES			
1. Finance - Accounts, Financial Management & Advice			
Subject:	Detail:	Delegated by:	Delegated to:
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 Finance 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 of Finance] [Director of Finance] and [Financial Support Manager] [Revenue Services Manager]
Debt Collection / Recovery	To collect and recover all debts, except housing rents.	Executive Committee	[Assistant Director of Finance 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] [Director of Finance s]
Council Tax Support Scheme	To carry out statutory consultation on draft Council Tax Support Schemes in accordance with legislative guidelines.	Council	[Assistant Director of Finance and Customer Services] following consultation with the [Portfolio Holder]
Discretionary Rate Relief	To grant applications under the Non-Domestic Rates – Discretionary Rate Relief	Executive Committee	[Financial Assistant Director]

Formatted Table

Appendix 1 PART 4 – TABLE 4.11 - Resources

	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.		of Finance and Customer Services and the Welfare 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] Director of Finance 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] Director of Finance
Offences under Social Security Administration Act	To administer formal cautions for offences under the Social Security Administration Act 1992.	Executive Committee	[Assistant Director of Finance 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 Assistant Director of Finance and Customer Services and the Welfare Support Manager
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 Finance and Customer Services] and [Assistant Director of Community and Housing Services]
Stock Exchange Transactions	To seal Stock Exchange Transactions.	Executive Committee	[Executive Director of Finance] Director of Finance
Investment of Balances	To invest balances, other and special funds.	Executive Committee	[Executive Director of Finance] Director of Finance
Investments	To determine action to be taken in respect	Executive	[Executive Director

Appendix 1 PART 4 – TABLE 4.11 - Resources

	of the Council's funds invested by approved external Fund Managers.	Committee	of Finance Director of Finance
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] Director of Finance and Assistant Director of Finance and Customer Services
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 Finance and Customer Services]
Borrowing	To borrow money.	Executive Committee	[Executive Director of Finance] Director of Finance
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 Finance and Customer Services]
Insolvency Procedures	To commence insolvency procedures, both against individuals and companies.	Executive Committee	[Assistant Director of Finance 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 Finance and Customer Services]/ [Assistant Director of Community and Housing Services] Director of Finance
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 Finance and Customer Services] / Director of Finance [Assistant Director of Community and

Appendix 1 PART 4 – TABLE 4.11 - Resources

			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] Director of Finance
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] Director of Finance
Debts – Write-off - Irrecoverables	To write off debts due to the Council in accordance with Council policy.	Executive Committee	[S151 Officer] and Assistant Director of Finance and Customer Services 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 Director of Finance	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	Executive Committee	[Chief Executive] / [Deputy Chief] Executive/

Commented [SS1]: Deleted - Sure Start is not longer a council service

Appendix 1 PART 4 – TABLE 4.11 - Resources

	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.		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
Tenders and Contracts	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.	Executive Committee	[Chief Executive]/[Deputy Chief Executive]/ Directors / Assistant Directors
	2) Subject to Contract Procedure Rules, to engage the services of consultants operating within their own sphere of professional competence.	Executive Committee	[Chief Executive]/ [Deputy Chief Executive] / Directors/ Assistant Directors
	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.	Council	Various
	4) If there is no available professional advice within the Council the Director is authorised to seek appropriate consultants direct.)	Council	Various
	5) Further separate delegations under the	Council	Various

Appendix 1 PART 4 – TABLE 4.11 - Resources

	Contract Procedure Rules.		
Section 106 Monies	Authority to spend S106 monies up to a value of £ 200 50k to spend in line with the S106 agreement which caused the receipt of the S106 monies.	Council	S151 Officer following after consultation with the ward member
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

Commented [SS2]: Spend value increased to align with Key Decision limits and Financial Procedure Rules - see para 3.15 of cover report.

Appendix 1 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 Regeneration and Property Finance 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 Regeneration and Property Finance 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 Regeneration and Property Finance 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 Regeneration and Property Finance 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 Regeneration and Property Finance and Customer Services] /

Appendix 1 PART 4 – TABLE 4.11 - Resources

			[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 Regeneration and Property Finance and Customer Services] / [Principal Solicitor]
Assignment / Sub-letting – Leased Properties	The assignment or sub-letting of leased properties, subject to appropriate satisfactory references.	Executive Committee	[Assistant Director of Regeneration and Property Finance 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 Regeneration and Property Finance 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]
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 Regeneration and Property Finance 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 Regeneration and Property Finance and Customer Services]

Appendix 1 PART 4 – TABLE 4.11 - Resources

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 <u>Regeneration and Property Finance and Customer Services</u>] / [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 <u>Regeneration and Property Finance and Customer Services</u>] with [Assistant Director of Legal, Democratic and Procurement Services]
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 <u>Regeneration and Property Finance and Customer Services</u>] / [Principal Solicitor]
Miscellaneous Delegation	1) To serve requisitions for information as to ownership of property. 2) To seek Planning Permission on behalf of the Council.	Executive Cttee Council	All Directors / or in their absence, other relevant <u>Assistant</u> Directors / Managers Directors and Assistant <u>Directors</u> , subject to prior consultation with Ward Members

Appendix 1 PART 4 – TABLE 4.11 - Resources

Subject:	Detail:	Delegated by:	Delegated to:
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] / [Assistant Director of Finance 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 Finance 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 Finance 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 Finance and Customer Services]
Notices re Right to Buy	To serve notices in association with the Right to Buy Scheme.	Executive Committee	[Assistant Director of Finance 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 Finance 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 Finance 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 Finance and Customer Services]

This page is intentionally left blank

PART []**APPENDIX 2 CONTRACT PROCEDURE RULES PART 1****1. INTRODUCTION****What are Contract Procedure Rules?**

- 1.1 The Contract Procedure Rules (CPRs), the [Financial Procedure Rules] together with the Procurement Act 2023 (PA 2023) and the Procurement Regulations 2024 provide the framework for procurement activity across the Council, setting out how contracts for goods, works and services should be procured and managed, and detailing the record keeping and reporting requirements related to procurement and contract management activity. The CPRs apply to all Officers across the Council.
- 1.2 The CPRs should not be seen in isolation, but rather as part of the overall regulatory framework of the Council as set out in the Constitution.

Why are CPRs needed?

- 1.3 The Local Government Act 1972 requires the Council to have standing orders for how it enters into contracts. The Local Government Act 2000 (Constitutions) Direction requires the Council's constitution to include its rules, regulations and procedures in respect of contracts. These CPRs are the standing orders required by the Local Government 1972 Act and The Local Government Act 2000 (Constitutions) Direction. These CPRs form part of the Council's Constitution and are, in effect, the instructions of the Council to Officers when dealing with contracts on behalf of the Council. In acting on behalf of the Council, Officers must also have regard to any guidance and procedures issued to support compliance with the CPRs.
- 1.4 The Council is under a legal duty to promote Best Value and to consider the Public Services (Social Value) Act 2012 and comply with Public Sector Equality Duty under the Equality Act 2010. Every Officer engaged in the letting of contracts shall have regard to these duties and associated Council policies. Where compliance with these duties contradicts the requirements of any statutory legislation or specific best practice guidance, advice from Legal and Democratic Services must be obtained.
- 1.5 The CPRs apply to all contracts for the supply of works, goods and services, (including consultancy, utilities and concessions) to the Council, regardless of value

Exemptions

- 1.6 The following arrangements are exempted contracts under Schedule 2 of the Procurement Act 2023 (PA 2023) and therefore the sections in these CPRs which relate to procurements subject to the PA 2023 do not apply, including, without limitation:
 - 1.6.1 The acquisition (by whatever means) (or the acquisition of an interest in or right over) of land, buildings or any other complete work or a contract

concerning an interest or right over any such things. In this instance, the financial regulations apply except where services or works are required by the Council as part of the land transaction. e.g. development agreements. **Note** that this does not apply to any external professional services linked to the purchase or sale.

- 1.6.2 Contracts of employment for the appointment of individual members of staff, including members of staff sourced through employment agencies under a corporate contract or contracts with individuals appointed to a public office (which may include the appointment of non-executive directors). Any ambiguity on whether a contract is an employment contract or a consultancy contract covered by these CPRs should be referred to HR.
- 1.6.3 Grant agreements.
- 1.6.4 Supply of works, goods and services by the Council to a third party. However, the Assistant Director Legal Democratic and Procurement Services must be consulted where the Council is contemplating this route.
- 1.6.5 Contacts procured with an entity over which the Council has a form of 'control' as defined in Schedule 2 of the PA 2023.
- 1.6.6 Contracts procured with another contracting authority (or contracting authorities) with the intention to achieve common goals in the exercise of public functions, solely in the public interest and where no more than 20% of the activities intended to be carried out are for reasons other than for the purpose of public functions.
- 1.6.7 Contracts procured in collaboration with other local authorities where the Council is not the lead authority (subject to the necessary approvals having been obtained from the appropriate decision maker at the Council). The CPRs of the lead authority shall apply. Assurance should be sought that the lead authority is in compliance with its own contract procedure rules and the PA 2023.
- 1.6.8 Purchases made at public auction.
- 1.6.9 Contracts relating to the placement of deposits or raising loans under the Financial Procedure Rules.

Note 1: Exemptions are not waivers. For waivers see Rule 2.16 – 2.22.

Note 2: These CPRs apply to any sponsorship agreement the Council is a party to and/or any arrangements in relation to or in connection with sponsorship.

Authority to conduct procurement activity

- 1.7 The authority for an Officer who needs to:
 - 1.7.1 Undertake a procurement;
 - 1.7.2 Award a contract;
 - 1.7.3 Extend or vary a contract;
 - 1.7.4 Terminate a contract during a contract period (early contract termination)
- 1.8 Will emanate from a function of the Council that is delegated to them by either of the following:
 - 1.8.1 The Scheme of Delegation; or,
 - 1.8.2 A bespoke decision taken by members.

Basic principles***Procurements below the WTO/GPA tender threshold***

- 1.9 All procurement procedures below the WTO/GPA tender threshold must:
 - 1.9.1 Support all relevant Council priorities and policies including the Medium Term Financial Plan,
 - 1.9.2 Comply with all legislative requirements including the Human Rights Act 1998 and the Equality Act 2010,
 - 1.9.3 Be funded through the allocation of an appropriately established budget or external grant funding.
 - 1.9.4 Respect confidentiality during all stages of the formal tendering process. Officers must not disclose any information they have about potential suppliers to other persons/suppliers potentially competing for the same contract.
 - 1.9.5 Where the estimated value of the contract exceeds £30,000 including VAT but is below the WTO/GPA tender threshold, comply with the obligations set out Part 6 of the PA 2023.

Procurements above the WTO GPA tender threshold

- 1.10 In addition to the above, all procurement procedures above the WTO/GPA tender threshold must:
 - 1.10.1 Have regard to the importance of the objectives under the PA 2023 which are as follows:
 - (a) to deliver value for money by seeking to achieve the optimum combination of whole life costs and quality of outcome/s,
 - (b) to act, and be seen to act, with integrity,
 - (c) to maximise public benefit,

- (d) to share information for the purpose of allowing suppliers and others to understand the Council's procurement policies and decisions,
- (e) to treat suppliers the same unless a difference between the suppliers justifies different treatment. If this is the case, the Council must take all reasonable steps to ensure it does not put a supplier at an unfair advantage or disadvantage,
- (f) to have regard to the fact that small and medium-sized enterprises may face particular barriers to participation and consider whether such barriers can be removed or reduced,

1.10.2 Have regard to the national procurement policy statement,

- 1.11 Ensure that all reasonable steps are taken to identify and keep under review any actual or potential conflicts of interest and where a conflict of interest is identified, ensure that all reasonable steps are taken to ensure the conflict does not put a supplier at an unfair advantage or disadvantage.
- 1.12 Where the estimated value of a procurement exceeds the WTO/GPA tender threshold, all Authorised Officers must comply with the relevant procurement legislation and have regard to the applicable Cabinet Office guidance. Under the UK Government's transitional arrangements, procurements that commence after the entry into force of the PA 2023 on 24 February 2025 must be conducted by reference to the PA 2023 only (together with the regulations made under the PA 2023 and any guidance published by the UK Government), whilst those that were commenced under the Public Contracts Regulations 2015 must continue to be procured and managed under those regulations. Any contracts awarded under the Public Contracts Regulations 2015 will continue to be managed under the Public Contracts Regulations 2015 until such a time as the contract or commercial tool (i.e. framework, dynamic purchasing system) ceases to exist.

All procurements

- 1.13 These CPRs shall be applied to the contracting activities of any arrangement for which the Council is the accountable body unless these CPRs state otherwise or the Council expressly agrees otherwise.
- 1.14 Records of procurement activity must be maintained as required by these CPRs and the award of contract must be published in accordance with the [Access to Information Rules] and the PA 2023
- 1.15 All contracts over £25,000 are to be entered on the Council's contracts register. This information must be updated if there is a change in the contract value. Contract Managers are responsible for notifying the Procurement Team of any updates and any additional contracts that need to be added to the register as soon as possible after they are awarded.

Authority to act

- 1.16 Where a new contract is required, or the variation or extension of an existing contract is required, the scheme of delegations in Part 2 of these CPRs provides the authority to take operational, executive and non-executive decisions relating to the area of responsibility.

Service specifications and options appraisal

- 1.17 At the start of any procurement activity, the Authorised Officer must develop the service specification and/or existing service design together with the requisite business case or service plan that identifies as a minimum:
- 1.17.1 Why the service is being commissioned; what is the need?
 - 1.17.2 The budget available and the length of the proposed contract;
 - 1.17.3 Assessment of the risks associated with the procurement and how they can be successfully managed;
 - 1.17.4 What is the best form of community or service-user engagement or consultation? Consideration should be given to how service users can actively participate in the designing, delivery and quality-monitoring of their service;
 - 1.17.5 Which, if any, social value outcomes will be achieved from the commissioning exercise, and how they can contribute towards meeting the Council's overall priorities;
 - 1.17.6 Alternative options that have been considered;
 - 1.17.7 Financial implications;
 - 1.17.8 Where the procurement involves a potential change to services provided by the Council, ensures compliance with the Council's duty to consult under Section 3 of the Local Government Act 1999, and the Equality Act 2010;
 - 1.17.9 Ensures that the application of the Transfer of Undertaking Protection of Employment Regulations 2006 (TUPE) is considered and obtain advice from the Procurement Team and Legal and Democratic Services before proceeding with ITT / ITQ;
 - 1.17.10 Identifies the contract to be used for the procurement. Seek advice from the Procurement Team and Legal and Democratic Services at an early stage in the process;
 - 1.17.11 Ensures contract management is considered early and that the mechanisms for monitoring the contract are embedded in the specification and contract.
- 1.18 The provision of CPR 1.17.5 above may apply to services contracts, or services together with the purchase or hire of goods or the carrying out of works, where it is proportionate and relevant to do so to enable or facilitate compliance with the duty imposed by section 1 of the Public Services (Social Value) Act 2012.

- 1.19 Decisions taken during the procurement process must be clearly documented and show options considered and recommendations to be taken forward.

Reserving below UK Threshold procurements

- 1.20 On a case by case basis, procurements below the WTO/GPA tender threshold may be reserved:
- 1.20.1 By supplier location: This means being able to run a competition and specify that only suppliers located in a geographical area can bid; or
 - 1.20.2 By supplier type: For Small and Medium Sized Enterprises (SMEs) / Voluntary, Community and Social Enterprises (VCSEs), this means being able to run a competition and specify that only SMEs and VCSEs can bid.
- 1.21 Specific considerations and criteria must be met when using the provision of CPR 1.20 above, therefore Authorised Officers must engage with the Procurement Team and /or Legal and Democratic Services. for further guidance and written approval to use this provision. When opting to reserve a procurement by supplier location or supplier type, Authorised Officers are required to record the rationale / approval of their decision and keep with other procurement documents.

2. EVALUATION CRITERIA

Tender/Quotation acceptance

- 2.1 The Council shall only accept a Tender/Quote and award a contract to the bidder submitting the most advantageous Tender/Quote within budget.
- 2.2 For procurements of £50,000 and above the Authorised Officer shall produce a procurement evaluation report showing:
- 2.2.1 The subject matter, value and term (including potential extensions) of the contract;
 - 2.2.2 The procurement route followed and the reason why that procurement route was chosen;
 - 2.2.3 The name of each bidder who submitted a Tender and the result of each assessed Tender (i.e. total score);;
 - 2.2.4 Any conflicts of interest detected and subsequent measures taken;
 - 2.2.5 Details of due diligence checks carried out;
 - 2.2.6 The recommendation on which bidder should be awarded the contract..
- 2.3 Written notification to successful and unsuccessful bidders of the outcome of a procurement process should be provided as soon as practicable and where applicable, in accordance with the PA 2023.

- 2.4 For procurements above the WTO/GPA tender threshold or where the relevant legislation provides for a standstill period, the contract cannot be formally awarded until the bidders have been informed and the mandatory standstill period has elapsed.
- 2.5 The successful bidder will not be allowed to commence provisions of the goods, services or works until a formal written contract has been completed. The Authorised Officer must ensure that a completed copy of the contract is added to the Council's contract register.
- 2.6 Where necessary the contract award notice and contract details notice must be published on the central digital platform. The contract details notice must be published within 30 days of the contract being entered into.

Authority to procure, award, sign / seal, vary or extend a contract

- 2.7 Officers are authorised to procure, award, sign or seal, vary or extend a contract pursuant to the delegations set out in Part 2 of these CPRs.
- 2.8 Authority to award, sign or seal, vary or extend a contract of a value of £200,000 or above (the Key Decision threshold) must be obtained from the Executive.
- 2.9 Contracts must be executed as deeds by affixing the common seal of the Council in the following circumstances:
 - 2.9.1 Contracts of £200,000 or above (the Key Decision threshold) – unless agreed otherwise by Legal and Democratic Services;
 - 2.9.2 Setting up a new framework;
 - 2.9.3 All building and works-related contracts – unless agreed otherwise by Legal and Democratic Services; and
 - 2.9.4 Other high risk contracts (as advised by Legal and Democratic Services) where a longer limitation period of 12 years is required.
- 2.10 Before a contract can be sealed by the Council, the Authorised Officer must provide the Legal and Democratic Services with the relevant decision to award in writing from the appropriate decision maker. The sealing of the contract by Legal and Democratic Services is simply affixing the common seal and does not indicate that legal advice has been sought or that the Legal and Democratic Services approve the contract.
- 2.11 Authorised Officers shall ensure that each contract is on one of the Council's standard contract templates or that the terms and conditions of the contract are/is approved by Legal and Democratic Services prior to going out to tender/quote.

Extension or variation of contracts under the Procurement Act 2023

- 2.12 Any extension or variation of a contract must comply with these CPRs, the PA 2023 and all applicable legislation.

