

**WORCESTERSHIRE DISTRICT COUNCILS AND COUNTY COUNCIL**

**WORCESTERSHIRE REGULATORY SERVICES**

**MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE**

THURSDAY 22ND NOVEMBER 2012, AT 6.00 P.M.

THE COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE,  
BROMSGROVE

**SUPPLEMENTARY DOCUMENTATION**

The attached papers (Agenda Item 4a) were due to be tabled at the meeting. (Agenda Items 8 and 9) were specified as "to follow" on the Agenda previously distributed relating to the above mentioned meeting.

- 4a Appendix 1 - LEP Business Charter (Pages 1 - 2)
- 8. Worcestershire Regulatory Services Financial Monitoring Report (Pages 3 - 10)
- 9. Worcestershire Regulatory Services Budget 2013 / 2014 (Pages 11 - 18)

K. DICKS  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

16th November 2012

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**Worcestershire**  
Local Enterprise Partnership



## REGULATORY AND BUSINESS PARTNERSHIP CHARTER

### Partnership Charter

**This is a charter agreed by local authorities, national regulators and the business community within the Worcestershire Local Enterprise Partnership area.**

The partners are committed to working together to provide a regulatory environment that promotes success in business whilst continuing to provide public protection.

Local authorities and national regulators will work in collaboration and align their service to deliver the following aims: We will work together to:

1. Provide support for business through a programme of advice and through participating in Primary Authority.<sup>1</sup>
2. Create an environment where businesses feel confident to seek advice from a regulator.
3. Take ownership of any enquiry made to us by business until a satisfactory response is made. Make advice about regulation accessible to business through a website/phone app single point of contact.
4. Ensure that all service delivery staff are competent and adopt a professional attitude when engaging with business. Consistency seminars will be provided to ensure that regulation is applied fairly and effectively across the LEP and to improve business understanding among staff.
5. Take a risk based approach to all compliance and enforcement activities, with earned recognition for businesses that can demonstrate effective controls.
6. Improve transparency by publishing our approach to compliance and enforcement that explains what the regulator will do and why.
7. Consult with local businesses to shape service delivery and develop innovative regulatory approaches that promote business success.
8. Be accountable to business, giving them confidence to make comment and criticism through the proposed LEP feedback mechanism.

<sup>1</sup> Primary Authority<sup>1</sup> is a scheme run by the Better Regulation Delivery Office that allows businesses to work with one local authority to agree a consistent approach to regulation across the UK.



## The Local Enterprise Partnership will encourage the business community to:

1. Access regulatory advice by asking any regulator a question or through the one stop web/phone app.
2. Be confident in approaching regulators for advice without fear of enforcement activity.
3. Use the proposed LEP feedback mechanism to provide feedback, good and bad, after interactions with regulators.
4. Build a positive relationship with regulators that improves compliance amongst the business community and supports business growth within the LEP area.
5. Acknowledge the contribution made by regulators and support positive publicity when there are improvements in business engagement and regulatory services.
6. Help other businesses to succeed through participating in a business mentor scheme.
7. Engage in business and regulator forums and other opportunities, to shape regulation delivery in the LEP area.

Page 27

Worcestershire LEP, Worcestershire Partnership and Worcestershire Local Authorities have a parallel Planning Charter to shape a business friendly planning system and culture which supports business growth. Delivering both Planning and Regulatory Charters together will ensure co-ordinated, simplified and constructive help to businesses as they establish, develop and grow.

