



# **BROMSGROVE DISTRICT COUNCIL**

## **EXECUTIVE CABINET**

WEDNESDAY, 30TH NOVEMBER 2005  
AT 6.00 P.M.

COMMITTEE ROOM, THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors R. Hollingworth (Executive Leader), Miss D. H. Campbell JP, Mrs. J. M. L. A. Griffiths, Mrs. M. A. Sherrey JP, Mrs. C. J. Spencer, Mrs. M. M. T. Taylor and P. J. Whittaker

## **A G E N D A**

Council Agendas and Minutes are available on our website at [www.bromsgrove.gov.uk/meetings](http://www.bromsgrove.gov.uk/meetings)

1. To receive apologies for absence
2. Declarations of Interest
3. To confirm the Minutes of the Meeting of the Executive Cabinet held on 26th October 2005
4. Public Questions
5. To receive the Minutes of the Meeting of the Performance Management Board held on 10th November 2005
6. To receive the Minutes of the Meeting of the Tenders Committee held on 18th November 2005
7. To receive the Minutes of the Meeting of the Local Development Framework Working Group held on 25th October 2005
8. Issues arising from Overview and Scrutiny Committees
9. Business Case - Procurement
10. Audit Board Proposals and Terms of Reference
11. 2005 / 2008 Revised Strategic Audit Plan Year 1
12. Monitoring of the Revenue and Capital Budget 2005 / 2006

- 13. Recovery Action and Write-off Policies
- 14. Discretionary Rate Relief Review - National Non-Domestic Rates
- 15. Discretionary Rate Relief - Bromsgrove Arts Centre Trust
- 16. Grant Application - Amphlett Hall
- 17. To consider any other business, details of which have been notified to the Head of Legal and Democratic Services prior to the commencement of the Meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next Meeting
- 18. To consider, and if considered appropriate, to pass the following resolution to exclude the public from the Meeting during the consideration of an item of business containing exempt information: -

"RESOLVED: that under Section 100A(4) of the Local Government Act 1972, the public be excluded from the Meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of "Exempt Information" as defined in Part I of Schedule 12A to the Act, the relevant paragraph of that part being as set out below:-

<u>Item No.</u>	<u>Paragraph(s)</u>
19	1

- 19. Restructuring Update

S. NIXON  
Chief Executive

The Council House  
Burcot Lane  
BROMSGROVE  
Worcestershire  
B60 1AA

21st November 2005

# **BROMSGROVE DISTRICT COUNCIL**

## **MEETING OF THE EXECUTIVE CABINET**

Wednesday, 26th October 2005 at 6.00 p.m.

PRESENT: Councillors R. Hollingworth (Executive Leader), Mrs. M. M. T. Taylor (Deputy Executive Leader), B. L. Fuller C.B.E. Q.F.S.M., Mrs. J. M. L. A. Griffiths and P. J. Whittaker

Observer: Councillor N. Psirides

### 103/05 **MINUTES**

The Minutes of the Meeting of the Executive Cabinet held on 19th October 2005 were submitted.

**RESOLVED:** that the Minutes of the Meeting be approved and confirmed as a correct record.

### 104/05 **TENDERS COMMITTEE**

The Minutes of the Tenders Committee held on 4th October 2005 were submitted.

**RESOLVED:** that the Minutes of the Meeting be noted.

### 105/05 **MEMBER DEVELOPMENT WORKING GROUP**

The Minutes of the Meeting of the Member Development Working Group held on 24th October 2005 were submitted. Reference was made to the need to nominate a Member of the Executive Cabinet to attend the IDeA Leadership Academy Programme on the basis that a free place was available.

**RESOLVED:** that the Minutes be approved and adopted.

### 106/05 **FEEDBACK FROM SCRUTINY SEMINAR**

This item was withdrawn as the review of the scrutiny process had now been referred to the Scrutiny Committees for consideration in the first instance.

### 107/05 **REVISED STATEMENT OF ACCOUNTS 2003/2004**

Consideration was given to the revised Statement of Accounts for the financial year ended 31st March 2004. A number of adjustments had been made to the accounts following the audit examination. Following discussion it was

**RECOMMENDED:** that the Statement of Accounts for the year ended 31st March 2004 as amended following examination by the external auditor be noted and approved.

### 108/05 **SINGLE STATUS AND JOB EVALUATION**

Consideration was given to the report on the background to the 1997 Single Status Agreement and the implications for the Authority. Following discussion it was

**RESOLVED:**

(a) that the NJC Computerised Job Evaluation Scheme be used as the method for implementing Job Evaluation at the Authority; and

- (b) that a Joint Single Status Working Party, with equal officer and trade union representation be formed to implement Single Status and Job Evaluation across the Authority.

109/05 **MEMBER DEVELOPMENT PROGRAMME 2005/2006**

The report setting out the financial implications of the Member Development Programme for the period 1st October 2005 to 31st March 2006 was considered. It was

**RESOLVED:** that the Member Development Programme as detailed in the report be approved.

110/05 **BROMSGROVE TECHNOLOGY PARK - DESIGN GUIDE**

The Cabinet received a report on the Design Guide for the new Bromsgrove Technology Park which had been prepared by the Council, Advantage West Midlands and Central Technology Belt. The Cabinet acknowledged the importance of the document which would help to encourage and promote the evolution of a high status, technology based business park. Following discussion, it was

**RESOLVED:** that the Design Guide be approved as a material consideration when considering development proposals on the site and that all applications be judged against the principles of design and layout indicated within the Guide.

111/05 **HACKNEY CARRIAGE FARES**

The Cabinet considered a report on the issue of whether the Council's table of Hackney Carriage Fares should continue to be regarded as a table of fixed fares, or a table of maximum fares. A consultation had taken place with all Hackney Carriage owners. It was

**RESOLVED:** that in view of the result of the consultation with Hackney Carriage owners, the existing policy of regarding the Council's table of Hackney Carriage Fares as a table of fixed fares be re-affirmed.

112/05 **CONCESSIONARY FARES - COUNTYWIDE SCHEME PROPOSAL**

Consideration was given to a report on a proposal from Worcestershire County Council for the introduction of a Countywide Concessionary Fares Scheme which would also include free travel on journeys outside the County from 1st April 2006. Whilst the benefits of a Countywide Scheme were recognised, Members were concerned that the County Council appeared to require a commitment by all six Worcestershire Districts by 31st October 2005 despite the significant budgetary implications and the lack of information regarding the procurement and introduction of smart cards. Following discussion, it was

**RESOLVED:**

- (a) that the costs of the scheme be explored to enable the proposals to be fully costed and considered as part of the budget process for 2006/07; and
- (b) that the Chief Executive Officer be requested to write to Worcestershire County Council expressing this Council's concern over the timescale set for responses to the proposal and the failure to provide sufficient financial and project management information in a timely manner which would have enabled earlier consideration of the proposed scheme.

(NOTE:

- (i) Councillor B. L. Fuller declared a personal interest in this item as a holder of a concessionary travel pass.
- (ii) Councillor Mrs. M. M. T. Taylor declared a personal interest in this item as her husband was a holder of a concessionary travel pass.)

113/05

**LOCAL DEVELOPMENT SCHEME**

(The Chairman agreed to the consideration of this item as a matter of urgency as a decision was required thereon before the next ordinary meeting of the Executive Cabinet.)

It was reported that at the Meeting of the Local Development Framework Working Party on 25th October 2005, consideration had been given to the need to amend the existing Local Development Scheme by including an Area Action Plan for the former Rover site at Longbridge, together with changes to the timetable for the submission of key documents. It was necessary for the changes to be approved by Cabinet and by Council prior to submission to the Government Office for approval. Following discussion, it was

**RECOMMENDED:** that the Local Development Scheme be amended to include an Area Action Plan for Longbridge and an alteration to the timetable for the submission of certain key documents to the Government Office.

The Meeting closed at 6.25 p.m.

Chairman

# **BROMSGROVE DISTRICT COUNCIL**

## **MEETING OF THE PERFORMANCE MANAGEMENT BOARD**

Thursday, 10th November 2005, at 3.00 p.m.

PRESENT: Councillors G. N. Denaro, Mrs. J. Dyer M.B.E., B. L. Fuller C.B.E. Q.F.S.M., C. B. Lanham, P. M. McDonald, N. Psirides JP and E. C. Tibby (substituting for J. A. Ruck)

1/05 **ELECTION OF CHAIRMAN**

**RESOLVED:** that Councillor B. L. Fuller C.B.E. Q.F.S.M. be elected Chairman of the Board.

2/05 **ELECTION OF VICE-CHAIRMAN**

**RESOLVED:** that Councillor P. M. McDonald be elected Vice-Chairman of the Board.

3/05 **APOLOGY**

An apology for absence was received from Councillor J. A. Ruck.

4/05 **TERMS OF REFERENCE OF THE BOARD**

Members received and noted the Terms of Reference for the Board which had been agreed by the Executive Cabinet.

5/05 **FORWARD PLAN**

Members considered the Forward Plan for the Board, including the timetable for the submission of various policy, finance and performance reports and the frequency of future meetings.

During the discussion it was suggested that all Corporate Directors and Heads of Service should be available at the Council House on the days when the Board met in case they were required to attend for a particular item. The Assistant Chief Executive expressed his concern about the ability to administer such an arrangement and suggested that a pre-meeting between himself, the Chairman and Vice-Chairman, to consider each agenda would be helpful. The Assistant Chief Executive also suggested the development of a set of protocols for the Board to help establish the relationships between the Board, Portfolio Holders and officers.

Some Members felt that financial monitoring reports should be submitted monthly rather than quarterly so that any corrective action could be recommended in a timely manner. The Chairman acknowledged that although this was desirable, it was unrealistic at the moment. It was also suggested that Portfolio Holders/Heads of Service should be required to report progress on Service Business Plans on a quarterly basis and highlight and account for any problem areas with regard to their budgets. The Chairman also indicated that, on an annual basis, the Board would review the previous year and look forward.

The Assistant Chief Executive noted Members dislike of the information produced by Performance Plus and suggested a new format for reporting that was consistent with Audit Commission good practice and a strategic focus on around 50/60 performance indicators to be reported quarterly. The Assistant Chief Executive agreed to submit a proposed set of indicators to the next Meeting and to arrange for each Service Business Plan for 2006/2007 to also be submitted.

The Assistant Chief Executive also outlined a possible schedule of future meetings that would be consistent with the reporting requirements detailed in the Board's

PERFORMANCE MONITORING BOARD  
10th November 2005

Terms of Reference. Members asked the Assistant Chief Executive to formally submit a schedule of meetings and work programme for the Board for discussion at the next Meeting.

Following discussion, it was

RESOLVED:

- (a) that the next Meeting be held on Tuesday, 24th January 2006 at 2.00 p.m.;
- (b) that the Assistant Chief Executive, Chairman and Vice-Chairman have a pre-meeting to discuss the January agenda;
- (c) that a proposed schedule of meetings and work programme be submitted to the next meeting;
- (d) that Services' Business Plans for 2006/2007 be submitted to the January meeting;
- (e) that a set of protocols for the Board be submitted to the January meeting;
- (f) that a Top 50/60 indicators be submitted to the January meeting.

The Meeting closed at 3.50 p.m.

Chairman

# **BROMSGROVE DISTRICT COUNCIL**

## **MEETING OF THE TENDERS COMMITTEE**

Friday, 18th November 2005, at 10.00 a.m.

PRESENT: Councillors D. C. Norton (Chairman), R. Hollingworth (Vice-Chairman) and G. H. R. Hulett

05/05 **MINUTES**

The Minutes of the Meeting of the Tenders Committee held on 4th October 2005 were submitted.

**RESOLVED:** that the Minutes of the Meeting be approved and confirmed as a correct record.

06/05 **LOCAL GOVERNMENT ACT 1972**

**RESOLVED:** that, under Section 100A(4) of the Local Government Act 1972, the public be excluded from the Meeting during the consideration of the items of business the subject of the following Minutes on the grounds that they involve the likely disclosure of "Exempt Information" as defined in Part I of Schedule 12A to the Act, the relevant paragraphs of that part, in each case, being as set out below:-

<u>Minute No.</u>	<u>Paragraphs</u>
07/05	7, 8 and 9
08/05	7, 8 and 9

07/05 **TENDERS FOR DEPOT VEHICLES - CESSPOOL TANKER**

Following the opening of the tenders received, it was

**RESOLVED:** that officers be requested to evaluate the respective tenders and to report back the results to Members at a later date.

07/05 **TENDERS FOR DEPOT VEHICLES - REAR END LOAD REFUSE COLLECTION VEHICLES**

Following the opening of the tenders received, it was

**RESOLVED:** that officers be requested to evaluate the respective tenders and to report back the results to Members at a later date.

The Meeting closed at 10.20 a.m.



# **BROMSGROVE DISTRICT COUNCIL**

## **MEETING OF THE LOCAL DEVELOPMENT FRAMEWORK WORKING PARTY**

Tuesday, 25th October 2005 at 2.00 p.m.

PRESENT: Councillors Mrs. M. M. T. Taylor (Chairman), Mrs. J. Dyer M.B.E. (Vice-Chairman), G. N. Denaro, Mrs. K. M. Gall, G. H. R. Hulett, D. C. Norton, N. Psirides, C. J. Tidmarsh, C. J. K. Wilson and P. J. Whittaker (substituting for R. Hollingworth)

09/05 **APOLOGIES**

Apologies for absence were received from Councillors R. Hollingworth, Mrs. J. D. Luck, D. McGrath, J. A. Ruck and Mrs. M. A. Sherrey.

10/05 **MINUTES**

The Minutes of the Meeting of the Local Development Framework Working Party held on 7th June 2005 were submitted.

**RESOLVED:** that the Minutes of the Meeting be approved and confirmed as a correct record.

11/05 **LOCAL DEVELOPMENT SCHEME**

Members received a report on proposed changes to the Bromsgrove Local Development Scheme in view of the closure of the Rover factory at Longbridge and the need for an Area Action Plan for the site, together with changes to the timetable for the submission of certain key documents. It was noted that the final adoption date of the Core Strategy would remain the same. Following discussion, it was

**RECOMMENDED:** that the Local Development Scheme be amended to include the changes referred to in the report, and submitted to the Government Office for approval.

12/05 **LONGBRIDGE SITUATION**

Members gave consideration to the report relating to the long-term future of the section of the Longbridge site within the Bromsgrove District. The initial discussions which had taken place between a number of parties had led to the proposal to produce a long-term Action Plan to determine the future land uses of the entire Longbridge site.

Consideration was also given to the funding of the plan work required, and it was reported that some European Union funding had now been awarded to Birmingham City Council. A further report would be submitted to Members on any financial implications for this Authority.

The Working Party were fully appreciative of the urgent need to provide an appropriate land use framework for the redevelopment of the site and it was

**RESOLVED:**

- (a) that the need to revise the Local Development Scheme to include reference to an Area Action Plan for Longbridge be acknowledged; and
- (b) that the contents of the report be noted.

13/05 **STATEMENT OF COMMUNITY INVOLVEMENT**

Consideration was given to the report on representations received in response to the Statement of Community Involvement. It was noted that the Council would be

required to meet the costs of the assessment of the document by the Planning Inspectorate but that these would be reduced as there were no requests for a public examination. The costs could be met from within existing planning budgets. Following discussion, it was

**RESOLVED:**

- (a) that the report be noted; and
- (b) that Officers be authorised to respond to any additional comments made by objectors prior to the Statement of Community Involvement being assessed by the Planning Inspectorate.

