

Executive Committee

Tue 31 Jan
2012
7.00 pm

Committee Room 2
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:
www.redditchbc.gov.uk

If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact

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Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)

and

- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



Executive

31st January 2012

7.00 pm

Committee

Committee Room 2 Town Hall

Agenda

Membership:

Cllrs: Carole Gandy (Chair) Malcolm Hall
 Michael Braley (Vice-Chair) Jinny Pearce
 Juliet Brunner Debbie Taylor
 Greg Chance Derek Taylor
 Brandon Clayton

<p>1. Apologies</p>	<p>To receive the apologies of any Member who is unable to attend this meeting.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any interests they may have in items on the agenda.</p>
<p>3. Leader's Announcements</p>	<p>1. To give notice of any items for future meetings or for the Forward Plan, including any scheduled for this meeting, but now carried forward or deleted; and</p> <p>2 any other relevant announcements.</p> <p>(Oral report)</p>
<p>4. Minutes (Pages 1 - 8) Chief Executive</p>	<p>To confirm as a correct record the minutes of the meeting of the Executive Committee held on the 10th January 2012.</p> <p>(Minutes attached)</p>
<p>5. Medium Term Financial Plan 2013/14 - 2014/15 (Pages 9 - 16) Exec Director (Finance and Corporate Resources)</p>	<p>To make recommendations on the Capital and Revenue Budgets and on the Council Tax Level for 2012/13.</p> <p>(Report attached)</p> <p>(All Wards);</p>
<p>6. Fees and Charges 2012/13 (Pages 17 - 86) Head of Finance and Resources</p>	<p>To consider the proposed fees and charges for 2012/13 for the Council's chargeable services.</p> <p>(Report attached)</p> <p>All Wards;</p>

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<p>7. Housing Revenue Account 2012/13</p> <p>(Pages 87 - 94)</p> <p>Head of Finance and Resources</p>	<p>To consider Initial Estimates for HRA 2012/13 and the proposed dwelling rents for 2012/13.</p> <p>(Report attached)</p> <p>All Wards;</p>
<p>8. Anti-Bribery Policy and Officers' Code of Conduct</p> <p>(Pages 95 - 120)</p> <p>Head of Legal, Equalities and Democratic Services</p>	<p>To consider approving a new policy on Bribery and a new Code of Conduct for Officers.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance);</p>
<p>9. Overview and Scrutiny Committee</p> <p>(Pages 121 - 124)</p> <p>Chief Executive</p>	<p>To receive the minutes of the meeting of the Overview and Scrutiny Committee held on the 10th January 2012.</p> <p>All recommendations were considered at the meeting of the Executive Committee on 10th January 2012.</p> <p>(Minutes attached)</p>
<p>10. Minutes / Referrals - Overview and Scrutiny Committee, Executive Panels etc.</p> <p>Chief Executive</p>	<p>To receive and consider any outstanding minutes or referrals from the Overview and Scrutiny Committee, Executive Panels etc. since the last meeting of the Executive Committee, other than as detailed in the items above.</p>
<p>11. Advisory Panels - update report</p> <p>(Pages 125 - 128)</p> <p>Chief Executive</p>	<p>To consider, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels and similar bodies, which report via the Executive Committee.</p>
<p>12. Action Monitoring</p> <p>(Pages 129 - 130)</p> <p>Chief Executive</p>	<p>To consider an update on the actions arising from previous meetings of the Committee.</p>

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13. Exclusion of the Public	<p>Should it be necessary, in the opinion of the Chief Executive, to consider excluding the public from the meeting in relation to any items of business on the grounds that exempt information is likely to be divulged it may be necessary to move the following resolution:</p> <p>“that, under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matter(s) on the grounds that it/they involve(s) the likely disclosure of exempt information as defined in the relevant paragraphs <i>(to be specified)</i> of Part 1 of Schedule 12 (A) of the said Act, as amended.”</p>
14. Confidential Minutes / Referrals (if any)	To consider confidential matters not dealt with earlier in the evening and not separately listed below (if any).



Executive Committee

10th January 2012

MINUTES

Present:

Councillor Carole Gandy (Chair), Councillor Michael Braley (Vice-Chair) and Councillors Juliet Brunner, Greg Chance, Malcolm Hall, Jinny Pearce, Debbie Taylor and Derek Taylor

Also Present:

Councillors Peter Anderson, Andrew Brazier, David Bush and Brenda Quinney

Officers:

E Baker, R Bamford, C Flanagan, S Hanley, S Morgan and J Pickering and S Skinner

Committee Services Officer:

I Westmore

137. APOLOGIES

An apology for absence was received on behalf of Councillor Brandon Clayton.

138. DECLARATIONS OF INTEREST

There were no declarations of interest.

139. LEADER'S ANNOUNCEMENTS

The Chair advised that the following item of business, scheduled on the Forward Plan to be dealt with at this meeting, had been removed from the Plan as it was determined that the matter could be resolved without the need for a Committee decision:

- Brockhill East – New Area Name

.....
Chair

The Chair also advised that consideration of Appendix 3 (Transport Assessment) to Item 7, Core Strategy Consultation was to be deferred to a future meeting of the Committee.

140. MINUTES**RESOLVED that**

the minutes of the meeting of the Executive Committee held on 6th December 2012 be confirmed as a correct record and signed by the Chair.

141. BUDGET SETTING 2012/13

The Executive Director of Finance and Resources provided an oral update and presentation on the current proposals for the prioritisation of the Capital and Revenue Bids for the coming financial year.

Members' attention was drawn to several significant developments since the previous budget update provided by Officers. Following consultation on the localisation of the Non-Domestic Rates, the Government had reassessed the potential benefit accruing to the collecting authority with the result that around 80% of the rates were now anticipated to be received by the Borough Council, as opposed to the 20% which had previously been suggested. There had also been some movement on the reduction in provision of Council Tax Benefit with the Borough Council having the potential to share the burden with other precepting authorities. Nevertheless, the Council still faced the prospect of having to find further savings going forward.

The Committee was informed that the Overview and Scrutiny Committee had considered the bids and had supported the prioritisation as determined by Officers subject to two amendments. These were for the removal of Footpath Maintenance in Morton Stanley Park from the Capital Bids and for the deferral of the bid for the Energy Advisor subject to a further report to the next meeting of the Overview and Scrutiny Committee.

Members supported the prioritisation of the bids and the proposal to seek further advice on the Energy Advisor bid, subject to the downgrading of the bid for Data Analysis for Procurement from High to Medium. However, it was considered that it was in the Council's best interest to maintain its physical assets and so the bid for Morton Stanley Park was recommended for retention.

RESOLVED that

- 1) **the priority levels for the Revenue and Capital Bids be supported subject to the following amendments:**
 - a) **the bid for Data Analysis for Procurement be downgraded from high to medium;**
 - b) **the bid for the Energy Advisor be deferred to allow Officers to obtain additional information and report back to the Overview and Scrutiny Committee; and**
- 2) **the presentation and oral update be noted.**

142. COUNCIL TAX BASE 2012/13

Members received a report setting out a summary of the information provided to the Department for Communities and Local Government in October 2011, updated where necessary, that would enable the Council to notify the major precepting authorities of the Tax Base for the Borough for the coming financial year.

RESOLVED that

- 1) **the calculation of the Council's Tax Base for the whole and parts of the area for 2012/13, as detailed in the Appendices to the report, be approved; and**
- 2) **in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the figures calculated by the Redditch Borough Council as its tax base for the whole area for the year 2012/13 be 27,611.67 and for the parts of the area listed below be:**

Parish of Feckenham	363.60
Rest of Redditch	<u>27,248.07</u>
	<u>27,611.67.</u>

143. CORE STRATEGY CONSULTATION

The Committee considered material related to the previous consultation on the Borough's Revised Preferred Draft Core Strategy in early 2011 and material that was to contribute towards the evidence base. Officers confirmed that, other than the Landscape Character Assessment, the documents under consideration would carry very limited weight in terms of the consideration of planning applications at present.

Consideration of Appendix 3, the Transport Assessment, was deferred to a later meeting to permit further discussion of its content with the authors.

Officers advised that some street names in Appendix 7, the Affordable Housing Viability Assessment, needed to be amended. Officers also advised that comments from external parties had been received on Appendix 4, the Employment Land Review, more recently and that Officers would consider and, if necessary, respond to these in the normal course of events.

RECOMMEND that

- 1) **the Officers' responses to the Revised Preferred Draft Core Strategy consultation, as attached at Appendix 1 to the report, be endorsed as the Borough Council's responses to comments received during consultation;**
- 2) **the Worcestershire Landscape Character Assessment Supplementary Guidance document, attached as Appendix 2, be endorsed and that it now be used as a material consideration in Development Management decision making;**
- 3) **Appendices 4 to 8 be noted as forming part of the Core Strategy Evidence Base; and**
- 4) **the Officers' response to the draft national planning policy framework, as attached at Appendix 9, be retrospectively endorsed as the Borough Council's response.**

144. OVERVIEW AND SCRUTINY COMMITTEE

The Committee received the minutes of a recent meeting of the Overview and Scrutiny Committee. In response to a question on the outcome of the petition regarding the Time 4 U Sexual Health Service, it was reported that the Primary Care Trust were considering a number of proposals in this regard.

RESOLVED that

the minutes be noted.

145. SHARED SERVICES BOARD

The Committee received the minutes of the most recent meeting of the Shared Services Board. There were no outstanding recommendations for the Committee's consideration.

RESOLVED that

the minutes be noted.

146. CONSTITUTIONAL REVIEW WORKING PARTY

The notes of recent meetings of the Constitutional Review Working Party were considered by the Committee. A number of recommendations were outstanding from the meeting of the Panel in December, including items such as the Petitions Scheme, the Planning Committee Procedure Rules and the procedure rules around announcements at Council meetings.

Members acknowledged that the amended rules would allow local residents to get a better outcome in terms of easier access to public speaking at the Planning Committee or a more appropriate and timely response to any petition submitted to the Council. Officers did report, however, that the recommendation to raise the Planning Committee quorum from three to five had been reconsidered and they were now advising that the existing quorum of three be retained.

RECOMMENDED that**Electoral Matters Committee**

- 1) **no further action be taken in respect of the proposal to create an Electoral Matters Committee;**

Council Procedure Rules

- 2) **the minor addition to the Constitution in respect of Announcements detailed below be approved, with immediate effect:**

Announcements at full Council may be made by the Mayor, Leader, and/or Chief Executive Officer.

**Planning Committee Procedural Rules / Terms Of Reference /
Public Speaking**

- 3) the amendments to the Constitution in respect of the Planning Committee, as detailed at Appendix 2 to the Panel's Notes, be approved for implementation with immediate effect, subject to retention of the Planning Committee quorum at three; and

Petitions Scheme

- 4) the amendments to the Petition Scheme, as detailed at Appendix 3 to the Panel's Notes, be approved for implementation with immediate effect.

147. WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

The Committee received the minutes of the most recent meeting of the Worcestershire Shared Services Joint Committee.

RESOLVED that

the minutes be noted.

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

There were no minutes or referrals.

149. ADVISORY PANELS - UPDATE REPORT

The Committee considered the latest Advisory Panels report. It was agreed that the Leisure Contracts Advisory Panel should be deleted and reference removed from future monitoring reports.

RESOLVED that

subject to the amendment detailed in the preamble, above, the report be noted.

150. ACTION MONITORING

Members considered the Committee's Action Monitoring report. It was noted that the gritting and snow clearance item could be removed from the report.

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RESOLVED that

subject to the amendment detailed in the preamble, above, the report be noted.

The Meeting commenced at 7.07 pm
and closed at 8.08 pm

.....
Chair

**EXECUTIVE
COMMITTEE**

31st January 2012

MEDIUM TERM FINANCIAL PLAN 2012/13 – 2014/15

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards / None specific
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To enable Members to consider the Revenue and Capital bids for 2012/13- 2014/15 and to propose any revisions to the priorities categorisation.

2. RECOMMENDATIONS

The Committee is requested to **RESOLVE** that

- 1) **the Revenue and Capital bids as attached to the report at Appendices A & B be noted, subject to any revisions it wishes to propose to the Officer priorities that are included and, in addition, to propose any new bids that may need to be considered as part of the 2012/13 – 2014/15 Medium Term Financial Plan;**
- 2) **the current position for 2012/13 – 2014/15 be noted.**

3. KEY ISSUES

Financial Implications

- 3.1 As part of the review of the Medium Term Financial Plan Officers have assessed the funding requirements of their services to enable improvements to be made to the community. A number of Revenue and Capital Bids have been developed and are attached at Appendix A and B for Members' consideration.

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- 3.2 An Officer review has been undertaken of the bids and they have been classified as “High, Medium or Low” depending on the link to the Council priorities. Within the summary statement at 3.6 only those rated as “High” have been included for funding within the medium term financial plan. These bids are detailed at Appendix A (revenue) and B (capital).
- 3.3 Any additional income currently generated that delivers more than the target revenue has been built into the projections as a revised target to achieve.
- 3.4 As Members are aware, 2012/13 is the final year of the 2 year grant settlement as included in the Comprehensive Spending Review. The confirmed grant of £4.212m reflects a reduction of £485k on that received for 2011/12.
- 3.5 The current summary position at 3.6 includes the financial impact of the areas reviewed above in addition to the following assumptions:
- a) Zero pay award in relation to inflationary increase;
 - b) Zero Council Tax increase to be funded from grant received;
 - c) Over £600k of further savings included as a result of shared service and transformation;
 - d) 10% increase in utility bills;
 - e) 2.5% increase in Fees and Charges;
 - f) A 5% reduction in Government Grants has been assumed for 2013/14 and 2014/15.

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- 3.6 The revised position is shown below. This includes funding of bids that are categorised as High only.

	2012/13 £'000	2013/14 £'000	2014/15 £'000
Base cost of General Fund Services	13,554	13,217	13,206
Pressures – High bids	107*	92*	92*
Savings (quick wins, additional income, shared services, adjustment re concessionary fares/changes to Superannuation)	(2,563)	(2,558)	(2,445)
Revenue Implications to Capital Bids	-	68	68
Financing Charges	(357)	(357)	(357)
Superannuation	1,412	1,545	1,724
MRP	700	800	800
Capital charges reversed	(1,396)	(1,396)	(1,396)
Bad Debt Provision	50	50	50
Vacancy Management	(406)	(350)	(350)
Job Evaluation	248	(156)	(156)
Parish Precept	8	8	8
Government Grant	(4,212)	(4,002)	(3,791)
New Homes Bonus	(308)	(450)	(450)
Council Tax	(5,929)	(5,929)	(6,077)
Transfer from Reserves	(658)	-	-
Overall Shortfall	250	582	926

*Only 'High' Bids included.

- 3.8 The Council is to set a balanced budget for 2012/13 – 2014/15 and therefore will have to approve further savings, increase income or reduce high pressures for the 3 year period. Any additional spending, over and above the pressures identified above, would also need to be funded by additional savings.

Legal Implications

- 3.9 None as a direct result of this budget update.

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Service / Operational Implications

- 3.10 The bids proposed will ensure that services to the community can be further developed and improved.

Customer / Equalities and Diversity Implications

- 3.11 None as a direct result of this budget update.

4. RISK MANAGEMENT

The Council needs to set a balanced budget, for 2012/13 the Council has sufficient balances available to fund the shortfall.

5. APPENDICES

Appendix A Revenue Bids
Appendix B Capital Bids.

6. BACKGROUND PAPERS

None stated.