Modifications to Contracts under the Public Contracts Regulations 2015 or Concessions Contract Regulations 2016

2.13 Modification to contracts under the Contracts awarded under the Public Contracts Regulations 2015 or the Concessions Contract Regulations 2016 must comply with these CPRs, the Contracts under the Public Contracts Regulations 2015 or Concessions Contract Regulations 2016 and all applicable legislation and will only be considered where they comply with Regulation 72 of the Public Contracts Regulations 2015 or Regulation 43 of the Concessions Contract Regulations 2016.

Direct Awards

2.14 A direct award is only to be used in exceptional circumstances and where expressly permitted under the PA 2023. Authorised Officers and/or Contract Managers are responsible for ensuring that direct awards are approved in advance of any action undertaken in all instances. As part of the approval process for use of a direct award, the Authorised Officer or Contract Manager must demonstrate that the price obtained is not in excess of the market price and that the contract represents best value.

2.15 Direct awards are governed by Chapter 3 of the PA 2023 which covers situations where a non-exempt contract above the WTO/GPA tender threshold is awarded without a competitive tendering procedure and is awarded directly to a supplier of the Council's choosing. The grounds for direct award under the PA 2023 include, but not limited to:

2.15.1 Urgency

- (a) An urgent decision is required, for example for the protection of life or property, or to maintain the delivery of a public service, and in the opinion of the Monitoring Officer and the Deputy Chief Executive and Section 151 Officer, the waiver is in the Council's best interests, or necessary to meet the Council's obligations;
- (b) The Council must be able to evidence that it is a genuine emergency, that the events causing extreme urgency were unforeseeable, that is impossible to comply with the usual timescales for a procurement including through a framework or accelerated procurement, and that the situation is not attributable to the Council;
- (c) Such emergency contracts should be let for as short a period as possible to allow their replacement with a contract that is fully compliant with these CPRs at the earliest practicable opportunity.

2.15.2 Single suppliers

- (a) Where the suppliers, works or services:
 - (i) Concerns the creation of acquisition of unique work or art or artistic performance;

- (ii) Where a particular supplier is in possession of intellectual property or other exclusive rights and there are no reasonable alternatives, which means only the supplier with those rights can deliver the goods, services or works; or
- (iii) Where, due to an absence of competition for technical reasons and provided there are no reasonable alternatives, only a particular supplier can supply the goods, services or works required.

Additional or repeat goods, services or works

2.15.3 Where the Council wishes to award a contract above the WTO/GPA tender threshold to an existing supplier, including:

- (a) where the Council wishes to buy additional or to partly replace existing goods, services or works which are the same or compatible with existing provisions (both those already supplied or that are contracted to be supplied); or
- (b) where a contract has previously been awarded under a competitive tendering procedure and the tender notice or tender documents set out that the intention was to carry out a subsequent procurement of similar goods, services or works by direct award within five years of the original competitively tendered contract being awarded.

Waivers

- 2.16 A waiver to the CPRs should only be granted in exceptional circumstances.
- 2.17 A further waiver to the CPRs will generally not be granted where a waiver has previously been granted in respect of a contract.
- 2.18 A waiver to the CPRs is not required in the circumstances of instructing a barrister to provide specialist legal advice or for professional subscriptions.
- 2.19 A waiver to the CPRs must be approved in writing by the Deputy CEO S151 Officer. Where the contract is £50,000 or above, the relevant Portfolio Holder must also be consulted.
- 2.20 A “waiver to the CPRs form” must be completed by the Authorised Officer or Contract Manager seeking the waiver and must be signed by the relevant Executive Director. Evidenced reasons as to the legitimate need for the waiver must be provided. The form is available from the Procurement Team.
- 2.21 The Authorised Officer or Contract Manager must ensure the waiver form is signed by the Monitoring Officer and the Deputy Chief Executive and Section 151 Officer [or the Chief Executive] and returned to the Procurement Team for recording on the waivers register.
- 2.22 Assistant Directors must monitor the use of waivers relevant to their department.

2.23 No waiver from the CPRs can be granted in respect of contracts above the WTO GPA tender threshold under the PA 2023.

3. RECORD KEEPING

3.1 Where the total value of a contract is up to £49,999 the Authorised Officer must maintain a record of:

- 3.1.1 ITQs / ITTs and quotations / tenders received;
- 3.1.2 Any exemption obtained and the reasons for the exemption;
- 3.1.3 Award criteria [in descending order of importance];
- 3.1.4 Written communications with the bidders during the procurement process; contractor awarded the contract;
- 3.1.5 Written communications with the successful contractor during the term of the contract.

3.2 Where the total value of a contract is £50,000 or above, the Authorised Officer must maintain a record of:

- 3.2.1 The information detailed in the procurement evaluation report produced in accordance with Rule 2.2 above;
- 3.2.2 The management of the contract;
- 3.2.3 Any exemption granted and the reasons for the exemption;
- 3.2.4 An evaluation of the contractor's performance;
- 3.2.5 Any other information as required under section 98 of the PA 2023 (where the contract is above the WTO/GPA tender threshold).

Appendix 2 Contract Procedure Rules Part 2

Rules, Regulations and Procedure for Contracts pursuant to The Local Government Act 1972 and the Local Government Act 2000 (Constitutions) (England) Direction 2000

Total Value of Whole Contract Period Including VAT*	Competition Requirements	Requirements	Authority to Procure	Authority to Award Contract / Appoint Contractor	Sign / Seal
Up to £3,000	Evidence of Best Value	<p>Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets the Council's requirements for that contract;</p> <p>Consider local suppliers and/or local voluntary, charity and social enterprise (VCSE) sector interest;</p> <p>Competitive enquires must be undertaken and evidenced;</p> <p>Documents relating to the award of the contract must be recorded and retained for not less than 1 year (this can be in the form of an</p>	Officers authorised by managers who report to Assistant Directors under the Scheme of Delegation	Officers authorised by managers who report to Assistant Directors under the Scheme of Delegation	Signature

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

		<p>email);</p> <p>Award can be on price alone, but if the selected supplier is not the lowest quote, MAT evaluation should justify the selection;</p> <p>Consider using the Due North Electronic Portal Quick Quote Process.</p>			
£3,001 - £29,999	3 Written Quotes	<p>Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets the Council's requirements for that contract; OR</p> <p>A minimum of 3 written quotations must be obtained from appropriately qualified and competent suppliers.</p> <p>Include 2 local suppliers and/or local VCSE and/or SME sector interest where appropriate;</p> <p>Consider using the Invitation to Quote/Tender by Advertisement</p>	Assistant Directors(as defined by AD pay grades) under the Scheme of Delegation	Assistant Directors(as defined by AD pay grades) under the Scheme of Delegation	Signature

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

16506473-2

		<p>procedure if appropriate;</p> <p>Consider using the Due North Electronic Portal Quick Quote Process;</p> <p>Where 3 suppliers cannot be identified, the contract must be:</p> <ul style="list-style-type: none"> • Openly advertised using the Due North Electronic Portal Quick Quote Process; or • Procured via a compliantly let framework agreement which meets the Council's requirements for that contract via the Due North Electronic Portal Quick Quote Process; <p>Where the contract is advertised the Council's advertisement documentation must be used.</p>			
£30,000 - £50,000	Invitation to Quote by Advertisement	Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets	Service Unit Managers, Executive Directors (as defined by pay grades) and	Service Unit Managers, Executive Directors (as defined by pay grades) and	Seal

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

16506473-2

		<p>the requirements of the Council for that contract; OR</p> <p>Must advertise the contract via a below-threshold tender notice on the central digital platform. Adverts on the central digital platform or such other platform as may be prescribed must include full, unrestricted and free direct internet access to relevant contract documents;</p> <p>Once a below-threshold tender notice has been published, must advertise the contract and invite expressions of interest via the Due North Electronic Portal.</p> <p>Contract must be advertised for a minimum of 15 working days;</p> <p>The Council's invitation to quote by advertisement documentation must be used.</p> <p>A contract details notice must be published on central digital finder;</p> <p>The Authorised Officer must</p>	<p>the Chief Executive under the Scheme of Delegation</p>	<p>the Chief Executive under the Scheme of Delegation</p>	
--	--	---	---	---	--

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

16506473-2

		consult the Procurement Team and the Legal, Democratic and Property Services Team to determine the procurement exercise.			
£50,001 – WTO / GPA tender threshold: Goods & Services above	Invitation to Tender by Advertisement	Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets the Council's requirements for that contract; OR Must advertise the contract via a below-threshold tender notice on the central digital platform or such other platform as may be prescribed. Adverts on the central digital platform must include full, unrestricted and free direct internet access to relevant contract documents; Once a below-threshold tender notice has been published, Officers must advertise the contract and invite expressions of interest via the Due North	Up to £199,000: Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation £200,000 and above (Key Decision threshold): Executive or as otherwise delegated by Executive	Up to £199,000: Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation £200,000 and above (Key Decision threshold): Executive or as otherwise delegated by Executive	Seal Seal
<ul style="list-style-type: none"> • £173,100 (excl. VAT) • £207,720 (incl. VAT) Works above: <ul style="list-style-type: none"> • £4,327,500 (excl. VAT) • £5,193,000 (incl. VAT) 					

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

16506473-2

		<p>Electronic Portal;</p> <p>Contract must be advertised for a minimum of 15 working days;</p> <p>The Council's invitation to tender by advertisement documentation must be used;</p> <p>A below-threshold tender notice must be published on central digital platform;</p> <p>The Authorised Officer must consult early the Procurement Team and the Legal, Democratic and Property Services Team to determine procurement exercise.</p>			
<p>Above WTO / GPA Threshold**</p> <p>Goods & Services above</p> <ul style="list-style-type: none"> • £173,100 (excl. VAT) • £207,720 (incl. VAT) 	<p>Compliant Procurement Procedure or by Invitation to Tender by Advertisement</p>	<p>Must consider using existing corporate contract or an existing framework agreement provided costs are competitive which meets the Council's requirements for that contract; OR</p> <p>The contract must also be advertised via a tender notice on the central digital platform;</p>	<p>Up to £199,000:</p> <p>Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation</p> <p>£200,000 and above</p>	<p>Up to £199,000:</p> <p>Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation</p> <p>£200,000 and above</p>	<p>Seal</p>

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

16506473-2

<p>Works above:</p> <ul style="list-style-type: none"> • £4,327,500 (excl. VAT) • £5,193,000 (incl. VAT) 		<p>By the Invitation to Tender by Advertisement procedure using the Due North Electronic Portal.</p> <p>The Council's invitation to tender by advertisement documentation must be used;</p> <p>Adverts place on the central digital platform must include full, unrestricted and free direct internet access to relevant contract documents;</p> <p>The contract must be advertised for the periods specified in the Procurement Act 2024;</p> <p>The Authorised Officer must consult early the Procurement Team and the Legal, Democratic and Property Services Team to determine the procurement exercise;</p>	<p>(Key Decision threshold):</p> <p>Executive or as otherwise delegated by Executive</p>	<p>(Key Decision threshold):</p> <p>Executive or as otherwise delegated by Executive.</p>	<p>Seal</p>
<p>Light Touch Regime</p>	<p>UK compliant Light Touch procurement process</p>	<p>Contracts involving the below supplies and services are subject to the 'light touch regime' if the value of the contract is above the</p>	<p>Up to £199,000:</p> <p>Service Unit Managers, Executive Directors (as defined</p>	<p>Up to £199,000:</p> <p>Service Unit Managers, Executive Directors (as defined</p>	<p>Seal</p>

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

16506473-2

		<p>WTO / GPA Threshold:</p> <ul style="list-style-type: none"> • Health, social and related services (unless included in the Health Care Services (Provider Selection Regime) Regulations 2023); • Administrative social, educational, healthcare and cultural services; • Compulsory social security services; • Benefit services; • Other community, social and personal services including services furnished by trade unions, political organisations, youth associations and 9 other membership organisation services; • Legal Services (subject to not being an exempt 	<p>by pay grades) and the Chief Executive under the Scheme of Delegation</p> <p>£200,000 and above (Key Decision threshold):</p> <p>Executive or as otherwise delegated by Executive</p>	<p>by pay grades) and the Chief Executive under the Scheme of Delegation</p> <p>£200,000 and above (Key Decision threshold):</p> <p>Executive or as otherwise delegated by Executive</p>	Seal
--	--	--	---	---	------

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

16506473-2

		<p>contract under the PA 23) ;</p> <ul style="list-style-type: none"> • Other administrative services and government services; • Provision of services to the community; • Prison related services, public security and rescue services; • Investigation and security services; • International services; • Postal services; • Miscellaneous services listed in Schedule 1 of The Procurement Regulations 2024. <p>The Authorised Officer must consult the Procurement Team and the Legal, Democratic and Property Services Team undertaking procurement under</p>			
--	--	---	--	--	--

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

16506473-2

		the Light Touch Regime.			
Concessions	Compliant procurement process under the Concessions Contracts Regulations 2016	<p>A concession contract is an agreement where suppliers are given the right to exploit works or services provided for their own gain. Suppliers can either receive consideration for their services:</p> <ul style="list-style-type: none"> • Solely through third party sources; or • Partly through payment from the Council along with income from third parties (e.g. a services concession is where a supplier has a contract to manage a local authority's subsidised catering services for staff). <p>The risk in the concession making a profit rests with the supplier, not the Council.</p> <p>The Authorised Officer must consult the Procurement Team and the Legal, Democratic and Property Services Team before</p>	As Above	As Above	As Above

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

16506473-2

		undertaking a Concession procurement.			
Contracting under a Framework	Use the award procedure(s) as set out in the framework	<ul style="list-style-type: none"> When calling off a contract from a framework, a contract award notice must first be published. After the call off from a framework, a contract details notice must be published. Where the value of the call of contract is below the WTO / GPA tender threshold, a contract details notice must be published in relation to that notifiable below-threshold contract. The contract must be purchased via a compliantly let framework; Procedures set out in the framework must be followed for direct awards 	Not applicable.	<p>Up to £199,000:</p> <p>Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation</p> <p>£200,000 and above (Key Decision threshold):</p> <p>Executive or as otherwise delegated by Executive</p>	<p>Seal</p> <p>Seal</p>

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

		<p>and mini-competitions;</p> <ul style="list-style-type: none"> • The Authorised Officer must consult early the Procurement Team and the Legal, Democratic and Property Services Team to determine the procurement exercise. 			
--	--	--	--	--	--

DRAFT

*Estimating contract values is to be inclusive of VAT for the purpose of applying thresholds. The publication of procurement notices is to be exclusive of VAT.

**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

16506473-2

Section 1 - Financial Procedure Rules

CONTENTS

PART A	FINANCIAL REGULATION POLICY	1.0
PART B	FINANCIAL REGULATIONS	2.0
PART C	FINANCIAL GUIDANCE	
3.0	Emergency decisions	
4.0	Income charging policy	
5.0	Income collection	
6.0	Orders for goods, works and services	
7.0	Payments	
8.0	Salaries, wages, pensions, travel and subsistence	
9.0	Imprest accounts	
10.0	Banking arrangements and GPC cards	
11.0	Preventing financial irregularities	
12.0	Money laundering	
13.0	Asset management	
14.0	Audit	
15.0	Revenue budget management	
16.0	Capital budget management	
17.0	Budgetary control	
18.0	Virement	
19.0	Insurance and risk management	
20.0	Loans, leasing and investments	
21.0	Trust funds	
22.0	Inventories and stocks and stores	
23.0	Working for third parties and Shared Services	

24.0 VAT

25.0 Trading Accounts

APPENDIX A Responsibilities under the Financial Procedure Rules

APPENDIX B Policy for the management of Government Procurement Cards

APPENDIX C Glossary of terms

DRAFT

PART A FINANCIAL REGULATION POLICY (1.0)

Background

- 1.1 Section 151 of the Local Government Act 1972 *requires that “Every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their Officers has responsibility for the administration of those affairs”.*
- 1.2 The person with overall responsibility for Redditch Borough Council financial affairs under the act is the Chief Financial Officer (CFO) or Section 151 Officer. Redditch Borough Council uses the Chartered Institute of Public Finance (CIPFA) guidance in defining the role of their Section 151 Officer:
- is a key member of the leadership team, helping it to develop and implement strategy and to resource and deliver the authority’s strategic objectives sustainably and in the public interest;
 - must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered, and alignment with the authority’s financial strategy; and
 - must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.
- 1.3 To deliver these responsibilities the Section 151 Officer:
- must lead and direct a finance function that is resourced to be fit for purpose; and
 - must be professionally qualified and suitably experienced and adhere to ethical standards, ensuring compliance with legislation and codes of practice.
- 1.4 In accordance with the provisions set out in the Local Government Finance Act 1988 the Section 151 Officer has appointed a Deputy to act if they are unable to due to absence or illness.
- 1.5 The Financial Procedure Rules consist of this policy, the Financial Regulations and the Financial Guidance and apply to every Member and Officer of the Council and anyone acting on its behalf.

Purpose

- 1.6 The purpose of the Financial Procedures Rules are:
- Promote best value and improve service delivery;
 - Set out procedures for employees and members to meet the Council’s expected standards;
 - Demonstrate that controls are in place.

PART B FINANCIAL REGULATIONS (2.0)

- 2.1 All Members and Officers must comply with these Financial Procedure Rules at all times as applicable.
- 2.2 All Members and Officers must at all times when engaged on Council activities act in the interest of the Council.
- 2.3 All activities must comply with legislation, approved service plans and other Council policies or procedure documents.
- 2.4 All activities must seek to achieve value for money.
- 2.5 Managers must ensure that there are controls in place for every system under their management.
- 2.6 Adequate records must be kept for all transactions in all systems.
- 2.7 Members and Officers have a general responsibility for taking reasonable action to provide for the security of assets under their control and for ensuring that the use of these resources is legal, properly authorised, provide value for money and achieves best value.
- 2.8 The Chief Executive, Directors, Auditors and other Officers designated by them must have unrestricted access to all assets and records held on behalf of the Council.
- 2.9 Members, Officers and others acting on behalf of the Council are required to have proper regard to the advice and guidance issued by the Section 151 Officer on the Financial Procedure Rules.
- 2.10 Every report to Members require approval by the Section 151 Officer, or a nominee designated by the Section 151 Officer, setting out the financial implications of the recommendation(s) proposed.
- 2.11 The Council's expectation of propriety and accountability is that Members and Officers at all levels shall lead by example in ensuring adherence to financial and legal requirements, rules, procedures and practices.
- 2.12 Members and Officers at all levels shall act in accordance with the Council's anti-fraud and anti-corruption policies.
- 2.13 The Council also expects that individuals and organisations (e.g. suppliers, contractors, service providers) that it comes into contact with, shall act towards the Council with integrity and without thought or actions involving fraud or corruption and to ensure this will seek to include appropriate contractual provision and include provision in its tendering specifications wherever possible
- 2.14 The Council's Scheme of Delegation is the formal record of delegation of financial decision making. This is available in Part 6 of the Constitution.