14/05

**ANNUAL MONITORING REPORT**

Consideration was given to the report on the requirement for the Authority to provide an Annual Monitoring Report under the Planning and Compulsory Purchase Act 2004. It was noted that the report had to be submitted to the Government Office by 31st December 2005. It was requested that a draft report be circulated in advance to Members in order that comments could be submitted. It was

**RESOLVED:** that the report be noted.

15/05

**HOUSING SUPPLEMENTARY PLANNING DOCUMENTS**

Members received a presentation on the results of the informal consultation on two new Supplementary Planning Documents relating to managing housing and affordable housing in the District. Following discussion it was

**RESOLVED:** that the report be noted.

The Meeting closed at 3.15 p.m.

Chairman

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**30TH NOVEMBER 2005**

**Business Case - Procurement**

Responsible Portfolio Holder	Councillor Roger Hollingworth
Responsible Head of Service	Head of Financial Services

**1. Summary**

- 1.1. To seek approval from the Executive Cabinet on the proposals with regard to improvements to procurement within the Council.

**2. Recommendations**

- 2.1. It is recommended that Executive Cabinet:
- 2.1.1. endorse the proposals as set out in the report: and
  - 2.1.2. recommend to full Council the release of £11,933 of reserves in 2005/06 and £23,867 in 2006/07.

**3. Background**

- 3.1. Members will be aware of how important efficient Corporate Procurement is to the Council's top priority, that of Recovery. Everything the Council spends outside of payroll is in effect on procurement i.e. the purchase of goods and services necessary for the Council to deliver it's services. Efficiencies achieved by better procurement will therefore contribute significantly to the Council's recovery and also achieve savings required by the Gershon agenda.
- 3.2. Members will recall that within the Corporate Procurement Strategy approved and adopted by the Council during July 2005 there was a stated immediate objective of 'assessing and identifying the resource options for the future staffing of procurement activity.' It was further stated that 'this assessment should have due regard to the Shared Service objective.'
- 3.3. This business case has been produced to present the findings and subsequent recommendations of that assessment.

**4. Supporting research**

- 4.1. Research has been carried out in two distinct areas:
- a. Levels of procurement staff resources in similar authorities
  - b. Statistical and financial evidence from the procurement spending at Bromsgrove.

The results are as follows.

1. Within the County of Worcestershire only one authority, Worcester City, have dedicated full time procurement (outside of the County Council). Here the importance and benefits of procurement have been fully recognised and the authority is well on the way to implementing truly corporate and 'e' procurement. All others have only a part time resource, procurement being only part of an officer's wider responsibility. In these cases those involved all felt that this level of resource and the restrictions placed naturally upon it, would never reflect the true importance of procurement. They further felt they would experience severe difficulty in implementing corporate procurement or meeting the National Procurement Agenda.

Outside of Worcestershire our experience of Shire Districts is that where dedicated procurement resources are in place they tend to be at levels between 1.5 and 3 full time equivalent staff. These numbers are often supplemented temporarily during the initial implementation of corporate and 'e' procurement solutions.

2. The analysis of Bromsgrove District Councils revenue expenditure on procured items shows us that some £9.5m gross and £5.9m net (after removing items over which the Council has no choice e.g. the Inland Revenue). In addition capital expenditure in excess of £4m gross £1m net per annum (the larger sum including Section 106 and ring fenced Housing Capital monies) is undertaken. To date much of this expenditure has been undertaken in a variety of ways by a number of well meaning officers but with little corporate planning or co-operation.

The result has been duplication of effort, duplication of supplier use, loss of buying efficiencies or discounts available through bulk purchasing, excessive numbers of invoices and small value invoices. The following findings indicate the issue:

There are currently 3,558 suppliers on the creditors list.

- At the peak this year we were being asked to put up to 100 new creditors per week onto the system.
- Some 9,889 invoices for payment were processed in a year.
- 46% of those invoices were for less than 3% of the total spent (i.e. they totalled £178k)
- It costs in the region of £50 to process a payment (from procurement to payment).
- The average payment value of the 46% referred to above was £39 with some for as little as 99p.
- A 50% reduction in these invoices alone would generate efficiency savings in excess of £114k per annum . Whilst this is not a Gershon cashable saving it is never the less a realisable efficiency saving.

In order to address these issues two particular initiatives have been undertaken. The first is to introduce Government Procurement Cards and the second to use one supplier (West Mercia Supplies) for the majority of our standard office supplies.

In looking at the second of these initiatives we found that, using a standard range of goods, the possible price saving that could be achieved was on average over 40%. This implies £40k saving on every £100k we spend currently. Because of the variety of suppliers currently used it has not been possible to identify the exact annual spend that we are likely to make with West Mercia Supplies, what is clear however is that it is at least £50,000 on paper and stationery items alone. If we add to this figure the expenditure on such items as furniture, IT consumables, cleaning materials and the like, the spend is more likely to exceed £100,000 per annum. A price reduction of the magnitude indicated would release cashable Gershon savings of at least £40,000 and therefore it is this figure that is used later in this document to indicate the potential return on investment.

## 5. The issue

5.1. Quite simply the authority at this time does not have the dedicated expert resources to drive in these initiatives nor to deliver the other requirements of the Corporate Procurement Strategy and thus achieve the recovery plan.

## 6. The options

6.1. In order to find the appropriate option for the resolution of the issue stated above three have been studied. These are:

- Do nothing
- Recruit permanent staff
- Buy in expertise

The following table compares these options

<b>Option</b>	<b>Costs</b>	<b>Advantages</b>	<b>Returns</b>	<b>Risks</b>
<i>1. Do nothing</i>	<i>Nil</i>	<i>No change processes to implement</i>	<i>Nil</i>	<ul style="list-style-type: none"> <li>➤ <i>Does not deliver Procurement strategy</i></li> <li>➤ <i>Does not deliver national procurement agenda</i></li> <li>➤ <i>Does not deliver identified potential Gershon savings</i></li> <li>➤ <i>Leaves inefficient practices and unnecessary costs in place</i></li> </ul>

				<ul style="list-style-type: none"> <li>➤ Will reduce our ability to meet the corporate targets included in the medium term financial plan.</li> </ul>
2. Recruit permanent staff	<ul style="list-style-type: none"> <li>➤ £52,000 p.a.</li> <li>➤ Plus recruitment costs</li> <li>➤ Plus accommodation costs</li> </ul>	Removes all the risks associated with the above option	Potential Gershon savings estimated in the region of £150k to £200k in year one and a reduced figure year on year thereafter.	<ul style="list-style-type: none"> <li>➤ Recruitment competition with other authorities</li> <li>➤ Time taken to recruit</li> <li>➤ Not being able to recruit re introduces the risks of option 1.</li> </ul>
3. Buy in expertise	<ul style="list-style-type: none"> <li>➤ £35,800 for the first year</li> <li>➤ Possible reduction or income as other authorities buy in</li> </ul>	<ul style="list-style-type: none"> <li>➤ Removes all the risks associated with the above options</li> <li>➤ Resources hit the ground running</li> </ul>	<p>The returns from option 2 plus:</p> <ul style="list-style-type: none"> <li>➤ Increased potential savings via economies of scale</li> <li>➤ Reduces costs by others buying in</li> </ul>	<ul style="list-style-type: none"> <li>➤ Losing the resource (better employment opportunity should negate this)</li> <li>➤ Not continuing in future years (savings should encourage continuation)</li> </ul>

## **7. The costs and return on investment**

7.1. The first 12 months of buying in expertise will cost the Council £35,800. This would impact in current budgets as follows:

- 2005/6 £11,933
- 2006/7 £23,867

7.2. We can set off against this cost at least the basic return on investment that we can achieve from better buying through West Mercia Supplies. This, as stated above, is a figure of £40,000 per annum. Therefore the initial investment can be returned in the first full year of operation of such an arrangement.

- 7.3. Whilst initially one might suggest that these savings can be achieved even without specialist and dedicated resources and that to an extent might be true. However without these resources it would be difficult to generate and maintain the corporate focus and managerial control needed on procurement in general and necessary to deliver the Council's Corporate Procurement Strategy and therefore the Council's recovery.
- 7.4. The Council would further lose the potential savings and efficiencies to be gained from a range of collaborative buying opportunities, the economies of scale and from more efficient tendering and contracting arrangements in general.
- 7.5. It is difficult to put a figure on the potential for real cashable savings but it would not be unreasonable (and indeed other similar authorities have gained at this level) to have a target for total Gershon savings from Procurement (cashable & none cashable) of 2.5% of the net revenue spend on procurement in year 1 (inclusive of the £40k mentioned above). This represents a figure of £147,500. In subsequent years it would not be unreasonable to have as a target a further £50,000 in savings per annum. All of these figures can therefore be reflected in the Council's Medium term financial plan.
- 7.6. The costs of buying in resources to deliver procurement will therefore be more than self financing in each year. In addition there would also be the possibility of additional reductions in the costs of such an arrangement if other authorities wish to 'buy in' to the arrangement at a later date.

## **8. The proposal**

- 8.1. We have an offer from Worcester City Council to share their current procurement manager and have use of a specialist buyer for an initial 12 month period commencing 1st December 2005 at a cost of £35,800. This involves the provision of 90 days of their procurement manager's time here at Bromsgrove and the services of a specialist buyer located at our offices full time during the next twelve months.
- 8.2. It would also mean we would gain from their expertise and a range of products and solutions they have already in their possession. This would significantly aid the delivery of our Procurement Strategy. It is therefore recommended that Option 1 be pursued and that Council be requested to release the use of reserves as detailed above.

## **9. Financial Implications**

- 9.1. Included in above.

## **10. Legal Implications**

- 10.1. None.

## **11. Other Sub Headings**

- 11.1. None.

Personnel Implications
Governance/Performance Management Considerations
Community Safety Considerations
Risk Management Considerations
Policy Considerations
Environmental Considerations
Equalities Implications

## **12. Background Papers**

Procurement files

### **Contact officer**

Name: John Kirke, Interim Assistant Corporate Director (Resources)

E Mail: [j.kirke@bromsgrove.gov.uk](mailto:j.kirke@bromsgrove.gov.uk)

Tel: (01527 881204)



**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**30TH NOVEMBER 2005**

**AUDIT BOARD PROPOSALS AND TERMS OF REFERENCE**

Responsible Portfolio Holder	N/A
Responsible Head of Service	Corporate Director - Resources

**1. Summary**

1.1 To present proposals and terms of reference for the Council to adopt an Audit Board.

**2. Recommendation**

2.1 The Executive Cabinet is recommended to note and approve the creation of an Audit Board and adoption of the terms of reference, as detailed in the report.

2.2 That the Standards Committee be recommended to amend the Articles of the Constitution to include the terms of reference of the Audit Board.

**3. Background**

3.1 The Recovery Plan Financial Management Theme (Reference FM - 6) identified a need to undertake:

- Research into good practice and modern techniques learning from excellent Councils e.g. audit committee, reporting lines etc.

The target completion date is November 2005.

3.2 The main function of an Audit Board is to support the Section 151 Officer (Corporate Director - Resources) by monitoring and reviewing the:

- Risk, control and governance processes which have been established by the Council; and
- Systems for assuring these processes are effective.

3.3 An Audit Board provides an independent perspective and a process of constructive challenge. The process also helps the Council to be fully assured that the most efficient, effective and economic risk, control and governance processes are in place and that the associated assurance processes are optimal. This ultimately prepares the Council for the formality of preparing the annual accounts.

3.4 In Local Government, Audit Boards have not been so prevalent until recent years and the role is not as clear in this sector, given the potential overlap with the responsible financial officer and scrutiny committees. However, CIPFA and other best practice guidance means that most Authorities now have arrangements for their internal auditors to report on a regular basis to elected members. Furthermore, under the Use of Resources judgement that the Audit Commission will use as part of CPA assessments, adopting an Audit Board will contribute to the Authority obtaining a high rating for their system of internal control.

3.5 When creating an Audit Board, it is important to draw the membership from those Members charged with governance and internal control and who have experience within this area. However, to encourage an open and constructive scrutiny process it is necessary that when considering membership of the Audit Board, a balance of experience, skills and responsibilities be obtained.

#### **4. Role of an Audit Board**

4.1 Whilst there is a range of detailed responsibilities which might be assigned to the Audit Board, it is not the task of an Audit Board to be a substitute for the management of Internal Audit, risk management, corporate governance, control and risk self-assessment, or any other review or assurance function. However the Audit Board should offer opinions or recommendations on the way in which such management is conducted.

#### **5. Audit Board Members and Attendees**

5.1 The Audit Board should consist of seven members. This will ensure that:

- An appropriate skills set is corporately established;
- All members are able to participate actively in discussions; and
- The Board has the appropriate political balance.

5.2 To encourage openness and accountability, CIPFA and other best practice guidance suggest that the Audit Board Chairman could be chosen from one of the Council's non-ruling parties.

5.3 In addition to the members of the Audit Board, the attendees need to be established. It is important that the Corporate Director - Resources and a member of Internal Audit attend meetings. However, the Audit Board may also ask other members of staff to attend to provide them with information to inform their considerations.

5.4 The Audit Board members may sometimes find it beneficial to discuss issues among themselves at the end of a meeting. This allows the Audit Board to decide what they want to put on record as their advice to the Section 151 Officer (Corporate Director - Resources).

## **6. Terms of Reference**

- 6.1 The Audit Board should have documented terms of reference. The exact role of the Audit Board will depend on other arrangements and committees in place within the Council. It is therefore important that the Audit Board knows exactly what its remit is, and how it is expected to relate to, interface with, and receive information from other forums.
- 6.2 The terms of reference, once approved, will need to be included in the Articles of the Constitution. Amendments to the Constitution will need to be approved by the Standards Committee and Council.

## **7. Meeting Frequency**

- 7.1 The Audit Board should normally meet at least four times a year. Much of the work of the Audit Board can be related to particular times in the year and meetings need to be arranged in line with these working practices.

## **8. Financial Implications**

- 8.1 None outside existing budgets.

## **9. Legal Implications**

- 9.1 See above paragraph 6.2.
- 9.2 Any formally constituted committee will have to be allocated in accordance with the legislation on political proportionality (sections 15 - 17 of the Local Government and Housing Act 1989).

## **Background Papers**

None.

## **Contact officer**

Neil Shovell - Principal Auditor  
E Mail: n.shovell@bromsgrove.gov.uk  
Tel: (01527) 881667

## AUDIT BOARD

### Operating Arrangements

1. The Audit Board will be a fully constituted Authority Committee.
2. It will meet at least four times per year.
3. It will comprise seven elected members.
4. The board will have the authority to require the attendance of any elected member or officer of the Authority.
5. The Principal Auditor may report directly to the Chair of the board if deemed necessary.
6. The administration of the board will be provided by Legal and Democratic Services.
7. The board may report directly to full Council where it believes there have been improprieties.
8. The Audit Board's minutes and recommendations to be reported to the next available meeting of the Cabinet.