AUTHOR OF REPORT

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NEW REVENUE BIDS 2012/13 - 2014/15

APPENDIX A

Department	Description	2012/13 £'000	2013/14 £'000	2014/15 £'000	H/M/L	Commentary
Planning and Regeneration	Redditch Town Centre Partnership	5	5	5	H	Money will enable the partnership to move forward with its priorities and recommendation from the O&S task group Promoting Redditch to enable a more vibrant town centre. Links to all 3 priorities.
Planning and Regeneration	Economic Developments and Regeneration Projects	10	10	10	H	£10,000 will form a match funding contribution towards concept feasibility for the Church Road site master planning. This will involve working with strategic partners including the HCA and Health Care Trust (Smallwood Health Centre) to explore the feasibility of development options for this key town centre site. Match funding will be sought from the partners for a multiplier effect.
Leisure	Options Appraisal - Service Delivery Model	15	-	-	H	Budget bid put forward in order to review potential models of service delivery to maximise current use of resources and future areas of growth. This will form the baseline data of any future service review and be used as an evidence base.
Leisure	Events Programme	20	20	20	H	5 promotional street theatre events will be hosted in and around local centres and the Town Centre throughout June, July & August and culminating in the a three day annual festival at Morton Stanley Park with a range of suitable live music, family activities and street entertainers. The additional funding will cover the increased cost and including licensing, staging and infrastructure provision as well as marketing & promotion and additional staffing costs.
Environmental	Resurfacing/patching works to potholes etc	2	2	2	H	Many of the RBC owned car parks are suffering wear and tear including pot holes and surface degradation, which causes a health and safety issue. There is a £3,000 budget allocated to the repair of RBC owned car parks however, assessments show that this is not sufficient (current budget years is over spent already) and that an additional £2,000 is required each year.
Environmental	Street Lighting	5	5	5	H	Members agreed a one year budget for the repair and maintenance of RBC owned street lights earlier this financial year as there was no budget for this work, however, this is required on an ongoing basis, otherwise we will not be able to maintain the xxx street lights owned by RBC around the borough.
Environmental	Public Footpath Repairs	50	50	50	H	This will enable us to continue with our on going program of footpath and paved surface improvements. These are to replace the old slabbed footpaths around our housing estates and replacing them with flexible surfaces which are better for disabled user we also add drop crossing and rationalize the footpaths we have.
		107	92	92		
Finance and Resources	Data analysis for procurement	6	6	6	M	The Council has previously has access to this type of resource via the West Midlands Efficiency Partnership but due to funding cuts this service is no longer available. The analysis is able through the analysis of data provide the Council will recommended areas for further investigation that a likely to result in cashable savings in terms of procurement.
Finance and Resources	Energy Advisor	6	6	6		The services of an energy adviser as a shared resource between both Councils ensure that consumption is routinely monitored, tariffs checked, energy saving equipment installed where appropriate etc as well as provided a knowledge base for the procurement of energy. This type of service has been used effectively in recent years on a savings sharing basis.
TOTAL REVENUE BIDS		119	104	104		

NEW CAPITAL BIDS 2012/13- 2014/15

APPENDIX B

Department	Description	2012/13 £'000	2013/14 £'000	2014/15 £'000	Revenue Implications £'000	Savings identified £'000	H/M/L	Commentary
Transformation	Replacement PC's	40	40	40	8		H	Replace obsolete PC equipment used by departments to deliver their service.
Finance and Resources	improvement works to Public Buildings	250	250	250	13		H	The Council has a need as a responsible property owner and landlord to understand works to its portfolio of properties. These monies are used to enable the Council to fulfil this role.
Finance and Resources	Asbestos Surveys and removal	80			8		H	The Council has a statutory duty as a property owner to ensure that it maintain a register of asbestos present in its properties and also deals with an issues that arise with regards to the presence of asbestos. These monies will be used for the purpose of carrying out surveys as they become due and carrying out work to address any issues that arise.
Environmental	Vehicle Replacement	575	551	672	16		H	Annual programme includes Refuse Collection Vehicles, Vans and Plant including Dial A Ride Vehicles. Following a state of peak use at Crossgates Depot that have resulted in the loss of a significant amount of small plant and mowers (approx £20k on the last occasion), a depot security group has been established and the crime risk survey that was done a number of years ago has been revisited. This has shown that whilst two sides of the depot have been refenced there is a need to replace a third length of fencing on the side of the depot (opposite the workshop offices) in addition there is a need to alarm the landscape stores which are where the majority of small plant is stored (please note all doors to these stores have been strengthened and upgraded). Phase two will be the conversion of the vehicle wash at Crossgates Depot is now redundant but it offers the opportunity to be converted to a safe storage facility for mowers and similar small plant that will strengthen the security of this equipment.
Environmental	Security at Crossgates Resurfacing Works	50	20		5		H	Resurfacing work at the entrance to Redditch United Football Ground.
Leisure	Morton Stanley Park Footpaths	25			3		H	Linked to condition survey and H&S issues. The condition of the pathways is deteriorating and require addressing.
Leisure	Arrow Vale Fitness Suites	72			8		H	To purchase 30 pcs eqpt for Arrow Vale Fitness Suite, due to the end of the contract on June 2012 with Competition Line. If we purchase eqpt and take back in house this will create additional income of £10k. 1st yr (9 mths) 2012/13, onwards £14k. RBC Contribution to match Kingsley College contribution as part of a bigger project with Worcestershire County Council - this relates to a fit for purpose condition report to address priority fabric and structural issues with the Sports Facility. Estimates total project cost £190k
Leisure	Kingsley Sports Centre	37			4		H	
Community	Disabled Facilities Grant		575	575	38		H	Annual capital programme - including £300K Grant funding
Community	Lifetime Grant		150	150	21		H	Annual Capital Programme
HIGH BIDS ONLY		1,179	1,586	1,687	128	0		
Finance and Resources	Ledger/Income Management System	150			17		M	In order to provide an effective shared finance service for both Council the use of the same ledger system would deliver efficiencies both in terms of officer time but the quality of support provided to service users. In addition there is a need to upgrade/replace the Income Management system to meet the increase security requirements introduced by the banking industry.
Environmental	Resurfacing Works	20			2		M	The Council own a number of Car Parks around the Borough (within parks, residential and commercial areas) and a recent assessment of these has shown that there is a need to start an ongoing resurfacing programme to minimise the need for larger scale resurfacing in the future.
Leisure	Forge Mill Museum	7					M	Re-orientate the entrance to the visitor centre to ensure that all customers pass through the catering & re-sale offers. Estimated income per annum of £2k
OTHER BIDS (MEDIUM & LOW)		177	0	0	19	0		
TOTAL BIDS - CAPITAL		1,356	1,586	1,687	147	0		

**EXECUTIVE
COMMITTEE**

31st January 2012

FEES AND CHARGES REVIEW 2012/13

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Not stated
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	None specific / All Wards
Ward Councillor Consulted	Not applicable
Key Decision	

1. SUMMARY OF PROPOSALS

To present the proposed fees and charges for 2012/13 for the Council's chargeable services.

2. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE

that the fees and charges for 2012/13 as set out in Appendix A - H to the report be approved; other than in cases where:-

- a) fees or charges are statutory,
- b) fees and charges are set externally, or
- c) other Council- approved circumstances apply.

3. KEY ISSUES

- 3.1 Comments relating to the individual services are shown in the Appendices where the fees and charges have reduced or remained the same.

Financial Implications

- 3.2 The Council's Financial Regulation D11 requires an annual review of fees and charges to be undertaken. Traditionally, this review is carried out as part of the budget preparation cycle.
- 3.3 The Budget Guidelines approved by Council on 5th September 2011 required Fees and Charges to be increase by 2.5%.

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Legal Implications

- 3.4 A number of statutes governing the provision of services covered by this report contain express powers or duties to charge for services. Where an express power to charge does not exist the Council has the power under Section 111 of the Local Government Act 1972 to charge where the activity is incidental or conducive to or calculated to facilitate the Council's statutory function. The details of the powers to levy particular charges may be obtained from the author of this report.

Service / Operational Implications

- 3.5 The Committee is asked to recommend the new fees and charges to be implemented from 1st April 2011.

Customer / Equalities and Diversity Implications

- 3.6 No implications have been identified.

4. RISK MANAGEMENT

If the Council's fees and charges are not increased at least in line with inflation each year then the level of subsidy will increase which has a direct impact on the level of Council Tax or the Housing Revenue Account.

5. APPENDICES

Appendix 1 -	Head of Leisure and Culture
Appendix 2 -	Head of Community Services
Appendix 3 -	Head of Environmental Services
Appendix 4 -	Head of Regulatory Services
Appendix 5 -	Head of Finance and Resources
Appendix 6 -	Head of Legal, Equalities and Democratic Services
Appendix 7 -	Head of Housing Services
Appendix 8 -	Head of Planning and Regeneration

6. BACKGROUND PAPERS

Budget Guidelines 23rd August 2011.

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE
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**REDDITCH BOROUGH COUNCIL
Leisure and Cultural Services
Scale of Proposed Charges 1st April 2012****Sports Centres**

SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
SPORTS - INDOOR FACILITIES HIRE OF FULL HALL (40 MINUTES)	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Abbey Stadium/ Kingsley - Peak	62.35	41.55	31.15	63.90	42.60	31.90
Abbey Stadium/ Kingsley - Off Peak	44.25	29.50	22.15	45.40	30.20	22.70
Arrow Vale - Peak	52.30	34.85	26.15	53.60	35.70	26.80
Arrow Vale - Off Peak	34.05	22.70	17.05	34.90	23.30	17.50
HIRE OF GYM (40 MINUTES)						
Arrow Vale/ Kingsley	28.95	19.30	14.50	29.70	19.80	14.90
Arrow Vale/ Kingsley - Commercial	STN	STN	STN	STN	STN	STN

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SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
MOVEMENT & DANCE AREA (40 MINUTES)	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Arrow Vale	28.95	19.30	14.50	29.70	19.80	14.90
Arrow Vale Commercial Hire	STN	STN	STN	STN	STN	STN
ABBEY TRAINING ROOM						
Abbey-Training Room	n/a	n/a	n/a	25.00	n/a	n/a
BADMINTON (PER COURT 40 MINUTES)						
Peak	10.35	6.90	5.20	10.60	7.10	5.30
Off Peak	7.05	4.70	3.55	7.20	4.80	3.60
SQUASH (PER COURT 40 MINUTES)						
Peak	8.70	5.80	4.35	8.90	5.90	4.50
Off Peak	7.05	4.70	3.55	7.20	4.80	3.60
ABBEY STADIUM-CENTRE MEMBERSHIPS						
Single - Peak (3 month contracts)	n/a	n/a	n/a	30.00	n/a	n/a
Single - Off Peak (3 month contract)	n/a	n/a	n/a	26.00	n/a	n/a
Joining Fee	n/a	n/a	n/a	20.00	n/a	n/a
Junior Memberships - (3 month contracts)	n/a	n/a	n/a	20.00	n/a	n/a
Day Pass / Pay as you go	n/a	n/a	n/a	7.40	n/a	n/a
Exercise to Music Studio Session	n/a	n/a	n/a	5.00	n/a	n/a
TRAMPOLINING & GYMNASTICS – 10 WEEKS						
Arrow Vale & Abbey	60.00	40.00	30.00	61.50	41.00	30.80

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SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
BTS ARROW VALE	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Monthly Class Pass	19.99	n/a	n/a	20.50	n/a	n/a
Session	4.00	n/a	n/a	4.10	n/a	n/a

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SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
LIFESTYLES GYM (ARROW VALE)	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Induction *(VAT EXEMPT)	31.30	20.85	15.65	32.10	21.40	16.00
Session	8.40	5.60	4.20	8.60	5.70	4.30
Arrow Vale - Single per month – Direct Debit annual contract	25.00	n/a	n/a	See note	See note	See note
Arrow vale - 3 month contract	28.00	n/a	n/a	See note	See note	See note
Arrow Vale - Joint per month – Direct Debit annual contract	45.00	n/a	n/a	See note	See note	See note
Arrow Vale Joint 3 month contract	50.00	n/a	n/a	See note	See note	See note
Arrow Vale - Student per month – Direct Debit	20.00	n/a	n/a	See note	See note	See note
Arrow Vale - teen per month – Direct Debit (off peak)	20.00	n/a	n/a	See note	See note	See note
PARTIES						
Bouncy / Sports Castle Parties	129.30	86.20	64.65	132.50	88.40	66.30
Junior Netball	4.50	3.00	2.25	4.50	3.00	2.25
LEISURE TIME (Abbey)	3.00	2.00	1.50	3.10	2.10	1.50

Awaiting Confirmation from Competition line regarding contractual requirements

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SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
SWIMMING	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Adult	3.85	2.55	1.95	3.90	2.60	2.00
Junior	2.40	1.60	1.30	2.50	1.60	1.30
SWIMMING						
Under 5's	FOC	FOC	FOC	FOC	FOC	FOC
Senior Citizen	2.40	1.60	1.30	2.50	1.60	1.30
Adult Discount Card – 12 for 10	38.50	25.50	19.50	39.50	26.10	20.00
Parent & Baby	3.85	2.55	1.95	3.90	2.60	2.00
Fun Inflatable Session	3.10	2.05	1.55	3.20	2.10	1.60

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SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
Ladies Night	3.85	2.55	1.95	3.90	2.60	2.00
Pool Hire – Weekday	59.40	39.65	n/a	60.90	40.60	n/a
Pool Hire – Weekend	67.60	45.05	33.80	69.30	46.20	34.60
Schools Hire	33.50	n/a	n/a	34.30	n/a	n/a
Junior Swimming Lessons	49.50	33.00	24.75	50.70	33.80	25.40
Half Hour Lane Hire	11.35	7.55	5.65	11.60	7.70	5.80
One hour lane Hire	17.80	11.85	8.90	18.20	12.10	9.10
Adult Swimming Lessons – 30 mins	67.90	45.25	33.95	69.60	46.40	34.80
Adult Swimming Lessons– 45 mins	85.15	56.75	42.60	87.30	58.20	43.70
Abbey- Gala Hire - 3 hour duration	n/a	n/a	n/a	200.00	n/a	n/a
Abbey - Gala Hire - Additional Hour	n/a	n/a	n/a	50.00	n/a	n/a
Abbey - Pool Hire	n/a	n/a	n/a	45.00	n/a	n/a
Hire of Lifeguard	14.00	n/a	n/a	14.40	n/a	n/a
Hire of Instructor	19.20	n/a	n/a	19.70	n/a	n/a

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SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
SPORTS - OUTDOOR FACILITIES						
GOLF	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
18 hole Adult	13.00	10.00	8.00	See note	See note	See note
9 hole Adult	10.50	8.00	7.00	See note	See note	See note
18 hole Junior	9.00	6.50	5.50	See note	See note	See note
9 hole Junior	7.00	4.50	3.30	See note	See note	See note
TENNIS (PER COURT 1 HOUR)						
Adult	7.95	5.30	4.00	8.10	5.40	4.10
Junior (before 5.00 p.m.)	5.80	3.85	2.90	5.90	3.90	3.00
FLOODLIT AREA						
Abbey Stadium – ½ Pitch per hour	73.45	48.95	36.75	75.30	50.20	37.70
Abbey Stadium – with Changing Rooms per 90 mins	109.10	72.75	54.50	111.80	74.60	55.90
NETBALL COURT HIRE	31.65	21.10	15.85	32.40	21.60	16.20

Awaiting confirmation regarding increase on Golf Course from operator this is a contractual requirement

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SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
ATHLETICS	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Adult - individual charge	5.55	3.70	2.80	5.70	3.80	2.90
Junior - individual charge	2.40	1.60	1.20	2.50	1.60	1.20
Bromsgrove & Redditch Athletics Club Events	4,000.00	n/a	n/a	4,100.00	n/a	n/a
FOOTBALL - ADULT (INC. CHANGING FACILITIES)						
Abbey Stadium/ Ipsley/ Old Forge/ Greenlands	70.60	47.05	n/a	72.40	48.20	n/a

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SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
FOOTBALL - JUNIOR (INC. CHANGING FACILITIES)	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
Abbey Stadium/ Morton Stanley Park/Ipsley/ Old Forge/ Greenlands/ Kingsley	36.30	24.20	n/a	37.20	24.80	n/a
Abbey Stadium/ Morton Stanley Park/Ipsley/ Old Forge/ Greenlands. Without changing facilities.	23.80	15.85	n/a	24.40	16.20	n/a
Kingsley	36.30	24.20	n/a	37.20	24.80	n/a
Small Sided Football	12.00	8.00	n/a	12.30	8.20	n/a
ARROW VALE ATP PITCH HIRE						
One third pitch hire per hour	51.85	30.70	25.95	53.10	31.50	26.60
Full pitch per hour	115.15	76.75	57.60	118.00	78.70	59.00