- 2.15 These rules will be formally reviewed every five years. The revised rules will be considered by Councillors before reporting to Council for approval. In the meantime, if material changes make a review of the Rules necessary, this must be subject of a report by the Section 151 Officer.
- 2.16 Should an instance of non-compliance with these rules be discovered, the Section 151 Officer will, after consultation with the Chief Executive, make a report to the Leader, Full Council and / or Executive, as appropriate. Non-compliance with financial rules may also lead to disciplinary action being taken.
- 2.17 Any departure from these Financial Procedure Rules may only be made with the prior written approval of the Section 151 Officer. All requests must set out the rule to be departed from, the reason for the request, the risks and the proposed mitigating controls. All dispensations shall be recorded and reported to Audit, Standards and Governance Committee as appropriate.

PART C FINANCIAL GUIDANCE

3. Emergency decisions

- 3.1 In accordance with the Council's Scheme of Delegation to Officers and the Contract Procedure Rules, the Chief Executive and in his/her absence the S151 Officer/Monitoring Officer or Executive Director, are empowered to take all necessary decisions in cases of emergency.
- 3.2 Any decisions made under the 'emergency decision' arrangements shall be reported to Executive and Council.
- 3.3 Nothing in these finance procedure rules shall prevent expenditure required to meet immediate needs caused by a sudden emergency to which the Civil Contingencies Act 2004 applies, provided that such expenditure shall be reported as soon as possible to the appropriate Executive member and the Executive and subsequently Council.

4.0 Income charging policy.

- 4.1 Local authorities have a wide discretion to levy charges for services. Where charges can be set at the discretion of the Council, Assistant Directors must comply with the income and charging principles, including:
 - a) The Council must aim to charge for all services where it is appropriate to do so, unless there are conflicting policies or legal reasons not to do so.
 - b) The Council must (subject to market conditions) aim to maximise income from fees and charges by ensuring that the full cost of provision and enforcement is recovered, unless there are contrary policies, legal or contractual reasons. Where the Council continues to subsidise the cost of services provided to customers, the level of subsidy must be clearly understood by the Service along with the impact on residents and partners.
 - c) Decisions to subsidise services, or to not make a charge for a service must be clearly linked to Council objectives, and the potential income that is not earned

must be a consideration in the decision. Executive is responsible for setting of fees and charges for services as part of the annual budget setting process. Any changes to fees and charges during the year will need to be approved by Council.

- d) Any concessionary scheme must be based on ability to pay and be applied in a consistent and transparent approach across all Council services.
- e) Where appropriate annual inflationary uplifts will be applied through the budget setting process, this will be agreed by Members as part of the budget setting process.

5.0 Income collection

5.1 The Section 151 Officer shall agree arrangements for the collection of all income and approve procedures and systems. In order to achieve this, the following controls must be followed:

- a) All income due to the Council is identified, charged correctly and billed promptly.
- b) All money received by an employee on behalf of the Council is paid without delay to the Section 151 Officer or to a nominated Officer or into the Council's specified bank account and is properly recorded.
- c) All receipts given for money must be on an official receipt form.
- d) All income is collected from the correct person, at the right time using the correct procedures and appropriate stationery and effective recovery action to pursue outstanding sums is taken within defined timescales.
- e) A formal approval process for write-offs of uncollectable debts must be followed using the criteria detailed in Section 5.2.
- f) Personal cheques shall not be cashed out of money held on behalf of the Council.
- g) All income received shall be receipted immediately.
- h) Officers shall record all cash received immediately; its use for either personal or official purposes is strictly forbidden.
- i) All paying in records shall be retained securely in line with the Council's policies on the retention of documents.
- j) It is important that VAT shall be properly recorded and that advice must be sought from the Section 151 Officer or their nominee as appropriate. Failure to do so may result in the Council being unable to reclaim VAT and, in some circumstances, a penalty payment imposed by HMRC.
- k) Interest must be charged on unpaid debts, in accordance with the debt recovery policy.

- l) Legal fees incurred in the recovery of unpaid debt will be charged to the debtor in accordance with the debt recovery policy subject to any court order.
- m) Where use of recovery agents is permitted any costs from these agents must be recovered from the debtor (normally by the agents) where possible.

5.2 The Section 151 Officer has determined the following authorisations for writing off uncollectable debt:

Value	Recommendation	Examined/ Approved	Authorised
Credit balances	Rents Team Leader Neighbourhood & Tenancy Team Leader, Senior and Officers Housing Experience manager Housing Business Support Officer Housing Benefits Overpayments Officer	Appropriate Service Supervisors/ Team Leaders	Appropriate Service Managers
Debts up to £5,000	Rent Officer Rent Team Leader Charging Team Leader Charging Officer Revenue Officer Housing Benefits Overpayments Officers	Service Managers	Section 151 / Deputy Section 151
Debts over £5,000	Rent Officer Rent Team Leader Charging Team Leader Charging Officer Revenue Officer Housing Benefits Overpayments Officers	Service Managers	Executive or another delegated Committee
Debts remitted by Magistrates or where a term of imprisonment	Rent Officer Rent Team Leader Charging Team Leader Charging Officer	N/A	Section 151 / Deputy Section 151

has been served	Revenue Officer Housing Benefits Overpayments Officers		
Insolvency proceedings Administration Order (where claim has been formally acknowledged)	Rent Officer Rent Team Leader Charging Team Leader Charging Officer Revenue Officer Housing Benefits Overpayments Officers	N/A	Section 151 / Deputy Section 151 Officer
Debtor is deceased no prospect of dividend from estate	Rent Officer Rent Team Leader Charging Team Leader Charging Officer Revenue Officer Housing Benefits Overpayments Officers	N/A	Section 151 / Deputy Section 151 Officer
Debt matching agreements	Appropriate Service Managers		Section 151 / Deputy Section 151 Officer
Cases of hardship or discretionary write offs – up to £5,000	Appropriate Service Managers		Section 151 in conjunction with the Portfolio Holder for Finance
Cases of hardship or discretionary write offs – over £5,000	Appropriate Service Managers	Section 151	Executive

- 5.3 Once raised, a debtor's invoice may not be cancelled except by full payment, the issue of a credit note or by its formal writing off. A credit note will only be issued to correct a factual inaccuracy or administrative error in the calculation and/or billing of the original debt, or to recognise that an overpayment of housing benefit is being recovered from an on-going benefit entitlement.
- 5.4 The value of unrecoverable debts written off will be charged back against the cost centre / service from which the original invoice was raised, thus cancelling the original credit to the service. This will only be overwritten in exceptional circumstances with the approval of the Section 151 Officer.

- 5.5 A record will be maintained by the Section 151 Officer of all bad debts written off under delegated approval given by the Financial rules under Section 5.
- 5.6 Where a debt is considered no longer valid (for example when an invoice has been raised in error) this debt will be cancelled with the authority of the Section 151 Officer or nominated deputy.
- 6.0 Orders for goods, works and services**
- 6.1 Orders shall not be issued for goods, work or services unless the cost is covered by an approved budget. No payment will be made without an authorised order, unless otherwise agreed by the Section 151 Officer or Assistant Director of Finance and Customer Services.
- 6.2 All orders given on behalf of the Council shall be approved in electronic or written form in accordance with signatory limits as outlined in the scheme of delegation and within the Contract Procedure Rules and clearly detailing the nature and quantity of the works or services required and any relevant contract or agreed prices. All orders are to be authorised by Officers nominated by the appropriate Assistant Director who shall be responsible for official orders issued from his or her Service.
- 6.3 The key controls for ordering and paying for work, goods and services are:
- a) All works, goods and services are ordered only by appropriate persons and recorded.
 - b) All works, goods and services shall be ordered in accordance with the Contracts Procedure rules unless they are purchased from internal sources within the Council. Waivers must only be used in exceptional circumstances as outlined in the Contract Procedure Rules.
 - c) Works, goods and services received are checked to ensure they are in accordance with the order.
 - d) Payments are authorised by Officers who will certify that goods have been received to price, quantity and quality.
 - e) All payments are made to the correct person, for the correct amount and are properly recorded, regardless of the payment method.
 - f) All appropriate payment documents are retained and stored for the defined period in accordance with the Redditch Borough Council Records Management Policy'.
 - g) All expenditure is accurately recorded against the right budget and any exceptions corrected, including VAT.
 - h) That processes are in place to maintain the security and integrity of data for transacting business electronically.

7.0 Payments

- 7.1 Individual Officers shall ensure that payments are authorised by appropriate Officers who will certify that goods and services have been received and that price, quantity and quality are in accordance with the initial order.
- 7.2 Assistant Directors shall maintain for their area a list of Authorised Officers showing their signing levels with specimen signatures, this is to be held on the Council intranet (The Orb). This list must be reviewed at intervals to ensure is up to date and accurate and any changes being reported promptly.
- 7.3 The payment of all monies from the Council, with the exception of sums payable from advance accounts or GPC cards shall be by BACS or other instruments drawn on the Council's bank account by the Section 151 Officer, including cheques when payment by BACS is not possible for appropriate.
- 7.4 Payment must only be made if an invoice is addressed to Redditch Borough Council. Payment must not be made on the basis of a statement or reminder unless an exception is approved by the Section 151 Officer/Deputy Section 151 Officer.
- 7.5 Prepayment for goods or services must be avoided where possible, in order to minimise risk to the Council. If a prepayment is unavoidable then it must be approved by the Deputy S151 Officer.



- 7.6 Where an electronic file contains multiple payments, an Officer may authorise the whole file with one signature if his or her authorised limit is at least the value of the highest individual amount within that file.
- 7.7 Once certified, all accounts paid through the centralised payment system must be passed to the Payments Section that shall ensure that the required payment is made to the correct person by the agreed method of payment and that all expenditure including VAT is accurately recorded against the correct budget.
- 7.8 The use of feeder systems to generate payments must only be allowed if the Section 151 Officer is satisfied that the data integrity of the corporate financial system would not be compromised and that the feeder system works in accordance with these financial procedures.
- 7.9 Invoices do not need specific authorisation for payment in an electronic system where the invoice matches the authorised order and goods receipt, and all three are correctly entered into the system.
- 7.10 In accordance with the Public Contract Regulations 2015 and the Late Payment of Commercial Debts Regulations 2013, and to maximise performance under the contract; the Council has to process all undisputed invoices within 30 days of receipt. The same shall apply to contractors in respect of any subcontractor arrangements applied under the applicable Council contract(s). All Council contracts shall contain provisions to this effect. All accounts received must be recorded with the day of receipt. In the event of a claim for damages/interest for late payment, the amount must be charged to the budget of the Directorate responsible.
- 7.11 The Section 151 Officer shall ensure that all appropriate payment documentation is retained for the required period of time in accordance with the Redditch Borough Council Records Management Policy.

Direct Debits

- 7.12 Payment for goods and services by use of direct debit must only be for those services where a monthly or periodic charge is applied (for example: utility bills). Direct debits from any Council bank account must be applied for by the relevant service and must only be set up with the authority of the Assistant Director Finance and Customer Services, or in their absence by the Section 151 Officer.
- 7.13 The Assistant Director Finance and Customer Services is responsible for maintaining and regularly reviewing a list of direct debits that are drawn from the Council's bank accounts. Assistant Directors are responsible for checking and confirming the accuracy of direct debits within their service areas and are to inform the Assistant Director Finance and Customer Services of any irregularities and also if a direct debit is no longer required.



8.0 Salaries, wages, pensions, travel and subsistence

- 8.1 Assistant Directors shall maintain for their area a list of Authorised Officers showing their signing levels with specimen signatures, this is to be held on the Council intranet. This list must be reviewed at intervals to ensure is up to date and accurate and any changes being reported promptly.
- 8.2 All claims for payment of allowances, subsistence, travelling and expenses must be submitted within two months of the period they relate to (and always by the end of April following the financial year end) on the approved form, duly certified in a form approved by the Section 151 Officer with all required supporting evidence including VAT receipts for expenses submitted where appropriate. Any exceptions shall require individual certification by both the Section 151 Officer and the Assistant Director.
- 8.3 The certification of claims by or on behalf of an Assistant Director shall be taken to mean that the Certifying Officer is satisfied that the journeys and the expenses incurred were necessary and authorised as being in line with the council's policies on travel and subsistence claims.
- 8.4 The Payroll Manager shall ensure that all appropriate payroll documents are retained for the required period of time in accordance with the Council Records Management Policy.
- 8.5 The Deputy Section 151 Officer must be responsible for the signing off of the payroll run prior to payment.
- 8.6 The Council reserves the right not to pay any travel and / or expense claims that are not submitted in a timely manner, without good reason. Line Managers are responsible for approving or not approving all claims. Any issues must be considered in accordance with established HR arrangements. .

9.0 Imprest accounts

- 9.1 The Section 151 Officer may provide petty cash advance / Imprest accounts for such employees as may need them for the purpose of defraying petty cash or other expenses. Petty cash shall be maintained in the Imprest account to meet minor expenditure on behalf of the Council. Payments in reimbursement of travelling or subsistence must not be paid out of petty cash accounts.
- 9.2 The Assistant Director of Finance and Customer Services must maintain a record of all advances made and reconcile to the Council's main financial system.

In summary Officers operating an Imprest account must comply with the following procedures:

- a) Obtain and retain vouchers to support each payment from the Imprest account including official VAT receipts where appropriate.
- b) Make adequate arrangements in their office for the safe custody of the account including vouchers and any other supporting documentation.



- c) Produce upon demand by the Assistant Director of Finance and Customer Services cash and all vouchers to the total value of the Imprest account.
- d) Record transactions promptly.
- e) Reconcile and balance the account at least monthly with reconciliation sheets to be signed and retained by the Imprest holder.
- f) Provide the Assistant Director of Finance and Customer Services with a certificate of the value of the account held at 31st March each year.
- g) Ensure that the Imprest is never used to cash personal cheques or to make personal loans.
- h) Ensure that the only payments into the account are the reimbursement payments and any notes/coinage relating to purchases made by a cash advance from the Imprest account.
- i) Ensure income due to the Council is collected and banked as provided in accordance with the Council's Financial Procedure Rules and not through an Imprest account.
- j) On leaving the Council's employment, ceasing to be entitled to hold an Imprest advance or no longer requiring an Imprest advance, Officers must request that the Assistant Director of Finance and Customer Services close the account. All funds and account documentation must be returned to the Assistant Director of Finance and Customer Services.
- k) A bank Imprest account cannot become overdrawn.
- l) Submit a claim for reimbursement at least monthly or return a nil claim.

10.0 Banking arrangements and Government Procurement cards

- 10.1 All arrangements with the Council's bank concerning the Council's bank accounts and for the ordering and issue of cheques shall be made by, or under arrangements approved by, the Section 151 Officer. The Section 151 Officer shall be authorised to open and operate such banking accounts, as he or she may consider necessary. This authority shall include the power to give the necessary directions to the bank as to signatures for withdrawals.
- 10.2 Apart from payments from Government Procurement cards, petty cash, Imprest accounts, the normal method of payment due from the Council shall be by BACS or cheque. Direct debit and periodical payment arrangements shall require the prior agreement and authorisation of the Section 151 Officer or Assistant Director of Finance and Customer Services.
- 10.3 All cheques and cheque stationery shall be ordered only on the authority of the Section 151 Officer or Assistant Director of Finance and Customer Services who shall be satisfied that proper arrangements are in place for their safe custody. Where the

signature is printed on the cheque by a Council system, the signature shall be that of the Section 151 Officer.

- 10.4 The Section 151 Officer or Assistant Director of Finance and Customer Services shall be responsible for authorising the issue of Government Procurement cards and determining spending limits. Cardholders are required to comply with the policy issued by the Section 151 Officer regulating the use of GPC cards as shown in Appendix B. Purchases must be made in accordance with the Contract Procedure rules. This policy must include the requirement for cardholders to provide the Exchequer Services Manager with a receipt and complete the online system with details of all items purchased including the general ledger code: this is due by 17th of each month.
- 10.5 See section 7 for regulations on the use of Direct Debits from the Council's bank accounts.

11.0 Preventing financial irregularities

- 11.1 All Officers are required under their contractual obligation to report financial irregularities at the earliest opportunity to their Manager or Section 151 Officer. The Section 151 Officer must report financial irregularities to the Chief Executive, Executive and the Audit, Standards and Governance Committee. Providers of services are required to highlight financial irregularities immediately as stipulated under the contract procedure rules.
- 11.2 The Section 151 Officer, in conjunction with audit, will determine the scope of any internal enquiries or investigations, subject to consultation with the relevant member of the Senior Leadership Team.
- 11.3 The Section 151 Officer, in consultation with the relevant member of the Senior Leadership Team, will decide whether any matter under investigation must be referred for Police investigation and take recovery action as appropriate on such matters.
- 11.4 The Section 151 Officer will inform the Chief Executive and Monitoring Officer if a suspected irregularity occurs involving Officers who are his or her responsibility.
- 11.5 All Officers and members must report financial irregularities to the Section 151 Officer.
- 11.6 The Section 151 Officer will advise the relevant Assistant Director if the outcome of an audit investigation indicates improper behaviour by a member of staff; or the Monitoring Officer if the outcome of an audit investigation indicates improper behaviour by an Elected Member. The Assistant Director or Monitoring Officer will then instigate the relevant disciplinary/standards procedure.

12.0 Money laundering

- 12.1 The Section 151 Officer is appointed as the Money Laundering Reporting Officer (MLRO). This Officer shall ensure that all Officers likely to receive payments from the public, businesses or professions are aware of the Authority's responsibilities under the Proceeds of Crime Act 2002, the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017. and any other relevant acts and



regulations, such as the Terrorism Act 2000. The Assistant Director of Finance and Customer Services is appointed as the Deputy Money Laundering Reporting Officer.

- 12.2 The MLRO shall receive reports from Officers about suspicious payments of any value for any purpose and payments in cash in excess of £10,000 including in aggregate.
- 12.3 The MLRO shall report any instance of suspected money laundering to the serious organised crime agency.

13.0 Asset management

Introduction

- 13.1 The asset management section of the Council's Financial Procedure Rules provides a framework of principles, minimum requirements, levels of authority and delegations to ensure that the Council's asset portfolio is managed effectively to achieve maximum value for money.

Overarching principles

- 13.2 A set of overarching principles govern the operation of this section of the Council's Financial Procedure Rules.
- 13.3 These are:

Property

- a) All property owned or leased by Redditch Borough Council is held corporately.
- b) Full Council is responsible for deciding the extent of the Property Portfolio and for agreeing acquisitions and disposals in line with the Council's Policy.
- c) The Section 151 Officer, is responsible for ensuring that the occupation of all Redditch Borough Council property by Directorates or other tenants is in the interests of the Council as a whole.
- d) The Section 151 Officer has the authority to intervene in property matters to protect Redditch Borough Council's overall interests.
- e) Resolution of disputes on property matters is overseen by the Chief Executive.
- f) All property transactions must be referred to the Section 151 Officer who shall seek the comments of all interested parties, including relevant Executive members, Directorates and local members, before the decision is taken to proceed. All decisions must be taken in accordance with the delegations set out in this section of the Council's Financial Procedure Rules, the functions scheme, and the decision-making procedures set out in the Council's Constitution.