### Terms of Reference

1. The board is charged with monitoring the good stewardship of the Authority's resources through the work of the Internal Audit function.
2. The board will support the profile, status and authority of the Internal Audit function and will demonstrate its independence.
3. The board will contribute towards making the Authority, its committees and departments more responsive to the Internal Audit function.
4. The board is charged with the responsibility for promoting internal control by the systematic appraisal of the Authority's internal control mechanisms, by the development of an anti-fraud culture and by the review of financial procedures.
5. The board is charged with the responsibility for focusing audit resources, by agreeing the audit plans and monitoring delivery of the Internal Audit function.
6. The board will monitor both internal and external audit performance by ensuring auditor/officer collaboration within the agreed timescales, by securing the timely preparation and response to audit reports, by ensuring the implementation of audit recommendations and by monitoring the finalisation of the annual accounts.
7. To receive and consider a summary of internal audit work undertaken since the last meeting, plus the current status of this work.
8. The board will monitor compliance with the Authority's standards, codes of practice and policies through the work of the Internal Audit function.
9. The board will monitor compliance with relevant legislative requirements through the work of the Internal Audit function.
10. The board will ensure that it acts within the policies and strategies of the Authority.

## Board Remit

1. Agree the annual and strategic audit plans.
2. Review Internal Audit's progress against the audit plan and consider Internal Audit performance measures.
3. Receive and consider a summary of work undertaken by Internal Audit since the last meeting, plus current status.
4. Receive and consider executive summaries of process reviews.
5. Receive and consider executive summaries of VFM reports.
6. Receive and consider executive summaries of contract audit reports.
7. Receive and consider executive summaries of any special investigations undertaken by Internal Audit.
8. Receive and consider a chronological summary of internal audit reports awaiting departmental response and address any evident problems.
9. Monitor the proportion of key recommendations actioned since the previous meeting.
10. Consider all external audit reports.

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**30TH NOVEMBER 2005**

**2005/08 REVISED STRATEGIC AUDIT PLAN - YEAR ONE**

Responsible Portfolio Holder	Councillor Roger Hollingworth
Responsible Head of Service	Corporate Director - Resources

**1. Summary**

- 1.1 To present the proposed revisions to the first year of the 2005/08 Strategic Audit Plan.

**2. Recommendation**

- 2.1 The Executive Cabinet is recommended to note and approve the revisions and updated first year of the 2005/08 Strategic Audit Plan, as detailed in the report.

**3. Background**

- 3.1 The Recovery Plan Financial Management Theme (Reference FM - 6) identified a need to:
- Develop an approved audit plan to cover a three year timescale in compliance with external guidance, requirements and best practice.

The target completion date was April 2005.

- 3.2 The Council is required under Regulation 6 of the Accounts and Audit Regulations 2003 to "maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper internal audit practices".
- 3.3 To aid compliance with the regulation, the CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom 2003 details that "Internal Audit work should be planned, controlled and recorded in order to determine priorities, establish and achieve objectives and ensure the effective and efficient use of audit resources".
- 3.4 Taking into consideration the Accounts and Audit Regulations, CIPFA Code and other best practice guidance, on the 13th April 2005 the Executive Cabinet approved the first year of the 2005/08 Strategic Audit Plan. It was also agreed that the plan would be reviewed during March 2006 and relevant amendments made.

Delivery of the first year of the 2005/08 Strategic Audit Plan is monitored on a weekly basis. Due to pressures placed on the Internal Audit section during the first six months of 2005/06, an interim review was completed during October 2005. The review raised a number of issues and subsequent amendments to the first year of the 2005/08 Strategic Audit Plan. The issues highlighted are detailed below.

During the first six months of 2005/06, Internal Audit have had to undertake a number of unforeseen duties that have impacted on the delivery of the audit plan, specifically:

- One member of the Internal Audit section providing cover for the vacant Senior Policy post from May 2005.
- Additional time spent implementing Emergency Plan requirements.
- New working practices and procedures being introduced and improving the section in line with the Recovery Plan.
- Work and assistance provided on internal investigations.
- Additional Management responsibilities placed on the Principal Auditor.

Due to these issues, it is proposed that the following audit reviews be removed from the first year of the 2005/08 Strategic Audit Plan:

- Electronic Government - Strategy & Policy: Rather than review the strategy and policy, Internal Audit will provide an ongoing consultancy service to aid the Council implement the E-Government agenda.
- Contract Final Accounts: Due to the time pressures detailed above.
- IT Strategy & Policy: Rather than review the strategy and policy, Internal Audit will provide an ongoing consultancy service to assist in the improvements within the IT section.
- Licensing & Taxi Licensing: Due to the time pressures detailed above.

#### **4. Financial Implications**

4.1 None outside existing budgets.

#### **5. Legal Implications**

5.1 The Council is required under Regulation 6 of the Accounts and Audit Regulations 2003 to “maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper internal audit practices”.

5.2 The Council is required to undertake certain judgmental audits each year as part of the managed audit arrangements. All other audit topics are risk assessed annually in accordance with the principals of risk management.

#### **Background Papers**

2005/08 Strategic Audit Plan - Year One (13th April 2005 Executive Cabinet Agenda and Reports - Item 14).

#### **Contact officer**

Neil Shovell - Principal Auditor  
E Mail: n.shovell@bromsgrove.gov.uk  
Tel: (01527) 881667

**Revised 2005/06 Internal Audit Plan**

Description	Risk Score	To Start	In Progress	Completed	Removed	Comments
Budgetary Control & Strategy	106.6		.			To be completed Jan. '06
Dolphin Centre	94.4		.			To be completed Nov. '05
General Ledger & Bank Reconciliations	86.5	.				To start Jan. '06
Car Parks	82.5			.		Completed Oct. '05
Depot	79.4			.		Completed Sep. '05
Procurement	73.9		.			To be completed Dec. '05
E-tendering / E-purchasing / E-payments	69.8		.			To be completed Mar. '06
Corporate Governance & Recovery Plan	66.1		.			To be completed Mar. '06
Customer Services Centre & Cash Income	65.7			.		Completed Oct. '05
Policy Compliance	61.9			.		Completed Oct. '05
Risk Management	59.1		.			To be completed Mar. '06
Freedom of Information Act	58.5			.		Completed Jul. '05
Electronic Government - Strategy & Policy	56.7				.	Due to ongoing work with E-Government
Treasury Management	55.9	.				To start Jan. '06
Creditors	55.5	.				To start Feb. '06
Financial Regulations	54.9		.			To be completed Mar. '06
Asset Management	54.0			.		Completed Oct. '05
Business Continuity / Civil Contingencies	53.3		.			To be removed from Internal Audit Nov. '05
IT Systems Project Management	53.0		.			To be completed Mar. '05
Council Tax	51.8		.			To be completed Nov. '05
Contract Final Accounts	50.9				.	Due to time pressures
Insurance	49.4			.		Completed Jul. '05
E-mail Policy	46.5	.				To start Jan. '06
BDHT Service Agreement Monitoring	45.8			.		Completed Jul. '05



Description	Risk Score	To Start	In Progress	Completed	Removed	Comments
IT Strategy & Policy	45.0				.	Due to ongoing work in IT
NNDR	40.1		.			To be completed Jan. '06
Benefits	38.5		.			To be completed Mar. '06
Licensing & Taxi Licensing	37.9				.	Due to time pressures
Payroll & Recruitment	37.6	.				To start Dec. '05
Debtors	32.9	.				To start Jan. '06
Performance Indicators	31.9			.		Completed Oct. '05
Corporate Management	31.6			.		Completed Jul. '05
Petty Cash	26.0	.				To start Jan. '06
Equality	23.7		.			To be completed Mar. '06
Travel & Subsistence - Officers	16.7		.			To be completed Nov. '05

#### Audit Time Allocations

Description	Approved 2005/06 Plan	Revised 2005/06 Plan	Comments
Audit Reviews	580 days	630 days	Additional day allocations moved from Contingency and Management.
Contingency	80 days	50 days	Savings moved to Audit Reviews.
Fraud	35 days	53 days	Additional day allocations moved from Management.
Administration	23 days	27 days	None.
Management	170 days	122 days	Savings moved to Audit Reviews and Fraud.
Non-Productive	156 days	162 days	None.
<b>TOTAL</b>	1044 days	1044 days	

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**30th NOVEMBER 2005**

**MONITORING OF THE REVENUE AND CAPITAL BUDGET 2005/06**

Responsible Portfolio Holder	Councillor Roger Hollingworth
Responsible Head of Service	Corporate Director (Resources)

**1 SUMMARY**

The purpose of this report is to inform Executive Cabinet of;

- 1.1 the financial position of the Revenue budget with comparison between actual spend and projected budget for the period April 2005 to September 2005 and
- 1.2 the progress made on capital schemes and the capitalisation direction and to present the capital monitoring statements with the variances against all capital schemes as at the end of September 2005. Expenditure has been compared to the revised Capital Programme for 2005/06 which comprises the Original Capital Budget as approved by Executive Cabinet on 16th February 2005, budgets carried forward from 2004/05, and additions as approved by Executive Cabinet and the resources made available under the capitalisation direction.

**2 RECOMMENDATIONS**

- 2.1 It is recommended that:
  - 2.1.1 the net revenue underspend of £38k for the period April 2005 to September 2005 be noted;
  - 2.1.2 Heads of Service be reminded of the need to contain net revenue expenditure within budget and to achieve the savings set out in the Budget Report;
  - 2.1.3 the capital underspend of £511k against the Revised Capital Programme at September 2005 be noted;
  - 2.1.4 the underspend of £11k against the capitalisation direction at September 2005 be noted;
  - 2.1.5 the progress made on capital schemes to date be noted.

**3 BACKGROUND**

**3.1 Revenue Budget 2005/06**

- 3.1.1 On 1st March 2005 Council approved a Revenue budget of £11.298m relating to the cost of General Fund Services. In addition to this expenditure a return of £1.136m was expected as interest on investments.

3.1.2 As part of the medium term financial plan there were savings identified of £1.640m and financial pressures of £1.372m that were included in the budget for 2005/06. Monthly monitoring reports are now prepared for consideration and review by officers to ensure that savings are achieved and that any issues are addressed in a timely manner.

### 3.2 **Capital Programme 2005/06**

3.2.1 On 1st March 2005 Council approved the original Capital Programme for 2005/06 totalling £4.409m and on 28th September 2005 Executive Cabinet approved the carrying forward of budgets from 2004/05 totalling £1.386m. which included £35k for the Catshill Community Project and £171k for the Dolphin Centre Upgrade scheme, which were only approved in principle pending the receipt of further information by Executive Cabinet and the Corporate Director (Resources).

3.2.2 Executive Cabinet have requested further clarification on the Catshill Community Project scheme and the submission of a schedule detailing all of the Section 106 funded schemes before granting final approval to the carry forward of the £35k budget. Work on this schedule is progressing and will be presented to Executive Cabinet at a later date.

3.2.3 Executive Cabinet have requested that a schedule detailing all outstanding work be provided and the Corporate Director (Resources) has been authorised to then determine the budget carry forward request in consultation with the Portfolio Holder for Finance. The schedule of outstanding work is being prepared. Budgets totalling £1.180m have therefore been carried forward and added to the original budget for 2005/06.

3.2.4 On 6th September 2005 Council also approved the budget carry forward of £339k to the revised 2005/06 Capital Budget for the purchase of refuse freighters.

3.2.5 On 16th March 2005 Executive Cabinet approved that a scheme to provide Cofton Hackett Parish Council with £40k to provide a new play area at Myhill Field Cofton Hackett, funded by Section 106 monies, be included in the Revised Capital Budget for 2005/06.

3.2.6 On 27th July 2005 Executive Cabinet approved three capital schemes, as previously included on the schedule of schemes in connection with parks, open spaces, play areas and recreation areas funded from Section 106 monies which were considered and approved by Executive Cabinet on 20th July 2005, be included in the Revised Capital Budget for 2005/06 because of their urgency in having to be carried out prior to the forthcoming football season. These schemes are:

3.2.6.1 Completion of Sports Building at Rowney Green - £20k;

3.2.6.2 Drainage Improvements to pitch at Beoley - £7;

3.2.6.3 Pitch drainage works at Romsley - £15k.

3.2.7 On the 1st March 2005 the Government (ODPM) granted a capitalisation direction allowing the Council to capitalise up to £2m of revenue expenditure relating to the restructure exercise which includes £750k for additional activity to support improvement.

- 3.2.8 The total Revised Capital Budget for 2005/06, including all capital schemes and the funds made available under the capitalisation direction, currently stands at £8.010m.
- 3.2.9 Capital monitoring statements are prepared on a monthly basis and circulated to budget holders and senior management to show the progress on each scheme for the year to date. The statements also include a summary as to the latest position for the Council as a whole and allows any corrective action which may be required to bring the programme back onto track to be taken.
- 3.2.10 Budget holders have also been requested through the Capital Asset Project Group to make realistic projections of the expected outturn for 2005/06 for their schemes for inclusion in the estimated outturn version of the 2005/06 Capital Budget which is being prepared as part of this year's budget process.
- 3.2.11 It has also been agreed that Executive Cabinet be informed on a quarterly basis of the latest monitoring position on the 2005/06 Capital Programme.

#### 4. **REVENUE MONITORING POSITION APRIL-SEPTEMBER 2005**

- 4.1 The financial position for the period April - September 2005/06 shows an underspend of £38k for the year to date. The variances at September 2005 have been calculated by comparing actual expenditure to the half year budget adjusted to take account of known spending patterns, for example all non domestic rate budgets are included as a full year to match the full year spend. The summary by Department is shown at **Table 1** below with further detail at **Appendices A to H**:

**Table 1**

Service Department	Approved Budget 2005/06 £000	Profiled Budget April-September 2005/06 £000	Revised Actual April-September 2005/06 £000	Total Variance April-September 2005/06 £000	Salary Variance April-September 2005/06 £000	Other Variance April-September 2005/06 £000
Corporate Services	570	284	338	54	51	3
Culture and Community Services	2,060	1,147	1,170	23	-2	25
E-Government and Customer Services	1,037	570	601	31	-34	65
Financial Services	1,784	968	917	-51	-94	43
Legal and Democratic Services	1,138	567	548	-19	1	-20
Organisational Development and Human Resources	469	134	137	3	4	-1
Planning and Environment Services	1,257	640	498	-142	-88	-54
Street Scene and Waste Management Services	3,665	1,747	1,810	63	52	11
<b>TOTAL SERVICES</b>	<b>11,980</b>	<b>6,057</b>	<b>6,019</b>	<b>-38</b>	<b>-110</b>	<b>72</b>

## 5. **VARIATIONS TO SEPTEMBER 2005**

5.1 The main reasons for the variations are:

### 5.2 **Salary budgets**

From April to September there is a net underspend on employee budget across the Council of £110k. This is shown separately in the table above. It is anticipated that this net underspend will be utilised to partly fund the proposed staff restructure during the remainder of this financial year.

### 5.3 **Corporate Services - Overspend £3k**

Corporate services overspend relates to miscellaneous administration costs within the department.

### 5.4 **Culture and Community Services - Overspend £25k**

The net overspend is mainly due to a shortfall in anticipated income at the Dolphin Centre following of closure of centre for refurbishment and subsequent of loss of business. This is offset by savings within the sports development service and marketing and promotion within the Museum and Tourist Information Centre.

### 5.4 **E-Government and Customer Services - Overspend £65k**

This variance is mainly expenditure on computer software and is currently being analysed as part of the general IT infrastructure and support review.

### 5.5 **Financial Services - Overspend £43k**

The variance is due to anticipated NNDR refunds on Council properties due to RV reductions not yet realised (£18k) +

### 5.6 **Legal and Democratic Services - Underspend £20k**

Underspendings on Member car allowances, stocks on hygiene machines and elections are offset partially by additional legal costs incurred to provide the statutory level of service.

### 5.7 **Organisation Development and Human Resources - Underspend £1k**

Up to the end of September there was nil expenditure against the corporate training budget of £200k however it is anticipated that this will be fully spent by the year end. The budget profile has been adjusted to take account of this.