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SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
YOUTH THEATRE CHARGES	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *	£ VAT Incl except *
10 week terms (Tues & Sat 2 hrs)	94.10	62.78	30.44	96.50	64.30	31.20
10 week terms (Mon 1 hr)	47.12	31.39	14.93	48.30	32.20	15.30
Optional Direct Debit Fee	n/a	n/a	n/a	6.00	6.00	6.00
SPORTS DEVELOPMENT CHARGES						
Keep Fit Classes	3.50	2.60	n/a	3.60	n/a	n/a
Keep Fit	3.00	2.10	n/a	3.10	n/a	n/a
Bowls	2.40	1.60	n/a	2.10	n/a	n/a
Basketball	2.80	2.00	n/a	2.50	n/a	n/a
50+	1.00	n/a	n/a	2.10	n/a	n/a
Schools Hire	12.00	n/a	n/a	20.00	n/a	n/a
Schools Hire – lunchtime sessions	14.50	n/a	n/a	20.00	n/a	n/a
Schools – after school sessions	19.00	n/a	n/a	20.00	n/a	n/a
MS Session	2.65	n/a	n/a	2.70	n/a	n/a

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Community Centres

SERVICE CATEGORY	Current Charge 2011/12	Current Reddicard 2011/12	Current Concession 2011/12	Proposed charge from 01/04/12	Proposed Reddicard from 01/04/12	Proposed Concession from 01/04/12
COMMUNITY CENTRES	£ VAT Incl except * (Per Hour) Standard Rate	£ VAT Incl except * (Per Hour) Voluntary Rate	£ VAT Incl except * (Per Hour) Function Rate	£ VAT Incl except * (Per Hour) Standard Rate	£ VAT Incl except * (Per Hour) Voluntary Rate	£ VAT Incl except * (Per Hour) Function Rate
Batchley	22.60	8.20	16.70	22.60 (no change)	8.55	17.20
Matchborough East						
Lounge	9.10	5.60	n/a	9.40	5.80	
Soft Play Area & Lounge	n/a	15.40	42.00	n/a	16.00	42.00 (no change)
Main Hall	22.60	8.20	16.70	22.60 (no change)	8.55	17.20
Oakenshaw						
Main Hall	22.60	10.75	16.70	22.60 (no change)	11.10	17.20
Small Hall	17.60	8.20	14.50	17.60 (no change)	8.55	15.00
Windmill	n/a	n/a	n/a	n/a	n/a	n/a
Main Hall	22.60	10.50	16.70	22.60 (no change)	11.10	17.20
Small Hall	17.60	8.20	14.50	17.60 (no change)	8.55	15.00
Winyates Barn	22.60	8.20	14.50	22.60 (no change)	11.10	17.20
Winyates Green	22.60	8.20	14.50	22.60 (no change)	11.10	17.20

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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SERVICE CATEGORY	Current Charge 2011/12	Proposed charge from 01/04/12
CIVIC SUITE COMMERCIAL CHARGES		
Committee Room 1: 4 hour minimum – daytime 8 hour minimum - daytime and/or evening	43.00 56.00	45.00 59.00
Committee Room 2/3: 4 hour minimum – daytime 8 hour minimum - daytime and/or evening	87.00 122.50	92.00 129.00
Council Chamber: 4 hour minimum – daytime 8 hour minimum - daytime and/or evening	122.50 189.00	129.00 199.00
Full Civic Suite: Monday to Saturday (including servery) 4 hour minimum – daytime 8 hour minimum - daytime and/or evening	189.00 357.00	199.00 376.00
Full Civic Suite: Sunday - exceptional (including servery) 4 hour minimum – daytime 8 hour minimum - daytime and/or evening	189.00 357.00 + caretaking supplement	199.00 376.00 + caretaking supplement

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SERVICE CATEGORY	Current Charge 2011/12	Proposed charge from 01/04/12
Equipment Hire		
OHP/Screen 4 hour minimum – daytime	18.50	19.50
8 hour minimum - daytime and/or evening	18.50	19.50
TV/Video 4 hour minimum – daytime	18.50	19.50
8 hour minimum - daytime and/or evening	18.50	19.50
Conferencing Sound System 4 hour minimum – daytime	18.50	19.50
8 hour minimum - daytime and/or evening	18.50	19.50
Flipchart stand 4 hour minimum – daytime	6.20	6.50
8 hour minimum - daytime and/or evening	5.10	5.40
Other Fees		
Security	Market Rates	
Retainer	200.00	200.00
Teas and Coffees		
Internal - per cup	0.60	65p
Commercial - per cup	0.75	80p

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Palace Theatre

No previous year comparable fee available. A new fee structure has been designed which is consistent with our similar establishments.

	Current Charge 2011/12	Proposed Charge 2012/13					
		1 show inclusive (8.5 hrs)		Add. 2nd perf (4.5 Hrs)		3rd perf & further perf(4.5Hr)	
Performance /conference		Standard Rate	Disc. Local Community & charity rate	Standard Rate	Disc. Local Community & charity rate	Standard Rate	Disc. Local Community & charity rate
Mon - Thurs up to 10:30pm	N/A	983.00	836.00	495.00	421.00	469.00	399.00
Fri - Sat up to 10.30pm	N/A	1,101.00	936.00	554.00	471.00	525.00	446.00
Sun & Bank Holidays up to 10pm	N/A	1,475.00	1,254.00	742.00	631.00	703.00	598.00
Misc Non Performance Hire - 4 hour block.	N/A	300.00	N/A	N/A	N/A	N/A	N/A
4 hour block - Monday to Friday daytime hires up to 5pm, Saturday up to 1pm and Monday to Wednesday evenings 6pm to 10pm.	N/A	250.00	N/A	N/A	N/A	N/A	N/A
Monday to Wednesday local charity / community group	N/A	250.00	N/A	N/A	N/A	N/A	N/A

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	Current Charge 2011/12	Proposed Charge 2012/13	
Full week hire		Standard Rate	Disc. Local Community & charity rate
Up to 6 performances including Sunday get in 9am - 6pm, Monday from 10am to 10:30pm, Tues - Sat performances 6 - 10.30pm, Mat 1 - 5pm	N/A	4,380.00	3,723.00

	Current Charge 2011/12	Proposed Charge 2012/13	
PALACE THEATRE - Studio			
Meeting Hirers (4 hour block)	N/A		42.50
Meeting Hirer Full Day	N/A		85.00
Arts and Performance Development Activities	N/A		STN
Studio sound system (fee per session/day)	N/A		25.00
WORKSHOP HIRE - per day	N/A		100.00

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	Current Charge 2011/12	Proposed Charge 2012/13
PALACE THEATRE - Licence & Admin Re- Charge		
Tickets charged at Per ticket sold	N/A	0.07
Inclusion in the Theatre Brochure for the relevant season	N/A	75.00
PRS fees if we complete your return	N/A	3%
Local press advertisement charged at cost + administration fee at:	N/A	10%
Sale of merchandise at Theatre premises.	N/A	15%
Bar Extension per night (after 11 pm)	N/A	45.00

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	Current Charge 2011/12	Proposed Charge 2012/13	
		£ VAT Incl except * (Per day) Standard Rate	£ VAT Incl except * (Per week) Standard Rate
PALACE THEATRE - Sundry Hireable			
Star Cloth	N/A	60.00	180.00
Black Gauze	N/A	30.00	75.00
White Gauze	N/A	30.00	75.00
Red Tabs	N/A	40.00	120.00
Jem Techno Fog Machine	N/A	12.50	30.00
Under-stage Smoke System	N/A	30.00	90.00
Haze Machine	N/A	14.00	40.00
Baby Grand Piano tuning (additional tuning charge at cost)	N/A	90.00	270.00
Technics Key Board	N/A	18.50	55.00
Video / Data Projector	N/A	75.00	225.00
Laptop	N/A	70.00	210.00
Overhead projector	N/A	8.00	21.00
Portable folding projector screen	N/A	5.00	15.00
Flip chart stand (Paper and pens are not provided)	N/A	6.50	18.00
White board	N/A	10.00	30.00
14" TV/video or DVD player	N/A	8.00	21.00

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	Current Charge 2011/12	Proposed Charge 2012/13	
PALACE THEATRE - Sundry Hireable		£ VAT Incl except * (Per day) Standard Rate	£ VAT Incl except * (Per week) Standard Rate
Lectern including microphones and lights	N/A	45.00	140.00
Radio Mics (Up to 4 handheld & 10 lapels) - per microphone. See note 2	N/A	19.00	52.00
Music Stands (each)	N/A	3.00	8.50
Conductor music stand	N/A	5.00	15.00
Metro deck staging sections (2 m x 1 m) inc 18" or 1.5m Legs and skirts if requested	N/A	9.00	18.00
1 Metre hand rail section for above Rostra (5 available) (each)	N/A	5.00	10.00
2 Metre hand rail section for above Rostra (3 available) (each)	N/A	9.00	18.00

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	Current Charge 2011/12	Proposed Charge 2012/13
PALACE THEATRE - Consumables		
Gaffa Tape	N/A	7.00
LX tape	N/A	1.50
PP3 Battery (each)	N/A	2.50
AA battery (each)	N/A	1.00
PALACE THEATRE - Staffing	N/A	
Additional staff per hour	N/A	20.00
PALACE THEATRE - Misc	N/A	
Orchestra Pit replacement.	N/A	20.00
Cleaning fee where premises are not left in a clean and tidy state. per room	N/A	20.00

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	Current Charge 2011/12	Proposed Charge 2012/13
PALACE THEATRE - Misc		
Un-blocking of sinks or toilets (per toilet or sink)	N/A	40.00
Items hired or purchased from a third party on your behalf	N/A	Cost + 10%
Portable Appliance Testing (PAT), per item	N/A	4.00
Tea / coffee per head (unlimited drinks per person).	N/A	1.50
Photo-copying and printing A4 black and white	N/A	0.10
Photo-copying and printing A4 colour	N/A	0.20

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Notes:

1. Extra consumables for equipment can be supplied at cost plus 10% for administration costs. All equipment will be provided with one container.
2. Hirers must provide their own batteries for radio microphones (one battery will be sufficient for two performances). Please check requirements with the technical department before purchasing supplies.
3. Proof of appropriate certification must be shown to use Workshop machinery.
4. No equipment must be altered or modified in anyway.
5. Any damages to Palace Theatre Property must be paid for and will be re charged to the company at the costs charges to the Palace Theatre including any carriage where necessary.
6. Promotion and percentage deal splits to be agreed by Programming Board and Theatre Manager
7. Studio and bar hirer must pay a non-refundable payment of 50 % of the hire fee when booking.
8. For all daytime studio and bar bookings please speak to the box office team on (01527) 65203.
9. All of the costs are loaded in the set up of a week long hire which the fee represents, and are consistent with the fee structure of our bench marking group.

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 1**

31st January 2012

Allotments

SERVICE CATEGORY						
RBC Allotments	Small Plot 12/13	Medium Plot 12/13	Large Plot 12/13	Small Plot 13/14	Medium Plot 13/14	Large Plot 13/14
Standard	22.50	39.40	56.20	23.62	41.37	59.01
Concession	11.25	19.60	28.10	11.81	20.58	29.50
Water Charge	7.90	10.10	12.30	8.09	10.35	12.91

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 2**

31st January 2012

REDDITCH BOROUGH COUNCIL

Community Services

Scale of Proposed Charges 1st April 2012

Current 2011/12 £	Proposed 2011/12 £	Proposed 2012/13 £
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Private Sector Housing

House Fitness Inspections	76.50	96.39 incl	98.80
Registration of housing in multiple occupation: per occupant - first property per occupant - subsequent property	75.00	78.75 68.75	80.72 70.47
Service and Administration of Improvement, Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004		£22.21 per hour + 10% Admin Charge (Per Notice)	£22.76 per hour + 10% Admin Charge Per Notice
Enforcement of Statutory Notices, Supervision of Work in Default etc	Actual + 10% admin charge	Actual + 10% admin charge	Actual + 10% admin charge

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 2**

31st January 2012

<u>Lifeline</u>	Current 2011/12	Proposed charge from 01/04/12
Installation Fee - New Charge (Private & HRA)	19.76	20.30
Alarms private user pre April 2004 x 52 weeks*	2.55	2.55
Community Alarm Hire Private/self funder x 52 weeks	3.20	3.30
Key safes types 1 and 2	10% increase on manufacturers price at the time of purchase	10% increase on manufacturers price at the time of purchase
Extra pendants - private tenants	10% increase on manufacturers price at the time of purchase	10% increase on manufacturers price at the time of purchase
Extra pendants - council tenants	10% increase on manufacturers price at the time of purchase	10% increase on manufacturers price at the time of purchase

* This is a lifetime set price and cannot be increased.

NEW INCOME PRODUCTS - HIRE PRODUCTS		
Hire of smoke alarm per week		1.30
CO2 Detector per week		1.30
Bogus Caller Panic Button		1.30
Flood Detector		1.30
Falls Detector		1.30
Additional pendant		1.30

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
COMMITTEE**

Appendix 2

31st January 2012

Dial a Ride Service

Minibus – single journey	2.10	2.20
Concessionary fare	1.50	1.60

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 3**

31st January 2012

REDDITCH BOROUGH COUNCIL**Environmental Services****Scale of Proposed Charges 1st April 2012**

	Proposed 2011/12 £	Proposed charge from 1 April 2012 £
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Bulky Household Waste

	Proposed 2011/12 £	Proposed charge from 1 April 2012 £
Bulky household waste - up to 3 items	16.10	16.50
Additional charge 4-6 items (per item)	4.30	4.40
Orange sacks each	1.60	1.70

MOT

Class 4 (car)	Set by VOSA	
Class 7 (van)	Set by VOSA	
Class 5 vl (minibus)	Set by VOSA	

VOSA have yet to set a revised charge.

Council have agreed that the workshop can increase fee in line with VOSA charges (rounded down to the nearest whole £) as VOSA change them.

Supplies Service

On cost for cash sales	27%	
Logs per cubic metre per bag	16.00	16.40

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 3**

31st January 2012

<u>Crematorium/Cemetery</u>	Proposed 2011/12 £	Proposed charge from 1 April 2012 £
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Interment

Full earth interment under 1 year (non resident only)	90.00	90.00
(Redditch Resident)	no charge	no charge

Interment 1 year to 16 years (non resident only)	130.00	130.00
(Redditch Resident)	no charge	no charge

Interment 17 years and over*

Single Depth	390.00	410.00
Double Depth	390.00	410.00
Treble Depth	390.00	410.00
Interment of cremated remains *	145.00	150.00
Interment of cremated remains - non resident 16 or	50.00	50.00
Redditch Resident	no charge	no charge

Charges for Burials

Exclusive Right of Burial for 75 years

In adult size grave*	1005.00	1100.00
In babies grave	220.00	220.00
In child's grave (4 x 2)	245.00	245.00
In ashes grave*	400.00	420.00
Adult size grave purchased in reserve*	1400.00	0.00
Ashes Grave purchased in reserve*	500.00	0.00

*** No more reserve plots available at Abbey Cemetery. This is because of the need to use existing capacity for people arranging the funeral for someone that has died and therefore need it now.**

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 3**

31st January 2012

Extending Rights in existing grave for 25 years	Proposed 2011/12 £	Proposed charge from 1 April 2012 £
In existing full earth grave	335.00	365.00
In child's grave	80.00	80.00
In ashes grave	135.00	140.00
Assignment of the exclusive right of a full earth reserved grave from resident to non - resident	2010.00	2200.00
Assignment of the exclusive right of a reserved cremated remains plot from resident to non resident	800.00	840.00
Assignment / Transfer of Exclusive Right	30.00	30.00
Scatter in grave (roll back turf)	75.00	75.00
Certified copy of entry in Register of Burials	25.00	20.00
Disinterment of Remains - Cremated Remains	200.00	200.00

Cemetery Memorials

Memorial application administration fee	75.00	75.00
Secure unstable memorial	70.00 - 120.00	70.00 - 120.00

The interment and exclusive right fee is trebled* in all cases where the deceased does not have a Redditch address, unless the grave was purchased by the deceased whilst living in Redditch.