General

- g) Capital investment on assets must be linked to priorities identified through the corporate planning process using a clear and objective prioritisation policy.
- h) Capital investment must be directed to obtain maximum benefit from available resources, taking account of economy, efficiency and effectiveness.
- i) Revenue implications of capital investment must be considered, including the revenue costs of any borrowing required, and spend to save funding may be available to pump prime investment that can demonstrate a clear financial pay back.

Acquisitions and improvements to assets

- 13.4 Before an asset is acquired or improved the need for investment must be clearly identified and appraised.
- 13.5 Prior to allocation of resources a business case must be prepared and approved by the relevant Assistant Director.
- 13.6 The Section 151 Officer will present the scored business case to the Corporate Leadership Team. Where the acquisition proposed is part of the annual budget setting process the Strategic Leadership Team will make recommendations to Executive for inclusion in the Medium-Term Financial Plan. Where the proposal is outside of the budget setting process the approval will follow the Council's virement procedures provided that the capital budget approved by Council is not exceeded.
- 13.7 The use of compulsory purchase powers must be approved by Executive.

Property

- 13.8 Property is to be used efficiently, effectively and economically with due regard to legislative requirements.
- 13.9 The occupation and use of property by a Directorate is subject to the Section 151 Officer approving all material changes to property, including change of use, appropriations, granting/taking of interests, alterations or additions. Such changes must then be reported to the Assistant Director of Finance and Customer Services for correct accounting treatment and apportionment of charges.
- 13.10 The Section 151 Officer has the authority to undertake reviews of the property portfolio, or parts of it, to determine if it is optimised in terms of its utilisation, cost and value and within this to challenge the retention or use of existing properties occupied by Directorates or other tenants.

Disposals

- 13.11 Land, property and any other assets which are surplus to operational need are either to be reallocated to meet alternative needs or disposed of in line with statutory requirements and/or Redditch Borough Council policies.

13.12 Directorates shall notify the Section 151 Officer of:

- a) Any property (or part) that is:
- Vacant.
 - Held against a future operational need.
 - Not used for the principal purpose for which it is held.
 - Likely to be surplus to requirements (with estimated timescale).
- b) Any statutory/process issues relevant to its disposal (e.g. prescribed consultation processes, reference to the Secretary of State, etc.).
- c) Any other issues which need to be considered prior to disposal.

13.13 The Executive must be informed of any surplus property to enable it to declare as surplus and further agree to the marketing of any surplus assets subject to any delegation in the scheme of delegations.

13.14 Any proposal to dispose of any Council asset with a value of £200,000 or more, or which is otherwise considered significant by the Assistant Director of Regeneration, and Property Services and must be considered by Executive.

13.15 Any disposal below market value must be agreed in advance by the Section 151 Officer. Any disposal that is more than £2 million below market value will require approval from the Secretary of State.

Treatment of capital receipts

13.14 All capital receipts from disposals are deemed to be a corporate capital resource available for allocation in line with corporate priorities.

Financial Procedure Rules

13.15 All of the protocols set out in the Council's Financial Procedure Rules and the Financial Guidance (Part 3) and Chief Executive Schemes of Delegation must be adhered to. No transaction must be approved unless specific budgetary provision is identified, except where the purchase is approved under the authority given in Paragraph 3.0 for emergency decisions.

14.0 Audit

14.1 The Section 151 Officer has responsibility for maintaining an adequate and effective internal audit service. This service has been delegated to the Worcestershire Internal Audit Shared Services (WAISS).



- 14.2 The Section 151 Officer shall maintain strategic and annual audit plans that take account of the relative risks of the activities involved. He/she shall liaise with the Corporate Leadership Team on the audit strategy and plan.
- 14.3 WIASS is responsible for providing the Audit, Standards and Governance Committee with regular assurance reports that highlight any areas of concern regarding the effectiveness or level of compliance with agreed systems of internal control.
- 14.4 WIASS shall submit an annual report to the Audit, Standards and Governance Committee detailing internal audit activity for the previous year and reporting significant findings and areas of concern. WIASS shall also submit a quarterly progress report to the Audit, Standards and Governance Committee detailing progress against the audit programme.
- 14.5 WIASS shall provide a regular summary to the Leader, Chairman of Audit, Standards and Governance Committee and relevant Executive Member(s) of audit review reports following sharing of the detailed reports with Assistant Directors beforehand.
- 14.6 The Section 151 Officer, in conjunction with the Monitoring Officer, is responsible for producing an Annual Governance Statement for inclusion with the annual Statement of Accounts based on assurances provided by WIASS and also on risks and areas for improvement identified by Corporate Leadership Team. The AGS shall be reviewed by the Senior Leadership Team and Audit, Standards and Governance Committee.
- 14.7 Officers shall ensure that internal and external auditors are provided with:
 - a) Access at reasonable times to premises or land used by the Council.
 - b) Access at reasonable times to any employee or employees.
 - c) Access to all assets, records, documents, correspondence and control systems relating to any matter or business of the Council.
 - d) Any information and explanation considered necessary concerning any matter under examination.
- 14.8 Officers must account for cash, stores or any other Council property under their control and produce such items for inspection if required by WIASS.
- 14.9 Officers are required to consider and respond to audit reports and audit recommendations within two weeks.
- 14.10 Officers must ensure that any agreed actions arising from audit recommendations are carried out in a timely and efficient manner.
- 14.11 Where an appropriate response to audit recommendations has not been made within the agreed period, the Section 151 Officer shall refer the matter to the Chief Executive and/or the Audit, Standards and Governance Committee.
- 14.12 Officers are responsible for notifying the Section 151 Officer or WIASS immediately in writing/electronic medium of any suspected or alleged fraud, theft, irregularity, improper



use or misappropriation of Council property or resources. Pending investigation, all necessary steps must be taken to prevent further loss and secure records and documents against removal, destruction or alterations.

- 14.13 The Section 151 Officer is to investigate promptly all apparent, suspected or reported irregularity or fraud he/she becomes aware of. He/she shall report his/her findings to the Chief Executive to discuss and agree appropriate legal proceedings and/or disciplinary action, consulting with the relevant member(s) of the Corporate Leadership Team as appropriate.
- 14.14 Officers are responsible for ensuring that new systems for maintaining financial records, or records of assets, or changes to such systems are discussed and agreed with the Section 151 Officer prior to implementation.
- 14.15 Officers are responsible for ensuring that all paperwork and systems are up to date, kept securely and are made available for inspection by audit.
- 14.16 Officers shall ensure that all fundamental systems and other financial systems are reconciled on a regular basis and that records are up to date and available for audit inspection when required.

15.0 Revenue budget management

- 15.1 The Assistant Director of Finance and Customer Services shall prepare and review annually a Medium-Term Financial Plan and strategy to provide an estimate of resources available to the Council and identify budget pressures.
- 15.2 Proposed budgets over periods of one year or longer shall be prepared by Assistant Directors, in consultation with the Section 151 Officer, for consideration by the Executive, having regard to the views of the Overview and Scrutiny Committees, before submission to Council.
- 15.3 The Executive shall recommend an annual budget to Council that includes the following:
 - a) Annual capital and revenue budget.
 - b) Proposed contingencies, general reserves and specific reserves.
 - c) Council Tax requirement.
 - d) Treasury Management Policy and borrowing limits.
 - e) The Section 151 Officer statutory declaration on budget setting (section 25 statement on adequacy of balances and robustness of estimates).
- 15.4 Budget management ensures that resources allocated by Members are used for their intended purposes and that these resources are properly accounted for. Budgetary control is a continual process enabling the Council to review and adjust its budget targets during the financial year. It also provides the mechanism to call to account Managers responsible for defined elements of the budget.



- 15.5 The structure and format of the revenue budget must be sufficient to permit effective financial management.
- 15.6 The overall budget setting process for both revenue and capital is controlled by the S151 Officer.
- 15.7 Budgets will be distributed to budget holders for consultation. Budget holders will work with Finance Officers to prepare detailed income and expenditure estimates for the forthcoming year, taking into account known service level changes, contractual commitments and financial constraints.
- 15.8 Budget holders must provide information on any legislative changes, statutory duties, demographic changes, which impact upon service trends and activity levels to inform the financial planning and budget setting process.

16.0 Capital budget management

- 16.1 The Executive shall, following the submission of proposals by the Corporate Leadership Team, recommend to Council:
 - a) A capital programme for each financial year.
 - b) A future indication of a capital programme over a four-year period.
 - c) The recommended funding method for each capital project (including the use of prudential borrowing, capital receipts, revenue or other financing methods).
- 16.2 Following the approval of a capital programme, and subject to any conditions specified in that programme, or specified by the relevant Executive member, the relevant Assistant Director shall take all appropriate action to carry into effect the approved schemes, within the budget and timescale agreed in the capital programme. Any material variation in cost or timescale shall be reported to the Executive.
- 16.3 Executive Members will monitor capital expenditure once budgets are approved by Council.
- 16.4 If a project has not started within the specified timeframe, being two years behind the intended start date it will require resubmitting before proceeding.
- 16.5 Any report for a project or policy of a capital nature shall include details of:
 - a) The estimated cost of the proposal.
 - b) Any phasing of the capital expenditure.
 - c) The proposed method of financing, whether by loan, revenue or otherwise.
 - d) The effect on the revenue estimates in the first and subsequent years.
 - e) The additional staff and grades required both initially and ultimately.



- f) An assessment and measurement of the need for the scheme and the benefits it will produce.
- g) A technical and financial appraisal of the alternative approaches to meeting the need. (larger projects only)
- h) Milestones for the project to include the opportunity for gateway reviews

17.0 Budgetary Control

- 17.1 Each Assistant Director shall be responsible for monitoring the revenue and any capital budget relevant to his/her Directorate to ensure that such budgets are properly spent and not exceeded.
- 17.2 Any new proposal or variation which would materially affect the finances of the Council shall require approval by the Executive. Any budget virements must comply with the Council's scheme of budget virement.
- 17.3 The Council operates within an overall annual cash limit. As a result, all individual budgets are cash limited. Each budget holder is required to operate within their cash limit.
- 17.4 Assistant Directors shall monitor spend and income against budgets monthly and ensure, so far as practicable, that expenditure in excess of their net approved budgets is not incurred without prior approval. If actual income is expected to be below budget, this must also be actively managed.
- 17.5 If it appears to an Assistant Director that his/her overall cash limited budget may be exceeded, he/she shall report the details as soon as practicable and identify mitigating action. The overall position is then reported to the Executive.
- 17.6 Action plans must be put in place by each Directorate at an early stage in the financial year in order to manage potential overspendings (e.g. due to additional spending or below target income). Assistant Directors must ensure Officers adhere to the savings targets and take mitigating action if delivery is deemed to be at risk.
- 17.7 It is the duty of Assistant Directors to ensure that responsibility for budgetary control is clearly allocated to appropriate Officers in their Directorates. Assistant Directors shall nominate a Budget Manager for each cost centre. As a general principle, budget responsibility must be aligned as closely as possible to the decision-making processes that commits expenditure.
- 17.8 Budget Managers are accountable for their budgets and the level of service to be delivered and must understand their financial responsibilities. Budget Managers must be responsible only for income and expenditure that they can influence.
- 17.9 Budget Managers are required to;
 - a) Follow an approved process for all expenditure.
 - b) Ensure that income and expenditure are properly recorded and accounted for.



- c) Ensure that expenditure is committed only against an appropriate budget head.
 - d) Monitor performance levels/levels of service in conjunction with the budget and necessary action is taken to align service outputs and budget.
 - e) Monitor and control the gross expenditure budget position.
 - f) Investigate and report significant variances from approved budgets.
- 17.10 The Section 151 Officer shall establish an appropriate framework of budgetary control, monitored and reported through the financial system.
- 17.11 The Section 151 Officer shall provide Assistant Directors, budget holders and Executive members with quarterly financial management information reports in line with the Forward Plan.
- 17.12 The Section 151 Officer shall ensure that each Assistant Director has available timely information on receipts and payments on each budget which is sufficiently detailed to enable managers to fulfil their budgetary responsibilities.
- 17.13 The Financial Services Manager shall provide financial management training courses that all budget managers must attend.
- 17.14 All carry forwards or underspends or treatment of overspends at year end shall be subject to approval in accordance with arrangements determined by the Section 151 Officer approved by members as part of the budget process.

18.0 Virement

- 18.1 The Council operates a scheme of budget virement. This enables budget holders to manage budgets with a degree of flexibility within the overall policy framework determined by the Council and therefore optimise available use of resources.
- 18.2 Assistant Directors have authority to vire expenditure between individual budget heads in accordance with the virement policy.
- 18.3 Key controls for the virement policy are:
- a) Any variation from this policy requires the approval of Council.
 - b) That the overall budget is developed by Executive and approved by Council. Assistant Directors and budget holders are authorised to incur expenditure in accordance with the estimates contained within the annual budget. The rules below cover virement; that is switching resources between budget heads. For the purposes of these rules a budget head is considered to be the standard service subdivision as defined by CIPFA. The scheme applies equally to a reduction in income as to an increase in expenditure.
- 18.4 All virements must be entered onto the finance system for approval by an authorised Officer. There will be no virements below £10,000 unless authorised by the Section 151 Officer or Assistant Director of Finance and Customer Services.



- 18.5 All virements below £200,000 and above £10,000 and within a single Executive Member Portfolio and a single Directorate budget must be approved by the service Assistant Director and the Assistant Director of Finance and Customer Services. Virements below £200,000 between two Directorate budgets or two Executive Member areas will require agreement of the Assistant Directors and Executive Members as well as the Section 151 Officer. Capital and corporate budgets above £10,000 and up to £200,000 will require the approval of the Assistant Director of Finance and Customer Services. All virements of above £200,000 shall be reported in the budget monitoring report provided to Executive.
- 18.6 There will be no virements from salary budget to other types of expenditure without approval from Executive.
- 18.7 Virements must not be aggregated or disaggregated in order to avoid the virement rules.
- 18.8 Where an approved budget is a lump sum budget or contingency intended for allocation during the year, its allocation will not be treated as a virement provided that the amount is used in accordance with the purposes for which it has been established and that Executive and / or Council has approved the basis and the terms including financial limits on which it will be allocated. Individual allocations in excess of the financial limits must be reported to Executive or Council as required.
- 18.9 All virements must be properly documented and approved.
- 18.10 Budget adjustments. Where there is a need to move a budget to a more appropriate cost centre or nominal code, without changing the purpose of the budget, then this is considered a 'budget adjustment' and must be made by the finance Officers with the authority of the Assistant Director of Finance and Customer Services

Supplementary Estimates

- 18.11 In-year increases in budgets are referred to as supplementary estimates and any request for additional budget that increases the Council's cost of provision of services (net revenue or capital budget) must only be approved by Council (as with the annual budget setting).
- 18.12 Where a request for additional expenditure budget is matched by additional grant or contribution income and therefore there is no increase to the net revenue or capital budget, then the expenditure budget must be increased and the income or financing budget increased equally with no impact on the Council's net cost of services. This must be authorised by the Section 151 Officer and must be reported to Executive in the next available budget update report.

19.0 Insurance and risk management

- 19.1 All organisations, whether they are in the private or public sector, face risks to people, property and continued operations. Risk is defined as the chance or possibility of loss, damage or injury caused by an unwanted or uncertain action or event. Risk



management is the planned and systematic approach to the identification, evaluation and control of risk.

- 19.3 Insurance has been the traditional means of protecting against loss, but this cannot be seen as the complete answer. By reducing or even preventing the incidence of losses (whether they result from crime or accident), the Council shall benefit from reduced costs of providing insurance cover and shall also avoid the disruption and wasted time caused by losses and insurance claims.
- 19.3 Through quarterly performance monitoring Audit, Standards and Governance Committee must be kept informed of items listed on the corporate risk registers.
- 19.4 The key controls for risk management and insurance are:
- a) Robust systems are in place to identify, assess, prevent or contain significant operational risks on an integrated basis and these systems are promoted throughout the organisation.
 - b) Acceptable levels of retained risk are identified and evaluated and arrangements are in place for their funding, either by internal provision or external insurance as appropriate.
 - c) Managers know that they are responsible for managing relevant risks and are provided with appropriate and timely information on claims experience and risk management initiatives relating to their areas of responsibility.
 - d) Procedures are in place to investigate and process claims within required timescales.
 - e) A monitoring process is in place to review regularly the effectiveness of risk reduction strategies and the operation of these controls. The risk management process must be conducted on a continuing basis.
- 19.5 The Section 151 Officer shall effect all insurance cover and negotiate all claims in consultation with the relevant Officer where appropriate.
- 19.6 Assistant Directors shall give prompt notification to the Section 151 Officer of all new risks, properties, vehicles and other assets that are required to be insured or any alterations affecting existing insurances.
- 19.7 Assistant Directors shall promptly notify the Section 151 Officer in writing of any actual or potential loss, liability or damage or any event likely to lead to an insurance claim by or against the Council.

20.0 Loans, leasing and investments

- 20.1 The Section 151 Officer shall report to Executive, on an annual basis, with recommendations to Council to determine the limits for the borrowing of monies.



- 20.2 The Section 151 Officer shall borrow as necessary to finance the approved capital programme and deal with all matters in connection with the raising or repayment of loans and is authorised to borrow for meeting expenses pending the receipt of revenues.
- 20.3 All investments and all borrowing shall be made in the name of the Council.
- 20.4 Assistant Directors shall not enter into financial leasing arrangements except with the consent of the Section 151 Officer. Before entering into any lease agreement Assistant Directors shall submit details to the Assistant Director of Finance and Customer Services to enable a financial appraisal to be undertaken, including alternative financing options and implications for accounting treatment.
- 20.5 Loans to third parties will only be made in exceptional circumstances, and having followed the Council's decision-making process.
- 20.6 The Section 151 Officer shall arrange the borrowing and investment activities of the Council in such a manner as to comply with the CIPFA Code of Practice on Treasury Management and the Authority's Treasury Management Policy Statement.
- 20.7 The Section 151 Officer shall prepare an annual strategy with regard to investments, borrowing and the repayment of external debt. These are set out in the Treasury Management Strategy approved by full Council before the start of the new financial year.
- 20.8 The Treasury Management Strategy will include the following:
- Prospects for the economy and for interest rates;
 - Borrowing requirement and strategy;
 - Investment policy and strategy;
 - Capital Financing Requirement (CFR)
 - MRP statement;
 - Prudential indicators for the next three years providing assurance that the Council's capital plans are affordable, prudent and sustainable; and
 - The Treasury Management Policy Statement.
- 20.9 In addition, Executive will receive an annual treasury management report after the end of the financial year and will recommend to full Council for approval.
- 20.10 Executive will also receive treasury management reports as part of the quarterly budget monitoring updates.