### 5.8 **Planning and Environment Services - Underspend £54k**

A net underspend of £50k on Licensing is mainly due to increased income from licenses fee for applications for premises licences. These applications were as a result of a change in legislation and generated a one-off increase in the number of applications. A net underspend on Industrial Estates of £28k is due to rental payments being paid in advance. These surpluses are offset by a shortfall in income on search fees (£35k) due to the downturn in the property market and various miscellaneous overspends (£11k).

### 5.9 **Street Scene and Waste Management Services - Overspend £11k**

The overspend to budget is mainly due to the costs in respect of fleet maintenance £8k, collection of abandoned vehicles £6k and the additional cost of the enhancements to the street cleansing service £36k. These costs are offset by additional income generated by excess charges and miscellaneous administrative savings within the department.

5.10 **Interest on Investments**

The target for interest on investments for 2005/06 is £1.136m which equates to a return of 4.75%. The Bank of England Base rate reduced from 4.75% to 4.5% in early August. It was widely anticipated that another reduction of 0.25% would follow but as yet this has not happened. The return on short term timed investments averaged between 4.51% and 4.52% peaking at 4.53%. The investments are held by Invesco and HSBC and have generated a surplus of £128k over the period April to September 2005. The surplus is not expected to be maintained to the year end due to the general downturn in investment rate of return. HSBC have agreed that there will be no bank charges for the period that the investments are held with them.

6 **ESTIMATED OUTTURN 2005/06**

The current level of underspend is increased by the surplus on investments to the end of September 2005. Heads of Service are expected to maintain expenditure levels within budget for the remainder of the financial year and to mitigate, where possible, shortfalls in income. If these actions are achieved it is expected that the Council will not overspend in 2005/06.

7 **THE POSITION OF THE CAPITAL PROGRAMME AT SEPTEMBER 2005**

7.1 Discussions have taken place with all budget holders and the financial position at the end of September 2005 shows an underspend of £511k for the year to date compared to the Revised Capital Programme. The scheme variances at September have been calculated by comparing actual expenditure with the budgeted expenditure for each budget (the profiled budget) as at the end of September 2005. An analysis by Scrutiny Committee can also be seen at **Table 2** below and full details for each scheme can be seen at **Appendix I**.

7.2 The nature of capital schemes is that expenditure does not normally occur equally throughout the year and it is therefore necessary for planned expenditure on all schemes to be profiled over the months of the financial year for monitoring purposes. This exercise has been ongoing for the last few months and has now been completed and enables the most accurate information possible to be provided.

7.3 Some schemes are still at the planning stage or just starting and progress to date on each scheme can be seen at **Appendix I**.

7.4 **Recovery Plan Funds**

7.4.1 Under the capitalisation direction, funds of £1.250m were made available for expenditure incurred on the restructure exercise. From April - September 2005 £282k of expenditure was incurred in the area of Corporate Services.

7.4.2 As part of the capitalisation direction received from the ODPM there were funds made available of £750k to utilise for areas where work was to be undertaken relating to the Recovery Plan. From April - September 2005 £497k of expenditure was incurred against this funding in the following areas:-

SERVICE AREA	Actual April- Sept 2005 £000
Corporate Services	207
Financial Services	199
Legal Services	2
Street Scene & Waste Management Services	89
<b>TOTAL</b>	<b>497</b>

7.4.3 The total financial position on capital expenditure at the end of September 2005 shows an underspend of £522k for the year to date compared to the Revised Capital Programme and the resources made available under the capitalisation direction and full details can be seen in **Table 2**.

**Table 2**

SCRUTINY COMMITTEE	ORIGINAL CAPITAL BUDGET £ 000	REVISED CAPITAL BUDGET £ 000	PROFILED BUDGETED PAYMENTS TO DATE £ 000	ACTUAL PAYMENTS TO SEPTEMBER 2005 £ 000	VARIATION TO DATE £ 000
Policy & Strategy	650	957	360	156	-204
Housing & Planning Policy	2,621	3,143	884	449	-435
Health & Leisure	1,138	1,910	342	349	7
Support Services Recharge (to be allocation to schemes)	0	0	0	121	121
<b>SUB-TOTAL CAPITAL PROGRAMME</b>	<b>4,409</b>	<b>6,010</b>	<b>1,586</b>	<b>1,075</b>	<b>-511</b>
<b>CAPITALISATION DIRECTION</b>					
Restructure	0	1,250	285	282	-3
Recovery Plan	0	750	505	497	-8
<b>SUB-TOTAL CAPITALISATION DIRECTION</b>	<b>0</b>	<b>2,000</b>	<b>790</b>	<b>779</b>	<b>-11</b>
<b>TOTAL CAPITAL RESOURCES</b>	<b>4,409</b>	<b>8,010</b>	<b>2,376</b>	<b>1,854</b>	<b>-522</b>

8. **FINANCIAL IMPLICATIONS**

8.1 None other than in the body of the report.

9. **LEGAL IMPLICATIONS**

9.1 None.

10. **OTHER SUB HEADINGS**

10.1 None

Personnel Implications
Governance/Performance Management Considerations
Community Safety Considerations
Risk Management Considerations
Policy Considerations
Environmental Considerations
Equalities Implications

**Background Papers**

Report to Executive Cabinet 16th February 2005 - Medium Term Finance Plan.  
Report to Executive Cabinet 16th March 2005 - New Play Area at Cofton Hackett.  
Executive Cabinet Minutes 27th July 2005 - Urgent Section 106 Funded Schemes.  
Executive Cabinet Minutes 24th August 2005 - Capital Budget Slippage.  
Report to Executive Cabinet 28th September 2005 - Capital Outturn for 2004/05.  
Agresso Financial Statements  
Working papers

**Contact officer**

Name: Jayne Pickering - Head of Financial Services  
E Mail: [j.pickering@bromsgrove.gov.uk](mailto:j.pickering@bromsgrove.gov.uk)  
Tel: 01527 881204



<b>BROMSGROVE DISTRICT COUNCIL</b>				
<b>CAPITAL BUDGET MONITORING STATEMENT - 2005/06</b>				
<b>AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005</b>				
<b>SUMMARY</b>				
(1)	(2)	(3)	(4)	(5)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS	REVISED CAPITAL BUDGET 2005/06 (inc carry forward) £	BUDGETED PAYMENTS TO DATE £	EXPENDITURE TO DATE £	VARIATION TO BUDGET TO DATE (4 - 3) £
<b><u>SCRUTINY COMMITTEE</u></b>				
Policy & Strategy	957,000	359,500	156,310	-203,190
Housing & Planning Policy	3,143,000	884,000	448,698	-435,302
Health & Leisure (Leisure Services)	1,142,000	208,000	335,393	127,393
Health & Leisure (Environmental Health)	768,000	134,500	14,161	-120,339
<b>Sub-Total</b>	<b>6,010,000</b>	<b>1,586,000</b>	<b>954,562</b>	<b>-631,438</b>
Support Services Recharges (to be allocation to capital schemes)			120,700	120,700
<b>SUB-TOTALS FOR CAPITAL PROGRAMME</b>	<b>6,010,000</b>	<b>1,586,000</b>	<b>1,075,262</b>	<b>-510,738</b>
<b>CAPITALISATION DIRECTION</b>				
Restructure	1,250,000	285,000	282,358	-2,642
Recovery Plan	750,000	505,000	496,580	-8,420
<b>SUB-TOTAL CAPITALISATION DIRECTION</b>	<b>2,000,000</b>	<b>790,000</b>	<b>778,938</b>	<b>-11,062</b>
<b>TOTAL CAPITAL RESOURCES</b>	<b>8,010,000</b>	<b>2,376,000</b>	<b>1,854,200</b>	<b>-521,800</b>

Note: Underspends are shown as negative figures.

## BROMSGROVE DISTRICT COUNCIL

### CAPITAL BUDGET MONITORING STATEMENT - 2005/06 AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005

#### GENERAL FUND - POLICY & STRATEGY SCRUTINY COMMITTEE

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			CORPORATE DIRECTOR	BUDGET HOLDER	BUDGET MANAGER	REVISED CAPITAL BUDGET 2005/06	BUDGETED PAYMENTS TO DATE	EXPENDITURE TO DATE	VIATION TO BUDGET TO DATE (9 - 8)	BUDGET HOLDER REASONS FOR MAJOR VARIANCES
						£	£	£	£	
Capital Code	Funding	2005/06 Schemes								
		<b>Technical Services:-</b>								
GC1068		Disabled Discrimination Act improvements (05/06)	C Savage	M Bell		20,000	11,000	5,008	-5,992	On-going.
GC1069		C.C.T.V. Scheme 1 (Wythall/Drakes Cross)	C Savage	R Hazlehurst	G Rocke	90,000	0	735	735	
GC1074		Dolphin Centre - Resurface Carpark (as per condition survey)	C Savage	M Bell		40,000	40,000	31,527	-8,473	£5K was also spent in 2004/05 on this scheme.
GC1048		C.C.T.V Station Sites (2003/04 Scheme) Wythall & Alvechurch	C Savage	R Hazlehurst	G Rocke	21,000	21,000	33,854	12,854	Scheme complete. Additional funding of £10k has also been received from Central Trains to supplement our capital budget.
GC1100		Energy Performance (inc 2003/04)	C Savage	R Hazlehurst	G Rocke	12,000	12,000	11,680	-320	Scheme complete.
GC1102		Hagley Playing Fields CCTV Scheme (2004/05) (Funded by Gov't Grant & Hagley Parish Council)	C Savage	R Hazlehurst	G Rocke	10,000	10,000	10,327	327	Scheme complete.
		<b>SUB-TOTAL Technical Services</b>				<b>193,000</b>	<b>94,000</b>	<b>93,131</b>	<b>-869</b>	
		<b>Financial Services:-</b>								
GC1070		Replacement Coin Counting Machine	K Dicks	L Butler	L Butler	10,000	10,000	0	-10,000	Budget no longer required - all cash collection/counting to be reviewed with the aim of using an external provider.
GC1071		Pensions backfunding for emp trans to BDHT	K Dicks	J Pickering	J Pickering	200,000	0	0	0	
		<b>SUB-TOTAL Financial Services</b>				<b>210,000</b>	<b>10,000</b>	<b>0</b>	<b>-10,000</b>	
		<b>IT Services:-</b>								
		<b>Implementing Electronic Government (I.E.G. Net) See projects below:-</b>								
GC1073		Implementing Electronic Government (2005/06 Grant Allocation)	K Dicks	C Morrison	C Morrison	150,000	75,000	0	-75,000	Budget requires allocation over 2005/06 projects. A full list of projects is being prepared which will then be prioritised, and the budget allocated and re-profiled.
		<b>SUB-TOTAL IEG £150k 2005-06 Grant Allocation</b>				<b>150,000</b>	<b>75,000</b>	<b>0</b>	<b>-75,000</b>	

**BROMSGROVE DISTRICT COUNCIL**  
**CAPITAL BUDGET MONITORING STATEMENT - 2005/06**  
**AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005**

**GENERAL FUND - POLICY & STRATEGY SCRUTINY COMMITTEE**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			CORPORATE DIRECTOR	BUDGET HOLDER	BUDGET MANAGER	REVISED CAPITAL BUDGET 2005/06	BUDGETED PAYMENTS TO DATE	EXPENDITURE TO DATE	VIATION TO BUDGET TO DATE (9 - 8)	BUDGET HOLDER REASONS FOR MAJOR VARIANCES
						£	£	£	£	
GC1044		Implementing IEG 2004/05 Grant Allocation - (probable & actual budget carry forward from 2004/05)	K Dicks	C Morrison	C Morrison	180,000	90,000	0	-90,000	Budget requires allocation over projects. A full list of projects is being prepared which will then be prioritised, and the budget allocated and re-profiled.
GC1033		- Content Management (Ph II) / Intranet (IEG Gov't Grant 2004/05)	K Dicks	C Morrison	C Morrison	0		6,875	6,875	Continued expenditure against a 2004/05 project.
GC1035		- Intranet GIS & Internet (IEG Gov't Grant 2004/05)	K Dicks	C Morrison	C Morrison	0		3,630	3,630	Continued expenditure against a 2004/05 project.
GC1031		- Web Based Templates (IEG Gov't Grant 2004/05)	K Dicks	C Morrison	C Morrison	0		2,790	2,790	Continued expenditure against a 2004/05 project.
GC1061		- Worcestershire e-hub project (2004/05)	K Dicks	C Morrison	C Morrison	0		3,411	3,411	Continued expenditure against a 2004/05 project.
		<b>SUB-TOTAL IEG £350k 2004-05 Grant Allocation</b>				<b>180,000</b>	<b>90,000</b>	<b>16,706</b>	<b>-73,294</b>	
GC465		Implementing IEG 2003/04 Grant Allocation - (unspent budget carried forward from 2004/05).	K Dicks	C Morrison	C Morrison	37,000	18,500	0	-18,500	Budget requires allocation over projects. A full list of projects is being prepared which will then be prioritised, and the budget allocated and re-profiled.
GC465		-Members on-line (funded from IEG Gov't Grant)	K Dicks	C Morrison	C Morrison	0		7,658	7,658	Continued expenditure against a 2003/04 project.
		<b>SUB-TOTAL IEG £200k 2003-04 Grant Allocation</b>				<b>37,000</b>	<b>18,500</b>	<b>7,658</b>	<b>-10,842</b>	
GC1072		Corporate Budget for IT Upgrades (2005/06)	K Dicks	C Morrison	C Morrison	60,000	47,000	38,104	-8,896	Expenditure on hold as we are identifying the correct equipment rather than buying wrong items. Will be resolved by end November 2005.
		<b>SUB-TOTAL IT Equipment &amp; Upgrades</b>				<b>60,000</b>	<b>47,000</b>	<b>38,104</b>	<b>-8,896</b>	
		<b>Miscellaneous:-</b>								
GC1010		New HR Information & Management system	K Dicks	C Morrison	C Morrison	5,000	2,500	0	-2,500	This scheme will now cease and money will be allocated into the ICT Infrastructure project.
GC1066		Replacement Electoral Software	K Dicks	C Morrison	C Morrison	15,000	7,500	0	-7,500	The restructure proposals currently being considered include a new Elections Manager post, who is unlikely to be in post before early 2006. It is therefore suggested that the capital scheme should sensibly be deferred to the 2006/07 financial year.
GC1067		Committee Minutes System	K Dicks	A R Burton	A R Burton	30,000	15,000	0	-15,000	This scheme is planned to be completed this year.

## BROMSGROVE DISTRICT COUNCIL

### CAPITAL BUDGET MONITORING STATEMENT - 2005/06 AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005

#### GENERAL FUND - POLICY & STRATEGY SCRUTINY COMMITTEE

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			CORPORATE DIRECTOR	BUDGET HOLDER	BUDGET MANAGER	REVISED CAPITAL BUDGET 2005/06	BUDGETED PAYMENTS TO DATE	EXPENDITURE TO DATE	VARIATION TO BUDGET TO DATE (9 - 8)	BUDGET HOLDER REASONS FOR MAJOR VARIANCES
						£	£	£	£	
GC1023		Provision of Service Centre - BDC Share (I.E.G) (funded from capital receipts)	K Dicks	C Morrison	C Morrison	77,000	0	711	711	This project starts in earnest from 9th November 2005 and due to the expected requirement for planning permission and lead times for builders will possibly slip over into next year before final completion.
<b>GRAND TOTALS</b>						<b>957,000</b>	<b>359,500</b>	<b>156,310</b>	<b>-203,190</b>	

Note: Underspends are shown as negative figures.