Where there is a dispute Redditch Borough Council may require the family to provide proof of residence of the deceased.

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 3**

31st January 2012

Cremation related fees (VAT - outside scope unless shown)	Proposed 2011/12 £	Proposed charge from 1 April 2012 £
Cremation under 16 years (resident only)	No fee	No fee
Cremation under 1 year (non resident only)	60.00	60.00
Cremation 1 year to 16 years (non resident only)	100.00	100.00
Cremation 17+ years 8.30 am & 9.00 am (30min)	350.00	370.00
Cremation 17+ years 9.30 am onwards (45min)	475.00	495.00
Scattering of ashes from other crematoria	40.00	40.00
Certified extract from Register of Cremations	25.00	20.00
Replacement certificate of cremation	10.00	10.00
Organist's fee	On application	On application
Extra Service Time in Chapel	115.00	120.00
Use of chapel for burial service of child 16 or under (not RBC Cemeteries) new fee	210.00	210.00
Use of Chapel for burial service (RBC Cemeteries)	115.00	120.00
Use of Chapel for burial service (not RBC Cemetery)	360.00	360.00
Use of chapel for burial service of child 16 or under (RBC Cemeteries)	65.00	65.00
Late arrival at Crematorium (only if service runs into next time slot)	115.00	120.00
Memorial service where cremation has taken place elsewhere.	115.00	120.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 3**

31st January 2012

Caskets	Proposed 2011/12 £	Proposed charge from 1 April 2012 £
Wooden cremated remains casket	60.00	70.00
Baby caskets - Size A	15.00	15.00
- Size B	17.00	17.00
- Size C	20.00	20.00

Wesley music additional options

CD of chapel service (tbc)	40.00	
DVD of Chapel service (tbc)	50.00	
Webcast of Chapel service (tbc)	60.00	

Not confirmed the above are subject to necessary agreements being in place

Memorials

The following charges are VAT inclusive -

Book of Remembrance - Name + 1 line	65.00	65.00
Each additional line in the Book	25.00	25.00
Miniature Book of Remembrance - Name + 1 line	50.00	50.00
Remembrance Card - Name + 1 line	20.00	20.00
Additional lines in miniature and cards	10.00	10.00
Crests - Floral depiction	40.00	40.00
- Badge or other	50.00	50.00

Wall Plaques – Internal

Indoor single (12" x 3") - 5 year lease	135.00	135.00
Indoor single (12" x 3") - 10 year lease	235.00	235.00
Indoor single (12" x 3") - 20 year lease	335.00	335.00
Indoor double (12" x 6") - 5 year lease	230.00	230.00
Indoor double (12" x 6") - 10 year lease	330.00	330.00
Indoor double (12" x 6") - 20 year lease	430.00	430.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 3**

31st January 2012

	Proposed 2011/12 £	Proposed charge from 1 April 2012 £
Outdoor Wall Plaques		
5 year lease	150.00	150.00
10 year lease	250.00	250.00
20 year lease	350.00	350.00
Octagonal planter memorial/plaque		
5 year lease	220.00	220.00
10 year lease	320.00	320.00
20 year lease	450.00	450.00
motif	50.00	50.00
Additional inscription on plaque	60.00	60.00
Wall Plaque extension fee		
5 years	80.00	80.00
10 years	110.00	110.00
20 years	220.00	220.00
Benches - Purchase of memorial bench (cost includes slabs, securing mechanism and engraving). (appointment must be made with office as location and spaces are limited)	850.00	850.00
Purchase of bench memorial plaque (bronze)	100.00	100.00

Where Fees and Charges have not been increased this is due to the current economic climate and to encourage higher usage of these services

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 4**

31st January 2012

REDDITCH BOROUGH COUNCIL**Regulatory Services****Scale of Proposed Charges 1st April 2012**

	Current 2011/12 £	Proposed charge from 01/04/12 £
<u>Dog Warden</u>		
(VAT outside scope)		
(fees agreed with contractor)		
Vaccination*	27.70	27.70
Penalty* (statutory fee)	25.00	25.00
Daily charge (for first 2 days)	10.00	10.00

* no charge for a first offence to those on income related means tested benefits

Licences

(VAT outside scope)

Riding establishments	156.00	156.00
Pet shops - Initial	86.00	86.00
- Renewal	41.00	41.00
Dog breeding - Initial	103.60	103.60
- Renewal	68.25	68.25
Animal boarding - Initial	101.50	101.50
- Renewal	62.00	62.00
Dangerous Wild Animals	163.00	163.00

(The above licences are subject to the addition of any actual vet costs incurred)

Acupuncture, Tattooing, Ear Piercing and Electrolysis	78.00	78.00
Control of Sex Establishments	950.00	950.00

REDDITCH BOROUGH COUNCIL

**EXECUTIVE
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Appendix 4

31st January 2012

Other Environmental Health Fees

ISS Certs Condemned Food*	65.00	65.00
Food Hygiene Basic Course fee	60.00	60.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 4**

31st January 2012

Hackney Carriages & Private Hire Vehicles

(VAT outside scope)

Hackney Carriage Vehicle Licence per annum (2005/06 charge excludes vehicle testing)	258.65	258.65
Hackney Carriage Driver's Licence - per annum	56.85	56.85
Private Hire Operator's Licence - per annum - (1 vehicle)	164.00	164.00
- per each additional vehicle	16.40	16.40
Private Hire Vehicle Licence per annum (2005/06 charge excludes vehicle testing)	258.65	258.65
Private Hire Driver Licence - per annum	56.85	56.85
Dual Hackney Carriage and Private Hire Driver's Licence - per annum	83.00	83.00
Administration Charge - new applications	25.00	25.00
Transfer of plate - per transfer	47.00	47.00
Replacement Vehicle Plates	18.70	18.70
Replacement Driver's Badge	11.00	11.00
Magnets (VIP)	18.00	18.00
DVLA Enquiry	5.00	5.00
CRB Disclosure	40.00	50.00

Premises Licence

Theft, loss etc of premises license summary	10.50	10.50
Application for a provisional statement where premises being built etc.	315.00	315.00
Notification of change of name or address	10.50	10.50
Application to vary licence to specify individual as premises supervisor	23.00	23.00
Application for transfer of premises licence	23.00	23.00
Interim authority notice following death etc of license holder	23.00	23.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 4****31st January 2012****Club Premises Certificates**

Theft, loss etc. of certificate or summary	10.50	10.50
Notification of change of name or alteration of rules of club	10.50	10.50
Change of relevant registered address of club	10.50	10.50
Theft, loss etc of temporary event notice	10.50	10.50
Theft, loss of personal notice	10.50	10.50
Duty to notify change of name or address	10.50	10.50
Right of freeholder etc to be notified of licensing matters	21.00	21.00

Additional fee for events or premises with 5000+ people ranging from £1,000 to £64,000 for 90,000 and over

Gambling Act Permit Fees

Licensed Premises Gaming Machine Permit

Occasion on which fee may be payable		
Grant	150.00	150.00
Existing operator grant	100.00	100.00
Variation	100.00	100.00
Transfer	25.00	25.00
Annual Fee	50.00	50.00
Change of name	25.00	25.00
Copy of Permit	15.00	15.00

Licensed Premises Automatic Notification Process

Occasion on which fee may be payable		
Grant	50.00	50.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 4****31st January 2012****Club Gaming Permits**

Occasion on which fee may be payable		
Grant	200.00	200.00
Grant (Club Premises Certificate holder)	100.00	100.00
Existing operator grant	100.00	100.00
Variation	100.00	100.00
Renewal	200.00	200.00
Renewal (Club Premises Certificate holder)	100.00	100.00
Annual Fee	50.00	50.00
Copy of Permit	15.00	15.00

Club Machine Permits

Occasion on which fee may be payable		
Grant	200.00	200.00
Grant (Club Premises Certificate holder)	100.00	100.00
Existing operator grant	100.00	100.00
Variation	100.00	100.00
Renewal	200.00	200.00
Renewal (Club Premises Certificate holder)	100.00	100.00
Annual Fee	50.00	50.00
Copy of Permit	15.00	15.00

**Family Entertainment Centre Gaming Machine
Permit**

Occasion on which fee may be payable		
Grant	300.00	300.00
Existing operator grant	100.00	100.00
Change of name	25.00	25.00
Renewal	300.00	300.00
Copy of Permit	15.00	15.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 4****31st January 2012****Prize Gaming Permits**

Occasion on which fee may be payable		
Grant	300.00	300.00
Existing operator grant	100.00	100.00
Change of name	25.00	25.00
Renewal	300.00	300.00
Copy of Permit	15.00	15.00

**Small Lottery Registration (set by
legislation)**

Occasion on which fee may be payable		
Grant	40.00	40.00
Annual fee	20.00	20.00

Premises Licence Fees

Adult Gaming Centre

Occasion on which fee may be payable		
Grant	1180.75	1180.75
Annual Fee	608.00	608.00
Variation	608.00	608.00
Transfer	708.50	708.50
Application for Provisional Statement	1180.75	1180.75
Licence Application (Provisional Statement Holders)	708.50	708.50
Copy of Licence	35.00	35.00
Notification of Change	59.00	59.00
Application by Re-instatement	708.50	708.50

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 4****31st January 2012****Bingo Premises**

Occasion on which fee may be payable		
Grant	2066.50	2066.50
Annual Fee	608.10	608.10
Variation	1033.20	1033.20
Transfer	708.50	708.50
Application for Provisional Statement	2066.50	2066.50
Licence Application (Provisional Statement Holders)	708.50	708.50
Copy of Licence	35.00	35.00
Notification of Change	59.00	59.00
Re-instatement Fee	708.50	708.50

Temporary Event Use Notice

Occasion on which fee may be payable		
Grant	295.30	295.30

Family Entertainment Centre

Occasion on which fee may be payable		
Grant	1180.75	1180.75
Annual Fee	561.25	561.25
Variation	608.10	608.10
Transfer	590.65	590.65
Application for Provisional Statement	1180.75	1180.75
Licence Application (Provisional Statement Holders)	590.65	590.65
Copy of Licence	29.55	29.55
Notification of Change	59.50	59.50
Application by Re-instatement	578.80	578.80

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 4****31st January 2012****Betting Premises (excluding tracks)**

Occasion on which fee may be payable		
Grant	1764.50	1764.50
Annual Fee	353.50	353.50
Variation	882.00	882.00
Transfer	705.50	705.50
Application for Provisional Statement	1764.50	1764.50
Licence Application (Provisional Statement Holders)	705.50	705.50
Copy of Licence	29.55	29.55
Notification of Change	59.50	59.50
Application by Re-instatement	708.50	708.50

Small Lotteries

Occasion on which fee may be payable		
Grant	40.00	40.00
Yearly fee	20.00	20.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 4**

31st January 2012

**Premises Licences & Club
Premises Certificates Fees
Licensing Act 2003**

The fees for applications for new licenses, or variations are set according to the rateable value of the premises to be licensed.

Band	Rateable Value	Initial Fee	Annual Charge	Initial Fee	Annual Charge
A	0 - 4,300	100.00	70.00	100.00	70.00
B	4,301 - 33,000	190.00	180.00	190.00	180.00
C	33,001 - 87,000	315.00	295.00	315.00	295.00
D	87,001 - 125,000	450.00	320.00	450.00	320.00
E	125,001 & over	635.00	350.00	635.00	350.00

For premises whose business is mainly alcohol-related (not Registered Clubs) fees for Premises in Band D and E are as follows

Band	Rateable Value	Initial Fee	Annual Charge	Initial Fee	Annual Charge
D(x2)	87,001 - 125,000	900.00	640.00	900.00	640.00
E(x2)	125,001 & over	1905.00	1050.00	1905.00	1050.00

Personal Licence £37.00 for 10 years

Temporary Event Notice £21.00 per notice

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 5**

31st January 2012

REDDITCH BOROUGH COUNCIL**Finance and Resources****Scale of Proposed Charges 1st April 2012**

	Current 2011/12 £	Proposed charge from 01/04/12 £
<u>Corporate Charges</u>		
Photocopying per copy		
A4 (black & white)	0.20	0.20
A4 (colour)	0.35	0.35
A3 (black & white)	0.30	0.30
A4 binding	1.60	1.60
A4 plastic cover	1.10	1.10
A3 (colour)	0.60	0.60
A2 (black and white)	0.50	0.50
A2 (colour)	Variable rate	Variable rate
A1 (black and white)	0.90	0.90
A1 (colour)	Variable rate	Variable rate
A0 (black and white)	1.70	1.70
A0 (colour)	Variable rate	Variable rate

Other Corporate Charges

Copy P60	5.00	5.00
Replacement ID badge	5.00	5.00
Attachment of Earnings per deduction	1.00	1.00

Revenues and Benefits***Court Costs*****Council Tax**

- Summons	50.00	50.00
- Liability Order	25.00	25.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 5****31st January 2012****NNDR**

- Summons	50.00	50.00
- Liability Order	25.00	25.00

The above charges are set with reference to the cost of collection.
The existing charges continue to cover cost.

Property Services

(all exclusive of VAT)

Consent for Alteration to ex-RBC properties	117.00	120.00
Retrospective consent	146.25	150.00
Garden Licence Fees	60.00	61.50
Minor Land Disposal Surveyors and Legal Fees	284.00	290.00
Freehold Reversion fees	284.00	290.00
Minor Lands Sales Request for Information	N/A	400.00
Minor Land Sales Full Application	N/A	300.00
Surveyors Fees – Estimated Fee	N/A	400.00
Solicitors Fees – Estimated Fee	N/A	400.00
Advertising – Estimated Fee	N/A	500.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 6**

31st January 2012

REDDITCH BOROUGH COUNCIL**Legal, Equalities & Democratic Services****Scale of Proposed Charges 1st April 2012**

	Current 2011/12 £	Proposed charge from 01/04/12 £	
<u>Legal Costs</u>			
Mortgage Redemption Fee	52.80	54.10	
Loan of Deeds for enquiry purposes	27.20	27.90	
Second Mortgage questionnaire	36.45	37.35	
Surrender of Garage Lease	60.15	61.65	
Discount questionnaire	27.20	27.90	
Leasehold Questionnaire	25.00	50.00	reflect actual cost
Mortgage Reference	47.45	48.65	
Notice of Postponement during Right to Buy	20.35	20.85	
Further Advance afterwards	27.20	27.90	
Re-mortgage	47.45	48.65	
Consent for alterations to former Council house/flat	122.85	125.90	
Retrospective Consent for alterations to former Council house/flat	153.50	157.35	
Garden licence - initial administration fee (plus annual fee)	63.00	64.60	
Deed of Grant/Easement		305.55	New for 2012
Licence to Assign		305.55	New for 2012
Rent Deposit Deed		305.55	New for 2012
Authorised Guarantee Agreement		305.55	New for 2012
Licence for Alterations		305.55	New for 2012

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 6**

31st January 2012

	Current 2011/12 £	Proposed charge from 01/04/12 £	
Licence to Sub-let		305.55	New for 2012 New title only
Grant of Lease	298.10	305.55	
Minor land sales - surveyors fees	298.10	305.55	
Minor land sales - legal fees	298.10	305.55	
Freehold reversions - admin fee	298.10	305.55	
Copy of lease (up to 25 pages)	Standard photocopying charge for no & size of pages		
Copies of RTB service charges (up to last three years)			
Extra copies of valuation - S.125 Notice			
Street Trading Licence per day	92.60	94.90	

VAT payable on all fees and
charges

ELECTORAL REGISTRATION

Register Sales*		
In data form		
- basic fee	20.00	20.00
- for each 1,000 names or part thereof	1.50	1.50
In printed form		
- basic fee	10.00	10.00
- for each 1,000 names or part thereof	5.00	5.00
Marked Election Register Sales*		
In data form		
- basic fee	10.00	10.00
- for each 1,000 names or part thereof	1.00	1.00
In printed form		
- basic fee	10.00	10.00
- for each 1,000 names or part thereof	2.00	2.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 6**