21.0 Trust funds

- 21.1 The Section 151 Officer shall:



- a) Arrange for all trust funds to be held wherever possible in the name of the Authority. All Officers acting as trustees by virtue of their official position, as declared in register of interest, shall deposit securities, etc. relating to the trust with the Section 151 Officer unless the deed otherwise provides.
- b) Arrange where funds are held on behalf of third parties for their secure administration approved by the Section 151 Officer and to maintain written records of all transactions.
- c) Ensure that trust funds are operated within any relevant legislation and the specific requirement for each trust.

22.0 Inventories and stocks and stores

22.1 The Section 151 Officer shall:

- a) Advise on the form, layout and content of inventory records to be maintained by the Council.
- b) Advise on the arrangements for the care and custody of stocks and stores in Directorates.

22.2 Assistant Directors shall:

- a) Maintain inventories in a form approved by the Section 151 Officer to adequately record and describe all furniture, fittings and equipment, plant and machinery under their control. Disposable items such as stationery, goods for sale or materials may be held in store. They must be properly controlled and accounted for to ensure they are used only for Council purposes.
- b) Be responsible for the care and custody of the stocks and stores within his or her services and arrange for periodical test examinations of stocks, ensure insurance cover is adequately provided and ensure that all stocks are checked at least once a year, where appropriate, as determined by the Section 151 Officer. This is to be under the supervision of persons without direct responsibility for the custody of the stocks or stores being checked.
- c) Ensure attractive and portable items, such as computers, cameras and mobile technology devices are identified with security markings as belonging to the Council and appropriately controlled and secured.
- d) Make sure that property is only used in the course of the Council's business unless the Assistant Director concerned has given permission otherwise.
- e) Assistant Directors are responsible for investigating discrepancies and pursuing them to a satisfactory conclusion. Where this is not possible or the amount is over £250, this must be reported to the Section 151 Officer and Head of Internal Audit.



- f) Adjustments in respect of stock deficiencies and surpluses shall be subject to the approval of the Section 151 Officer or Assistant Director of Finance and Customer Services.
- g) Ensure that assets are identified, their location recorded and that they are appropriately marked and insured.
- h) Ensure stocks are maintained at reasonable levels and subject to a regular independent physical check. All discrepancies must be investigated and pursued to a satisfactory conclusion.
- i) Record the reasons for the chosen method of disposing of redundant stocks and equipment if not by competitive quotation or auction.

22.3 At any one time up to £5,000 may be written out of stock records with the Section 151 Officer approval. If the accumulated amount to be written out exceeds £10,000 during the financial year, a report must be made to Executive. Individual amounts in excess of £5,000 shall be approved by Executive.

22.4 Limit of the Council to write off and/or dispose of obsolete stock, per individual item:

- Estimated residual value up to £250 – Assistant Director
- Estimated residual value over £250 – Section 151 Officer

23.0 Working for third parties and shared services

23.1 Current legislation enables the Council to provide a range of services to certain other bodies. Such work may enable the Directorate to maintain economies of scale and existing expertise. Arrangements must be in place to ensure that any risk associated with this work is minimised.

23.2 All proposals for the Council to undertake work for a third party shall be properly costed in accordance with guidance provided by the Section 151 Officer. Financial advice must be obtained from the Assistant Director of Finance and Customer Services on the cost of providing the service.

23.3 All decisions for the Council to undertake work for a third party shall be made in accordance with the Council's formal decision-making processes and as set out in the Council's functions scheme and before any negotiations to work for third parties are concluded.

23.4 Officers must obtain statutory authority legal advice on the implications of providing the proposed service to the third party. All contracts for providing work for a third party shall be drawn up using guidance provided by the Council's Legal Services team.

23.5 Officers shall ensure that:

- a) All contracts are properly documented and a register of all contracts to supply goods and services to third parties is maintained by each Directorate.



- b) Appropriate identity checks on the third party are carried out in accordance with the Council's Anti-Money Laundering Policy and Guidance.
- c) Appropriate insurance arrangements are in place for the third-party work.
- d) The Council is not put at any risk of bad debts as a result of any third-party work.
- e) Wherever possible, payment is received in advance of the delivery of the service under a third-party contract.

24.0 Value Added Tax

- 24.1 The Section 151 Officer is responsible for advising, in the light of guidance by appropriate bodies and relevant legislation as it applies, on all taxation issues that affect the Council. Written advice shall be made available to all relevant employees.
- 24.2 The Section 151 Officer is responsible for maintaining the Council's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.
- 24.3 The Section 151 Officer or his / her authorised representative shall be responsible for liaising with HM Revenue and Customs on all VAT related matters and for submitting and signing the necessary returns / claims in a timely manner.
- 24.4 VAT must be correctly claimed on expenditure (input tax) and valid tax invoices retained by the Council.
- 24.5 VAT must be correctly charged on income from works, goods and services supplied by the Council (output tax) and a valid VAT invoice or VAT receipt issued to any party outside of the Council, in accordance with the form approved by the Section 151 Officer.
- 24.6 Under no circumstances shall an Officer or Member use the auspices of the Council to purchase goods or services for their own private purposes to avoid paying VAT. To do so may result in disciplinary action.

25.0 Trading Accounts

- 25.1 All trading accounts shall be subject to the same standards of financial control and audit as core council services. The Section 151 Officer shall ensure that appropriate systems are in place for income recognition, expenditure control and performance monitoring.
- 25.2 Each trading service shall prepare an annual budget and medium-term financial forecast, approved by the relevant committee or delegated officer. These shall include projected income, expenditure, capital investment and net contribution to the Council's overall financial position.
- 25.3 Charges for trading services shall be reviewed annually as part of the annual budget setting process and approved by the Council or delegated committee. Income shall be recorded promptly and accurately, with appropriate segregation of duties and reconciliation procedures.

26.0 Funding Bids

- 26.1 Any funding bids need to be signed off by the Section 151 Officer, or in their absence, the Deputy S151 Officer. The Section 151 Officer must have been involved in the discussion of any funding bids from the initiation of the bid.

27. Accountable Bodies and Third Party Arrangements

- 27.1 Where the Council is required to act as an Accountable Body for external funding or partnership arrangements, the Section 151 officer must be satisfied that the appropriate financial control, audit, reporting and risk management arrangements are in place before funds are accepted and distributed.
- 27.2 Where the Council holds or administers monies on behalf of third parties or individuals, such funds must be accounted for separately from Council funds, subject to appropriate controls and open to inspection and audit.

28. Grant Claim Approval

- 28.1 All material grant claims, funding returns or requests for draw-down of external funding shall be submitted under arrangements approved by the Section 151 Officer. The Section 151 Officer, or a nominated deputy, must be satisfied as to accuracy, eligibility and compliance with grant conditions before submission.

29 Annual Assurance Statements on internal controls

- 29.1 Assistant Directors shall provide annual assurance statements to the Section 151 Officer confirming the adequacy and effectiveness of financial controls within their areas of responsibility, to support the Annual Governance Statement.

30. Decision-making and member led financial risk

- 30.1 Where Members choose to proceed with a course of action contrary to, or materially increasing risk beyond, the advice of the Section 151 Officer, this shall be explicitly recorded in the relevant decision report.

Appendix A

Responsibilities under the Financial Procedure Rules

This Appendix provides details of responsibilities under the Financial Procedure Rules. It lists in a single place, responsibilities that would otherwise be repeated in various sections of the Financial Procedure Rules. It confirms the overall responsibilities of the Council's Section 151 Officer, the Audit, Standards and Governance Committee and Members of the Corporate Leadership Team within the Financial Procedure Rules.

A1 Audit, Standards and Governance Committee responsibilities

- A1.1 Day to day responsibility for the Council's finances rests with Assistant Directors and their Managers as set out in these Financial Procedure Rules with some functions delegated to the Audit, Standards and Governance Committee.
- A1.2 Audit, Standards and Governance Committee shall oversee compliance with the Council's Financial Procedure Rules for those functions within their Terms of Reference. Corporate Leadership Team are responsible for ensuring those functions within their Terms of Reference operate within the Council's Financial Procedure Rules.

A2 Chief Financial Officer (Section 151 Officer) responsibilities

- A2.1 The Section 151 Officer has been appointed under Section 151 of the Local Government Act 1972 as the Officer with responsibility for the proper administration of the Council's financial affairs.
- A2.2 Reference in these Financial Procedure Rules to the Section 151 Officer shall be taken to include any Officer nominated by the Section 151 Officer to act on his/her behalf.
- A2.3 The Section 151 Officer shall be entitled to attend a meeting of any body on which Members are represented where matters affecting the financial affairs of the Council are being discussed.
- A2.4 The Section 151 Officer, under the general direction of Executive, is responsible for determining the basis for all accounting procedures and financial records for the Council and for exercising a check over all financial matters.
- A2.5 The Section 151 Officer is responsible for maintaining a continuous review of the Financial Procedure Rules and advising the Audit & Governance Committee and Council of any additions or changes necessary.
- A2.6 The Section 151 Officer is responsible for reporting, where appropriate, breaches of the Financial Procedure Rules or any other element of the Constitution that relates to the proper administration of the Council's financial affairs to the Council and/or Audit, Standards and Governance Committee.
- A2.7 The Section 151 Officer is responsible for issuing advice and guidance to underpin the Financial Procedure Rules.



- A2.8 The Section 151 Officer is responsible for maintaining adequate and effective audit arrangements for the Council and for ensuring that audit services complies with the public sector internal audit standards.
- A2.9 The Section 151 Officer is responsible for ensuring, in conjunction with the relevant member of the Senior Leadership Team, that the Council's disciplinary procedures are followed where the outcome of an audit or other investigation indicates fraud or irregularity.
- A2.10 The Section 151 Officer is responsible for ensuring that any case of fraud or loss or financial irregularity or bribery or corruption discovered or suspected to exist which involves the Council's interest shall be dealt with in accordance with the Council's Anti-Fraud and Anti-Corruption Policy.
- A2.11 The Section 151 Officer is the Council's Money Laundering Reporting Officer and is also responsible for appointing a senior officer to be the Deputy to the Council's Money Laundering Reporting Officer.
- A2.12 The Section 151 Officer has overall responsibility for making payments on behalf of the Council.
- A2.13 The Section 151 Officer has overall responsibility for the Council's income and collection functions.
- A2.14 The Section 151 officer is responsible through the collection account to advise whether or not the Council should enter into a business rates (BR) pooling arrangement with other councils, having taken appropriate advice on the matter.
- A2.15 The Section 151 Officer is responsible for making payments to employees, former employees and Members on behalf of the Council.

A3 Corporate Leadership Team responsibilities

- A3.1 Members of the Corporate Leadership Team are responsible for ensuring that all employees are aware of the content of the Financial Procedure Rules and other internal regulatory documents and that they are complied with.
- A3.2 Members of the Corporate Leadership Team are responsible for consulting with the Section 151 Officer on any matter within their area of responsibility that is liable to materially affect the finances of the Council before any provisional or other commitment is incurred or before reporting the matter to a Executive member.
- A3.3 Members of the Corporate Leadership Team are responsible for supplying the Section 151 Officer with all information necessary for the proper administration of the Council's affairs.
- A3.4 Members of the Corporate Leadership Team shall allow the Section 151 Officer and his/her authorised representatives access to all documents and records on demand.
- A3.5 Members of the Corporate Leadership Team shall maintain a sound system of internal control.



- A3.6 Members of the Corporate Leadership Team are responsible for ensuring those functions within their Terms of Reference operate within the Council's Financial Procedure Rules.
- A3.7 Members of the Corporate Leadership Team are responsible for informing Senior Leadership Team members promptly if the Council's Financial Procedure Rules are not being complied with.



Appendix B

GOVERNMENT PROCUREMENT CARDS (GPC)

GUIDANCE FOR CARDHOLDERS

Contact Details

Natwest Cardholder Helpline

Telephone: 0370 010 1152
Mon - Fri 8.00 a.m. - 6.00 p.m.
Sat 9.00 a.m. - 1.00 p.m.

Fax:

Lost or Stolen Cards

The Natwest General Procurement Card Loss Centre

Telephone: 0370 010 1152

Open 24 hours, 7 days a week.

Introduction

You have been selected to participate in the Government Procurement Card scheme (GPC). This scheme is designed to make it easier and more cost effective for employees to make low value purchases of goods and services for Council use. A low value purchase is not likely to exceed £250 and is likely to be substantially less. Using GPC you can purchase goods and services from suppliers who accept Mastercard.

GPC are not to be used to obtain cash except in exceptional circumstances and then only with the written permission of the Assistant Director of Finance and Customer Services / Deputy Section 151 Officer.

We have implemented this new purchasing concept for lower value purchases because we feel it will help you to more quickly and easily obtain the goods and services you need to get your job done. It will reduce paperwork associated with the traditional purchase order process resulting in cost savings for the Council and a saving in time for you.

Your feedback will help us to fine-tune the scheme as we integrate it into our purchasing processes. If you have any comments or questions about the GPC scheme, please contact your Administrator who is:

**Exchequer Services Manager on 01527
64252 ext. 3614 or Steven Dodd on
01527 64252**

You must contact immediately if your card is

- **Lost or Stolen**
- **Changes to current limits required**
- **Changes to Merchant Category Codes**
- **You are leaving us**
- **You Change your name or address**
- **You have a change of job**
- **You no longer require a GPC Card**

If your card is lost or stolen please also contact:

**Nicola.parry@bromsgroveandredditch.gov.uk and
steven.dodd@bromsgroveandredditch.gov.uk**

What We Expect From You

- Your Purchasing Card is personal to you, no one else is authorised to use your card. Do not allow any other employee to use your card or quote its number when ordering.
- The card number must always be kept confidential.
- Do not share your PIN number with anyone.
- The card must be used in accordance with this user/procedure guide, and the Employee Agreement.
- It is to be used for business related purchases only, where there is not a more cost effective way of making the purchase.
- Suppliers that have contracts on the ERP system must be used via that portal. GPC must not be used outside of the purchasing system unless prior agreement is sought from the exchequer services manager and the Deputy Section 151 officer.
- The types and values of purchases must be within the limits set. You are responsible for achieving best value for money.
- You are responsible for ensuring the security of the card.
- The card is restricted and officers are not permitted to obtain cash back facilities offered when making authorised purchases.
- You are responsible for reporting its loss, theft or misuse to Natwest Bank Card Loss Centre Telephone 0370 010 1152 and your Administrator as soon as you notice your card is missing.



- You will be asked to sign an Employee Agreement to this effect.
- Misuse of the card as determined by non-compliance with this cardholder guide may result in action being taken under the Council's disciplinary procedures. In such circumstances the Card Administrator has authorisation to cancel your card without further notice.
- Under no circumstance must the Card be used for paying an invoice.
- You will be responsible for keeping a record and receipts for all your transactions these must be entered onto the online system each time you use your card completing all of the fields including the Cost Centre and Account Code information. Failure to complete this will result in your card being cancelled.
- Full training and a username password will be given to you so that you can use the online system to record any purchases you make utilising the card. If you forget your password please contact the Card Administrator.
- You must retain all VAT receipts along with the credit card receipt and produce these monthly
- The responsibility of coding the statement is bestowed on the card holder.
- The compliance agreement which is sent at the time of the application must be signed and read. The agreement is to ensure all responsibility is adhered to and the consequences of misuse or none coding are clearly explained.

What is a Purchasing card?

GPC cards is an alternative method to the current buying process of paying for low value, high volume goods or services. By simplifying transaction processing, it assists purchasing efficiency and will save RBC time and money. The current indicated savings from the Audit Office equate to £28 per transaction however this does not include the paper and other associated print/environmental savings when the need not to produce orders, delivery note and invoices is taken into account.

The Purchasing card looks like any normal debit/credit card, but is a procurement card, which means your total balance on your monthly statement must be settled in full.

It also means that the supplier is paid much more quickly (typically 3 to 5 days) rather than waiting for us to settle their invoice.

The card can be used at any establishment displaying the Mastercard symbol, in the UK. But we are looking for you to use suppliers who are capable of providing VAT reporting to level 3, this to facilitate further efficiency savings as the banks monthly returns of purchases made can be used to reclaim VAT from HMC&R. We are currently working with the Bank and the Suppliers we most commonly use to increase their VAT reporting capabilities to level 3.



Embossed on the card is the following:

Redditch Borough Council
Your Name
Expiry Date
Card Number

Your Purchasing card offers the opportunity to improve both the focus and flexibility of purchasing procedures whilst reducing the volume of purchase orders, invoices and associated paperwork for small value purchases, improving the cost effectiveness of processing these types of transactions.

Your card is to be used for business expenditure only.

Controls

Each card has a maximum monthly expenditure limit and individual transaction limit.

Monthly Expenditure limit

The total amount you can spend on your card each month.

Transaction Limit

The total amount you can spend on any single purchase.

Both of these limits are inclusive of VAT and any carriage.

The limits were set on your card application form based upon your estimated spend pattern.

Merchant Category Group code blocking

A further control has been applied to your Purchasing card.

Each supplier capable of accepting your GPC card will be classified by a certain Merchant Category Group code. By the way of an additional control, any number of these codes can be blocked or left unblocked to ensure compliance with business policies and to mirror each cardholder's buying profile.

Please make a note of these limits/controls.

If you try to purchase goods and services that are outside of these limits, your transaction will be declined and could lead to embarrassment. If you can prove that your limits are unrealistic to your work or the purchases you have to regularly make using the card please discuss with your line manager prior to requesting any increase in same

As detailed above, if you try to use your card with a supplier whose Merchant Category Group code has been blocked on your Purchasing card, this will also lead to your card being declined.



If this occurs, please contact the Administrator immediately to discuss how your card can be updated to reflect your requirements.

Queries on Goods

Faulty or damaged goods supplied

If the cardholder rejects the goods purchased as unsatisfactory, he/she must inform the supplier immediately, and try to reach an agreement to return the goods and obtain a refund. Natwest Bank is unable to become involved in any disputes between purchaser and supplier over the quality or suitability of goods purchased.

The supplier must arrange for a credit (refund) to be made to Natwest Bank Purchasing Card Account which will then appear on a subsequent statement. To aid reconciliation, we suggest the cardholder retains a record of the credit at the time the goods are returned, rather than waiting for the statement to arrive.

Please note that refunds from abroad may vary from the original transaction amount due to exchange rates.

Goods not supplied/wrong goods supplied

If an item is charged to the cardholder's account but the goods or services ordered have not been received or are incorrect, the cardholder must contact the supplier to confirm that the goods have been supplied or the correct goods are being despatched.