## BROMSGROVE DISTRICT COUNCIL

### CAPITAL BUDGET MONITORING STATEMENT - 2005/06

AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005

#### GENERAL FUND - HOUSING & PLANNING POLICY SCRUTINY COMMITTEE

(1) MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			(2)	(3)	(4) CORPORATE DIRECTOR	(5) BUDGET HOLDER	(6) BUDGET MANAGER	(7) REVISED CAPITAL BUDGET 2005/06  £	(8) BUDGETED PAYMENTS TO DATE  £	(9) EXPENDITURE TO DATE  £	(10) VARIATION TO BUDGET TO DATE (9 - 8)  £	(13) BUDGET HOLDER REASONS FOR MAJOR VARIANCES
Capital Code	Funding	2005/06 Schemes										
		Technical Services:-										
GC1063		Shopmobility-provision & equipment-probable slippage from 2004/05 to 2005/06	C Savage	J Parkinson	J Parkinson	75,000	0				0	Scheme due for completion in late October/early November. Scheme budget is insufficient as reported to Executive Cabinet on 22/06/05 when it was agreed that the budget be increased to £99.5k by use of the underspend on the Spadesbourne Suite Roof Replacement scheme and revenue balances. The budget will be increased in the Estimated Outturn version of the 2005/06 capital budget.
GC1018		Mill Lane Town Centre Access Improvement. (Pending feasibility study) Probable slippage from 2004/05 to 2005/06)	C Savage	J Parkinson	J Parkinson	148,000	0	1,679			1,679	Worcestershire County Council are leading on this scheme and payment will be made in October.
		<b>SUB-TOTAL Technical Services</b>				<b>223,000</b>	<b>0</b>	<b>1,679</b>			<b>1,679</b>	
		Strategic Housing:-										
		Strategic & Enabling Housing Schemes:-										
GC1036		4 Houses on garage sites(Grafton,Foxwalks) (includes 2003/04 slippage) Prob slippage from 2004/05 to 2005/06	C Savage	P Allen	A Coel	96,000	0				0	Scheme now scheduled to start in 4th quarter of the financial year. Payment delayed awaiting start on sites by RSL- Joint appointment of contractor by RSL's being investigated to achieve acceptable construction costs.
GC1076		5 Houses on garage sites (Ryfield) (includes 2003/04 slippage)	C Savage	P Allen	A Coel	77,000	77,000	4,320			-72,680	Payment delayed awaiting start on sites by RSL- Joint appointment of contractor by RSL's being investigated to achieve acceptable construction cost..
		New Affordable Schemes:-										
GC1037		Grants to RSL-York Rd,Hollywood La,Houndsfield Cl.(inc 2003/04 slippage)	C Savage	P Allen	A Coel	120,000	0				0	Land conveyance now imminent - start on site Dec 2005. The estimated outturn version of the 2005/06 is being increased by £38k to £158k which makes the total scheme budget £160k (£2k spent in 2004/05). Original total approved by Executive Cabinet on 09/06/04 for this scheme was £390k. First payment of £62k due in Nov 2005.

**BROMSGROVE DISTRICT COUNCIL**

**CAPITAL BUDGET MONITORING STATEMENT - 2005/06**

**AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005**

**GENERAL FUND - HOUSING & PLANNING POLICY SCRUTINY COMMITTEE**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			CORPORATE DIRECTOR	BUDGET HOLDER	BUDGET MANAGER	REVISED CAPITAL BUDGET 2005/06	BUDGETED PAYMENTS TO DATE	EXPENDITURE TO DATE	VARIATION TO BUDGET TO DATE (9 - 8)	BUDGET HOLDER REASONS FOR MAJOR VARIANCES
						£	£	£	£	
GC1077		Grants to RSL 38-42 Broad Street.(includes 2003/04 slippage) (now changed to Villiers Rd Scheme)	C Savage	P Allen	A Coel	600,000	0		0	Original scheme delayed - funding diverted to approved Villiers Rd Scheme, currently pending Hsg Corp top up. Scheme scheduled to commence in the 4th quarter of the 2005/06.
GC1078		Grants to RSL -shared ownership &/or low cost/&/or Rent schemes	C Savage	P Allen	A Coel	485,000	262,000	262,165	165	Budget fully committed to Breme Park flats(20) Only 1st Tranch payment made to date.
GC1079		Grants to RSL's - Housing to Rent ( New build)	C Savage	P Allen	A Coel	140,000	33,000	25,000	-8,000	Fully committed, awaiting start on site by RSL on 3 schemes.

## BROMSGROVE DISTRICT COUNCIL

### CAPITAL BUDGET MONITORING STATEMENT - 2005/06

AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005

#### GENERAL FUND - HOUSING & PLANNING POLICY SCRUTINY COMMITTEE

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			CORPORATE DIRECTOR	BUDGET HOLDER	BUDGET MANAGER	REVISED CAPITAL BUDGET 2005/06	BUDGETED PAYMENTS TO DATE	EXPENDITURE TO DATE	VARIATION TO BUDGET TO DATE (9 - 8)	BUDGET HOLDER REASONS FOR MAJOR VARIANCES
						£	£	£	£	
		Total Mandatory Disabled Facilities Grants				798,000	399,000	98,234	-300,766	Although the bulk of the £798k budget has been either approved or committed, the low spend to date is due to the complex and protracted nature of the grant procedure, the dearth of builders willing to undertake grant work, and delays at the Care and Repair Agency. It is hoped that expenditure will be accelerated in the second half of the year resulting in a greater spend by the end of the year. Meeting arranged with the agency to try to get them to bring in extra resources. If the current trend continues it is highly likely that carry forward of unspent budget to 2006/07 will be requested.
GC1064		Discretionary Home Repair Assistance & Housing Renewal Grants	C Savage	P Allen	F Collin	80,000	40,000		-40,000	Although the bulk of the £80k budget has been either approved or committed, the nil spend to date is due to the complex and protracted nature of the grant procedure, the dearth of builders willing to undertake grant work, and delays at the Care and Repair Centre. It is hoped that expenditure will be accelerated in the second half of the year resulting in the full £80k being spent. Meeting arranged with the agency as above comment.
		<b>SUB-TOTAL Private Sector Renewal</b>				<b>878,000</b>	<b>439,000</b>	<b>98,234</b>	<b>-340,766</b>	
		<b>Planning Services:-</b>								
		<b>SUB-TOTAL Planning Services</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		<b>Housing Programme:-</b>								
HC013		Contingency for various old contract retentions from prior years.	C Savage	A Coel	A Coel			-7,700	-7,700	Reversal of sundry creditor raised in the 2004/05 accounts for various sums of contract retention outstanding on old contracts. Still awaiting invoices to clear the credit balance.
HC508		Tenant participation works (2002-03 Scheme)	C Savage	A Coel	A Coel			0	0	
		<b>SUB-TOTAL Housing Programme</b>				<b>0</b>	<b>0</b>	<b>-7,700</b>	<b>-7,700</b>	
		<b>GRAND TOTALS</b>				<b>3,143,000</b>	<b>884,000</b>	<b>448,698</b>	<b>-435,302</b>	

Note: Underspends are shown as negative figures.

## BROMSGROVE DISTRICT COUNCIL

### CAPITAL BUDGET MONITORING STATEMENT - 2005/06

AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005

GENERAL FUND - HEALTH & LEISURE SCRUTINY COMMITTEE (LEISURE SERVICES ONLY)

(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			CORPORATE DIRECTOR	BUDGET HOLDER	BUDGET MANAGER	REVISED CAPITAL BUDGET 2005/06	BUDGETED PAYMENTS TO DATE	EXPENDITURE TO DATE	VIARIATION TO BUDGET TO DATE (9 - 8)	BUDGET HOLDER REASONS FOR MAJOR VARIANCES	
Capital Code	Funding	2005/06 Schemes				£	£	£	£		
		Leisure Services:-									
GC423		Arts Centre (Joint With College) (2005/06 budget)	C Savage	R Hazlehurst	R Hazlehurst	60,000	0	-5,288	-5,288	Majority of this budget relates to retention and as such will be released in Jan/Feb 06. The negative expenditure to date relates to a retention on works associated with the technical fit out and will be released shortly.	
GC1092		Catshill Community Project (b/f from 02/03)	C Savage	R Hazlehurst	R Hazlehurst	30,000	15,000		-15,000	This budget is to be dealt with as part of the release of Section 106 monies associated with 3 projects agreed with Catshill 20:20. The requested carry forward of £35k budget from 2004/05 will not be finally approved until the scheme has been clarified and a schedule of Section 106 schemes has been submitted to Executive Cabinet.	
GC1057		Replacement roof of Spadesbourne Suite	C Savage	R Hazlehurst	J Godwin	30,000	30,000	21,500	-8,500	Budget carried forward from 2004/5. Works complete. Executive Cabinet agreed on 22/06/05 that the underspend of £8,500 achieved on this scheme should be transferred to the Shopmobility Scheme which requires additional funding. Therefore the estimated outturn version of the 2005/06 Capital Budget will be changed to £21k.	
GC1095		New Sporting Pitches (Garringtons/UEF)	C Savage	R Hazlehurst	R Heard	10,000	0		0	No expenditure anticipated until Feb/March 2006	
GC1096		Wythall Teenage sports Facility Scheme	C Savage	R Hazlehurst	R Heard	80,000	0		0	No expenditure anticipated until Feb/March 2006	
GC1097		Wythall Park Play Area Refurbishment	C Savage	R Hazlehurst	R Heard	40,000	0		0	BDC have let the contract to refurbish the play area at Wythall Community Association's park - BDC shall settle the invoice on completion of site works which is expected to be in Jan 2006.	
GC1098		Callowbrook Park (Rubery) Improvement Scheme	C Savage	R Hazlehurst	R Heard	35,000	0		0	Scheme to be included in a District wide Procurement of Children's Play areas and is unlikely to be spent until March/April 2006. The estimated outturn version of the 2005/06 budget will therefore be changed to zero.	
GC1094		Restoration of Memorial Headstones in Bromsgrove Cemetery	C Savage	R Hazlehurst	R Hazlehurst	20,000	4,000	4,004	4	New signs have been erected. Quotations to be obtained for erecting the large/historical headstones.	
GC809		New Play Area Myhill Field Cofton Hackett (funded from S106)	C Savage	R Hazlehurst	R Heard	40,000	0	0	0	Grant to Parish Council - it will be released to them in two tranches 50% within one month of the PC's acceptance to the Conditions of Grant provided (anticipated latest end November) and 50% on completion of the play area which is likely to be in 2006/07. The estimated outturn version of the 2005/06 budget will therefore be changed to £20k.	



## BROMSGROVE DISTRICT COUNCIL

## CAPITAL BUDGET MONITORING STATEMENT - 2005/06

## AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005

## GENERAL FUND - HEALTH &amp; LEISURE SCRUTINY COMMITTEE (LEISURE SERVICES ONLY)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			CORPORATE DIRECTOR	BUDGET HOLDER	BUDGET MANAGER	REVISED CAPITAL BUDGET 2005/06	BUDGETED PAYMENTS TO DATE	EXPENDITURE TO DATE	VIATION TO BUDGET TO DATE (9 - 8)	BUDGET HOLDER REASONS FOR MAJOR VARIANCES
						£	£	£	£	
		Completion of Sports Building at Rowney Green (funded from S106)	C Savage	R Hazlehurst	R Hazlehurst	20,000	0	0	0	These schemes were included in a report to Executive Cabinet regarding the use of Section 106 monies on 20/07/05 and it was later approved by Executive Cabinet on the 27/07/05 that these schemes be included in the revised Capital Budget for 2005/06 because of their urgency.
		Drainage improvements to pitch in Beoley (funded from S106)	C Savage	R Hazlehurst	R Hazlehurst	7,000	0	0	0	
		Pitch drainage works at Romsley (funded from S106)	C Savage	R Hazlehurst	R Hazlehurst	15,000	0	0	0	
		<b>SUB-TOTAL</b>				<b>387,000</b>	<b>49,000</b>	<b>20,216</b>	<b>-28,784</b>	
		<b>Dolphin Centre:-</b>								
GC1093		Replacment of Dolphin Centre Pool Plant	C Savage	R Hazlehurst	J Godwin	30,000	0	0	0	This scheme is not scheduled to commence until Dec
GC352		- Upgrade (b/f from 2002/03) (includes 2003/04 slippage)	C Savage	R Hazlehurst	J Godwin	0	0	157,046	157,046	Executive Cabinet considered budget carry forward requests on 28/09/05 and authorised the Corporate Director (Resources) to determine the request to carry forward £171k from 2004/05, in consultation with the Portfolio Holder for Finance, on receipt of a schedule of all outstanding work. The carry forward to the revised 2005/06 capital budget has not yet been approved.
GC1052		- Renew/repair roof coverings (as per Condition Survey)	C Savage	R Hazlehurst	J Godwin	13,000	0	0	0	Work completed at £14k with payment in October.
GC1054		- Replacement roof cladding	C Savage	R Hazlehurst	J Godwin	8,000	0	0	0	Work completed at £6k with payment in October.
GC1055		- Sports Hall Inflatable	C Savage	R Hazlehurst	J Godwin	8,000	8,000	6,989	-1,011	Scheme complete.
		<b>SUB-TOTAL Dolphin Centre Schemes</b>				<b>59,000</b>	<b>8,000</b>	<b>164,035</b>	<b>156,035</b>	
		<b>Liveability Grant Funded Schemes:-</b>								
GC1026		Improvements to Rubery Park (Funded from Government Liveability Fund)	C Savage	R Hazlehurst	R Heard	249,000	0		0	Tenders received for Ball Court at the beginning of October. Claim made to ODPM for remaining balance of £115k on 29/9/05; payment received 28/10/05. Tenders for Skatepark to be invited by end November. The total cost of this scheme is now £189k and the estimated outturn version of the 2005/06 budget will therefore be changed to reflect this.
GC1027		New park at Barnsley Hall (Funded from Government Liveability Fund & BDC)	C Savage	R Hazlehurst	R Heard	220,000	1,000	1,396	396	Awaiting the conveyance of land from English Partnerships which has caused delays. 2nd Claim to ODPM of £115k received 28/10/05. Estimated outturn is likely to be £25k with slippage into 2006/07. The estimated outturn version of the budget will therefore be changed to £25k.
GC1028		Regeneration of two allotment sites (Funded from Government Liveability Fund £16k)	C Savage	R Hazlehurst	R Heard	16,000	4,000	4,056	56	Works at Rigby Lane site complete. Works to create recycling bay/secure fencing at Watt Close site progressing. Completion on course by end March 2006.

**BROMSGROVE DISTRICT COUNCIL**  
**CAPITAL BUDGET MONITORING STATEMENT - 2005/06**  
**AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005**

**GENERAL FUND - HEALTH & LEISURE SCRUTINY COMMITTEE (LEISURE SERVICES ONLY)**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			CORPORATE DIRECTOR	BUDGET HOLDER	BUDGET MANAGER	REVISED CAPITAL BUDGET 2005/06	BUDGETED PAYMENTS TO DATE	EXPENDITURE TO DATE	VARIATION TO BUDGET TO DATE (9 - 8)	BUDGET HOLDER REASONS FOR MAJOR VARIANCES
						£	£	£	£	
GC1025		Improvements to Sanders Park (Funded from Government Liveability Fund & BDC)	C Savage	R Hazlehurst	R Heard	211,000	146,000	145,690	-310	Final claim to ODPM of £35k received 28/10/05. Tenders for Skatepark refurb to be invited by end November. Awaiting quotes for toilet refurb. Concrete pad for new bowls pavilion installed. Bulb planting ordered. Park leaflet and new entrance signs being designed. No more large payments due until Mar 2006. Estimated outturn is likely to be £191k with £20k slipping to 2006/07. The estimated outturn version of the budget will therefore be changed to £191k.
		<b>SUB-TOTAL Liveability Grant Funded Schemes</b>				<b>696,000</b>	<b>151,000</b>	<b>151,142</b>	<b>142</b>	
		<b>GRAND TOTALS</b>				<b>1,142,000</b>	<b>208,000</b>	<b>335,393</b>	<b>127,393</b>	

Note: Underspends are shown as negative figures.