[www.wlep.co.uk](http://www.wlep.co.uk)

For business advice or support ring **01905 346180**

[www.worcsgservices.gov.uk](http://www.worcsgservices.gov.uk)

For business advice or support ring **01905 822799**

[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

[www.employment-advice-bureau.co.uk](http://www.employment-advice-bureau.co.uk)

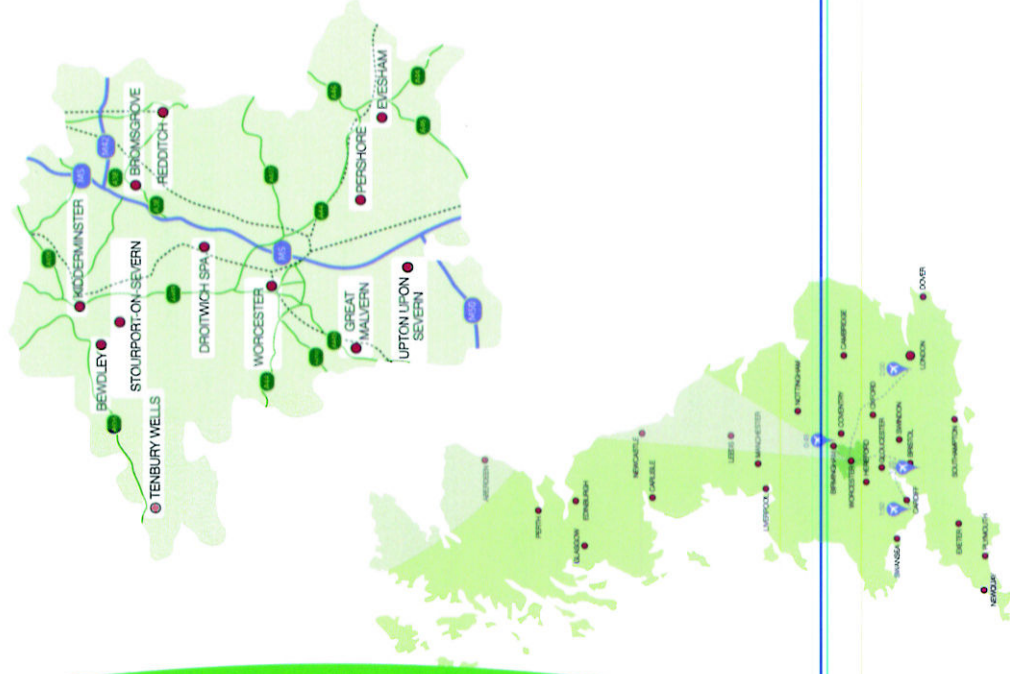
[www.hwfire.org.uk](http://www.hwfire.org.uk)

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

[www.acas.org.uk](http://www.acas.org.uk)



## Worcestershire - A central location



## Joint Committee 22nd November 2012

### WORCESTERSHIRE REGULATORY SERVICES BUDGET MONITORING APRIL – SEPTEMBER 2012

#### Recommendation

It is recommended that the Joint Committee:

- 1.1 Consider and note the financial position for the period April – September 2012

#### Contribution to Priorities

The robust financial management arrangements ensure the priorities of the service can be delivered effectively.

#### Introduction/Summary

This report presents the financial position for Worcestershire Regulatory Services for the period April – September 2012.

#### Background

The approved budget for 2012/13 is £5.626m. This is a reduction on the revised 2011/12 budget of £6.008m and reflects a 22.57% reduction from the original participating Councils 2010/11 budgets.

Monthly financial reports are presented for consideration by the Management Board with a quarterly report considered by the Joint Committee.

#### Report

##### Revenue Monitoring

The detailed revenue report is attached at Appendix 1. This shows a current underspend of £49k (to the end of September) and a predicted year end saving of £113k. This underspend is mainly due to :

- A number of vacant posts within the service together with savings resulting from maternity leave. The underspend is offset by the costs associated with additional agency staff being used to cover the vacancies and to backfill for those staff that have been seconded to support the service transformation project.
- Costs associated with additional work for partners, e.g. bereavement charges will be offset by additional income received.
- Any grant funded expenditure is shown separate to

the core service costs as this is not funded by the participating Councils.

### Capital / New systems

As members are aware the new management information system has been agreed and implementation is currently underway.

The initial budget of £1.538 was funded with contributions from partners of £1.268m and £270k funded from external grants.