A refund can be claimed from the supplier only after allowing 60 days from the transaction date for delivery of the correct goods.



APPENDIX 1

Employee Agreement

- a) I, Hereby accept a Purchasing Card. As a cardholder I agree to comply with the terms of the attached policy regarding my use of the Card.
- b) I have received and understood that I am being entrusted with a corporate charge card and will be making financial commitments on behalf of the company. I understand that the RBC is liable to the card provider for all the charges made on the card.
- c) I agree to use this card for business purchases only and agree not to charge personal purchases. I understand that the RBC will audit the use of this card and report and take appropriate action on any discrepancies.
- d) I will follow the established procedures for the use of the card. Failure to do so will result in cancellation of my card and disciplinary actions, including termination of employment.
- e) I have been given a copy of the Purchasing Card Policy and User Guide and understand the requirements for the Card's use.
- f) I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organisational change, which cause my purchasing requirements to change, I agree to return my card and arrange for a new one, if appropriate.
- g) If the card is lost or stolen, I agree to notify Natwest Bank immediately by telephone and the Card Administrator as soon as possible thereafter.

Employees Signature..... Date.....

Card Number.....

Card Administrators Signature..... Date.....



Appendix C

Glossary of terms

In the Financial Procedure Rules the words and phrases in the left hand column have the meaning given in the right hand column;

Asset	Something the Council owns that has value, such as premises, vehicles, equipment or cash.
Audit	A specialist team that examines, evaluates and reports on the adequacy of internal control systems.
Budget	A statement of the authority's plans for revenue and capital expenditure and income over a specified period of time.
Capital	Spending, usually on major assets like a building, where the benefit of the asset lasts for more than one year.
Capital Programme	A budget generally covering a 3-5 year period relating to items of capital expenditure.
Capital receipts	Proceeds from the sale of fixed assets, such as land or buildings.
Cash Limit	The most that can be spent in an area in one year.
CIPFA	The Chartered Institute of Public Finance and Accountancy is the leading professional accountancy body for public services in the UK. CIPFA has responsibility for setting good practice accounting standards for local government.
Financial Irregularities	Financial irregularities refer to actions or transactions that deviate from established financial rules, procedures or legal standards – often indicating errors, mismanagement or potential fraud.
Gross Expenditure	The total cost of providing the Council's services before taking into account income from government grants and fees and charges for services.
Imprests	Bank and petty cash floats.
Internal Control	The systems of control that help ensure the Council's objectives are achieved in an economical, efficient and effective way and consistent with safeguarding the Council's assets.
Inventory	A list of equipment and furniture.
Money Laundering	The practice of engaging in financial transactions in order to conceal the identity, source, and/or destination of money.
Officer	A person employed or appointed as a member of staff, including temporary staff and contractors.



Revenue budget	Budget relating to the day-to-day expenses associated with the provision of services.
Treasury Management	Management of the Council's cash balances on a daily basis, to obtain the best return while maintaining an acceptable level of risk.
Treasury Management Strategy	A document stating how the Council plans to borrow and optimise its return on its cash and investments in the coming financial year whilst ensuring the over-riding criterion of security of public money.
Virement	Transfers of budgets between one area and another.

Clarification of Post titles

Chief Executive	The Council's Head of Paid Service
S151 Officer	The Council's Chief Financial Officer (CFO) or Section 151 Officer
Assistant Director of Finance and Customer Services	The Council's Deputy Section 151 Officer

APPENDIX 4 REDDITCH BOROUGH COUNCIL**Scheme of Members Allowances 2026/27, as from 1st April 2026**

The Members Allowances Scheme is agreed by the Council each year. It sets out the allowances which are paid to Councillors and the expenses they can claim.

The amounts of the allowances are reviewed each year by the Independent Remuneration Panel. This group of non-Councillors make recommendations to the Council, and it must take account of these when setting its allowances.

Basic Allowance and Special Responsibility Allowance

A Basic Allowance of £5,185.87 is paid to all Members of the Council. By law, the Council must pay an equal amount of Basic Allowance to each Councillor, unless they choose not to receive all or part of it. The Basic Allowance is paid automatically each month as part of the payroll process and Councillors do not need to claim.

In addition to the Basic Allowance referred to above, Special Responsibility Allowances are paid to the holders of the following Offices:

Position	Multiplier of the 2023/24 Basic Allowance of £4,732*	Special Responsibility Allowance
Leader of the Council	3	£14,196, plus £7,098 as portfolio holder
Deputy Leader	1.75	£8,281, plus £7,098 as Executive Member with portfolio
Executive Members (Cabinet Portfolio Holders)	1.5	£7,098
Executive Members without Portfolio	1	£4,732
Chair of Overview and Scrutiny Committee	1.5	£7,098
Chairs of Overview and Scrutiny Task Groups	0.25	£1,183
Chair of Audit, Governance and Standards Committee	N/A	£3,500
Chair of Planning Committee	1	£4,732

Chair of Licensing Committee	0.75	£3,549
Political Group Leaders	N/A	£4,500

*To nearest decimal place

There is no limit on the number of Special Responsibility Allowances payable to any one Member.

These allowances are also paid automatically each month via payroll.

In addition to the allowances set out above, and for ease of reference, the following additional allowances are made:

Representatives on Major Outside Bodies

Local Government Association & General Assembly	£269 pa
West Midlands Councils (now named West Midlands Employers)	£269 pa

Part Year Payments

If a Councillor holds office for less than a full year, any allowances will be paid in proportion to the length of the period the office is held. This applies to Basic and Special Responsibility Allowances.

Civic Payments

An allowance of £3,690 is paid to the Mayor and £1,100 to the Deputy Mayor. This allowance is permitted in the Local Government Act 1972 and is separate to those which are reviewed by the Independent Remuneration Panel.

Local Government Pension Scheme

Since 11th May 2026, councillors in England have been eligible to join the Local Government Pension Scheme. This is on an opt-in basis and membership is not automatic. Councillors need to actively choose to opt in.

It should be noted that a Member's basic allowance or special responsibility allowance(s) (or both, as the case may be) shall be treated as an amount in respect of which such a pension is payable.

Formatted: Font: 10 pt, No underline, Font colour: Custom Colour (RGB(39,83,23))

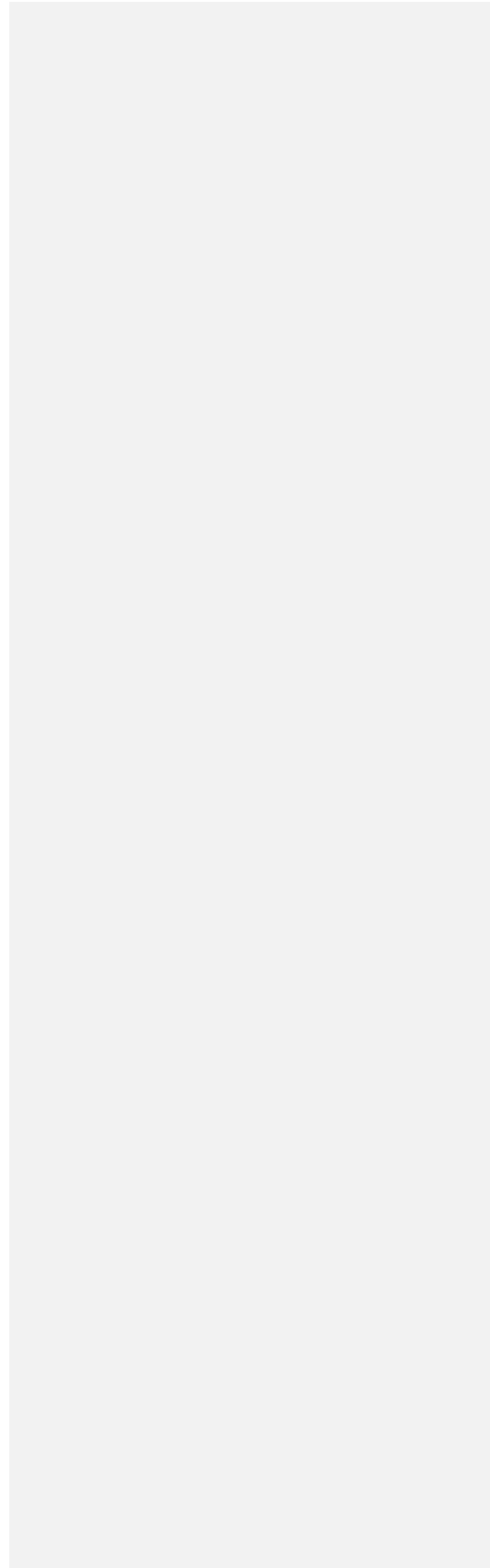
Travelling and Subsistence Allowances – require a claim to be made

Travelling and subsistence allowances can be paid to reimburse Councillors when they carry out an Approved Duty. Details of what constitutes an Approved Duty are set out elsewhere in this Scheme.

The Council will reimburse any business mileage at the published HM Revenue and Customs authorised non taxable rates (given below).

All claims for vehicle mileage must be submitted promptly at the end of

each month. Claims which are more than 2 months old will be rejected.



Inland Revenue rates:

	First 10,000 business miles in tax year	Each mile after
Cars and vans	45 p	25 p
Motorcycles	24 p	24 p
Bicycles	20 p	20 p
Carrying Passengers (RBC Employee or fellow Member)	5p per person per mile	
Towing	6p	

- (a) In situations where Members move out of the area, or otherwise change circumstances, a maximum distance for mileage to be paid for home to meetings mileage is 40 miles each way. No limit is set on mileage for journeys from home to conferences, training and seminars.
- (b) Councillors may claim actual expenditure incurred on tolls or parking fees, in addition to travelling allowances. Proof of expenditure must be provided.
- (c) Public transport costs can be reimbursed on production of receipts, again claimable for Approved Duties only.
- (d) Subsistence allowances are available for Councillors where they are away from home and unable to make their own arrangements. Councillors are reimbursed for actual expenses incurred up to the following maximum amounts, subject to the production of receipts:-

Breakfast	£5.00
Lunch	£6.75
Evening Meal	£20.00

Childcare and Dependant Care Allowances

The Dependent Carer's Allowance is intended to provide support to a Councillor with responsibilities for childcare (under age 16) or a dependent relative when attending meetings of the Council. The allowance is to cover reasonable and legitimate costs, but payment cannot be made if a carer is a member of the Councillor's immediate family or under 16 years of age.

When making a claim, the Councillor should include Receipts. Payments are for the actual time that a carer is employed and therefore includes the travelling time of a Councillor to and from a meeting.

Approved Duties

The following Approved Duties are those for which travel and /or subsistence allowances may be claimed:-

- (a) Meetings of the Council, Executive and other Committees and any meeting of a Council-appointed body, or involving Council-nominated representation; or one to which Officers have invited Members;
- (b) Attendance at meetings required as part of Overview and Scrutiny, or similar Member-led Review;
- (c) Opening tenders, when attendance is required as set out in Contract Standing Orders;
- (d) Attendance at relevant meetings by Leaders, Portfolio Holders / O&S Chair where required by virtue of their position.
- (e) Training events and briefings arranged via Council officers, either specifically for Redditch Councillors or in conjunction with other authorities.
- (f) External conferences, seminars and training events, where attendance is appropriate to the role the Councillor carries out and has been agreed in advance with the Political Group Leader

Authority is delegated to the Democratic Services Manager to adjudicate on such duties, and to determine whether duties are approved or not for payment, within the above definitions. Any dispute arising on such adjudication will be settled in consultation with the Portfolio Holder for Corporate Management.

Claims for Allowances

Members should submit claims for allowances on a monthly basis. The Democratic Services Team will tell you the deadlines before the beginning of the financial year.

Foregoing an Allowance

A Councillor may, by giving written notice to the Council's Payroll Manager, choose to forego all or part of an allowance under this Scheme. If a Councillor has made this decision, s/he can change their mind, but not retrospectively.

Should a Councillor choose to donate all or part of his/her entitlement to allowances under this Scheme to registered charities of his/her choice the Councillor will need to make their own arrangements for donating such allowances to the charity following receipt of the allowances.

General Advice

Councillors who are members of more than one authority may not receive allowances from more than one authority for the same duties.

Redditch Borough Council

Quick guide to Members Allowances and Expenses

Allowances

Write to the Payroll Manager if you wish to receive a reduced amount or to decline to receive an allowance.

Basic allowance – paid to all Councillors via payroll.

Special Responsibility Allowance – paid to Councillors who hold posts with additional responsibility.

Expenses

What you can claim:

Travel expenses for car/public transport for carrying out approved duties. These include return journeys with a maximum mileage of 40 miles each way from home or work to:

- meetings of the Council, Executive and other Committee meetings, task group meetings;
- associated briefing meetings;
- meetings arranged by officers, including opening tenders;
- training events
- external conferences and training events where attendance has been agreed in advance with the Councillor's political group leader, or where there is no group leader, with the Chief Executive.

Subsistence allowances for when you are carrying out an approved duty, are not able to make your own arrangements and refreshments are not provided for you.

Reimbursement of reasonable costs for childcare or care of dependant relatives who live with you.

What you cannot claim:

First class travel

Expenses more than 2 months old

Subsistence allowances where you have received refreshments

Expenses where you can claim from another organisation.

02/2026

REDDITCH BOROUGH COUNCIL

RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES**SUBJECT: New kitchen supplier contract****BRIEF STATEMENT OF SUBJECT MATTER:**

In January 2026, the Council's kitchen supplier for Council homes entered administration. Although the company is still able to fulfil existing orders, it is no longer able to take on or deliver any new orders.

As a social housing provider, Redditch Borough Council has statutory responsibilities under the Decent Homes Standard to ensure that all properties are maintained to a suitable standard. This includes providing modern facilities and services and, more broadly, the Council also has an ongoing responsibility to properly maintain its housing stock, including ensuring that kitchen facilities are fit for purpose.

Given these obligations, and the number of void properties currently requiring new kitchens, as a matter of urgency, the Council must secure a new supplier to continue the installation of kitchens within Council homes.

This urgent decision seeks approval from Members to appoint a replacement supplier through an existing procurement framework, in order to minimise disruption to service delivery and ensure the Council can continue to meet its statutory responsibilities.

DECISION:**RESOLVED that**

Wren Contract Kitchens Limited company be appointed to install kitchens in the Council's social housing stock from 7th February 2026 onwards.

(Executive decision)**GROUNDINGS FOR URGENCY:**

The current kitchen supplier will cease delivering services on **6 February 2026**. After this date, without the appointment of a new supplier, the Council will be unable to arrange kitchen installations where required. Any delay in securing a replacement supplier will significantly impact the Council's ability to complete void properties in a timely manner, resulting in avoidable rental income loss.

In addition, the Council currently has two contractors delivering a programme of planned kitchen installations as part of the HRA Capital Programme. Without a new supplier in place, this programme is at risk of being paused or ceasing entirely, directly affecting the Council's ability to deliver planned improvements and meet its responsibilities under the Decent Homes Standard.

To minimise disruption, avoid financial loss, and ensure continuity of essential services for tenants, this decision must be taken urgently so that kitchen installation work can continue without interruption.

DECISION APPROVED BY:

CHIEF EXECUTIVE

CHIEF FINANCE OFFICER

(if financial implications)

.....
(Signature) (John Leach - CX)
(Or Deputy CEO in his absence)

.....
(Signature) (Julie Lorraine)

MONITORING OFFICER

.....
(Signature) (Claire Felton)
(Or Deputy MO in her absence)

Date: 4th February 2026

PROPOSED ACTION SUPPORTED *(amend as appropriate)*

..... (Signature) (Signature) (Signature) (Signature) (Signature)
<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>
MAYOR *	PF HOLDER	LEADER	LDR of the CONSERVATIVE Group	CHAIR O&S Committee
Date:	Date:	Date:	Date:	Date:

Notes:

* In addition to the Executive decision above regarding the matter under consideration, the Mayor is signing to agree both that the Executive decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. This is to ensure that the call-in procedures as set out in Part 8 of the Constitution shall not apply where an Executive decision being taken is urgent.

REDDITCH BOROUGH COUNCIL**RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES**

SUBJECT: Delegations for Nationally Significant Infrastructure Project (NSIP): Arrow Valley Solar

BRIEF STATEMENT OF SUBJECT MATTER:

The energy company Island Green Power has recently disclosed that it is seeking permission to build a large solar farm with battery storage facilities based on land within Stratford-upon-Avon and Wychavon Council boundaries. The scale of the project is such that it is classed as a Nationally Significant Infrastructure Project (NSIP) under the Planning Act 2008.

It is understood that the project will include a connection to the electricity sub-station at Feckenham by an underground cableway. There will be no above ground infra structure in Redditch, but the installation of the cableway means Redditch will be classed as a host authority under the legislation.

NSIP applications are not decided in the usual way by local planning authorities; they are determined by the Secretary of State following a process administered by the Planning Inspectorate. There are similarities to the examination stages for the local plan process. If approved the Secretary of State will make a Development Consent Order (DCO) which will give legal authority for the solar farm to be built and specify the relevant plans, conditions etc. It is understood that the timeline to reach decision stage and the granting of a DCO will be over 2 years (Quarter 2 2028). The LPA will continue to be involved in monitoring the site and meeting other statutory duties during the subsequent implementation phase when the project is being constructed.

RBC will be treated as a statutory consultee in this matter and will not have any direct decision making powers. The process that has to be followed is set out in the Act and there are various stages at which the Council will be required to have input.

As RBC has never had to deal with an NSIP in it's area, there are no delegations currently in place for officers to be able to complete the statutory steps required. Some of the stages of responding to documents from PINS will be on very tight timelines (e.g. within 28 days) and it would be unachievable to report to members within those timeframes. It should also be noted that some of the feedback sought will be of a technical planning nature and not covering parts of the planning process that Members would normally participate in.

Officers arranged for this issue to be discussed by Members at the Constitution Review Working Party on 21st March. However, for the reasons set out below, the delegations will have to be granted via an urgent decision as opposed to being signed off at Full Council because of the time constraints.

DECISION:

- 1. That authority be delegated to the Assistant Director for Planning, Leisure and Culture Services (following consultation with the Leader) to make representations and/or respond to consultations and engagement, from the Applicant and the Planning Inspectorate during all stages of the Development Consent Order process for the Arrow Valley Solar Project.**
- 2. That authority be delegated to the Assistant Director for Planning, Leisure and Culture Services to permit the necessary Officers to attend the Preliminary Meeting, hearings,**

prepare and give evidence, as is required, during the examination of the Development Consent Order.

- 3. That authority be delegated to the Assistant Director for Planning, Leisure and Culture Services to deal with post-decision matters (if the Development Consent Order is granted for the Arrow Valley Solar Project).

(Council decision)

GROUNDS FOR URGENCY:

The first consultation from PINS (for planning officers to comment on the applicants scoping report) will be received at the start of April with a response required within 28 days. This will be followed in mid May by the first in a series of meetings initiated by the developer that planning officers will need to attend.