<b>BROMSGROVE DISTRICT COUNCIL</b>										
<b>CAPITAL BUDGET MONITORING STATEMENT - 2005/06</b>										
<b>AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005</b>										
<b>GENERAL FUND - HEALTH &amp; LEISURE SCRUTINY COMMITTEE (ENVIRONMENTAL HEALTH ONLY)</b>										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			CORPORATE DIRECTOR	BUDGET HOLDER	BUDGET MANAGER	REVISED CAPITAL BUDGET 2005/06	BUDGETED PAYMENTS TO DATE	EXPENDITURE TO DATE	VIATION TO BUDGET TO DATE (9 - 8)	BUDGET HOLDER REASONS FOR MAJOR VARIANCES
Capital Code	Funding					£	£	£	£	
		2005/06 Schemes								
		Environmental Health:-								
									0	
		<b>SUB-TOTAL Environmental Health</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		Environmental Health - Refuse Collection & Waste Management:-								
GC1084		Washing Facilities for Depot Vehicles	C Savage	M Bell	J Woodfield	20,000	0		0	The original budget of £20k for this scheme is insufficient and was reported to Executive Cabinet on 24th August 2005. The actual cost will be £38k and it was agreed that the extra £18k be funded from Government DEFRA Grant. The estimated outturn version of the 2005/06 capital budget will therefore be changed to £38k.
		<b>SUB-TOTAL Recycling</b>				<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		Environmental Health - General Vehicles & Plant:-								
		Vehicles & General Plant (b/f 2004/05)	C Savage	M Bell	J Woodfield	339,000	0		0	Budget c/f from 2004/05 earmarked for the purchase of 3 rear loading refuse freighters. Currently out to tender with a 16/20 week delivery which may prevent delivery of the third vehicle in 2005/06. Allowing for this the estimated outturn version of the 2005/06 capital budget will be changed to £226k.
GC1085		Replacement of Fleet Vehicles	C Savage	M Bell	J Woodfield	55,000	0		0	This budget is for the replacement of multi lift vehicle registration P585 EO.V. The original budget of £55k is inadequate and will be changed to £70k in the estimated outturn version of the 2005/06 Budget.
GC1086		Replacement of Depot Plant & equipment	C Savage	M Bell	J Woodfield	8,000	4,000	3,124	-876	Purchase is on-going.
GC1087		New Tanker for Cesspools Work	C Savage	M Bell	J Woodfield	80,000	0		0	Vehicle is currently out to tender.
GC1088		Equipment for new cemetery at North Bromsgrove	C Savage	M Bell	J Woodfield	3,000	0		0	Investigation has revealed that this equipment was purchased in 2004/05 and charged to revenue. The estimated outturn version of the 2005/06 capital budget will therefore be reduced to zero.

**BROMSGROVE DISTRICT COUNCIL**  
**CAPITAL BUDGET MONITORING STATEMENT - 2005/06**  
**AS AT ACCOUNTING PERIOD 6 - SEPTEMBER 2005**  
**GENERAL FUND - HEALTH & LEISURE SCRUTINY COMMITTEE (ENVIRONMENTAL HEALTH ONLY)**

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(13)
MONITORED AGAINST THE 2005/06 REVISED CAPITAL BUDGET & APPROVED ADDITIONS			CORPORATE DIRECTOR	BUDGET HOLDER	BUDGET MANAGER	REVISED CAPITAL BUDGET 2005/06	BUDGETED PAYMENTS TO DATE	EXPENDITURE TO DATE	VARIATION TO BUDGET TO DATE (9 - 8)	BUDGET HOLDER REASONS FOR MAJOR VARIANCES
						£	£	£	£	
GC1089		Pavement Sweepers for street cleansing	C Savage	M Bell	J Woodfield	120,000	0		0	The budget was originally for two new sweepers and cages for the sweepers. The estimated outturn for the Budget will be changed to £80k because the cages will now be purchased in 2006/07.
GC1090		Equipment for new BDHT Grounds Maintenance work	C Savage	M Bell	J Woodfield	118,000	118,000		-118,000	The original scheme is not proceeding. It is suggested that this budget now be earmarked for carrying forward to 2006/07 to help fund the capital costs identified in the Depot Strategy Report.
GC1091		Replacement Equipment for grounds Maintenance Work (Highways, Council & Leisure)	C Savage	M Bell	J Woodfield	25,000	12,500	13,876	1,376	Scheme is on-going.
		<b>SUB-TOTAL General Vehicles &amp; Plant</b>				<b>748,000</b>	<b>134,500</b>	<b>17,000</b>	<b>-117,500</b>	
		<b>Depot - Other</b>								
GC019		Blue Unlidded Boxes - Balance 32,300 (DEFRA Funded)	C Savage	M Bell	J Woodfield	0		-2,839	-2,839	Credit balance relates to disputed invoices in 2004/05
		<b>GRAND TOTALS</b>				<b>768,000</b>	<b>134,500</b>	<b>14,161</b>	<b>-120,339</b>	

Note: Underspenders are shown as negative figures.

Corporate Services	Approved Budget 2005/06 £'000	Profiled Budget April-September 2005/06 £'000	Revised Actual April-September 2005/06 £'000	Variance April-September 2005/06 £'000	Salary Variances April-September 2005/06 £'000	Other Variances April-September 2005/06 £'000
Corporate Management Total	411	205	281	76	72	4
Policy Total	159	79	57	-22	-21	-1
<b>TOTAL SERVICE</b>	<b>570</b>	<b>284</b>	<b>338</b>	<b>54</b>	<b>51</b>	<b>3</b>

	Approved Budget	Profiled Budget	Revised Actual	Variance	Salary Variances	Other Variances
	2005/06	April-September	April-September	April-September	April-September	April-September
Culture & Community Services	£'000	2005/06	2005/06	2005/06	2005/06	2005/06
		£'000	£'000	£'000	£'000	£'000
Arts Services Total	185	95	99	4	1	3
Cemeteries Total	-74	-37	-40	-3	0	-3
Community Safety Total	258	146	148	2	-1	3
Economic Development Total	97	58	44	-14	-1	-13
Leisure Management Total	185	118	92	-26	-23	-3
Museum and TIC Total	86	46	26	-20	0	-20
Parks & Open Spaces Total	117	60	65	5	1	4
Spadesbourne Suite Total	48	30	20	-10	-10	0
Sports Centres Total	625	365	479	114	44	70
Sports Development Total	123	61	32	-29	-13	-16
Travel Concessions Total	410	205	205	0	0	0
<b>TOTAL SERVICE</b>	<b>2,060</b>	<b>1,147</b>	<b>1,170</b>	<b>23</b>	<b>-2</b>	<b>25</b>

	Approved Budget	Profiled Budget	Revised Actual	Variance	Salary Variances	Other Variances
	2005/06	April-September	April-September	April-September	April-September	April-September
E-Government & Customer Services	£'000	2005/06	2005/06	2005/06	2005/06	2005/06
		£'000	£'000	£'000	£'000	£'000
Customer Service Centre Total	241	121	117	-4	-20	16
E-Government Total	670	386	428	42	-15	57
Printing Total	126	63	56	-7	1	-8
<b>TOTAL SERVICE</b>	<b>1,037</b>	<b>570</b>	<b>601</b>	<b>31</b>	<b>-34</b>	<b>65</b>

<b>Financial Services</b>	<b>Approved Budget 2005/06 £'000</b>	<b>Profiled Budget April- September 2005/06 £'000</b>	<b>Revised Actual April- September 2005/06 £'000</b>	<b>Variance April- September 2005/06 £'000</b>	<b>Salary Variances April- September 2005/06 £'000</b>	<b>Other Variances April- September 2005/06 £'000</b>
<b>Accountancy Total</b>	407	203	184	-19	-25	6
<b>Audit Total</b>	160	80	78	-2	-3	1
<b>Finance Miscellaneous Total</b>	687	434	474	40	0	40
<b>Revenues &amp; Benefits Total</b>	530	251	181	-70	-66	-4
<b>TOTAL SERVICE</b>	<b>1,784</b>	<b>968</b>	<b>917</b>	<b>-51</b>	<b>-94</b>	<b>43</b>



	Approved Budget	Profiled Budget	Revised Actual	Variance	Salary Variances	Other Variances
	2005/06	April-September	April-September	April-September	April-September	April-September
Legal & Democratic Services	£'000	2005/06	2005/06	2005/06	2005/06	2005/06
		£'000	£'000	£'000	£'000	£'000
Democratic Services Total	220	110	105	-5	1	-6
Elections Total	21	8	0	-8	0	-8
Establishment Total	84	42	26	-16	-3	-13
Legal & Democratic Support Total	813	407	417	10	2	8
<b>TOTAL SERVICE</b>	<b>1,138</b>	<b>567</b>	<b>548</b>	<b>-19</b>	<b>1</b>	<b>-20</b>

	Approved Budget	Profiled Budget	Revised Actual	Variance	Salary Variances	Other Variances
Organisational Development & Human Resources	2005/06	April-September 2005/06	April-September 2005/06	April-September 2005/06	April-September 2005/06	April-September 2005/06
	£'000	£'000	£'000	£'000	£'000	£'000
Organisational Development & Human Resources Total	469	134	137	3	4	-1
TOTAL SERVICE	469	134	137	3	4	-1

Planning & Environment Services	Approved Budget	Profiled Budget	Revised Actual	Variance	Salary Variances	Other Variances
	2005/06 £'000	April-September 2005/06 £'000	April-September 2005/06 £'000	April-September 2005/06 £'000	April-September 2005/06 £'000	April-September 2005/06 £'000
<b>Building Control Total</b>	-102	-51	-77	-26	-23	-3
<b>Development Control Total</b>	7	4	-21	-25	-5	-20
<b>Environment Management Total</b>	637	318	316	-2	2	-4
<b>Health Miscellaneous Total</b>	83	42	52	10	-7	17
<b>Housing Total</b>	462	236	228	-8	-1	-7
<b>Industrial Estates Total</b>	-55	-27	-54	-27	0	-27
<b>Land Charges Total</b>	-344	-167	-134	33	0	33
<b>Licensing Total</b>	-6	-3	-53	-50	-0	-50
<b>Local Planning Total</b>	244	122	82	-40	-43	3
<b>Pest Control Total</b>	7	4	4	0	0	0
<b>Planning Management Total</b>	324	162	155	-7	-12	5
<b>TOTAL SERVICE</b>	<b>1,257</b>	<b>640</b>	<b>498</b>	<b>-142</b>	<b>-88</b>	<b>-54</b>

Street Scene & Waste Management Services	Approved Budget 2005/06 £'000	Profiled Budget April-September 2005/06 £'000	Revised Actual April-September 2005/06 £'000	Variance April-September 2005/06 £'000	Salary Variances April-September 2005/06 £'000	Other Variances April-September 2005/06 £'000
Car Parks Total	-666	-290	-307	-17	2	-19
Depot Services Total	3,409	1,506	1,639	133	83	50
Environmental Enhancements Total	-24	-12	-20	-8	0	-8
Establishment Total	470	323	334	11	7	4
Highways General Total	48	2	10	8	0	8
Public Conveniences Total	35	21	15	-6	0	-6
Street Scene Support Total	393	197	139	-58	-40	-18
<b>TOTAL SERVICE</b>	<b>3,665</b>	<b>1,747</b>	<b>1,810</b>	<b>63</b>	<b>52</b>	<b>11</b>

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**30TH NOVEMBER 2005**

**RECOVERY ACTION AND WRITE OFF POLICY**

Responsible Portfolio Holder	Cllr Diane Campbell
Responsible Head of Service	Head of Financial Services

**1. SUMMARY**

- 1.1 The report requests the adoption of the attached recovery and write off policies for the Revenues and Benefits section of the Council.

**2. RECOMMENDATION**

- 2.1 It is recommended that the attached policies relating to recovery and write off of debts at Appendix A & B are adopted by the Council.

**3. BACKGROUND**

- 3.1 These are new policies to formalise current guidelines that have been used by Revenues and Benefits section.
- 3.2 It is best practice to adopt formal policies to ensure a standard approach to debt recovery and write off.

**4. Financial Implications**

- 4.1 There are no financial implications as a direct result of this report.

**5. Legal Implications**

- 5.1 None as a direct result of this report.

**6. OTHER SUB HEADINGS**

- 6.1 None

Personnel Implications
Governance/Performance Management Considerations
Community Safety Considerations
Risk Management Considerations
Policy Considerations
Environmental Considerations
Equalities Implications

**Background Papers**

None

**Contact officer**

Name: Leigh Butler - Revenues and benefits Manager

E Mail: l.butler@bromsgrove.gov.uk

Tel: 01527 881234



## **Recovery Policy**

### **Revenues and Benefits Section**

### **Financial Services**

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# Introduction

**This policy covers the collection of Housing Benefit overpayments, Council Tax and Non-Domestic Rates (Business Rates).**

Bromsgrove District Council believes a collection and debt recovery policy should be fair to everyone, especially those on low incomes.

It is recognised that people do not pay their debts for a variety of reasons.

Some people may deliberately set out to delay or not make payments and all methods of enforcement will be used to secure payment in these cases.

Some people, because of living in or on the margins of poverty, will have difficulty in paying. The Council will use their best endeavours to help such people and to minimise the impact of debt on them.

Some people may be able to pay but do not pay because of an oversight or personal difficulties and not because of a deliberate decision to avoid or delay payment. The Council will seek to help such people develop a culture of payment by encouraging them to get in contact and discuss any difficulties.

The need to get in touch is central to the policy. Where a person makes contact their circumstances will be considered with a view to agreeing a reasonable payment arrangement, minimising recovery action and helping to alleviate hardship. Where people fail to make contact or maintain arrangements, recovery action will continue.



# The Policy

The policy consists of a statement of principles and a code of practice.

This handbook outlines the policy. It is intended to assist staff and to ensure advice workers are familiar with the policy so they can advise the public.

Our Duty is to Collect & Recover

Bromsgrove Council has a legal duty to ensure cost-effective billing, collection, and recovery of all sums due to the Council.

## **An Effective Policy**

We know that for the policy to be effective it is vital to ensure: -

- that accurate and clear bills are produced promptly
- we respond quickly to changes in circumstances and applications for exemptions, discounts and reliefs
- the fast and accurate delivery of benefit entitlements
- we stick to the time scales we give people when outlining enforcement action.

## The Benefit of a Fair Debt Collection Policy

We believe that the policy will:

- help identify/recognise deliberate non-payers or people who delay payment
- enable people who fall into arrears to come to payment agreements appropriate to their circumstances
- make sure that when we take enforcement action it is appropriate and likely to be effective
- mean that by being approachable people will be more willing to make contact when they first face difficulties
- help to reduce the effect of debt on people on low income.