Appendix 2 details the revised allocation of the costs associated with the project management and scheme implementation. This reflects a saving to the original estimated expenditure of £282k which results in a reduction in the planned charges to be made to the participating Councils.

Officers are currently reviewing the costs associated with software license costs already funded by WRS relating to the current systems in place. Any savings that can be made will offset the future system revenue costs as shown at Appendix 2 of £158k.

### **Financial Implications**

None other than those stated in the report

### **Sustainability**

None as a direct result of this report

### **Contact Points**

Jayne Pickering – 01527-881400

### **Background Papers**

Detailed financial business case

	Full year Budget 2012/13	Budget Apr -Sept 12 2012/13	Actual Apr -Sept 12 2012/13	Variance Apr -Sept 12 2012/13	Projected outturn 2012/13	Projected Outturn Variance 2012/13
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Direct Expenditure</b>						
Employees						
Salary	4,124	2,060	1,940	-120	3,888	-236
Agency Staff	3	1	27	27	160	157
Recruitment	0	0	0	0	0	0
Subscription	2	1	8	7	10	8
Training	2	1	1	0	2	-0
Employee Insurance	19	10	10	0	19	0
<b>Sub-Total - Employees</b>	<b>4,150</b>	<b>2,072</b>	<b>1,986</b>	<b>-87</b>	<b>4,080</b>	<b>-70</b>
<b>Premises</b>						
Rent	88	44	35	-9	70	-18
Room Hire	3	2	0	-1	3	0
Business Rates	35	35	38	3	38	3
TCleaning	10	4	4	0	10	-0
W Repairs & Maintenance	4	1	1	-0	3	-1
Q Service Charges	17	8	5	-2	11	-6
UTSecure Storage	17	8	9	1	17	0
Utilities	18	3	2	-0	18	0
Water & Sewerage Services	2	1	1	-0	2	-0
<b>Sub-Total - Premises</b>	<b>194</b>	<b>104</b>	<b>95</b>	<b>-9</b>	<b>172</b>	<b>-22</b>
<b>Transport</b>						
Vehicle Hire	12	4	4	-0	11	-0
Vehicle Fuel	7	3	3	-0	7	0
Tyres	0	0	0	0	0	0
Road Fund Tax	1	1	1	0	1	0
Vehicle Insurance	3	1	1	0	3	0
Vehicle Maintenance	2	1	1	0	2	0
Car Lease	7	4	4	0	5	-2
Car Allowances	183	91	94	3	183	-1
Public Transport	0	0	0	0	0	0
<b>Sub-Total - Transport</b>	<b>215</b>	<b>105</b>	<b>109</b>	<b>4</b>	<b>212</b>	<b>-3</b>
<b>Supplies and Services</b>						
Furniture & Equipment	46	12	11	-1	44	-2
Test Purchases	12	1	0	-1	11	-1
Clothes, uniforms and laundry	5	1	1	-0	4	-1
Printing & Photocopying	27	9	6	-2	23	-4
CRB Checks (taxi)	28	14	14	-0	28	0
Publications	10	3	4	1	8	-2

Underspend is due to Vacancies, Secondments, LTS, Maternity Agency staff recruited during transformation / vacancies