As this issue has arisen between the end of one municipal year and the start of the next, there are no Council meetings due to take place now until 26th May. Unfortunately, that is going to be too late for the initial steps referred to above. That being the case an urgent decision is going to be required to enable delegations to be granted to officers to respond to the NSIP application.

DECISION APPROVED BY:

CHIEF EXECUTIVE

INTERIM CHIEF FINANCE OFFICER

(if financial implications)

.....
(Signature) (John Leach - (CX))

.....
(Signature) (Julie Lorraine)

MONITORING OFFICER

.....
(Signature) (Claire Felton)

Date: March 2026

PROPOSED ACTION SUPPORTED *(amend as appropriate)*

..... (Signature) (Signature) (Signature) (Signature) (Signature)
<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>
 MAYOR *	 PF HOLDER	 LEADER	 LDR of the CONSERVATIVE Group	 CHAIR O&S Committee
Date:	Date:	Date:	Date:	Date:

Notes:

* In addition to the Executive decision above regarding the matter under consideration, the Mayor is signing to agree both that the Executive decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. This is to ensure that the call-in procedures as set out in Part 8 of the Constitution shall not apply where an Executive decision being taken is urgent.

This page is intentionally left blank

REDDITCH BOROUGH COUNCIL

RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES**SUBJECT: LAHF 4 Grant Confirmation and MOU****BRIEF STATEMENT OF SUBJECT MATTER:**

- 1.1. LAHF R4 was launched in November 2025. The Council was not initially awarded LAHF R4 grant funding but was invited to submit an expression of interest within a very tight deadline (within a week of being offered the opportunity). Following discussions with the Portfolio Holder for Housing who referred to the Leader of the Council, the Council did submit an expression of interest and we have now received confirmation of an award.

The Council is offered funding to provide 6 homes ('the total delivery target') under LAHF R4, 3 dwellings for the provision of temporary accommodation and 3 for resettlement under the Afghan Relocations and Assistance Policy (ARAP) which is for Afghan citizens who worked for or with the Government in Afghanistan. MHCLG will provide a grant of £750,592 ('the total allocation') towards the cost of purchasing these dwellings.

- 1.2. The total allocation will be provided in the yearly amounts specified in table 1:

Table 1 – Yearly capital allocations

Year 1 allocation (2026-2027)	£239,600
Year 2 allocation (2027-2028)	£0
Year 3 allocation (2028-2029)	£503,900
Year 4 allocation (2029-2030)	£0

- 1.3. In accepting the grant the Council agrees to deliver:

- 2 properties in financial year 2026-27 ('the Year 1 delivery target')
- 0 properties in financial year 2027-28 ('the Year 2 delivery target')
- 4 properties in financial year 2028-29 ('the Year 3 delivery target')
- 0 properties in financial year 2029-30 ('the Year 4 delivery target')

The property types that the Council agrees to deliver in each year are outlined in Table 2 and Annex A. (Detail of yearly new supply targets is specified in Annex A).

Property type	Year 1 (2026-27)	Year 2 (2027-28)	Year 3 (2028-29)	Year 4 (2029-30)	Total delivery target
TA element (2-4+bed)	1	0	2	0	3
Resettlement element (2-3 bed)	1	0	1	0	2
large resettlement element (4+bed)	0	0	1	0	1
All property types	2	0	4	0	6

The properties purchased for the resettlement element will be provided at social rent levels. Officers will work with the Resettlement team at the County Council to ensure relevant support is provided the occupants in the resettlement properties. The temporary accommodation properties will be let using a temporary accommodation rent.

DECISION: RESOLVE

1. That the capital grant of £743,500 be accepted and available to the Housing Growth Programme capital budget.
2. Authority be delegated to the Director of Finance and Assistant Director of Community and Housing Services to sign the Memorandum of Understanding between the Council and MHCLG
3. Authority be delegated to the Assistant Director of Community and Housing to purchase the properties utilising the capital grant and revenue grant of £7,092

(Executive decision)

GROUNDS FOR URGENCY:

An MOU (appendix 1) has accompanied this award and is required to be signed and returned by the 10th April 2026 leaving no time to go through a usual member decision process.

DECISION APPROVED BY:

CHIEF EXECUTIVE

DEPUTY CHIEF EXECUTIVE AND CHIEF FINANCE OFFICER
(if financial implications)

.....
(Signature) (John Leach - (CX))

.....
(Signature) (Julie Lorraine)

MONITORING OFFICER

.....
 (Signature) Claire Felton

Date: April 2026

PROPOSED ACTION SUPPORTED <i>(amend as appropriate)</i>				
..... (Signature) (Signature) (Signature) (Signature) (Signature)
<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>
MAYOR *	PF HOLDER	LEADER	LDR of the CONSERVATIVE Group	CHAIR O&S Committee
Date:	Date:	Date:	Date:	Date:

Notes:

* In addition to the Executive decision above regarding the matter under consideration, the Mayor is signing to agree both that the Executive decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. This is to ensure that the call-in procedures as set out in Part 8 of the Constitution shall not apply where an Executive decision being taken is urgent.

MEMORANDUM OF UNDERSTANDING

Between

Ministry of Housing, Communities and Local Government

-and-

Redditch Borough Council

2. Purpose

- 2.1. This Memorandum of Understanding ('MOU') sets out the agreed working relationship between the Ministry of Housing, Communities and Local Government ('MHCLG') and Redditch Borough Council ('the Council') regarding the administration and delivery of the Local Authority Housing Fund – fourth funding round ('LAHF R4').
- 2.2. This MOU will be for the period 2026/27-2029/30. It will be reviewed and updated only where either of the signatories deem it necessary, in which case it will require joint agreement. Further detail on changing the MOU is set out in paragraph 5.5.
- 2.3. This MOU is not intended to create legal or binding obligations. It describes the understanding between both parties for the use of funding specified in Section 3 of this agreement.

3. Background

- 3.1. LAHF R4 was launched in November 2025. The details of the fund were shared with the Council in the document 'Local Authority Housing Fund - fourth funding round: [Prospectus and Guidance](#)' ('the Prospectus').
- 3.2. LAHF R4 is a £950m grant fund, with objectives to:
 - Reduce local housing pressures and use of expensive and unsuitable accommodation, by providing better quality temporary accommodation to those owed homelessness duties by local authorities.
 - Reduce temporary accommodation costs.
 - Provide sustainable settled housing for some families on the Afghan Resettlement Programme (ARP) so that they can build new lives in the UK, find employment and integrate into communities.

- Support local housing markets by assisting the delivery of new housing stock or new developments to grow overall housing supply.

4. Total delivery target and Total allocation

- 4.1. MHCLG has accepted the Council's plan to provide 6 homes ('the total delivery target') under LAHF R4, of which 0 homes shall be new supply ('the new supply delivery target'), and MHCLG will provide a grant of £750,592 ('the total allocation').
- 4.2. The total allocation includes any New Supply Uplift, the refurbishment allowance as calculated with reference to 6.3 of the Prospectus (any agreed reductions to the grant rate will reflect proportionate adjustments to the refurbishment allowance). The capital grant is set out at 3.6.
- 4.3. For the purposes of the New Supply Uplift, a new supply home is a property that:
- will be delivered in as direct council led (or commissioned) new development.
 - arises from a conversion or redevelopment of property which delivers additional residential unit(s) (densification).
 - arises from a change of use (which delivers an extra residential unit).
- 4.4. The total allocation will be provided in the yearly amounts specified in table 1:

Table 1 – Yearly capital allocations

Year 1 allocation (2026-2027)	£239,600
Year 2 allocation (2027-2028)	£0
Year 3 allocation (2028-2029)	£503,900
Year 4 allocation (2029-2030)	£0

- 4.5. The Council agrees the following targets to deliver at least:
- 3 properties (2-4+ bed) to be allocated to households that meet the **TA element** eligibility criteria outlined in section 5.1 of the Prospectus.
 - 2 properties (2-3 bed) for households that meet the **R4 resettlement element** eligibility criteria outlined in section 5.2 of the Prospectus.
 - 1 properties (4+ bed) for households that meet the **R4 large resettlement element** eligibility criteria outlined in section 5.2 of the Prospectus.
- 4.6. The total allocation comprises a capital grant of £743,500 and a revenue grant of £7,092.
- 4.7. This MOU covers the funding commitments from MHCLG, as well as the delivery, financial expenditure, agreed milestones, reporting and evaluation, and communications

between the Parties. It also sets out the steps MHCLG could take in the event of underperformance.

5. Purpose of the Funding

- 5.1. LAHF R4 funding has been provided specifically for spending on LAHF R4 priorities as specified at paragraph 2.2 to deliver properties for use by households that meet the LAHF R4 eligibility criteria. The Council agrees to spend LAHF R4 funding on activity set out in this MOU as agreed with MHCLG or subsequently agreed with MHCLG as per paragraph 5.5.
- 5.2. LAHF R4 funding is not intended to meet all the Council's acquisition/ delivery costs. The Council or its delivery partner(s) will fund any outstanding sum required.
- 5.3. LAHF R4 initial funding allocations and delivery targets are made assuming that the Council's housing delivery will be primarily achieved by open market acquisition or development. If the Council intends to deliver some LAHF R4 homes using alternative methods which may have lower intervention costs (including particularly: refurbishments of existing stock; acquisitions discounted via S106 agreements; or prefabricated or modular construction), the Council should notify MHCLG prior to commencement of that delivery. MHCLG will consider, and advise the Council, whether the proposals are compliant with the programme's conditions or whether they can be made compliant by increasing the Council's delivery targets or by reducing the grant payable. Where the Council has already advised the Department of plans to deliver via alternative methods, and adjustments to the delivery profile and/or grant rates have been agreed, these will be captured in this MoU.
- 5.4. The Council will use its best endeavours to meet the delivery target and to achieve value for money. The Council should ensure it complies with the Code of Practice for Local Authority Accounting.
- 5.5. The Council may determine how it uses the total allocation as long as the delivery target and the new supply delivery target are met.

6. Delivery Profile

- 6.1. Delivery of property will be measured on the basis of exchange of contracts, or equivalent milestone where exchange of contract will not occur. Any variations to this, and necessary changes to the MOU, will need to be agreed by the parties and an amendment to this MOU made.
- 6.2. Funding outlined in Table 2 is provided to deliver the total delivery target. The Council agrees to make best endeavours to meet the annual delivery profiles set out in table 2 and the total delivery target by 31 March 2030.
- 6.3. The Council agrees to deliver:
 - 2 properties in financial year 2026-27 ('the Year 1 delivery target')
 - 0 properties in financial year 2027-28 ('the Year 2 delivery target')

- 4 properties in financial year 2028-29 ('the Year 3 delivery target')
- 0 properties in financial year 2029-30 ('the Year 4 delivery target')

The property types that the Council agrees to deliver in each year are outlined in Table 2 and Annex A. (Detail of yearly new supply targets is specified in Annex A).

Table 2 – delivery profile

Property type	Year 1 delivery target (2026-27)	Year 2 delivery target (2027-28)	Year 3 delivery target (2028-29)	Year 4 delivery target (2029-30)	Total delivery target
TA element (2-4+bed)	1	0	2	0	3
R4 resettlement element (2-3 bed)	1	0	1	0	2
R4 large resettlement element (4+bed)	0	0	1	0	1
All property types	2	0	4	0	6

- 6.4. This MOU is for the full term of the total allocation unless signatories agree to change as per paragraph 5.5.
- 6.5. MHCLG and the Council both have the right to request a change to the MOU. With regards to changing the target number of units, the Council may ask for either a higher or lower target. Any proposed change will impact the amount of funding received (as set out in the Prospectus) unless the Council is seeking to deliver more units for the same amount of money. Requests will be assessed in line with the grant allocations principles set out in sections 6 and 11 of the Prospectus.

7. Financial Arrangements

- 7.1. The agreed funds will be issued to the Council as grant payments under section 31 of the Local Government Act 2003. The Council may pass on the funding to a third party (e.g. Registered Providers) as appropriate to deliver the delivery target, complying with the Subsidy Control Act 2022.
- 7.2. The capital funding will be provided by MHCLG in up to eight tranches, with two tranches per year. Both yearly tranches may be paid in a combined payment if the

relevant delivery milestones have been met for both tranches. Tranches are set out in Table 3.

7.3.

Table 3 – Capital funding allocation

Allocation tranches	Tranche comprises of:	Total funding
Tranche 1 allocation	30% of the Year 1 capital allocation and 100% of the Year 1 & 2 revenue allocation	£75,426
Tranche 2 allocation	70% of the Year 1 capital allocation	£167,720
Tranche 3 allocation	50% of the Year 2 capital allocation	£0
Tranche 4 allocation	50% of the Year 2 capital allocation	£0
Tranche 5 allocation	50% of the Year 3 capital allocation and 100% of the Year 3 & 4 revenue allocation	£255,496
Tranche 6 allocation	50% of the Year 3 capital allocation	£251,950
Tranche 7 allocation	50% of the Year 4 capital allocation	£0
Tranche 8 allocation	50% of the Year 4 capital allocation	£0
Total allocation		£750,592

- 7.4. Table 4 sets out the delivery milestones requirements and timetable for payments to be made to the Council. MHCLG may reallocate the Council's future year grant funding if the council does not meet the specified delivery milestone deadlines for payment of the two tranches each year.
- 7.5. A Grant Determination Letter (GDL) will be provided after each tranche payment giving confirmation of the grant payment.
- 7.6. The Council may wish to return unspent monies to the Department.

- 7.7. MHCLG reserves the right to request the return of some or all of the capital funding if the Council demonstrates insufficient delivery progress towards achievement of the delivery target, delivers less homes than its agreed delivery target, or withdraws from LAHF R4 completely. Where a local authority does not achieve their new supply delivery target, MHCLG may request the return of the new supply uplift.

Table 4 – Payments timetable

Payments	Requirements for payment milestone*	Payment schedule
Tranche 1 allocation	MOU signed with MHCLG	By 17 April 2026 (if an MOU is signed by 13 March 2026). Or By 15 May 2026 (if an MOU is signed by 10 April 2026).
Tranche 2 allocation	Statement of Grant Usage (SOGU) demonstrating <u>60% of Tranche 1</u> has been committed*, AND Satisfactory monitoring information (MI) submitted to date.	By 17 July 2026 (if SOGU is provided by 12 June 2026 and all MI submitted to schedule). Or By 21 August 2026 (if an MOU is signed by 17 July 2026 and all MI submitted to schedule). (With further payment windows TBC).
Tranche 3 allocation	Statement of Grant Usage (SOGU) demonstrating <u>80% of Tranches 1 and 2</u> have been committed*, AND Satisfactory monitoring information (MI) submitted to date.	By 16 April 2027 (if SOGU is provided by 12 March 2027) and all MI submitted to schedule. With further payment windows TBC.
Tranche 4 allocation	Statement of Grant Usage (SOGU) demonstrating <u>80% of the Tranches 1, 2 and 3</u> have been committed*, AND Satisfactory monitoring information (MI) submitted to date.	By 16 April 2027 (if SOGU is provided by 12 March 2027) and all MI submitted to schedule. With further payment windows TBC
Tranche 5 allocation	Statement of Grant Usage (SOGU) demonstrating <u>80% of the Tranches 1,2,3 and 4</u> have been committed*, AND Satisfactory monitoring information (MI) submitted to	By 13 April 2028 (if SOGU is provided by 10 March 2028) and all MI submitted to schedule. With further payment windows TBC.

	date.	
Tranche 6 allocation	Statement of Grant Usage (SOGU) demonstrating <u>80% of the Tranches 1,2,3,4 and 5</u> have been committed*, AND Satisfactory monitoring information (MI) submitted to date.	By 13 April 2028 (if SOGU is provided by 10 March 2028) and all MI submitted to schedule. With further payment windows TBC.
Tranche 7 allocation	Statement of Grant Usage (SOGU) demonstrating <u>80% of the Tranches 1,2,3,4,5 and 6</u> have been committed*, AND Satisfactory monitoring information (MI) submitted to date.	By 13 April 2029 (if SOGU is provided by 9 March 2029) and all MI submitted to schedule. With further payment windows TBC.
Tranche 8 allocation	Statement of Grant Usage (SOGU) demonstrating <u>80% of the Tranches 1,2,3,4,5,6 and 7</u> have been committed*, AND Satisfactory monitoring information (MI) submitted to date.	By 13 April 2029 (if SOGU is provided by 9 March 2029) and all MI submitted to schedule. With further payment windows TBC.

* Note: Committed spend in table 1 refers only to capital grant spend (and does not include revenue grant spend). Committed spend reported in a SOGU should be verified by the local authority S151 officer. We anticipate that local authorities will follow their own internal processes to confirm committed spend.

8. Charging Affordable Rents for LAHF R4 funded homes

- 8.1. The LAHF Prospectus specifies “It is up to local authorities to determine the precise rent level and tenure of homes in line with the fund objectives. This should be at Social Rent where viable, but could include affordable rent, or a temporary accommodation rent.”
- 8.2. The Rent Standard ([Rent Standard 2020 - GOV.UK](#)) provides that Affordable Rents may be charged only in limited circumstances.
- 8.3. This MOU records the agreement between the Secretary of State and the Council that relevant accommodation, provided by the Council or a partner Registered Provider pursuant to LAHF grant funding, is permitted to be let at an Affordable Rent, and that accordingly that an Affordable Rent may be charged for such accommodation in accordance with paragraph 3.10b of the Rent Standard - April 2020.

8.4. In paragraph 7.3, “relevant accommodation” means accommodation:

- in the Council area;
- which is being used to further the LAHF objectives set out at paragraph 2.2 of the MOU;
- which has never been let at a Social Rent; and
- where the accommodation is provided by a partner Registered Provider, for which the Council has agreed that the partner Registered Provider may charge Affordable Rent.

9. Roles and Responsibilities

MHCLG Responsibilities

9.1. MHCLG is responsible for setting national housing policy, providing grant(s) to the Council and monitoring the delivery of homes.

Council Responsibilities (fund delivery)

- 9.2. The Council will make housing investment decisions, review existing housing policies and products, maximise leverage of this public sector investment and ensure that funds provide value for money and are deliverable within the timescale of the fund. The Council may work in partnership with private Registered Providers, local authority housing companies or other bodies to deliver homes. The Council will also report on the fund by providing Management Information (MI) as set out in **Annex B** of this MOU and will work with MHCLG to ensure they have the capability to deliver the fund and provide MI within the set timescales.
- 9.3. The Council is expected to have the necessary governance and assurance arrangements in place and that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely:
- **subsidy control**, at all levels e.g. the funding the Council allocates to project delivery partners and subsidies that project delivery partners provide to fourth parties.
 - **equalities duties**, the Council must ensure that all LAHF funded activity is delivered in accordance with its obligations under the public sector equality duty (PSED).
 - **procurement**, the Council must ensure that the allocation of funding to project delivery partners that constitutes a procurement is managed in compliance with the public contract regulations.
 - **fraud**, the Council must ensure that robust arrangements are in place to manage fraud risk, including ensuring that project deliverers have robust fraud risk management process and paying particular attention to projects that involve the payment of grants to beneficiaries e.g. businesses.