31st January 2012

	Current 2011/12 £	Proposed charge from 01/04/12 £
Miscellaneous Charges		
- Labels basic fee	11.00	11.25
- for each 1,000 properties or part thereof	5.50	5.65
- street list	11.00	11.25
- Data Property Addresses	20.00	20.50
- For each 1,000 properties or part thereof	1.50	1.50
- Confirmation letter of registration	15.00	15.35
- Research of registration letter	30.00	30.75

****This charge is determined by the
Representation of the People
Regulations 2001***

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 7 31st January 2012****REDDITCH BOROUGH COUNCIL****Housing Services****Scale of Proposed Charges 1st April 2012**

	Current 2011/12 £	Proposed charge from 01/04/12 £
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(VAT outside scope unless otherwise stated)

Dispersed Units

Water charge	3.50 p.w	3.70
Service Charge		
Minimum Charge	11.22 p.w	11.20
Maximum Charge	11.91 p.w	11.90

Service Charges

Three Storey Flats*	6.25	6.40
Woodrow Estate	3.10	3.20
Evesham Mews	5.15	5.30
St David's House	10.60	10.90
Queen's Cottages	4.20	4.40
Replacement Key Fobs (each)	5.50	5.70

* no increase as this charge covers the cost of the service

Sheltered Scheme (VAT inclusive)

Use of washing machines	1.70	2.00
Use of drying machines	1.20	1.50
Use of guest bedrooms per night	12.60	12.90
Hire of communal lounge per hour	9.00	9.30

REDDITCH BOROUGH COUNCIL**EXECUTIVE
COMMITTEE****Appendix 7 31st January 2012**

St David's House	Current 2011/12 £	Proposed charge from 01/04/12 £
Heating charge	6.30	6.60
Water charge	2.75	2.90
Mendip House		
Gas charge F1/B3	7.60	8.00
Gas charge F1/1(B)	9.00	9.50
Bredon House		
Gas charge F1/1(A)	6.90	7.30
Gas charge F1/1(B)	6.95	7.30
Gas charge F3/BS	6.95	7.30
Gas charge F1/2P	7.75	8.20
Malvern House		
Gas charge F1/BS	7.00	7.40
Gas charge F1/1	7.40	7.80
Gas charge F1/2	7.85	8.30
Mendip House		
Electric charge F1/B3	6.45	6.80
Electric charge F1/1	7.85	8.30
Bredon House		
Electric charge F1/1(A)	4.85	5.10
Electric charge F1/1(B)	4.95	5.20
Electric charge F3/BS	4.95	5.20
Electric charge F1/2P	5.55	5.90
Malvern House		
Electric charge F1/BS	5.00	5.30
Electric charge F1/1	5.10	5.40
Electric charge F1/2	5.85	6.10

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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	Current 2011/12 £	Proposed charge from 01/04/12 £
Winslow Close		
Electric charge 1/IBSF	6.20	6.50
Electric charge 2/IBSF	7.85	8.30

Garage Rents

Garages	7.45	7.70
Car Ports	2.85	2.90
Car Spaces	1.8	1.90
Non Council Tenants plus VAT	8.95	9.20

Rechargeable Repairs

Boarding up a domestic property: Minimum charge Maximum charge	19.40 Full cost	19.90
Glazing: Minimum charge Maximum charge	39.90 Full cost	40.90
Lock replacement: Minimum charge Maximum charge	23.35 Full cost	23.95
Larger repairs (eg door, w/c replacement): Minimum charge Maximum charge	One third Full cost	One third Full cost
Out of hours call out	30.15	30.90

St. David's House Luncheon Club

Residents	3.15	3.40
Non Residents (Over 60) (inc VAT)	4.00	4.30
All Others (inc VAT)	5.25	5.50
Drinks	0.35	0.40

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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	Current 2011/12 £	Proposed charge from 01/04/12 £
Home Support Service		
Full Charge	12.25	14.20
Protected Charge	3.50	4.00
Lifeline - full charge (48 weeks)	3.46	
Emergency Response Home Support	3.50	3.60
Full Charge	57.65 p.w.	59.10
Protected Charge	37.30 p.w.	38.30
Landlords References		
Landlords references	46.50	47.70

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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REDDITCH BOROUGH COUNCIL**PLANNING AND REGENERATION REDDITCH****Scale of Proposed Charges 1st April 2012****Current
2011/12
£****Proposed
charge from
01/04/12
£****Charges include VAT unless stated****DEVELOPMENT PLAN DOCUMENTS****Previous Local Plans**

Borough of Redditch Local Plan No.1: Written statement and proposals map	9.10	9.30
Borough of Redditch Local Plan No.2: Written statement and proposals map Inspectors Report (1993 & 1995)	23.60 5.40	24.20 5.55

Local Development Framework Documents (LDF)

Borough of Redditch Local Plan No.3: Written statement and proposals map Inspectors Report	57.60 28.30	59.05 29.00
Local Development Scheme (LDS)	16.90	17.30
Statement of Community Involvement (SCI)	16.90	17.30
Scoping Report for Development Plan Documents	16.90	17.30

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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	Current 2011/12 £	Proposed charge from 01/04/12 £
Monitoring Documents		
Housing Commitments in Redditch Borough since 1 April 1996	28.10	28.80
Housing Completions on Large and Small Sites in Redditch Borough since 1 April 1996	28.10	28.80
Replacement Dwellings Monitoring since 1 April 1996	28.10	28.80
Annual Commitments & Completions on Small Windfall Sites since 1 April 1996	28.10	28.80
Provision of Affordable Housing since 1 April 1996	28.10	28.80
Employment Land Supply in Redditch Borough since 1 April 1996	28.10	28.80
Annual Monitoring Report	28.10	28.80
Other Documents		
Feckenham Housing Needs Assessment	5.70	5.85
Redditch Housing Needs Assessment	11.30	11.60
Residential Urban Capacity Study	39.40	40.40
Open Space Needs Assessment	39.40	40.40
Schedule of Buildings of Local Interest	28.10	28.80
North West Redditch Master Plan Documents	16.90	17.30
- Report	11.30	11.60
- Transport Report Appendix	11.30	11.60
- Landscape Appendix		
Supplementary Planning Documents/ Guidance		
Affordable Housing Provision (2000)	16.90	17.30
Encouraging Good Design	16.90	17.30
General Mobility Housing - Design Standards	5.40	5.55
General Mobility Housing - Needs Assessment	2.80	2.90
Employment Land Monitoring (SPG)	16.90	17.30
All new Supplementary Planning Documents (SPD's)	16.90	17.30

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	Current 2011/12 £	Proposed charge from 01/04/12 £
Development Management Charges		
High Hedge Complaints	200.00	205.00
Permitted Development Enquiry - Householder –	26.00	27.00
Other	51.00	54.00
Pre-application discussions		
Householder –	41.00	43.00
Additional meetings	20.00	21.00
Advertisements –	51.00	54.00
Additional meetings	26.00	27.00
Change of use -	153.00	161.00
Additional meetings	77.00	81.00
Telecommunications –	153.00	161.00
Additional meetings	77.00	81.00
Other –	102.00	107.00
Additional meetings	51.00	54.00

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	Current 2011/12 £	Proposed charge from 01/04/12 £
Residential Development/ Non-Residential Development Site Area/ Proposed Gross Floor Area of Non- Residential Development		
1-4 dwellings/0.5ha or less/499m ² or less - Additional meetings	255.00 102.00	268.00 107.00
5-9 dwellings/0.6 - 0.99ha/500-999m ² - Additional meetings	511.00 102.00	537.00 107.00
10-49 dwellings/1.0 - 1.25ha/1000-2499m ² - Additional meetings	1021.00 510.00	1072.00 536.00
50-199 dwellings/1.26 - 2.0ha/2,500 – 9,999m ² – Additional meetings	2043.00 766.00	2145.00 793.00
200+ dwellings/2ha or more/10,000m ² - Additional meetings	3064.00 1021.00	3217.00 1072.00

The fees above are set Countywide for consistency and best practice, and have not been raised since 2009, so it has been agreed to raise them by 5%.

Local Land Charges

Basic Full Search Total Cost		
Residential	99.00	102.00
Commercial	135.00	139.00
LLC1 (Register Entries only)		
Residential	22.00	23.00
Commercial	22.00	23.00
Con29R Enquiries		
Residential	77.00	79.00
Commercial	113.00	116.00
Residential		
RBC element	61.00	62.00
WCC element	16.00	17.00
Commercial		
RBC element	97.00	97.00
WCC element	16.00	17.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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	Current 2011/12 £	Proposed charge from 01/04/12 £
Single Con29 Question		
Question 1.1 (a) to (e) Residential Commercial	fees amalgamated	
Question 1.1 (f) to (h) Residential Commercial		
Question 1.1 (a) to (h) Residential Commercial	15.10 18.15	15.50 18.60
Question 1.2 * Residential Commercial	1.25 2.25	1.30 2.30
Question 2 (a) to (d) Residential Commercial	8.00 10.00	8.20 10.30
Question 3.1 * Residential Commercial	1.25 2.20	1.30 2.30
Question 3.2 Residential Commercial	2.00 3.00	2.00 3.10
Question 3.3 (a) & (b) N/A Residential Commercial	Severn Trent Severn Trent	
Question 3.4 (a) to (f) Residential Commercial	4.50 7.50	4.60 7.70
Question 3.5 * Residential Commercial	1.70 2.75	1.75 2.85
Question 3.6 (a) to (l) Residential Commercial	6.00 9.00	6.20 9.25

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	Current 2011/12 £	Proposed charge from 01/04/12 £
Question 3.7 (b), (c), (d), (f) Residential Commercial		
Question 3.7 (a) Residential Commercial	fees amalgamated	
Question 3.7 Residential Commercial		
Question 3.7, 3.7 (a), (b), (c), (d), (f) Residential Commercial	9.90 15.60	10.15 16.00
Question 3.8 * Residential Commercial	2.00 3.00	2.05 3.10
Question 3.9 (a) to (n) Residential Commercial	15.40 25.20	15.80 25.80
Question 3.10 (a) to (b) * Residential Commercial	2.20 2.80	2.25 2.85
Question 3.11 * Residential Commercial	2.20 3.15	2.25 3.25
Question 3.12 (a) to (c) * Residential Commercial	4.40 6.20	4.50 6.35
Question 3.13 * Residential Commercial	1.10 2.20	1.15 2.25
Con290 Optional Enquiries		
Questions 4, 5 & 9 * Residential Commercial	10.50 10.50	10.80 10.80

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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	Current 2011/12 £	Proposed charge from 01/04/12 £
Questions 6 to 8 & 10 to 21 *		
Residential	5.25	5.40
Commercial	5.25	5.40
Question 22		
Residential	21.00	21.50
Commercial	21.00	21.50
Additional Enquiries		
Residential	42.00	43.00
Commercial	42.00	43.00
Additional Parcel of Land		
Commercial	18.90	19.40
	18.90	19.40
Personal Search **		
Residential	Free	Free
Commercial	Free	Free

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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	Current 2011/12 £	Proposed charge from 01/04/12 £
Refresher Search Residential Commercial (search updated within 6 months) (search updated after 6 months)	34.00 34.00	35.00 35.00

* Reduced for 2011/12 due to the harmonisation of fees and charges with Bromsgrove DC under shared services (BDC charges increased by 5% for 2011/12) but now to be raised 2.5% in both authorities.

** Statutory requirement for provision to be free of charge

Business Centres

Fax – Outgoing UK	0.84	0.84
Europe & Eire	1.50	1.50
North America	1.74	1.74
Other	2.58	2.58
Fax - Incoming	0.60	0.60
Secretarial	£12.00/hour £9.60 minimum charge	£12.00/hour £9.60 minimum charge
Postal Address Facility	£42.00 p/m	£42.00 p/m
Telephone Divert: Normal Gold	Qtr £204.00/qtr	£108.00/qtr £204.00/qtr

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	Current 2011/12 £	Proposed charge from 01/04/12 £
Photocopying:		
A4 single side	0.12	0.12
A4 double side	0.17	0.17
A3 single side	0.24	0.24
A3 double side	0.29	0.29
Photocopying:		
A4 single side - non tenants	0.18	0.18
Conference Room (per hour):		
Rubicon Tenants	9.60	9.60
Rubicon Non Tenants	19.20	19.20
Greenlands Tenants	10.80	10.80
Greenlands Non Tenants	21.60	21.60

No increases for 2011/12 for business centres and secretarial services

Rent Rubicon per Month:		
Unit 1	586.98	586.98
Unit 2	605.91	605.91
Unit 3	605.91	605.91
Unit 4	605.91	605.91
Unit 5	605.91	605.91
Unit 6	492.30	492.30
Unit 7	378.69	378.69
Unit 8	353.44	353.44
Unit 9	378.69	378.69
Unit 10	353.44	353.44
Unit 11	637.47	637.47
Unit 12	700.59	700.59
Unit 13	574.35	574.35
Unit 14	467.06	467.06
Unit 15	378.69	378.69

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	Current 2011/12 £	Proposed charge from 01/04/12 £
Unit 16	605.91	605.91
Unit 17	744.78	744.78
Unit 18	599.60	599.60
Unit 19	631.16	631.16
Unit 20	631.16	631.16
Unit 21	631.61	631.61
Unit 22	681.65	681.65
Unit 23	744.78	744.78
Unit 26	524.20	524.20
Unit 27	524.20	524.20
Unit 28	524.20	524.20
Unit 29	524.20	524.20
Unit 30	524.20	524.20
Unit 31	262.10	262.10
Unit 32	262.10	262.10
Unit 33	419.37	419.37
Rent Rubicon per Month:		
Unit 34	262.10	262.10
Unit 35	262.10	262.10
Unit 36	262.10	262.10
Unit 37	262.10	262.10
Unit 38	262.10	262.10
Unit 39	524.20	524.20
Unit 40	524.20	524.20
Unit 41	419.37	419.37

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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	Current 2011/12 £	Proposed charge from 01/04/12 £
Greenlands per Month:		
Unit 1	955.80	955.80
Unit 2	276.21	276.21
Unit 3	1,223.03	1,223.03
Unit 4	978.41	978.41
Unit 5	267.17	267.17
Unit 6	283.01	283.01
Unit 7	674.68	674.68
Unit 8	663.35	663.35
Unit 9	1,220.97	1,220.97
Unit 10	339.59	339.59
Unit 11	301.11	301.11
Unit 12	301.11	301.11
Unit 13	384.88	384.88
Unit 14	735.81	735.81
Unit 15	735.81	735.81
Unit 16	656.56	656.56
Unit 17	369.03	369.03
Unit 18	369.03	369.03
Unit 19	559.21	559.21
Unit 20	545.64	545.64
Unit 21	1,233.30	1,233.30
Unit 22	264.89	264.89
Unit 23	264.89	264.89
Unit 24	283.01	283.01
Unit 25	296.58	296.58
Unit 26	366.77	366.77
Unit 27	244.52	244.52
Unit 28	686.00	686.00

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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	Current 2011/12 £	Proposed charge from 01/04/12 £
Rent Greenlands per Month:		
Unit 29	658.83	658.83
Unit 30	1,214.80	1,214.80
Unit 31	337.24	337.24
Unit 32	984.85	984.85
Unit 33	328.29	328.29
Unit 34	335.08	335.08
Unit 35	346.39	346.39
Rent Hemming Road per Month:		
Unit 1	277.42	277.42
Unit 2	474.67	474.67
Unit 3	394.49	394.49
Unit 4	394.49	394.49
Unit 5	394.49	394.49
Unit 6	394.49	394.49
Unit 7	418.45	418.45
Unit 8	267.29	267.29
Unit 9	267.29	267.29
Unit 10	267.29	267.29
Unit 11	267.29	267.29
Unit 12	267.29	267.29
Unit 13	267.29	267.29
Unit 14	267.29	267.29
Unit 15	267.29	267.29
Unit 16	267.29	267.29
Unit 17	267.29	267.29
Unit 18	267.29	267.29
Unit 19	267.29	267.29
Unit 20	394.49	394.49
Unit 21	394.49	394.49
Unit 22	394.49	394.49
Unit 23	394.49	394.49
Unit 24	394.49	394.49

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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31st January 2012

	Current 2011/12 £	Proposed charge from 01/04/12 £
Unit 25	394.49	394.49
Unit 26	394.49	394.49
Unit 27	394.49	394.49
Unit 28	394.49	394.49
Unit 29a	123.43	123.43

Rent Hemming Road per Month:		
Unit 29b	203.77	203.77
Unit 29c	188.45	188.45

Outdoor Market Rents (VAT exempt)

Stall or flower pitch - no electricity		
Licensed Traders:		
Monday	14.00	14.00
Tuesday	15.45	15.45
Thursday & Friday	15.90	15.90
Saturday	24.40	24.40
Casual Traders:		
Monday	18.10	18.10
Tuesday	20.10	20.10
Thursday & Friday	20.75	20.75
Saturday	31.80	31.80

REDDITCH BOROUGH COUNCIL**EXECUTIVE
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	Current 2011/12 £	Proposed charge from 01/04/12 £
Van Pitch or food trailer - with electric		
Licensed Traders:		
Monday	27.50	27.50
Tuesday	29.95	29.95
Thursday & Friday	31.25	31.25
Saturday	37.50	37.50
Casual Traders:		
Monday	35.80	35.80
Tuesday	39.00	39.00
Thursday & Friday	40.50	40.50
Saturday	49.50	49.50

Seasonal discounts for all licensed stall holders/licensed van pitches will be applied at the rate of 15% in January, February and March to all the above rents.