	Full year Budget 2012/13	Budget Apr -Sept 12 2012/13	Actual Apr -Sept 12 2012/13	Variance Apr -Sept 12 2012/13	Projected outturn 2012/13	Projected Outturn Variance 2012/13
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Direct Expenditure</b>						
Postage	12	4	4	0	12	0
ICT	69	30	72	42	71	2
Legal Costs	7	0	0	-0	6	-0
Telephones	41	20	18	-2	38	-3
Training & Seminars	60	16	15	-1	94	34
Car Parking & Subsistence	0	0	0	0	0	0
Insurance	20	12	12	0	20	0
Miscellaneous Expenses	1	0	1	0	2	1
Third Party Payments						
Support Service Recharges	250	125	125	0	250	0
Customer Services Hub	50	25	25	0	50	0
Audit	10	5	5	0	10	0
<b>Sub-Total - Supplies &amp; Service</b>	<b>647</b>	<b>278</b>	<b>313</b>	<b>35</b>	<b>672</b>	<b>24</b>
<b>Contractors</b>						
Dog Warden	145	73	73	0	145	0
Pest Control	40	20	25	5	55	15
Analytical Services - Trading Stan						
Trading Standards	95	48	48	0	95	0
Licensing	8	1	1	-0	6	-1
Other	14	3	3	-0	14	0
contractors/consultants	18	1	1	0	18	0
Water Safety	5	3	3	0	5	0
Food Safety	8	1	0	-1	6	-2
Health & Safety	2	0	0	-0	1	-0
Environmental Protection	33	11	26	16	50	17
Taxi Tests	31	13	13	0	31	0
Grants / Subscriptions	14	9	12	3	17	3
Advertising	11	2	1	-1	10	-1
Publicity & Promotions	2	0	0	0	2	0
CRB Checks	0	0	0	0	0	0
<b>Sub-Total</b>	<b>423</b>	<b>184</b>	<b>206</b>	<b>22</b>	<b>455</b>	<b>32</b>
<b>Income</b>						
Income of £.17k received from Severn Trent for Sewer Baiting, offset in Income						
Bereavement / Works in Default to be charged to relevant partners						

Training programme agreed to be funded from 2011/12 underspend

Income of £.17k received from Severn Trent for Sewer Baiting, offset in Income

Bereavement / Works in Default to be charged to relevant partners



	Full year Budget 2012/13	Budget Apr -Sept 12 2012/13	Actual Apr -Sept 12 2012/13	Variance Apr -Sept 12 2012/13	Projected outturn 2012/13	Projected Outturn Variance 2012/13
	£'000	£'000	£'000	£'000	£'000	£'000
<b>Direct Expenditure</b>						
Car Lease Contributions / Training Courses / Bereavement / Works in Default / Sewer Baiting etc	-3	-1	-15	-13	-41	-38
Training Reserve From 2011/12			0	0	-35	-35
<b>Sub-Total</b>	<b>-3</b>	<b>-1</b>	<b>-15</b>	<b>-13</b>	<b>-76</b>	<b>-73</b>
<b>Total</b>	<b>5,626</b>	<b>2,742</b>	<b>2,693</b>	<b>-49</b>	<b>5,513</b>	<b>-113</b>

Percentage saving from original budget £7,181 in 2010-11

23.23%

Grant Funded Spend	Spend to Sept'12	Remaining Balance	Funded By
Nutrition For Older People	1		16 Primary Care Trust
Health & Well Being	0		48 Primary Care Trust
DEFRA Grant - Smallwood Cadmium	0		2 DEFRA
DEFRA Grant - Maripool Drive	10		19 DEFRA
DEFRA	0		22 DEFRA
Food Hygiene Rating System	6		11 Food Standards Agency
			Grant claimed after completion of project

Grant Income	-17
<b>Total</b>	<b>119</b>

Notes:-

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Capital Asset/ Investment description	Initial / One off cost Budget - 12/13 £'000	Actual to Sept'12 12/13 £'000	Variance 12/13 £'000	Initial / One off cost Budget - 13/14 £'000
<b>ICT - Capital</b>				
Software Licences (break down into individual modules if appropriate)	96		-96	
Software	50		-50	
Mobile Working Devices	0		0	120
Hardware required including implementation (e.g. servers onsite or hosted - please describe)	110		-110	
Modifications and software customisation	0		0	14
Systems integration and interface development (cost per interface if possible on separate lines)	7		-7	3
Data Cleansing / Transfer	230		-230	99
<b>Sub-Total Capital</b>	<b>493</b>	<b>0</b>	<b>-493</b>	<b>236</b>
<b>ICT - Revenue (one off only)</b>				
Project Management / Hosting	65	20	-45	65
Training for end users	0		0	19
<b>Sub-Total Revenue</b>	<b>65</b>	<b>20</b>	<b>-45</b>	<b>84</b>
<b>Total</b>	<b>558</b>	<b>20</b>	<b>-538</b>	<b>320</b>
<b>RIEP Funding to be drawn down</b>	<b>75</b>	<b>20</b>	<b>-55</b>	<b>76</b>
<b>Total to be funded by partners</b>	<b>483</b>	<b>0</b>	<b>-483</b>	<b>244</b>