## **The Policy Aims to**

- take positive action to prevent arrears occurring, for example by maximising income and providing a range of payment methods
- take positive enforcement action against deliberate non-payers or those who delay payment
- ensure we bill promptly and remind people quickly if they do not pay
- encourage people to make early contact with us to avoid build up of debt.

Where people have fallen or are likely to fall into arrears, we will work with them and their representatives to set reasonable payment levels that they can maintain.

The Council will work towards adopting a co-ordinated approach with regard to multiple debts.

## **The Corporate Plan**

The policy encompasses the aims and principles of the Council's Corporate Plan:

We will fulfil the Council's statutory obligations to collect Council Tax, Business Rates and Housing Benefit overpayments.

We will be consistent and fair in our dealings, regardless of age, sex and race or disability.

We will listen to and communicate with the public.

By administering the policy we will assist in tackling poverty by offering the right advice to enable people to maximise their income and to help prevent the build up of debt.

## Statement of principles for the Fair Collection and Debt Recovery Policy

- consider that people have a responsibility to pay
- aim to identify those who can pay but won't or who delay payment, so that recovery action can be taken accordingly
- actively encourage contact at every stage of the collection and recovery process
- aim to help people maximise their income
- acknowledge the need to provide a service that is effective but sensitive to individual's needs
- acknowledge our responsibility to collect revenue effectively.

When people get into arrears, we will:

- ensure that payment arrangements reflect the ability to pay as well as the level of debt owed
- acknowledge and respect a person's obligations to his/her dependants and recognise the need for a person to maintain a reasonable standard of living
- expect Priority Debts (see appendix 1) to be given priority over other debts owed
- acknowledge the role of the recognised advice agencies and will work with such agencies whenever possible.

# Code of Practice

We will provide clear and prompt information about bills and liabilities. The information we provide will show:

- what the bill or liability is for
- the amount due
- how to make payment
- a contact point for all enquiries

All such correspondence will be clearly written, without the use of jargon and will contain, where appropriate, information about where to get independent advice.

The Council will:

- inform people of their entitlement to benefits, discounts, reliefs and exemptions
- try to ensure that maximum take-up occurs and that net bills/liabilities are issued
- inform people of the general availability of income-related benefits such as Job Seekers' Allowance, Income Support, Working Families Tax Credit, Pension Credits, Disability Working Allowance, Housing Benefit and Council Tax Benefit
- train staff who deal with the public on debt matters to be aware of the benefits that are available so as to ensure maximum take-up of benefits
- advise people where they can get independent advice with financial problems, for example the Citizens' Advice Bureau

# Information and Advice

## **Information and Advice to Council Tax Payers**

The Council encloses information to all taxpayers with the annual Council Tax bill which covers the following areas:

- Valuation Bands
- Discounts
- Reductions for people with disabilities
- Exempt Dwellings
- Council Tax Benefits
- Appeals
- How the Council Tax is spent – leaflets are enclosed with bills from :  
Bromsgrove Council  
Worcestershire County Council  
West Mercia Police Authority  
Hereford and Worcester Joint Fire Authority

We will make information available in a variety of formats and languages when required.

## **Information and Advice to Business Ratepayers**

The Council encloses information to all Business Ratepayers with the annual bill which covers the following areas:

- Rateable Values
- Reliefs and Exemptions
- Appeals
- Small Business Rate Relief
- Information as supplied by the Office of the Deputy Prime Minister (ODPM)

We will make information available in a variety of formats and languages when required.

## **Information and Advice with Housing and Council Tax Benefit**

### **Overpayments**

An overpayment is any amount of Housing or Council Tax benefit which has been paid but to which there was no entitlement.

When an overpayment is identified the benefit claimant is notified in writing and given the following information: -

- The reason for the overpayment
- The amount
- The benefit period covered
- The method of recovery
- ? Their right of appeal

Information on the above can be viewed on the Council's website:

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

## Making Payment

It is acknowledged that the easier it is to pay, the more likely it is that payment will be made.

We will provide a choice of convenient methods of payment for bills and invoices and details of these options will be advised on each bill: -

- **How payments are made.**

- Direct Debit (Council Tax and Business Rates ONLY)
- Cheque Payment
- Cash Payment
- Debit Card
- Credit Card
- Postal Order

- **Where payments are made.** We aim wherever possible to prevent people having to incur additional costs and having to travel solely to pay bills.

- Post Office (Council Tax ONLY)
- Council's Website
- Postal payment

There is a facility for individuals to make payment in person at the Service Centre based at School Drive, Bromsgrove.

- **Debit and Credit card** payments can be made by telephoning 01527 881474. This facility is available 24 hours a day, 7 days a week using the Council's automated debit and credit card telephone line.

Some Credit Cards are not accepted i.e. American Express

Further details are included on the back of your bill.

Housing Benefit overpayments will be recovered from on going benefit where possible. Council Tax benefit overpayments (excess benefit) will normally be added to the Council Tax account.

Whatever the method of payment individuals must ensure that payments made reach the Council by the due date. The instalment dates, where appropriate are shown on each bill.

We will actively encourage people to contact us early if they are having difficulty paying and, when appropriate, advise them where to get independent advice.

To try and prevent problems of debt occurring we want people to contact us as soon as they have difficulty paying. Many people are unaware of their rights and responsibilities and of the availability of a variety of payment arrangements. If people contact us early we will be able to discuss the situation and prepare a payment plan. This will help to keep people out of debt.

When people contact us we will:

- check whether they should be paying less or nothing at all by ensuring that all the relevant benefits, discounts, reliefs, exemptions and rebates are being claimed

- advise on the most appropriate payment methods
- if appropriate, advise them to contact an independent advice agency.

### Making arrangements for people in arrears

#### We Will:

- encourage contact from people at an early stage in the recovery process
- expect priority debts (see appendix 1) to be given precedence over other debts

When a person makes contact a realistic agreement for payment will be made.

If there is any doubt as to whether the agreement is realistic (either because it appears to be too high or too low), staff will help the individual to complete an income and expenditure form.

It is important to remind the individual to contact the Council if they anticipate problems in meeting any instalment due date. They will be advised not to wait until they have received a written response to their offer of payment, but to start and maintain payments.

### Arrangements made by Advice Agencies

- where an arrangement is made by a recognised advice agency, an Income and Expenditure form will normally be provided. Offers of payment received will be treated in good faith
- where an individual appears to have complex benefit or money advice problems, staff will refer them to an appropriate agency.

### Obtaining details

- staff should try to get as much detail as possible of a person's circumstances to make the best assessment of their ability to pay
- however if a person refuses to divulge any information this could be used as a reason for refusing to make an arrangement.

## Documentary evidence

- in some cases it may be necessary to request documentary evidence to confirm particular details when arriving at a payment arrangement. Individuals should not however be asked for documentary evidence unless it is absolutely necessary
- if it is necessary the individual should be told of the particular items that require confirmation and be given a specified reasonable time limit within which they are required
- the individual should be advised that if the evidence is not produced within the agreed timescale the offer of payment may be rejected and further action could be taken.

**All information collected is governed by the Data Protection Act 1998 and the Council has a procedure and policy in place to comply with the Act.**

## Monitoring Payment Arrangements

- all payment arrangements will be closely monitored
- prompt recovery action will be taken in respect of missed payments
- action may be taken, even where payment is received shortly after the due date
- the responsibility for making sure that payment reaches the account by the due date remains with the individual
- the individual should be reminded that the date on which instalments are to be paid is the final date on which money should reach the account.

This means that individuals must allow sufficient time for the payment to reach the Council by the due date.



## When payment arrangements are not maintained

- it is important to ensure that where arrangements have not been maintained that prompt action is taken (by the person) to try and bring the arrangement back up-to date
- although the Council will ideally require the original agreement to be brought up to date within a short timescale, if there has been a significant change in circumstances it may be possible to negotiate a new arrangement.

## Maintaining current instalments

When negotiating arrangements for payment, staff should ensure that current instalments are being maintained, i.e. the arrangement will be in addition to and conditional on, the current debt being paid. When an arrangement is made on a total balance the minimum arrangement will be the usual current instalment plus a contribution towards the arrears.

## **The Elderly/Infirm**

The Council is obliged to pursue all debts irrespective of a person's age, infirmity etc. However, the Council recognises that some groups of people may have difficulty understanding or dealing with their financial problems.

When such cases are identified and there has been no contact from the individual a member of staff will, if appropriate, after discussion with the Billing and/or Recovery Officer visit the person in their home. When a visit is made the customer will be asked if they would like to have third party (e.g. a close relative or a social worker or a benefit advice worker) present during the discussions.

The purpose of the visit will be to maximise income where possible by the application of any additional benefits or reductions. Assistance will be given in the completion of any forms and an income and expenditure form will be completed.

A suitable plan will be agreed along with the payment method most convenient to the person's circumstances. Once the payment plan is agreed it will be closely and regularly monitored and when necessary, may be reviewed.

## Monitoring the Policy

It is the responsibility of the Council to ensure the policy is effective through their monitoring and complaints procedure, taking into account the indicators listed below:

- rate of collection, including recovery of housing benefit overpayments
- number of cases reaching each stage of recovery
- number of cases where attachments of benefit/earnings are made
- number of cases being referred to the bailiffs
- number of cases where recovery is suspended due to arrangements being made
- number of cases with arrears outstanding at year end
- amount of arrears outstanding at year end
- number of complaints received where policy is not being followed
- Audit checks

# Future Actions

To continue to develop the Strategy we need to:

- establish a good relationship built on trust between the advice agencies and the Council
- forge stronger links with the Department of Work and Pensions (DWP), particularly in areas of Job Seekers Allowance (JSA) deductions and notification of changes in benefits
- look at better targeting of information, particularly in relation to benefits
- continue to review the use and action of bailiffs (Internal and External)
- consider recommendations that could be made for the Government to amend appropriate legislation
- consult the public and consider any suggestions made that might improve the policy
- make use of advances in information technology to provide alternative means of communicating with stakeholders and customers
- use the Internet to publish information and provide a means for people to contact the Council out of normal office hours
- To consider the introduction of Direct Debit as payment method option for Overpaid Housing Benefit

What is a Priority Debt?

Priority debts are those debts that can result in loss of essential service, loss of your home or imprisonment

**HOUSING**

Mortgage/Rent

Council Tax

**UTILITIES**

Electricity

Gas

Telephone

Water

**OTHER**

Business Rates

Child Support Agency deductions

Court Fines

Income Tax

Maintenance Arrears

Secured Loan

VAT

Council Sundry Debts

## Council Tax Recovery Process

### Explanation of Recovery terms

#### Reminder

A document issued when an instalment is overdue

#### Final Notice

A document issued when an account is in arrears and there is no right to pay by instalments

#### Summons

A document issued summoning the person to Magistrates Court when there has been no satisfactory response to one of the above or when the account is in arrears for the third time. At Court the Council will make an application for a Liability Order to be granted.

#### Liability Order

The Magistrates will grant a Liability Order if they are satisfied, the Council Tax is outstanding. The order gives the Council the power to take further action if the account remains unpaid. The main options are: -

Attachment of earnings or benefit (Income Support or Job Seekers Allowance)

Referral to the Bailiffs who have the power to remove and sell goods

Committal to prison

Bankruptcy proceedings

Charging Order placed on property

#### Where payments due have not been made the Council will take the following action:

- a **Reminder** is issued which requires the account to be brought up to date within seven days.

When there is no response to the reminder within 14 days a **Final Notice** will be issued.

If the person brings the account up to date within seven days but falls into arrears a second time a **second reminder** is issued. It is important that payment is made on or before the instalment due date. A further instalment reminder will be issued every time when instalments are brought up-to date within seven days of last issue date.

If instalments fall into arrears greater than seven days a **Final Notice** will be issued for the whole amount due under the instalment plan. At this stage recovery will only be suspended if the person agrees to pay by Direct Debit.

- When a **Summons** is issued and Summons Guidance Notes and £50 costs are debited to the Council Tax account. Wherever possible employment/benefit details are obtained to enable an attachment to be made when the Liability Order

has been granted, if a satisfactory arrangement is not negotiated or has not been maintained. Arrangements may still be agreed but they will not stop the Liability Order being granted at this stage. The summons costs must be paid.

- once a **Liability Order** has been obtained in court the Council will:
  - monitor payment arrangements where tax payers have already contacted the Council.
  - make deductions from Benefit/Income Support or Job Seekers Allowance where appropriate
  - make an attachment of earnings order where appropriate
- in all other cases a **Liability Order/Bailiff Notice** is sent requesting information about the person's income and advising that if there is no response within 14 days the matter will be passed to the Bailiffs. A list of the Bailiffs fees is enclosed with the notice. If there is still no response after 14 days the case is referred to the Bailiffs for collection.

Whilst undertaking any of these activities, as a result of obtaining a Liability Order, the Council may apply for an Attachment of Earnings or deductions from benefit. A payment arrangement may be discussed at any stage and the Council aims to consider an individual's circumstances and ability to pay.

- if all other enforcement options fail, the Council may apply to the Magistrates Court with a view to a prison sentence in absence of payment. We may consider Bankruptcy and apply for a Charging Order to secure the debt.

## Business Rates Recovery Process

### Explanation of Recovery terms

#### Reminder

A reminder is issued when an instalment is overdue

#### Final Notice

A document issued when an account is in arrears and the right to pay by instalments has been lost.

#### Summons

A document issued summoning the ratepayer to the Magistrates Court when there has been no satisfactory response to one of the above. At Court the Council will make an application for a Liability Order to be granted.

#### Liability Order

The Magistrates will grant a Liability Order if they are satisfied that the Business Rates are outstanding. The order gives the Council the power to take further action if the account remains unpaid.

The main options are: -

- Referral to the Bailiffs who have the power to remove and sell goods
- Committal to prison
- Bankruptcy or winding up proceedings

### Where payments due have not been made the Council will take the following action:

- a **reminder notice** is issued which requires the account to be brought up to date within seven days.

When there is no response to the **reminder notice** within 14 days a **Final Notice** is issued.

If the ratepayer brings the account up to date within seven days but falls into arrears a second time a **final notice** is issued for the whole year's Business Rates.

The whole amount must be paid within 7 days of the notice to prevent the issue of a summons. The right to continue paying by instalments will normally only be reinstated if a direct debit form is completed.

- when a **Summons** is issued and Summons Guidance Notes and £80 costs are added to the account. Special payment arrangements may still be agreed but they will not prevent application for a Liability Order at this stage.
- once a **Liability Order** has been obtained in court the Council will:
  - monitor payment arrangements where business ratepayers have already contacted the Council.

- in most other cases the **Liability Order** is referred to the Council's bailiff or internal bailiff for collection.
- In other cases the Council may start bankruptcy/winding up proceedings.
- if all other enforcement options fail, the Council will, where appropriate, apply to the Magistrates Court to have the ratepayer committed to prison for failing to pay.

A payment arrangement may be discussed at any stage and the Council aims to consider an individual's circumstances and ability to pay.



## Payment Arrangements

- Instalment arrangements to pay will be accepted at any stage.
- Arrangements must clear the balance within 12 months unless there are exceptional circumstances and approval is obtained from the Billing or Recovery Officer.
- If an arrangement is broken a “Payment Arrangement Reminder Notice” is sent.  

If the debtor makes no contact within 7 days of the notice the standard recovery action process continues. If contact is made the debtor is given a further opportunity to keep to the arrangement (or another arrangement may be made).
- If the arrangement is broken a second time the case is dealt with immediately under the standard recovery action procedure.
- We encourage for both Council Tax and Business Rates that Direct Debit is the preferred payment method. This is the most cost effective payment method.