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Appendix 8

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REDDITCH BOROUGH COUNCIL

PLANNING AND REGEN REDDITCH

Scale of Proposed Charges 1st April 2012

BUILDING CONTROL CHARGES

TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING

When using similar house types we can reduce our charges,
for details of this reduction or for charges for more than 5
dwellings please telephone: 01527 534038

Number of Properties	Application Charge			Regularisation Charge			Additional Charge		
	Agreed charge 1st April 2011 (incl VAT)	% increase (TBD)	Proposed charge from 1 April 2012	Agreed charge 1st April 2011 (No VAT payable)	% increase (TBD)	Proposed charge from 1 April 2012	Agreed charge 1st April 2011 (incl VAT)	% increase (TBD)	Proposed charge from 1 April 2012
1	620.00	0	620.00	780.00	0	780.00	110.00	0	110.00
2	855.00	0	855.00	1070.00	0	1070.00	215.00	0	215.00
3	1085.00	0	1085.00	1355.00	0	1355.00	329.00	0	329.00
4	1310.00	0	1310.00	1860.00	0	1860.00	425.00	0	425.00
5	1505.00	0	1505.00	1885.00	0	1885.00	530.00	0	530.00

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HOUSING REVENUE ACCOUNT - INITIAL ESTIMATE 2012/13

Relevant Portfolio Holder	Councillor Brandon Clayton, Portfolio Holder for Housing, Local Environment and Health
Portfolio Holder Consulted	Not stated
Relevant Heads of Service	Teresa Kristunas, Head of Finance and Resources and Liz Tompkin, Head of Housing Services.
Wards Affected	All Wards
Ward Councillor Consulted	Not applicable
Key Decision	

1. SUMMARY OF PROPOSALS

To present Members with the Initial Estimates for the Housing Revenue Account for 2012/13 and the proposed dwelling rents for 2012/13.

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND that

- 1) the draft 2012/13 Estimates for the Housing Revenue Account, attached to the report at Appendix 1, be approved;**
- 2) the actual average rent increase for 2012/13 be 7%; and**
- 3) £2 million be transferred to a reserve as a Revenue Contribution to Capital to fund the future Capital Programme.**

3. KEY ISSUES

Financial Implications

- 3.1 This report only considers those items included in the Housing Revenue Account (HRA). General Fund items will be considered separately when setting the Council Tax.

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- 3.2 The Council, through the system of Housing finance introduced by the Local Government and Housing Act 1989, has been subject to reducing external support to the Housing Revenue Account in the form of diminishing Housing Subsidy over the past few years. The Council has paid in excess of £6.8 million to central government because of it being in a negative subsidy position. The system of housing subsidy giving rise to this payment will cease on the 31st March 2012.
- 3.3 On 5th October 2010 the Government announced in a Written Ministerial Statement its intention to replace the Housing Revenue Account subsidy system with a devolved system of Council housing finance called self-financing. The proposal in the form of a financial settlement will mean a redistribution of the `national' housing debt.
- 3.4 Rent restructuring was introduced in 2002/03. The objective of this is set out in a Government policy statement "Quality and Choice: A Decent Home for All – The Way Forward for Housing". It is proposed that rent setting in the social housing sector should be brought on to a common system based upon relative property values and local earnings levels. The intention was for there to be rent convergence between sectors within 10 years. Briefly, the rent increase each year should be based on an increase for inflation plus an adjustment of 10% of the difference between the formula rent and the actual rent on an individual property basis. The 10% adjustment, which is aimed at achieving the formula rent for all properties within 10 years, may result in an increase or decrease in rent. The target date for rent convergence is 2015/16. In valuing each local authority's housing business the Government has assumed continued adherence to this rent policy.
- 3.5 This section of the report outlines the major issues which have an impact upon the Housing Revenue budget Account setting process for 2012/13.
- 3.6 Based on the data included in the draft Determination to Implement Self-financing for Council Housing the actual average rent increase for 2012/13 will be 7%. The average rent on a 52 week basis will be £71.91, or £77.90 on a 48 week basis. This compares to the actual average for 2011/12 on a 52 week basis of £67.22 and £72.82 on a 48 week basis.
- 3.7 The Settlement Payments Determination 2012 details the self-financing valuation of each local housing authority's Council housing stock using a discounted cash flow model. The model is based on assumptions made by the Government about rental income and expenditure required to maintain each Council's Council housing stock over 30 years.

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Where the valuation is greater than the authority's Subsidy Capital Financing Requirement (SCFR) then the authority must pay to the Secretary of State the amount by which the self-financing valuation exceeds the SCFR. The payment has to be made on or before the 28th March 2012. For Redditch Borough Council this amounts to £99,512,000.

- 3.8 Self-financing will place a limit (Debt Cap) on borrowing for housing purposes at the closing position for 2011/12. This is estimated to be £118,040,000. The figures at Appendix 1 allow for the payment of interest on this sum.

Capital Resources

- 3.9 From the 1st of April 2004 capital receipts from the sale of housing land and dwellings have been subject to pooling, (75% of Right To Buy (RTB) receipts have to be paid to the Government for redistribution). Officers have estimated that in the short term the number of RTB sales for this Council will be around 5 per annum, generating around £85k in usable capital receipts.
- 3.10 The introduction of the Major Repairs Allowance from April 2001 provided the Council with additional capital resources. With the introduction of self-financing and the end of the current subsidy system this arrangement will cease. In 2011/12 £3,843,949 was transferred from the Housing Revenue Account into a Major Repairs Reserve. In place of this transfer to a Major Repairs Reserve each authority will be required to transfer an amount to the Reserve in respect of depreciation. This Reserve will continue to be available to fund capital expenditure for Housing Revenue Account purposes and to repay borrowing. The self-financing determination provides for a 5 year transitional period before the full depreciation figure must be funded. It is permissible to use the uplifted Major Repairs Allowance. The transfer for 2012/13 will be £5,835,930.
- 3.11 The Council has previously made transfers of monies from the HRA, when resources permit, to transfer sums to a reserve to fund future capital programmes. It is estimated that there will be sufficient resources in the HRA in 2012/13 to allow £2m to be transferred in this way. With the introduction a Debt Cap from 1st April 2012 these monies will be required to support the Housing Capital Programme.
Housing Repairs Account
- 3.12 The budgeted contribution to the Housing Repairs Account as shown at Appendix 1 is £4,251,600 for 2012/13, including inflationary increases where appropriate.

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Right to Buy Scheme - Rent Income

- 3.13 The 2012/13 figures at Appendix 1 allow for the sale of 5 Council homes. The full effect is an anticipated £18,696 loss of rent income.

Provision for Bad and Doubtful Debts

- 3.14 Members will be aware that the provision was reduced to £550,000. Appendix 1 reflects the need to maintain this provision for 2012/13.

Housing Revenue Account Balances

- 3.15 The Head of Finance and Resources has previously advised Members on the minimum level of revenue balances to be maintained in lieu of unforeseen events affecting the Housing Revenue Account and the Council's housing stock. Members have previously approved the retention of a minimum balance of £600,000.
- 3.16 The figures shown in Appendix 1 indicate that the balance carried forward at the 1st of April 2012 will be £1,018,530, which will leave a working balance of £836,270 at the 31st March 2013.

Legal Implications

- 3.17 Section 76 of the Local Government and Housing Act 1989 requires that the Council sets its budget relating to the Housing Revenue Account such that the account does not plan to be in a deficit position.

Service/Operational Implications

- 3.18 The Council since 2002/03 has set its dwelling rents by reference to the rent formula introduced as part of the Government Rent Restructuring policy.
- 3.19 The HRA provides the financial resources to enable the Council to meet its objectives with respect to the management and maintenance of its housing stock.
- 3.20 The budget provides resources for the maintenance of the housing stock.

Customer / Equalities and Diversity Implications

- 3.21 The report contains implications for customers in terms of rent increases.

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4. RISK MANAGEMENT

- 4.1 There are financial risks to the Council of not following government policy in terms of rent restructuring.
- 4.2. The Council needs to approve the rents in a timely manner in order to allow officer time to notify the tenants of the annual rent increase.

5. APPENDICES

Appendix 1 - Housing Revenue Account 2012/13

6. BACKGROUND PAPERS

Housing Subsidy Determination 2011/12 - DCLG

AUTHOR OF REPORT

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REDDITCH BOROUGH COUNCIL**EXECUTIVE
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31st January 2012

HOUSING REVENUE ACCOUNT**2012/13 Initial Estimate**

	2011/12 Initial Estimate	2012/13 Initial Estimate
<u>INCOME</u>		
Dwelling Rents	20,924,790	22,202,850
Non Dwelling Rents	522,500	484,000
Charges for Services & Facilities	194,050	190,280
Contributions to Expenditure	0	0
Government Subsidies	0	0
Total Income	21,641,340	22,877,130
<u>EXPENDITURE</u>		
Supervision & Management	5,433,830	5,515,090
Repairs & Maintenance	4,135,820	4,251,600
Rents, rates, taxes & other charges	186,800	165,150
Depreciation	3,843,950	5,835,930
Item 8 Debit	259,600	5,049,620
Negative HRA subsidy payable	6,810,710	0
Provision for Bad Debts	100,000	150,000
Total Expenditure	20,770,710	20,967,390
Net Cost of Services	(870,630)	(1,909,740)
Revenue Contributions to Capital	1,000,000	2,000,000
Provision for Job Evaluation	190,000	190,000
Net Operating Expenditure	319,370	280,260
Interest Receivable	(15,000)	(98,000)
(Surplus) / Deficit on services	304,370	182,260

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HOUSING REVENUE ACCOUNT BALANCE

B/fwd Balance	1,322,900	1,018,530
Surplus/(Deficit) for year	(304,370)	(182,260)
C/fwd Balance	1,018,530	836,270

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**ADOPTION OF A CORPORATE ANTI-BRIBERY POLICY AND AMENDED
OFFICER CODE OF CONDUCT**

Relevant Portfolio Holder	Councillor Michael Braley, Portfolio Holder for Corporate Management
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal and Democratic Services
Wards Affected	All Wards
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

Under the Bribery Act 2010 the Council is required to have an anti-bribery policy to comply with the requirement under the Act to have “adequate procedures” in place to prevent bribery by both Members and Officers of the Council. The Act is also required to be incorporated into Officer Code of Conduct, which has been amended to incorporate its provisions and generally updated.

2. RECOMMENDATIONS

The Committee is asked to **RECOMMEND** that

- 1) **the Corporate Anti-Bribery Policy attached at Appendix 1 be adopted and added to the Council’s Constitution;**
- 2) **the amended Officer Code of Conduct attached at Appendix 2 be adopted; and**
- 3) **the Constitutional pack be updated accordingly.**

3. KEY ISSUES

Financial Implications

- 3.1 There are no financial implications in adopting the Policy and in updating the Officer Code of Conduct.

Legal Implications

- 3.2 Compliance with the requirements of the Bribery Act 2010 have instigated this Report, Policy and the updating of the Officer Code of Conduct.

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- 3.3 The Bribery Act 2010 came into force from 1 July 2011 which replaces previous anti-fraud legislation. The act makes it an offence for a United Kingdom citizen or resident to pay or receive a bribe, either directly or indirectly. The act applies to transactions that take place in the UK and abroad, and both in the public and private sectors.
- 3.4 There are four key offences under the Act:
- a) bribing of another person (Section 1).
 - b) accepting a bribe (Section 2).
 - c) bribing a foreign official (Section 6).
 - d) failing to prevent bribery (Section 7)
- 3.5 Section 7 is a corporate offence but an organisation will have a defence to this offence if it can show that it had in place 'adequate procedures' designed to prevent bribery by or of persons associated with the organisation.
- 3.6 An individual guilty of an offence under sections 1, 2 or 6 is liable,
- a) on conviction in a magistrates court, to imprisonment for a maximum term of 12 months, or to a fine not exceeding £5000, or to both.
 - b) on conviction in a crown court, to imprisonment for a maximum term of ten years, or to an unlimited fine, or both.
- Organisations, if found guilty of an offence under section 7 are liable to an unlimited fine.
- 3.7 If the Council were not to have in place adequate procedures as required under the Bribery Act 2010, it would be more difficult for the Council to defend any prosecution brought against it under the Bribery Act.
- 3.8 If the Council were not to have in place adequate procedures as required under the Bribery Act 2010, it would be more difficult for the Council to defend any prosecution brought against it under the Bribery Act.

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Service/Operational Implications

- 3.9 Members approval is sought of the two documents attached to this report. The Corporate Anti-Bribery Policy at Appendix 1 sets out the Council's policy on bribery issues.

Key points for Members to note are as follows:-

- a) The Council is advocating a zero tolerance approach to bribery and corruption.
 - b) Under the terms of the policy all employees and elected Members are prohibited from soliciting, arranging or accepting bribes intended for the benefit of the Council, or for their personal benefit, or for the benefit of the employee's family, associates or acquaintances. The policy extends to all the Council's business dealings, transactions and decisions.
 - c) The Anti-Bribery Policy affects Members and Officers. Compliance with the Officer Code of Conduct is required of all staff.
 - d) Under the new policy all employees and Members are going to have to make sure that they properly declare any gifts or hospitality that they receive. Arrangements for Members to declare gift and hospitality are already in place under the Code of Conduct for Councilors for Gifts and Hospitality (Part 17 of the Constitution).
- 3.10 The existing Officers' Code of Conduct has been up-dated to reflect the requirements of the Bribery Act and incorporates some minor amendments to bring it up to date.
- 3.11 The staff registers for registering interests and gifts and hospitality has previously been within separate Directorates but it is now proposed that a central register be set up and administered by the corporate Information Management Team.
- 3.12 As regards raising awareness amongst staff about the Bribery Act, information has already been circulated via an Oracle Email and when adopted further notification will be made to all Members and staff.

Customer / Equalities and Diversity Implications

- 3.13 There is no direct impact on customers of the Council, other than to raise awareness of the zero tolerance stance.

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The Anti-Bribery Policy will be included, once approved, on the Council's website and will be available to staff through the Orb. The Code of Conduct is part of the Council's Constitution and is also available to staff on the Orb.

4. RISK MANAGEMENT

4.1 Legal compliance requires the Council to have an anti-bribery policy in place. Having a robust anti-fraud framework will help minimise the risk of internal and external abuse of public funds and promote an anti-fraud culture across the Council: It extends to all the Council's business dealings, transactions and decisions.

4.2 The main risks associated with not progressing the requirements of the Bribery Act 2010 could include:

- a) Disbarment from contracts.
- b) Loss of reputation.
- c) Negative publicity for the Council.
- d) Loss of contract specifications/the wrong people doing the jobs under contract.

5. APPENDICES

Appendix 1 - Corporate Anti-Bribery Policy.
Appendix 2 - Amended Officer Code of Conduct.