Partner Transformation Project Contributions - Based on Business Case at Budget	Total Contribution 12-13 £	Total Contribution 13-14 £	Annual Revenue Funding Requirement per year for 2 years £	Partner Savings %	Partner Contribution %
Bromsgrove	53	27	9	31	11.05%
Worcs City	54	27	9	31	11.11%
Worcs County	143	72	23	83	29.58%
Malvern Hills	46	23	8	27	9.58%
Redditch	55	28	9	32	11.31%
Wychevon	80	40	13	47	16.55%
Wyre Forest	52	26	9	31	10.82%
<b>Total</b>	<b>483</b>	<b>244</b>	<b>79</b>	<b>282</b>	<b>100.00%</b>

	£	
<b>Budget as per Business Case</b>	<b>1,538</b>	
<b>Funded by:-</b>		
Spend 2010/11 - Funded by partners	101	
Spend 2011/12 - Funded by RIEP	119	
Annual Revenue Funding Requirement From Partners	158	@ £79k per year over 2 years
Initial / One Off Funding Requirement From Partners	727	
RIEP Funding to be drawn down	151	
<b>Total Project</b>	<b>1,256</b>	
<b>Savings</b>	<b>282</b>	

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**Joint Committee**  
**22<sup>nd</sup> November 2012**

**WORCESTERSHIRE REGULATORY SERVICES BUDGET 2013/4**

**Recommendation**

It is recommended that the Joint Committee:

- 1.1 Approve the proposed revenue budget 2013/14 of £5.626m.
- 1.2 Approve the proposed capital budget 2013/14 of £244k

**Contribution to Priorities**

The robust financial management arrangements ensure the priorities of the service can be delivered effectively.

**Introduction/Summary**

This report presents the proposed revenue and capital budgets for 2013/14 for approval by the Joint Committee.

**Background**

As defined in the legal agreement the revenue and capital budgets require approval by the end of November for any financial year.

The WRS Management Board have considered the proposed budget for 2013/14 and would recommend its approval to Members. Due to consideration of future years financial savings in a separate report this meeting it is proposed that only a one year budget be approved.

**Report**

Revenue Budget 2013/14

The current revenue budget for 2012/13 is £5.626m. This is a reduction on the revised 2011/12 budget of £6.008m and reflects a 22.57% reduction from the original participating Councils 2010/11 budgets. This exceeds the initial level of 15% and is due mainly to reduction in accommodation charges together with further restructures that have been implemented over the last 12 months.

It is proposed that the budget for 2013/14 remains at £5.626m. This will ensure that the service can recruit to the





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**Full year  
Budget  
2013/14**

**REVENUE****Direct Expenditure**

£'000

## Employees

Salary	4,124
Agency Staff	3

Recruitment	0
Subscription	2
Training	2
Employee Insurance	19

**Sub-Total - Employees** 4,150

**Premises**

Rent	88
Room Hire	3
Business Rates	35
Cleaning	10
Repairs & Maintenance	4
Service Charges	17
Secure Storage	17
Utilities	18
Water & Sewerage Services	2

**Sub-Total - Premises** 194

**Transport**

Vehicle Hire	12
Vehicle Fuel	7
Tyres	0
Road Fund Tax	1
Vehicle Insurance	3
Vehicle Maintenance	2
Car Lease	7
Car Allowances	183
Public Transport	0