- 9.4. The Council's Section 151 Officer is expected to ensure that these legal duties and all other relevant duties are considered and that delivery of LAHF investment is carried out with propriety, regularity, and value for money.

Council Responsibilities (Affordable Rents – where required by LAs)

- 9.5. The Council should note (and remind partner Registered Providers) that conversion of Social Rent properties to Affordable Rent is not permitted pursuant to paragraph 3.17 of the Rent Standard other than in the circumstances set out in chapter 2 of the Rent Policy Statement.
- 9.6. Where the Council has agreed that a partner Registered Provider may charge Affordable Rent, the Council will confirm to the Registered Provider that the Registered Provider may charge Affordable Rent in accordance with paragraph 7.3 of this MOU.
- 9.7. The Council will require partner Registered Providers to provide details to the Council of any accommodation provided pursuant to LAHF grant funding for which Affordable Rent is charged.
- 9.8. The Council will maintain a register of any accommodation provided pursuant to LAHF grant funding for which it or a partner Registered Provider is charging Affordable Rent. This register should be available for inspection upon request by either MHCLG or the Regulator for Social Housing. The fields of information required in register are specified in **Annex D**.

10. Monitoring Arrangements and Accountability

- 10.1. The Council will put in place appropriate governance and oversight arrangements to ensure that delivery of housing is on track and that plans remain ambitious and provide value for money.

Reporting Arrangements

- 10.2. The Council has agreed to provide monitoring information (MI) to MHCLG on fund allocations and delivery. The Council will be asked to provide a mix of quantitative and qualitative summary updates to MHCLG; a full list of MI can be found in **Annex B**.
- 10.3. The first report will be due in June 2026 and then every two months thereafter, until the Council's programme has completed. The schedule for monitoring reports is outlined in **Annex C**.
- 10.4. Spend outturn and forecast should be signed off by the Section 151 officer or deputy Section 151 officer.
- 10.5. A Statement of Grant Usage Section 151 officer or deputy Section 151 officer should be submitted when relevant tranche payment thresholds (as set out in Table 4 above) have been met.
- 10.6. The Council also agrees to work with the department to provide any reasonable additional MI as and when requested by the MHCLG Senior Reporting Officer (SRO). MHCLG will provide an appropriate amount of time to return any additional MI requests.

- 10.7. The Council agrees to work collaboratively with any requests from MHCLG to support any retrospective assessment or evaluation as to the impact or value for money of LAHF. As a minimum, the Council is expected to monitor spend, outputs and outcomes against agreed indicators and keep this information for at least 5 years.

11. Governance & Assurance

- 11.1. The Council is expected to ensure that all legal and other statutory obligations and consents will be adhered to, which may include, but not solely, state aid / subsidy control, equalities duties, procurement, health and safety, and fraud prevention. The Council has prerogative to establish internal governance and assurance arrangements as they see fit to achieve this.
- 11.2. The Council will ensure data can be shared for the prevention and detection of fraud by including the following clause in all agreements with companies or external entities in relation to LAHF – including, but not limited to, property contracts, professional services contracts, construction contracts and lease agreements:

“Data may be shared with other enforcement agencies for the prevention and detection of crime.”

Signed for and on behalf of MHCLG

Signature: 

Name: John Leach

Position: Chief Executive

Date: 1st April 2026

Signed for and on behalf of Redditch Borough Council

Signature: 

Name: Julie Lorraine

Position: Director Finance / 151

Date: 1st April 2026

Annex A – New supply detailed delivery targets

1. MHCLG and the Council agree that the new supply homes specified in MOU 3.1 will be delivered in the profile shown in Table 5.
2. As per MOU 3.3, for the purposes of the New Supply Uplift, a new supply home is a property that:
 - will be delivered as direct council led (or commissioned) new development.
 - arises from a conversion or redevelopment of property which delivers additional residential unit(s) (densification).
 - arises from a change of use (which delivers an extra residential unit).
3. As per 6.3 of the Prospectus, the New Supply uplift will not apply to purchases of new homes already in development e.g. off-the-shelf market sales purchases or s106 discounted affordable housing purchases. Whilst these purchases are not eligible for the New Supply uplift, local authorities can still include them in their standard LAHF R4 delivery.

Table 5 New supply delivery targets

Property type	Year 1 new supply delivery target (2026-27)	Year 2 new supply delivery target (2027-28)	Year 3 new supply delivery target (2028-29)	Year 4 new supply delivery target (2029-30)	Total new supply delivery target
TA element new supply (2-4+bed)	0	0	0	0	0
R4 resettlement element new supply (2-3 bed)	0	0	0	0	0
R4 large resettlement element new supply (4+bed)	0	0	0	0	0
All property types new supply	0	0	0	0	0

Annex B - Reporting and Monitoring Arrangements

Scope and Purpose

1. This annex sets out the agreed reporting and monitoring arrangements for LAHF, including the expected frequency and content of the regular reports that the Council will provide to MHCLG.

MHCLG Role

2. MHCLG will support the running of the fund and maintain a national picture of delivery by putting in place a proportionate monitoring and governance framework. This will include a fund governance board(s). Wherever possible MHCLG will avoid duplication of requests towards the Council.

Council Role

3. Day-to-day project monitoring and delivery responsibilities will be delegated to the Council. The Council will submit reports to MHCLG in accordance with the agreed timescales and frequency set out in the MoU. The Council will also work with MHCLG to provide any reasonable additional MI required as and when requested by the MHCLG Senior Reporting Officer. MHCLG will provide an appropriate amount of time to return any additional MI requests.

Management Information (MI)

4. The list of MI is split between operational data – required for monitoring the ongoing fund delivery (Table 6) and evaluation data (Table 7) required to assess the strategy-level success of the fund and inform future policy development. Tables 6 and 7 present the required routine MI and is subject to change, with agreement by MHCLG and the Council. MHCLG may also request additional delivery progress information from local authorities which have agreed to deliver new supply to provide assurance on the advancement of this delivery.

Table 6 – Monitoring Data

Item	Frequency
Number of properties where contracts exchanged, including: <ul style="list-style-type: none"> • bedroom size • whether located in another borough area • who will own the dwellings • how properties obtained 	Every 2 months
Number of properties occupied/ ready to let, including bedroom size	Every 2 months
Number of resettlement scheme households housed	Every 2 months

Number of pending resettlement scheme properties pre-matched to current/ former bridging hotel households	Every 2 months
Overall assessment (RAG rated) of whether delivery is on track as determined by the responsible Council officer	Every 2 months

Table 7 – Evaluation Data

Item	Frequency
How properties have been sourced (e.g., through stock acquisition or another delivery route)	Post April 2026 and thereafter upon request to aid with evaluation of the fund
Total delivery costs. Total amount of Council contributory share, and how the Council has funded its share.	
Breakdown of resettlement scheme households housed by previous housing situation, e.g., in bridging hotel, in LA emergency accommodation/temporary accommodation	
Tenancy duration	
Rent levels	
Number of properties obtained outside the local authority's area, if applicable, and where these are located.	

- In addition, to enable the assessment of relative value for money and to assist with future spending reviews, we may occasionally ask for additional information including details of how the fund is delivered and housing market conditions. This will provide important data to support future policy developments. This information will be provided to agreed timeframes when requested by MHCLG.
- Should the Council wish to amend and/or not collect any of these proposed data points, they should submit a proposal to MHCLG for agreement.

Frequency of Reporting

- The Council will be asked to provide reports every two months. The schedule for monitoring reports is outlined in Annex C.

Data Consistency

- MHCLG and the Council have a shared commitment to ensure that, for clarity and transparency purposes, consistent methods of recording outputs are maintained. It is expected that the provided reporting will be robust, accurate and quality assured to a high standard. As such minimal revisions would be expected – although, where these are required, MHCLG should be advised as soon as practical.

Use of Material Provided

9. MHCLG will use the provided material to track local authority progress against agreed delivery milestones and to monitor programme delivery nationally.

Annex C – Monitoring Milestones

1. The Council is requested to submit the monitoring information summarised in **Annex B** every two months by 5pm on the dates outlined below. MHCLG will provide the link to the return directly to the Council well in advance of each touchpoint date.
2. MHCLG will provide full guidance for submitting the return directly well in advance of each touchpoint date.

Table 8 – Monitoring Touchpoint Dates for year 1

Monitoring touchpoint	Window covers all (cumulative) R4 delivery up until	Collection window opens	MI Return to be submitted by 5pm on the following dates
Touchpoint 1	31 May 2026	1 June 2026	15 June 2026
Touchpoint 2	31 July 2026	3 August 2026	17 August 2026
Touchpoint 3	30 September 2026	1 October 2026	15 October 2026
Touchpoint 4	30 November 2026	1 December 2026	15 December 2026
Touchpoint 5	1 February 2027	2 February 2027	16 February 2027
Touchpoint 6	31 March 2027	1 April 2027	15 April 2027

3. MHCLG will update local authorities on planned touchpoint dates for Years 2,3 and 4 in due course.

Annex D – Register of LAHF accommodation for which an Affordable Rent is charged

This annex sets out the agreed information which will be contained in the Council's Register of LAHF accommodation for which an Affordable Rent is charged.

This register should be available for inspection upon request by either MHCLG or the Regulator for Social Housing.

Property address			
Completion date			
Name of Registered Provider			
Registration Code			

Note: The Council is not required to submit this information as part of regular delivery monitoring submissions.

This page is intentionally left blank

REDDITCH BOROUGH COUNCIL**RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES**

SUBJECT: Appointment of a Director of Finance and Section 151 Officer

BRIEF STATEMENT OF SUBJECT MATTER:

At a meeting of the Joint Appointments Committee held on 14th January 2026, Members agreed to commence a recruitment campaign prioritising the permanent appointment of a Director of Finance as the Council's Section 151 Officer. The recruitment campaign was subsequently launched with support from Penna recruitment consultants. Candidates were shortlisted and elected Members were subsequently involved in the panel which interviewed short listed candidates.

A subsequent meeting of the Joint Appointments Committee took place on 17th March 2026. Members agreed at this meeting to recommend that, subject to successful reference and health checks and to no objections being raised by members of the Executive Committee, James Walton be appointed to the position of Director of Finance and Section 151 Officer at the Council.

Currently, the authority has an interim Director of Finance and Section 151 Officer. However, there is a need to make a permanent appointment in order to provide continuity and stability within Financial Services. This will also assist with efficient budget management as Local Government Reorganisation progresses.

The position of Section 151 Officer is a statutory officer post. As such, the Council is required to nominate an officer under Section 151 of the Local Government Act 1972 to be responsible for the proper administration of its financial affairs. The relevant wording states that: -"Without prejudice to section 111 above, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs." Section 113 of the Local Government Finance Act 1988 requires that the officer appointed as the Chief Finance Officer (CFO) must be a member of a specified accountancy body.

It is a legal requirement that the appointment of the Section 151 Officer, as a statutory officer, is made by full Council. This is set out in the relevant regulations (The Local Authorities (Standing Orders) Regulations 2001 (as amended) Schedule I Part II) which are reproduced in the Officer Employment Rules at Part 17 of the Constitution. Unfortunately, there are not due to be any Council meetings prior to 26th May 2026. To delay making a decision until this point could deter the best candidate from accepting the position and could also create uncertainty within Financial Services.

There is a requirement under the Officer Employment Procedure rules in the Council's constitution, to ensure that the Leader and any other Executive Committee members are notified and have no objections to the offer of appointment for a Statutory Officer post. This must occur before an offer of appointment is made. In this instance, Executive Committee members have been contacted following the Joint Appointments Committee meeting that took place on 17th March 2026.

The Director of Finance and Section 151 post is a senior officer position that is shared between Bromsgrove District and Redditch Borough Councils. Section 113 of the Local Government Act

1972 permits Councils to enter an agreement to place the services of their staff at the disposal of other local authorities.

Bromsgrove District Council is the employing authority for the position of Section 151 Officer. Subject to Members' approval of James Walton's appointment as Director of Finance and Section 151 Officer, he will need to be made available by Bromsgrove District Council under the shared services arrangements to perform such duties as are required by the post for Redditch Borough Council.

The position of Director of Finance and Section 151 Officer has been evaluated by West Midlands Employers to be £114,282 - £118,694. All costs for the position will be divided equally, on a 50:50 ratio, between Bromsgrove District and Redditch Borough Council.

It was previously agreed in January 2026 that the Interim Director of Finance and Section 151 Officer will remain in post until such time as a new Director of Finance and Section 151 Officer commences employment with the Council. This will ensure that the Council can continue to fulfil its statutory obligation to have a designated Section 151 Officer throughout any notice period for the successful candidate.

DECISION:

RESOLVED that

Subject to the prior approval by Bromsgrove District Council as employing authority, to approve the appointment of James Walton as Director of Finance and Section 151 Officer, subject to satisfactory reference, medical and other eligibility checks and to no objections being received from the Executive Committee, to fulfil the purposes of Section 151 of the Local Government Act 1972.

(Council decision)

GROUND FOR URGENCY:

This decision needs to be taken urgently because there is not due to be another Council meeting until the Annual Council meeting on 26th May 2026. A delay in appointing a permanent Director of Finance and Section 151 Officer until May could deter the most appropriate candidate from accepting the position which would impact on the Council's ability to achieve best value. The delay could also create uncertainty within the Financial Services team and impact on service continuity.

DECISION APPROVED BY:

CHIEF EXECUTIVE

MONITORING OFFICER

.....
(Signature) (John Leach - CX)

.....
(Signature) (Claire Felton – MO)

**INTERIM DIRECTOR OF FINANCE
SECTION 151 OFFICER**

.....
 (Signature) (Julie Lorraine – S151)

Date: 18th March 2026

PROPOSED ACTION SUPPORTED <i>(amend as appropriate)</i>				
..... (Signature) (Signature) (Signature) (Signature) (Signature)
<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>	<i>(Block Capitals)</i>
MAYOR *	PF HOLDER	LEADER	LDR of the CONSERVATIVE Group	CHAIR O&S Committee
Date:	Date:	Date:	Date:	Date:

Notes:

* In addition to the Executive decision above regarding the matter under consideration, the Mayor is signing to agree both that the Executive decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. This is to ensure that the call-in procedures as set out in Part 8 of the Constitution shall not apply where an Executive decision being taken is urgent.

This page is intentionally left blank

**BROMSGROVE DISTRICT AND REDDITCH
BOROUGH COUNCILS**

MEETING OF THE JOINT APPOINTMENTS COMMITTEE

17TH MARCH 2026, AT 5.00 PM

PRESENT: Councillors S Harvey (Chair), K May, R. Bailes, B Hartnett,
R Hunter, J Spilsbury and P Whittaker

Officers: J Leach, C Felton, B Talbot and J Bayley-Hill

15 **TO NOMINATE A CHAIR FOR THE MEETING**

A nomination was received for Councillor S. Harvey to chair the meeting.

The nomination was proposed by Councillor K. May and seconded by Councillor J. Spilsbury.

RESOLVED that

Councillor S. Harvey be appointed to Chair the meeting of the Joint Appointments Committee.

16 **APOLOGIES FOR ABSENCE**

An apology for absence was received on behalf of Councillor P. McDonald.

17 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

18 **RECOMMENDATION OF THE APPOINTMENT OF A SUCCESSFUL
CANDIDATE AS DIRECTOR OF FINANCE AND SECTION 151 OFFICER
(TO FOLLOW)**

The Human Resources and Organisational Development Manager presented a report detailing the outcomes of a recent process for the recruitment of a new Director of Finance and Section 151 Officer for the Councils.

The Committee was informed that the Members who had been appointed to the Appointments Panel had been involved in interviewing the candidates for the position. At the end of the process, the Panel had proposed that Mr James Walton should be appointed to the position. This proposal had received unanimous support from every Member of the Panel.

Members were advised that as this was a statutory officer position, there was a requirement for Council to agree to the appointment.

Unfortunately, there was not due to be a meeting of Council at either authority until the scheduled Annual Council meetings in May 2026.

Concerns were raised that delaying the appointment until this point would potentially cause considerable disruption at the authorities.

Therefore, it was proposed that, subject to the Joint Appointment Committee's endorsement of Mr Walton's nomination, his appointment should be agreed through both Councils' urgent decision processes.

Following the presentation of the report, Members discussed the nomination and recruitment process in detail and in doing so commented on a number of points:

- The reasons why the Appointments Panel had concluded that Mr Walton would be the best candidate for the position. The Committee was informed that Mr Walton had been the most experienced candidate who had been interviewed, including prior experience of Local Government Reorganisation (LGR) and had stood out as the best candidate.
- The qualifications required for the position. Members were advised that Section 151 Officers needed to be qualified and registered with a professional accountancy body and Mr Walton fulfilled this brief.
- The assistance that had been provided by external recruitment consultants, Penna, which Members praised.
- The technical assessments that all of the candidates had been required to complete.
- Mr Walton's prior experience of working in District Councils, including with a Housing Revenue Account (HRA) and Unitary Authorities, which would assist with Bromsgrove District and Redditch Borough Councils' preparation for LGR.
- The information that had been shared with all candidates about agile working arrangements in place in Bromsgrove and Redditch Councils, including the requirement for the successful candidate to attend evening meetings.
- The potential for the Joint Appointments Committee to be provided with a precis of each candidate's achievements for future senior officer recruitment processes.
- The potential for psychometric testing to be introduced for future senior officer recruitment processes.

The recommendations were proposed by Councillor K. May and seconded by Councillor B. Hartnett.

RECOMMENDED each Council

- 1) **NOTE that the Joint Appointments Panel had completed a rigorous selection process to recruit a new Director of Finance and Section 151 Officer;**

- 2) **Approve the appointment of Mr James Walton as Director for Finance and Section 151 Officer (as an employee of Bromsgrove District Council). The commencement date would be as soon as possible, subject to references, medical and eligibility checks and his notice period; and**
- 3) **NOTE that the salary agreed for the Director of Finance and Section 151 was within the range approved by Bromsgrove District Council's Pay Policy as the employing authority.**

19

URGENT BUSINESS

There was no urgent business for consideration on this occasion.

20

MINUTES FROM THE PREVIOUS MEETING

The minutes of the meeting of the Joint Appointments Committee held on 14th January 2026 were submitted.

The minutes were proposed by Councillor S. Harvey and seconded by Councillor K. May.

RESOLVED that

the minutes of the meeting of the Joint Appointments Committee held on 14th January 2026 be approved as a true and correct record.

The meeting closed at 5.23 pm

Chairman

This page is intentionally left blank