6. BACKGROUND PAPERS

The Bribery Act 2010.
The current version of the Officer Code of Conduct –
RBC Constitution pack 2011/12.

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Corporate Anti-Bribery Policy

Bribery Act 2010

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Introduction

The Bribery Act 2010 came into force on 1st July 2011. The act makes it an offence for a United Kingdom citizen or resident to pay or receive a bribe, either directly or indirectly. The act applies to transactions that take place in the UK and abroad, and both in the public and private sectors.

Redditch District Council through myself and the Senior Management Team is determined to maintain its reputation as an authority which will not tolerate fraud, bribery, corruption or abuse of position for personal gain, wherever it may be found in any area of Council activity.

To achieve this goal the Council will work to identify and eliminate any form of bribery through the introduction of this anti-bribery policy and through a risk assessment process and ongoing monitoring and review.

Elected Members and employees should play a key role in anti-fraud initiatives. This includes providing a corporate framework within which anti-fraud arrangements can flourish, and the promotion of an anti-fraud culture across the whole Council. This should provide a sound defence against internal and external abuse of public funds.

Under the terms of this policy all employees and elected Members are prohibited from soliciting, arranging or accepting bribes intended for the benefit of the Council, or for their personal benefit, or for the benefit of the employee's family, associates or acquaintances. This Policy extends to all the Council's business dealings, transactions and decisions.

Through the 'Whistle Blowing Policy' employees are encouraged to report any suspicion of bribery, safe in the knowledge that they are able to report concerns in confidence and without risk of reprisal

Kevin Dicks
Chief Executive
Redditch Borough Council
November 2011

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Policy Statement

Bribery is a criminal offence. The Council through its employees and elected Members does not, and will not, pay bribes or offer improper inducements to anyone for any purpose or, accept bribes or improper inducements. It is the Council's policy to conduct all business in an honest and ethical manner. The Council takes a zero-tolerance approach to bribery and corruption and is committed to acting professionally, fairly and with integrity in all business dealings and relationships. The Council will operate and enforce effective systems to counter bribery.

To use a third party as a conduit to channel bribes to others is a criminal offence. The Council does not, and will not, engage indirectly in or otherwise encourage bribery.

In this policy, **third party** means any individual or organisation we come into contact with during the course of our work. This includes actual and potential customers, suppliers, advisers, contractors, government and public bodies (including their advisers, representatives and officials), politicians and political parties. This list is not exhaustive.

This policy applies to all individuals, working at all levels and grades, including senior managers, officers, employees (whether permanent, fixed term or temporary), elected members (including independent Members), consultants, contractors, agents, trainees, seconded staff, casual and agency staff, volunteers, or any other person associated with the Council, wherever located.

This policy also applies to all of the Council's activities. For partners, joint ventures and suppliers, we will seek to promote the adoption of policies consistent with the principles set out in this document.

What is Bribery?

Bribery is an inducement or reward offered, promised or provided to gain personal, commercial, regulatory or contractual advantage.

It is unacceptable to:

- give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;

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- give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to “facilitate” or expedite a routine procedure;
- accept payment from a third party that you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by the Council in return;
- retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy;
- engage in activity in breach of this policy.

Objective of the Policy

This policy provides a coherent and consistent framework to enable Redditch Borough Council employees and elected Members to understand and implement arrangements enabling compliance. In conjunction with related policies and key documents it will also enable employees to identify and effectively report a potential breach.

Role of Employees

Employees are governed in their work by the various policies, protocols, codes, rules and procedures, particularly regarding conduct issues and are responsible for ensuring that they follow any instructions given to them by management, particularly in relation to the safekeeping of assets.

The Council requires that all staff, including those permanently employed, temporary agency staff and contractors:

- act honestly with integrity, at all times, and to safeguard the organisations resources for which they are responsible
- comply with the spirit, as well as the letter, of the laws and regulations of all jurisdictions in which the Council operates, in respect of the lawful and responsible conduct of activities
- read, understand and comply with this policy
- avoid any activity that may lead to, or suggest, a breach of this policy.

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Any employee who breaches this policy will face disciplinary action, which could result in summary dismissal for gross misconduct. Disciplinary action will be taken in addition to, or instead of, criminal proceedings, depending on the circumstances of each individual case. The Council reserves the right to terminate its contractual relationship with other workers if they breach this policy.

Role of Elected Members

As elected representatives, all Members of the Council have a duty to the citizens of the Borough to protect the Council from any acts of fraud and bribery and ensure that resources are used prudently and within the law to safeguard public money, including ensuring they do not procure an advantage improperly. Elected Members are required to operate and adhere to the Council's Constitution, which incorporates a Code of Conduct for Members (Part 16 of the Constitution).

The Code includes rules regarding:

- The disclosure of relationships
- The declaration of gifts and hospitality
- Registering personal interests

Elected Members are also referred to the Code of Conduct for Councilors in relation to Gifts and Hospitality set out at Part 17 of the Constitution. This sets out the process that should be followed by elected Members when declaring gifts. See further below under "Record Keeping".

The Council's commitment to action

The Council commits to:

- setting out a clear anti-bribery policy and keeping it up to date;
- making all employees aware of their responsibilities under the terms of this policy;
- training all employees so that they can recognise and avoid the use of the bribery by themselves or others;

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- encouraging employees to be vigilant and to report any suspicions of bribery, providing suitable lines of communication;
- ensuring that sensitive information is treated appropriately;
- rigorously investigating allegations of bribery, taking such cases to prosecution where relevant;
- assisting the Police or other authorities in more complex cases;
- taking action against any individual found to be involved in bribery;
- provide information to all employees to report breaches and suspected breaches of this policy;
- include appropriate clauses in contracts to prevent bribery.

Facilitation Payments

These are illegal, and will not be tolerated. Facilitation payments are unofficial payments made to public officials in order to secure or expedite actions.

Gifts and Hospitality

The Council's policy on gifts and hospitality for staff is found within the Officers' Code of Conduct. A copy is included in the Council's Constitution and is available on the Council's website and Intranet – 'Orb' *[insert link]*

The Officer's Code of Conduct makes it clear that one should not accept significant personal gifts from contractors and service providers such as food, drink, cars, clothes and jewellery.

Inexpensive calendars, diaries, blotting pads, pens etc (perhaps marked with the donor's name) are acceptable. If in any doubt about whether you should accept a gift, it is best to refuse it.

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However, staff are prohibited from accepting a gift, or giving a gift to a third party if the following requirements are met:

- it is made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- it is given in the Council's name, not the individuals;
- it includes cash or a cash equivalent (such as gift certificates or vouchers);
- if it is inappropriate for the circumstances;
- if the gift received is an inappropriate type and value, and given at an inappropriate time;
- it is given secretly and not openly;
- gifts should not be offered to, or accepted from, government officials or representatives, or politicians or political parties, without the prior approval of the relevant Head of Service.

Public Contracts and failure to prevent bribery

Under the Public Contract Regulations 2006 (which gives effect to EU law in the UK) a company is automatically and perpetually debarred from competing for public contracts where it is convicted of a corruption offence. There are no plans to amend the 2006 Regulations for this to include the crime of failure to prevent bribery. Organisations that are convicted of failing to prevent bribery are not automatically barred from participating in tenders for public contracts. However, the Council has the discretion to exclude organisations convicted of this offence.

Record Keeping

We must keep records and have appropriate internal controls in place which will evidence the business reasons for:-

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- Receiving or declining gifts and hospitality which are offered to staff or elected Members;
- Providing gifts or hospitality on behalf of the Council to third parties.

Staff must ensure that any gift or hospitality for employees that is accepted, offered or refused, should be recorded in the Corporate Gift and Hospitality Register. The Register is held centrally by the Information Management Team.

Any gifts or hospitality received by elected Members must be reported to the Council's Monitoring Officer in accordance with Part 17 of the Constitution (Members' Code of Conduct on Gifts and Hospitality)

How to raise a concern

All elected Members and employees have a responsibility to help detect, prevent and report instances of bribery. If you have a concern, **please speak up** – your information and assistance will help. The sooner you act, the sooner it can be resolved.

Staff

In line with the reporting provisions of the Whistle blowing Policy, if staff believe or suspect that a conflict with this policy has occurred, or may occur in the future **but feel unable to report the matter to their Line Manager or Director, or have raised the matter in this way without success**, they should contact either the Chief Executive, the Monitoring Officer, Human Resources Manager, the Benefits Fraud Manager or the Audit Service.

Staff who do not have access to the intranet can contact any of these parties either in person or by telephone in the first instance.

Members

Members should contact either the Chief Executive, the Monitoring Officer, Human Resources Manager, the Benefits Fraud Manager or the Audit Service.

Preferably any disclosure will be made and resolved internally. However, where this proves inappropriate and you are not happy to speak to someone internally, concerns can be raised externally. Raising concerns in these ways may be more likely to be considered reasonable than making disclosures publicly (for instance, to the media),

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Concerns can be anonymous. The Council will act as soon as possible to evaluate the situation. It is however, easier and quicker to evaluate allegations if they are not made anonymously, particularly where it is necessary to get clarification on the allegation made.

Bribery Act Offences

There are four key offences under the Act:

- bribing of another person (Section 1)
- accepting a bribe (Section 2)
- bribing a foreign official (Section 6)
- failing to prevent bribery (Section 7).

Section 7 is a corporate offence but an organisation will have a defence to this offence if it can show that it had in place 'adequate procedures' designed to prevent bribery by or of persons associated with the organisation.

Bribery Act Penalties

An individual guilty of an offence under sections 1, 2 or 6 is liable:

- on conviction in a magistrates court, to imprisonment for a maximum term of 12 months, or to a fine not exceeding £5000, or to both;
- on conviction in a crown court, to imprisonment for a maximum term of ten years, or to an unlimited fine, or both.

Organisations, if found guilty of an offence under section 7 are liable to an unlimited fine.

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OFFICERS' CODE OF CONDUCT

STANDARDS

- 1.1 The public is entitled to demand conduct of the highest possible standard, of a Local Government employee. Public confidence in their integrity **is paramount and it will** ~~be shaken~~ **would** be shaken **if there** were **any** the least suspicion, ~~however ill-founded, to arise that they could in any way be~~ influenced by improper motives. Under no circumstances should an employee use their authority or office for personal gain.
- 1.2 It is not enough to avoid actual impropriety. An employee should at all times avoid any occasion for suspicion to be raised or any appearance of improper conduct.
- 1.3 Where their duties demand it, employees should provide appropriate advice to Councillors and fellow employees with impartiality.
- 1.4 No employee should become personally involved in any transaction in which the Authority has a direct or indirect interest, except as an employee of the Authority.
- 1.5 The Council has an adopted Whistle blowing Policy to address situations where Staff may have concerns about something that is happening within the Council, including possible breaches of this Code of Conduct, perceived impropriety, breach of procedure or shortfall in delivery of service. (This Policy is attached as an Appendix.)

The Whistle blowing / Confidential Reporting Policy has been put in place to enable staff to bring attention to those concerns whilst at the same time ensuring they are protected from any victimisation or harassment.

~~Employees will be expected, without fear of recrimination, to bring to the attention of the appropriate Line Manager any impropriety, breach of procedure or shortfall in the delivery of service. The Line Manager concerned will have an obligation to report back to the individual, the outcome of his/her investigations. Matters which are not satisfactorily resolved by the Line Manager may be reported to the Chief Executive for further investigation. Employees must report any possible cases of fraud and corruption to the Audit Services Manager, who will investigate all reports in strict confidence~~

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DISCLOSURE OF INFORMATION

- 2.1 There is a ~~It is~~ generally principle of ~~accepted that~~ open government. ~~is best.~~ The law requires that certain types of information must be available to members, auditors, government departments, service users and the public. Under no circumstances should an employee use information gained in the course of their employment for personal gain or benefit, nor should they pass it on to others who might use it in some way.
- 2.2 Employees must not communicate to the public or press, the proceedings of any confidential committee meeting, etc., nor the contents of any document relating to the Authority unless required by law or expressly authorised to do so. Confidentiality of information still applies when an individual is no longer employed by the Authority.
- 2.3 Authorised information given by an employee in the course of his/her duty should be true and fair and never designed to mislead.
- 2.4 Personal information relating to individual Councillors or members of the public and commercially sensitive information about other organisations should not be divulged by any employee unless required or sanctioned by the law.

POLITICAL NEUTRALITY

- 3.1 Employees serve the Authority as a whole. It follows they must serve all Councillors, and not just those of the controlling group, and must ensure that the individual rights of all Councillors are respected equally.
- 3.2 Where political groups seek officer guidance to a group meeting, on a particular issue, the Chief Executive should always be made aware of this request. There are no restrictions as to what level of officer can attend a political group to give advice but the Chief Executive or one of the two Corporate Directors must always be present. All political groups are entitled to the same level of information about Council matters. However, Officers attending a political group meeting have a responsibility to keep confidential any discussion that takes place within that group when they are present.
- 3.3 Political assistants appointed on fixed term contracts in accordance with the Local Government and Housing Act 1989 are exempt from the standards set in Paragraph 3.1 and 3.2.

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- 3.4 The Local Government and Housing Act 1989, Part 1, contains provisions to restrict the political activity of senior employees. Local Authority employees holding politically restricted posts are disqualified from membership of any local authority, other than a parish or community council [s1(1)], from being an MP or MEP and are subject to prescribed restrictions on their political activity.

The Local Government Officers [Political Restriction] Regulations 1990 and the Local Government [Politically Restricted Posts] [No.2] Regulations 1990 covers the posts which are politically restricted. These are :

- [a] specified posts such as the Monitoring Officer. Chief Officers and their deputies are restricted without exemption or appeal;

~~[b] all posts which reach or exceed a prescribed remuneration ceiling. These posts are automatically included on a list which employing authorities are under a duty to prepare unless exemption for individuals is granted~~

- [c] all posts which meet the duties-related criteria for determining a "sensitive post" irrespective of remuneration level, unless the postholder appeals successfully against determination. These posts are defined as those which :

- [i] give advice on a regular basis to the employing authority, to any committee or sub-committee or another joint committee on which the authority is represented [but excluding purely factual information] or
- [ii] speak on behalf of the authority on a regular basis to journalists and broadcasters.

- 3.6 Employees, whether or not politically restricted, must follow every lawful expressed policy of the Authority and must not allow their own personal or political opinions to interfere with their work.

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RELATIONSHIPS

4.1 COUNCILLORS

Employees are responsible to the Authority, through its senior managers. For some, their role is to give advice to Councillors and senior managers and all are there to carry out the Authority's work. Mutual respect between employees and Councillors is essential to good local government. Close personal familiarity between employees and individual Councillors can damage the relationship and prove embarrassing to other employees and Councillors and should therefore be avoided.

4.2 THE LOCAL COMMUNITY AND SERVICE USERS

Employees should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community, as defined by the policies of the Authority.

4.3 CONTRACTORS

Employees should make known to their Line Manager any relationships of a business or private nature with external contractors, or potential contractors. Orders and contracts must be awarded on merit, by fair competition against other tenders, and no special favour should be shown to businesses by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.

Employees who engage or supervise contractors or have any other official relationship with contractors and have previously had or currently have a relationship in a private or domestic capacity with contractors, should declare that relationship to their Line Manager.

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**APPOINTMENT OF STAFF AND OTHER EMPLOYMENT
MATTERS**

- 5.1 Employees involved in appointments of staff should ensure that these are made on the basis of merit. It would be unlawful for an employee to make an appointment which was based on anything other than the ability of the candidate to undertake the duties of the post. In order to avoid any possible accusation of bias, employees should not be involved in an appointment where they are related to an applicant, or have a close personal relationship outside work with him or her.
- 5.2 Similarly, employees should not be involved in decisions relating to discipline, promotion or pay adjustments for any other employee who is a relative, partner etc.

PERSONAL INTERESTS

- 6.1 Employees should not subordinate their duty to the Authority to their private interests or place themselves in a position where duty and private interest may conflict.
- 6.2 All employees should be clear about their contractual obligations and should disclose any personal interests [either financial or non-financial] that could actually or potentially conflict with the Authority's interests or which others may deem to affect the employee's impartiality in any matter relating to their duties. Such interests might include :
- taking outside work or giving professional advice, whether paid or unpaid, which could conflict with or have an impact on the Authority's work or interests;
 - involvement with an organisation receiving grant-aid from the Authority;
 - membership of a National Health Service Trust Board;
 - involvement in any organisation or pressure group which may seek to influence the Authority's policies;
 - any pecuniary interest [whether direct or indirect] in contracts let by the Authority.