**Sub-Total - Transport** 215

**Supplies and Services**

Furniture & Equipment	46
Test Purchases	12
Clothes, uniforms and laundry	5
Printing & Photocopying	27
CRB Checks (taxi)	28
Publications	10
Postage	12
ICT	69
Legal Costs	7
Telephones	41
Training & Seminars	60
Car Parking & Subsistence	0
Insurance	20
Miscellaneous Expenses	1
Third Party Payments	0
Support Service Recharges	0

**Full year  
Budget  
2013/14**

**REVENUE****Direct Expenditure**

£'000

Customer Services Hub 50

Audit 10

**Sub-Total - Supplies & Service** 647**Contractors**

Dog Warden 145

Pest Control 40

Analytical Services - Trading Standards 95

Trading Standards 8

Licensing 14

Other 18

contractors/consultants

Water Safety 5

Food Safety 8

Health &amp; Safety 2

Environmental Protection 33

Taxi Tests 31

Grants / Subscriptions 14

Advertisng 11

Publicity &amp; Promotions 2

CRB Checks 0

**Sub-Total** 423**Income**

Car Lease Contributions / -3

Training Courses /  
Bereavement / Works in  
Default / Sewer Baiting etcTraining Reserve From  
2011/12**Sub-Total** -3**Total**5,626

Capital Asset/ Investment description	Budget - 12/13 £'000	Budget - 13/14 £'000	Revenue System Budget 2014/15
<b>ICT - Capital</b>			
Software Licences (break down into individual modules if appropriate)	96		
Software	50		
Mobile Working Devices	0	120	
Hardware required including implementation (e.g. servers onsite or hosted - please describe)	110		
Modifications and software customisation	0	14	
Systems integration and interface development (cost per interface if possible on separate lines)	7	3	
Data Cleansing / Transfer	230	99	
<b>Sub-Total Capital</b>	<b>493</b>	<b>236</b>	
<b>ICT - Revenue (one off only)</b>			
Project Management / Hosting	65	65	
Training for end users	0	19	
<b>Sub-Total Revenue</b>	<b>65</b>	<b>84</b>	
<b>Annual Software License etc</b>			
Software Licences		12	12
Other Licences		8	8
Hosting Costs		59	59
<b>Sub-Total Annual software license etc</b>	<b>0</b>	<b>79</b>	<b>79</b>
<b>TOTAL FUNDING REQUIRED</b>	<b>558</b>	<b>399</b>	<b>79</b>
<b>RIEP Funding to be drawn down</b>	<b>75</b>	<b>76</b>	
<b>TOTAL TO BE FUNDED BY PARTNERS</b>	<b>483</b>	<b>323</b>	<b>79</b>

Partner Transformation Project Contributions - Based on Business Case at Budget	Total Contribution 12-13 £'000	Total Contribution 13-14 £'000	Annual Revenue Funding Requirement 2014/15 £'000	Partner Savings %	Partner Contribution %
Bromsgrove	53	36	9	31	11.05%
Worcs City	54	36	9	31	11.11%
Worcs County	143	96	23	83	29.58%
Malvern Hills	46	31	8	27	9.58%
Redditch	55	37	9	32	11.31%
Wychavon	80	53	13	47	16.55%
Wyre Forest	52	35	9	31	10.82%
<b>Total</b>	<b>483</b>	<b>323</b>	<b>79</b>	<b>282</b>	<b>100.00%</b>

	£
<b>Budget as per Business Case</b>	<b>1,538</b>
<b>Funded by:-</b>	
Spend 2010/11 - Funded by partners	101
Spend 2011/12 - Funded by RIEP	119
Annual Revenue Funding Requirement 2014/15	79
Funding Requirement From Partners 2013/14	806
RIEP Funding to be drawn down	151
<b>Total Project</b>	<b>1,256</b>
<b>SAVINGS FROM ORIGINAL BUSINESS CASE</b>	<b>282</b>

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