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- 6.3 The Authority will not preclude employees from undertaking additional employment providing that it does not, in the view of the Authority, conflict with or react detrimentally to the Authority's interests or in any way weaken public confidence in the conduct of the Authority's business.
- 6.4 Employees on Scale SO1 and above, who wish to take outside work or give professional advice, whether paid or unpaid, in addition to their full-time employment with the Authority, must obtain the written approval of their Line Manager. A record of such work or advice should be kept in the Employee's Interests ~~Book~~ Register relating to outside work / advice provision.
- 6.5 Whilst part-time employees and those on Scale 6 and below do not need to obtain the approval of their Line Manager, they should, nonetheless, declare any other work they undertake, whether paid or unpaid, outside their employment with the Authority and record it in the Employee's Interests ~~Book~~ Register.
- 6.6 Employees should declare to their Line Manager or Director, membership of any organisation which is not open to members of the public who are not members of that organisation and requires members to make a commitment of allegiance and secrecy about the rules, membership or conduct of the organisation.

INTELLECTUAL PROPERTY

All inventions, creative writings and drawings created by an employee in the course of their normal duties or duties specifically assigned to them are the property of the authority.

EQUALITY ISSUES

All employees should ensure that policies relating to equality issues, as agreed by the Authority in its Equal Opportunities Policy, are complied with in addition to the requirements of the law. All members of the local community, customers and other employees have a right to be treated with fairness and equity.

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SEPARATION OF ROLES DURING TENDERING

- 9.1 Employees involved in the tendering process and dealing with contractors should be clear on the separation of client and contractor roles within the Authority. Senior employees, who have both a client and contractor responsibility, must be aware of the need for accountability and openness.
- 9.2 Employees in contractor or client units must exercise fairness and impartiality when dealing with all customers, suppliers, other contractors and sub-contractors.
- 9.3 Employees who are privy to confidential information on tenders or costs for either internal or external contractors should not disclose that information to any unauthorised party or organisation.
- 9.4 Employees contemplating a management buy-out should, as soon as they have formed a definite intent, inform their Line Manager and withdraw from the contract-awarding process
- 9.5 Employees should ensure that no special favour is shown to current or recent former employees or their partners, close relatives or associates, in awarding contracts to businesses run by them or employing them in a senior or relevant managerial capacity.

BRIBERY AND CORRUPTION

- 10.1 Employees must be aware that it is a serious criminal offence for them to receive or give any gift, loan, fee, reward or advantage for doing, or not doing, anything or showing favour, or disfavour, to any person in their official capacity.
- It is also a criminal offence to use a third party as a conduit to channel bribes to others.**
- 10.2 **The Council has an Anti-Bribery Policy, which must be read in conjunction with this Code of Conduct.**
- 10.3 Where it is proved that a gift or other consideration has been received by, paid to or given to an employee by a person holding or seeking to obtain a contract from the Authority, then the gift or other consideration shall be deemed to have given and received **in** breach of provisions of the Bribery Act ~~corruptly~~, unless the contrary is proved.

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- 10.4 ~~The corrupt receipt by an employee of an inducement or reward may render him/her liable to prosecution.~~
- 10.5 The law relating to the acceptance of inducements or rewards is set out in the Bribery Act 2010

The relevant acts are :-

- ~~• The Public Bodies Corrupt Practices Act 1889~~
- ~~• The Prevention of Corruption Act 1906 and 1916~~

~~Penalties on conviction, at the discretion of the court, are imprisonment or a fine, as well as disqualification from public office and loss of pension rights or both. Disqualification from professional bodies is also a possibility.~~

- 10.6 An employee's spouse's interests count as those of the employee [if he/she is living with the employee] but a partner's, son's or daughter's interests do not.

USE OF FINANCIAL RESOURCES

- 11.1 Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge of the Authority.

HOSPITALITY AND GIFTS

- 12.1 When offered any form of hospitality or gift, employees must be aware of the possibility of such actions affecting or being seen to affect their judgment when official dealings with the donor or potential donor takes place **and the potential risk of falling foul of the Anti-Bribery Policy.** Employees must ensure that any hospitality or gift is not of a level or amount which would lead to any reasonable person to believe that the employee might be influenced.
- 12.2 Employees should only consider acceptance of any offer of hospitality or a gift where the employee regards it as normal and reasonable.

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“Normal and reasonable” is defined for this purpose as no more than the Authority would be prepared to offer in the equivalent circumstances. Employees should only accept offers of hospitality if there is a genuine need to impart information or represent the Authority in the community.

When receiving authorised hospitality, employees should be particularly sensitive as to its timing in relation to decisions which the Authority may be taking affecting those providing the hospitality.

12.3 Examples of hospitality which would be considered reasonable are :-

- i. Up to three working meals;
- ii. One non-working meal;
- iii. Attending a professional function as a member of a profession;
- iv. Attending purely social or sporting functions only when these are part of the life of the community or where the Authority should be seen to be represented and they should be properly authorised and recorded.
- v. Attendance at conferences and courses where the hospitality is clearly of a corporate nature, where authority in advance has been obtained, and where no purchasing decisions are compromised.

12.4 When hospitality has to be declined, those making the offer should be courteously but firmly informed of the official code of conduct operating within the Authority.

Where visits to inspect equipment, etc. are required, employees should ensure that the Authority meets the costs of such visits to avoid jeopardising the integrity of subsequent purchasing decisions.

12.5 Gifts and favours should not be accepted, other than items of very small intrinsic value and then only if it bears the Company's name or insignia and can thus be regarded as being in the nature of advertising matter. All offers of personal favours such as specially discounted goods or buying at trade prices must be rejected unless the offer is open to all staff employed by the Authority. Gifts considered reasonable would be, for example, pens, notepads, calendars and diaries.

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- 12.6 If when making personal purchases, a Council contractor is identified as the best source of supply, then employees must ensure that a priced V.A.T. invoice is raised and that a receipt is issued by the contractor as proof of payment.
- 12.7 If any doubt remains in the employee's mind as to whether an offer of hospitality or a gift is acceptable, the matter should be discussed immediately with their Line Manager for guidance on whether the offer is normal and reasonable.

In reaching a decision, the following will be taken into consideration:

- The value and nature of the offer
 - Could you explain the gifts/hospitality to somebody else?
 - Is it socially acceptable and not lavish or extravagant?
 - Does it feel right?
 - Will you be influenced by this gift/hospitality?
 - How would others perceive it?
 - Would they perceive that you might be influenced by such gifts/hospitality?
 - Could you reciprocate that which is being offered? If the answer is no, then there is a risk that this could be interpreted as an attempt to influence.
- 12.8 All gifts and hospitality offered, whether accepted or not, must be entered in the Employees' Interests Book Register.

SPONSORSHIP - GIVING AND RECEIVING

- 13.1 Where an outside organisation wishes to sponsor or is seeking to sponsor a Local Government activity whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.
- 13.2 Where the Authority wishes to sponsor an event or service, neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to their Line Manager of any such interest. Similarly, where the Authority through sponsorship, grant aid, financial or other means, gives support in the community, employees should ensure that impartial advice is given and that there is no conflict of interest involved.

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EMPLOYEES' INTERESTS BOOKS REGISTER

- 14.1 The Employees' Interests ~~Books~~ Register will be maintained by the Information Management Team
- 14.2 Officers are expected to make suitable entries in the ~~Books~~ Interests Register in respect of the following :-
- i. All gifts/hospitality or inducements offered to them, whether accepted or not - see 6.2;
 - ii. Involvement with any organisation of the type described in 6.2;
 - iii. Any pecuniary interest [whether direct or indirect] in contracts led by the Authority;
 - iv. Any outside employment taken or professional advice offered, paid or unpaid, undertaken by an officer - see 6.4 and 6.5;
 - v. Membership of an organisation, as described in 6.6.
- 14.3 Failure to fully register any of the matters outlined above will be a disciplinary matter.

APPENDIX

RBC approved Whistle Blowing Policy

END.

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Overview and Scrutiny Committee

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MINUTES

Present:

Councillor Phil Mould (Chair), Councillor Mark Shurmer (Vice-Chair) and Councillors Peter Anderson, Andrew Brazier, Simon Chalk, Andrew Fry, Bill Hartnett, Gay Hopkins, Brenda Quinney and Alan Mason

Also Present:

Councillors Michael Braley, Juliet Brunner, David Bush, Mike Chalk, Carole Gandy, Malcolm Hall and Jinny Pearce.

Officers:

S Hanley, J Pickering, G Revans and S Morgan and I Westmore

Overview and Scrutiny Support Officers:

J Bayley and M Craggs

142. APOLOGIES AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor Luke Stephens.

As all Councillors had been invited to attend the meeting apologies were also received on behalf of Councillors Robin King and Wanda King.

143. DECLARATIONS OF INTEREST AND OF PARTY WHIP

There were no declarations of interest nor of party whip.

144. MINUTES

RESOLVED that

the minutes of the Committee meeting held on Tuesday, 29th November 2011 be confirmed as a correct record and signed by the Chair.

.....
Chair

Overview and Scrutiny Committee

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145. BUDGET SETTING 2012/13

The Committee received a presentation which outlined the revenue and capital budget bids that had been submitted for 2012/13. Members had the opportunity to seek further information about any of the bids and about how they had each been determined by the relevant Director and Head of Service as either a high, medium, or low priority for Council funding. It was at the Committee's discretion whether to eventually recommend that any of the individual bids be re-classified as a funding priority if they felt this was suitable. Officers confirmed that the Council would not bear the full costs of joint bids if any of these were rejected by Bromsgrove District Council.

Regarding the revenue bid for an Energy Advisor, Members suggested that Officers might wish to explore whether the expertise of outside agencies could be utilised to support the Council's future performance in this area and also how the staff resource for this area would be managed across the two Councils.

Concern was raised regarding the capital bid to improve the footpaths in Morton Stanley Park. Members suggested that improvements could be made in a more cost-effective manner than by implementing the proposals included in the bid.

Members queried whether it was suitable for the Council to continue to contribute funding to the events programme for the Morton Stanley Park Festival. Officers explained that attracting private sponsorship to support the Festival was certainly important to help sustain its success. However the Council needed to continue making its own contribution to ensure that the Festival was sufficiently funded.

The Committee was informed that the Council had recently received a response from the Government regarding the consultation on the localisation of the Non-Domestic Rates. Each district local authority was now to receive around 80% of the rates, with the remaining 20% going to the County Council. The allocation of the business rates had therefore arranged from the initial proposals. It was also confirmed that there would still be a 10% reduction in Council Tax benefit. However, the Council would now be able to share the financial liability with neighbouring authorities.

RECOMMENDED that

the priority levels for the revenue and capital bids be supported subject to the following amendments:

Overview and Scrutiny Committee

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- i) the bid for improvement to footpaths in Morton Stanley Park be removed
- ii) the bid for the Energy Advisor be deferred to allow Officers to obtain additional information and report back to the Committee; and

RESOLVED that

the report be noted.

The Meeting commenced at 6.00 pm
and closed at 7.03 pm

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ADVISORY PANELS, WORKING GROUPS, ETC - UPDATE REPORT

Relevant Portfolio Holder	Cllr Michael Braley, Portfolio Holder for Corporate Management
Relevant Head of Service	Claire Felton, Head of Legal, Equalities and Democratic Services
Non-Key Decision	

1. SUMMARY OF PROPOSALS

To provide, for monitoring / management purposes, an update on the work of the Executive Committee's Advisory Panels, and similar bodies which report via the Executive Committee.

2. RECOMMENDATIONS

The Committee is asked to RESOLVE that

subject to Members' comments, the report be noted.

3. UPDATES**A. ADVISORY PANELS**

	<u>Meeting :</u>	<u>Lead Members / Officers :</u> (Executive Members shown <u>underlined</u>)	<u>Position :</u> (Oral updates to be provided at the meeting by Lead Members or Officers, if no written update is available.)
1.	Climate Change Advisory Panel	Chair: <u>Cllr B Clayton</u> / Vice-Chair: Cllr Hopkins Kevin Dicks / Ceridwen John	Next meeting – 7th February 2012.
2.	Economic Advisory Panel	Chair: <u>Cllr Pearce</u> / Vice-Chair: Cllr Bush John Staniland / Georgina Harris	Next Meeting – 6th February 2012.

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3.	Housing Advisory Panel	Chair: <u>Cllr B Clayton</u> / Vice-Chair: Cllr Brazier Liz Tompkin	Next meeting – 22nd March 2012.
4.	Planning Advisory Panel	Chair: <u>Cllr Pearce</u> / Vice-Chair: Cllr R Hill John Staniland / Ruth Bamford	Next meeting – 7th February 2012

B. OTHER MEETINGS

5.	Constitutional Review Working Party	Chair: <u>Cllr Gandy</u> / Vice Chair: Cllr Braley Steve Skinner	Last meeting – 19th January 2012 Next meeting – 27th February 2012
6.	Member Support Steering Group	Chair: Cllr <u>Brunner</u> / Vice-Chair: Cllr Braley Steve Skinner / Trish Buckley	Last meeting – 27th October 2011
7.	Grants Panel	Chair: Cllr <u>Chance</u> / Vice Chair: Cllr Braley Angie Heighway	Last meeting – 7th September 2011.
8.	Procurement Group	Chair: Cllr <u>Braley</u> / Vice-Chair: Cllr Anderson Jayne Pickering / Teresa Kristunas	Last meeting – 8th September 2011.
9.	Independent Remuneration Panel	Chair: <u>Mr R Key</u> / Sheena Jones (WDC) / Trish Buckley	Last meeting – 10th November 2011.

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22. APPENDICES

None.

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ACTION MONITORING

Portfolio Holder(s) / Responsible Officer	Action requested	Status
27th January 2010		
Cllr Gandy / R Dunne	Single Equalities Scheme Members requested that a report/action plan be submitted to a future meeting of the Committee or Council detailing what the Council, as Community Leader, expected to receive in terms of education provision for the Borough and its children and young people.	Officers to update at future meeting. The LSP action plan in respect of this issue is under consideration at present.
21st May 2011		
M Braley / T Kristunas	Review of Lease - 21 and 21a Salters Lane Officers to prepare a report on a policy regarding the granting of concessionary rents.	Policy to be submitted to a future meeting for approval by Council by April 2012.
13th September 2011		
M Braley / T Kristunas	Write-Off of Debts - Monitoring Report Councillor Derek Taylor was invited to meet with Officers to discuss the action that was taken by the Council to manage bad debt and Officers undertook to provide Councillor Carole Gandy with further detail on the liquidation / winding up write-offs for non-domestic rates.	Information forwarded to Cllr Gandy. Cllr Taylor contacted regarding a meeting with Officers.

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B Clayton / L Tompkin / E Cartwright	Overview and Scrutiny Committee In respect of Minute 65 (Private Sector Home Support Service – Post Scrutiny) it was noted that consideration of the recommendations from the Committee was pending a further report and business case for the proposals outlined in the report to the Overview and Scrutiny Committee.	Report due to be submitted to the Committee on 21st February 2012.
M Braley / T Kristunas	Review of Lease - Unit 1, Matchborough Centre Alongside consideration of the terms of the lease Members requested that a policy be developed to determine appropriate rents for voluntary sector organisations.	See note for Review of Lease - 21 and 21a Salters Lane
6th December 2011		
M Braley / T Kristunas	Quarterly Monitoring of the Benefits Service Improvement Plan Officers to provide a breakdown on reporting of counter fraud to Councillor Derek Taylor.	
M Braley / T Kristunas	Sickness Absence Performance and Health Housing and Environmental services to have targets set to allow comparison with similar businesses in the private sector.	
<u>Note:</u>	<i>No further debate should be held on the above matters or substantive decisions taken, without further report OR unless urgency requirements are met.</i>	Report period: 13/01/09 to 10/01/12