# Housing and Council Tax Benefit Overpayment Recovery Process

## **Explanation of Recovery terms**

### **Reminder 1**

A document issued when full invoice amount is not paid

### **Reminder 2**

Second reminder to remind that payment is still outstanding

### **Pre-Court Reminder**

Document issued to advise that we are now considering Legal action through the County Court

### **Referred to Legal**

County Court Summons to be issued followed up if necessary by 'Judgment'  
This will involve in further costs to the debtor.

## **Recoverable Overpayments**

All overpayments are recoverable, regardless of the reason they occurred, where the claimant or person to whom the benefit was paid can reasonably have been expected to know they were receiving benefit to which they were not entitled.

When an overpayment is classed as recoverable the Benefit Assessor dealing with the case must make a separate decision as to whether or not the overpayment is to be recovered.

## **Recovery Rate**

Overpayments will be recovered from ongoing benefit at the maximum rate allowed (In 2005/06 £8.55 per week for non-fraudulent overpayments and £111.20 per week for fraudulent overpayments). In addition, to this rate of recovery, where appropriate, deductions may be increased by 50% of any applicable disregard, subject to the overall maximum deduction.

However, a reduction in the week recovery rate will be considered on health or financial grounds.

## **Non-Recoverable Overpayments**

Arise as a result of a Local Authority or Department Error, where the claimant or person to whom the benefit was paid cannot reasonably have been expected to know they were receiving benefit to which they were not entitled.

Non-recoverable overpayments are referred to the Principal Benefits Officer for authorisation.

**When a recoverable overpayment occurs the Council will take the following action:**

### **Recovery**

Recovery of the overpaid benefit can be sought from the claimant or the person to whom the payment was made. Recovery will only be sought from the landlord/agent where they could be expected to have known about the change in circumstances leading to the overpayment

An invoice will be issued to the relevant party which will include the period and amount of the overpayment.

This will then be followed by a **reminder 1** notice if payment is not made within 28 days of invoice due date

If the amount has not been paid in full a **reminder 2** is issued 14 days afterwards.

If still not paid in full a **Pre-Court** letter is issued advising that we will be issuing a County Court summons to recover the debt.

If still not paid the debt is **referred to Legal** to issue a County Court summons which if not paid will result in a County Court Judgment being obtained.

At every stage from reminder we will check to see if Housing Benefit is back in payment and arrange that the debt be recovered from ongoing benefit.

### **Recovery Method**

All excess Council Tax Benefit is debited, directly to the council tax account and the claimant is re-billed for the revised amount.

Where the claimant continues to be entitled to Housing Benefit recovery is from their current entitlement, and is deducted prior to payment. Also if an underpayment arises all or part of this may be used to reduce the outstanding balance. Before lump sum recovery is made the personal and financial circumstances of the person should be considered, to ensure their tenancy is not jeopardised.

Where the claimant moves to another Local Authority's area and continues to be entitled to Housing Benefit the Authority should be contacted and requested to recover the overpayment from their current entitlement.

If the claimant is no longer entitled to Housing Benefit but in receipt of a Social Security Benefit, investigations are to be made to establish whether or not deductions can be made from the benefit in payment.

In all cases, where a successful new claim is processed and the claimant has an outstanding overpayment the overpayment will be recovered from underpaid and/ or ongoing benefit unless the claimant has made and is maintaining a reasonable repayment arrangement.

# Feedback Form

Please Return to:

Mr Leigh Butler  
Revenues and Benefits Manager  
Bromsgrove District Council  
The Council House  
Burcot Lane  
Bromsgrove  
B60 1AA

FROM:

COMMENT:

Signed.....

Date.....



## **Write Off Policy**

## **Revenues and Benefits Section**

## **Financial Services**

<b>Contents</b>	<b>Pages</b>
<b>Introduction</b>	<b>3</b>
<b>Write Off Guidelines Council Tax, Business Rates and Housing Benefit Overpayments</b>	<b>4-5</b>
<b>Feedback Form</b>	<b>6</b>

## Introduction

The Council has in place the following authorisation levels for debt write off, they being:

<b>Amounts up to £1,000</b>	<b>Head of Financial Services</b>
<b>Amounts of between £1,000 and £2,500</b>	<b>Head of Financial Services in consultation with Portfolio Holder</b>
<b>Amounts greater than £2,500</b>	<b>Report to Executive Cabinet</b>

Each year debts for Council Tax, Business Rates and Overpaid Housing Benefit are categorised by age debt analysis this is to determine the Councils Bad Debt provision. Any debts outstanding prior to 31<sup>st</sup> March 2000, 100% bad debt provision is made.

The Revenues and Benefits section has and will always attempt to recover the full balance of debts levied.

A detailed annual recovery timetable be in place to ensure that debts due are recovered

Whilst every effort is made to ensure monies due to the Council are recovered, it is inevitable that some debts will be uncollectible either because of an individual's personal circumstances, or where a debtor absconds and no forwarding address can be obtained.

The guidelines which will be outlined in the report will ensure that we:

- ? ensure all debtors are treated equally and fairly
- ? ensure timely and consistent action is taken in recovery of all debts
- ? ensure that action is appropriate to the level of debt and maximises use of resources

## **Write-Off Guidelines for Council Tax, Business Rates and Overpaid Housing Benefit**

The following guidelines will be adopted when determining whether a debt should be written off.

- Upon receipt of notification of bankruptcy or liquidation, a claim is lodged and the debt is written off. The debt will be re-instated if any monies are forthcoming.
- The debtor is deceased and there are no assets in the estate.
- The debt that is part of a composite agreement with other creditors (will usually be as a result of administration order, IVA or CVA).
- Debt over six years of age where no Liability Order has been granted (subject to the decision of the Regentford Case).
- We also have to be mindful of case law and the Limitation Act 1980 for both Council Tax and Business Rates debts.
- Internal checks will be made in respect of debtors who have left no forwarding address, using the laid down procedures. The cases will then be passed to a tracing agency to identify a forwarding address. Cases returned that are unable to be collected will be written off.
- In respect of debts left by persons who have moved outside of England or Wales, summonses will be issued and a liability order obtained. The debtors will be advised of the granting of the liability order and requesting payment in full. If this action proves to be unsuccessful, the debt will be written off.
- Debts under £50 (Council Tax) £80 (Business Rates) are not passed to the external bailiff, as the costs for the issue of a summons (currently at £50/£80 would exceed the debt. If further debts become due then the whole amount may be passed to the bailiffs. In this instance this relates to the costs that were debited as a result of the summons being produced. We have to be mindful of other debts that maybe owed by the debtor.
- Debts for Housing Benefit overpayments that fall under £75 and have reached the stage that a County Court summons needs to be issued are written off.
- In exceptional cases, debts incurred by vulnerable debtors such as the elderly, frail, disabled and terminally ill, will be written off. These cases will be assessed and discussed with the Head of Financial Services beforehand.



- In cases of extreme hardship, if the debtor is paying the maximum he/she can, but there are large arrears outstanding, it is not cost effective to keep monitoring these arrears. After a year of payments the debtor will be requested to complete a further income and expenditure enquiry form, unless they are in receipt of a means tested benefit already. If the circumstances have remained largely the same since the original agreement at the maximum level, a full report will be prepared with a view to writing off the debt.
- Debts remitted at the Magistrates Court at committal hearings will be written off.
- As a result of a vacation, if the debit balance is under £2, it will be written off, as it is not cost effective to recover a small amount. This will be done once a year.
- Where the debtor has left no forwarding address and the account is in credit, the credit will be written back. The credit can always be written back and refunded if requested by the taxpayer/ratepayer at a later date. This will be done annually prior to end of year processing.
- Housing Benefit overpayments that have been deemed as 'Irrecoverable' an individual report will be incorporated as part of the write off schedule to support the decision made.

The above guidelines will be general practice, but authorisations of individual write-offs will be at the discretion of the Head of Financial Services. Recovery action will be taken in accordance with the Recovery Policy, and every effort will be made to collect the debt before considering write-off. If information comes to light that changes the circumstances of any individual case, the debt can be re-instated.

A pro-forma will be used by staff for each debt to ensure all avenues open have been used prior to any debt being written off. The completed document can be viewed on the Council's document imaging system to satisfy internal controls.

# Feedback Form

**Please Return to:**

**Mr Leigh Butler**

**Revenues and Benefits Manager**

Bromsgrove District Council  
The Council House  
Burcot Lane  
Bromsgrove  
B60 1AA

FROM:

COMMENT:

Signed.....

Date.....

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**30th NOVEMBER 2005**

**DISCRETIONARY RATE RELIEF REVIEW - NATIONAL NON-DOMESTIC RATES (NNDR)**

Responsible Portfolio Holder	Cllr Diane Campbell
Responsible Head of Service	Head of Financial Services

**1. SUMMARY**

- 1.1 This report seeks Members' approval for Discretionary Rate Relief for NNDR for the next 2 years for those charitable organisations, clubs and recreational organisations as listed.

**2. RECOMMENDATION**

- 2.1 That the Discretionary Relief's be awarded for the period 1st April 2006 until 31st March 2008 for organisations listed in Appendix I, Appendix II and Appendix III.
- 2.2 That Relief's (Appendix III) Working Men's Clubs/Social Clubs be reviewed in 2007/08 to take account of bar takings.

**3. BACKGROUND**

- 3.1 The Local Government Act 1998 under Section 47 gives powers to Local Authorities to approve awards for Discretionary Rate Relief's as long as the following criteria applies:

- 3.2 The ratepayer is a charity, or trustees for a charity and the hereditaments is wholly or mainly used for charitable purposes, or

- 3.3 All or part of the hereditaments is occupied for the purpose of one or more intuitions of which is established or conducted for profit and of whose main objectives are:

Charitable Social Welfare	Philanthropic	Science
Religious Literature	Educational	Fine Arts, or

- 3.4 The hereditament is wholly or mainly used for the purposes of recreation and all of this occupied for the purposes of a club, society or other organisation not established or conducted for profit.

- 3.5 Organisations that currently are in receipt of this award were given notice on 31st March 2005 advising that this relief would be terminated with effect from 31st March 2006. The current criteria falls within three broad categories, they are:

3.6 Charitable organisations in receipt of Mandatory Relief are granted the additional 20% top-up this is restrictive and does not include National Charity Shops and Educational establishments, (see Appendix I). Recreational Organisations which includes Village Halls, local sporting organisations receive 100% Discretionary Relief, (See Appendix II). Working Men's Clubs and Social Clubs receive 20% Discretionary Relief, (See Appendix III).

#### **4. FINANCIAL IMPLICATIONS**

4.1 Within the medium term financial plan a budget of £69,519 was allocated to fund Discretionary Relief's in 2006/07.

4.2 The cost for Charitable Organisations is £33,042 (75% of £44,055).

4.3 The cost for Recreational Organisations is £16,507 (25% of £66,026.40)

4.4 The cost for Social Clubs is £8,213. (25% of £31,851.77).

4.5 The estimated available remaining budget if all above reliefs were granted would be £11,757.

#### **5. LEGAL IMPLICATIONS**

As detailed in the body of the report

#### **BACKGROUND PAPERS**

None

#### **CONTACT OFFICER**

Name: Jayne Pickering (Head of Financial Services)

Email: j.pickering@bromsgrove.gov.uk

Tel: (01527) 881207

Name: Leigh Butler (Head of Revenues)

E Mail: l.butler@bromsgrove.gov.uk

Tel: (01527) 881234

**APPENDIX I**

**CHARITABLE ORGANISATIONS IN RECEIPT OF BOTH 80% MANDATORY RELIEF AND 20% DISCRETIONARY RELIEF (TOP-UP)**

<b>NAME</b>	<b>ADDRESS</b>	<b>NATURE OF BUSINESS</b>	<b>TOTAL RELIEF AWARDED</b>
Age Concern Bromsgrove & District	51 Windsor Street, Bromsgrove	Help and Advice	£776.48
Alvechurch Historical Society	School Lane, Alvechurch	Museum	£55.70
Alvechurch Village Hall	10 Bear Hill, Alvechurch	Village Hall	£151.92
Amphlett Hall Committee	Crown Close, Bromsgrove	Meeting Hall	£291.18
Avoncroft Museum of Historic Buildings	Stoke Heath, Bromsgrove	Historical Buildings	£1,755.75
Barnt Green Guides	23 Hewell Lane, Barnt Green	Girl Guides	£64.99
Belbroughton Recreation Centre	Hartle Lane, Belbroughton	Village Hall	£751.16
Bentley Village Hall	Hall Manor Road, Upper Bentley	Village Hall	£162.47
Beoley Village Hall Management Committee	Beoley Village Hall, Beoley	Village Hall	£97.06
Betel of Britain	Windmill House, Weatheroak Hill,	Hostel - residence for recovering addicts	£2,863.27
Birmingham & Midland Motor Omnibus Trust	Chapel Lane, Wythall	Transport Museum	£3,573.36
Bournheath Village Hall	Village Hall, Claypit Lane, Bournheath	Village Hall	£170.91
BREAd Community Services for Eating Disorders	Room at 184 Worcester Road, Bromsgrove	Community Service for eating disorders	£141.37
Bromsgrove & District Indoor Bowls	Austin Road, Bromsgrove	Bowling Club	£5,051.00
Bromsgrove Citizen Advice Bureau	50/52 Birmingham Road, Bromsgrove	Advice Centre	£1,835.70
1st Bromsgrove Scouts	Scout Hut, 1 Charford Road, Bromsgrove	Scouts	£37.56
3rd Bromsgrove Scout Group	Scout Hut, Kidderminster Road, Bromsgrove	Scouts	£259.40
4th Bromsgrove Scout	St Catherines Road	Scouts	£116.05

Group	Blackwell		
Bromsgrove Youth Homeless Forum	New Road, Bromsgrove	Advice Centre	£38.81
Burcot Village Hall Committee	Village Hall, 340 Alcester Road, Burcot	Village Hall	£362.92
Cats Protection	Packhorse Lane, Hollywood	Cat rescue Centre	£391.48
Catshill Village Hall Committee	Village Hall, 126 Golden Cross Lane, Catshill	Village Hall	£107.61
Catshill Scout Group	Lingfield Walk, Catshill	Scout Hut	£211.00
Cofton Hackett Village Hall	Barnt Green Road, Rednal	Village Hall	£173.02
Dodford Nursery Children's Holiday Farm	Warbage Lane, Dodford, Bromsgrove	Provision of holidays for children	£489.52
Fairfield Village Hall	Village Hall, Stourbridge Road, Fairfield	Village Hall	£506.40
Farm Animal Sanctuary	178 New Road, Rubery	Charity Shop	£663.65
Finstall Village Hall Committee	Village Hall, Alcester Road, Finstall	Village Hall	£86.51
Gateway	7a-9a Birmingham Road, Lickey End	Women's Refuge	£523.28
Girl Guides Birmingham	Trefoil Croft, Woodland Road, Dodford	Holiday Bungalow used by Brownies	£329.62
Girl Guides Bromsgrove	Hall, Kidderminster Road, Bromsgrove	Girl Guides	£139.26
Guide Association Birmingham	Goodrest Campsite, Goodrest Lane	Campsite	£286.28
Hagley Community Association	Community Centre, Worcester Road, Hagley	Community Centre	£208.89
Hagley Rambler Scout Group	Scout Hut, Hall Lane, Hagley	Scouts	£183.57
Hereford and Worcester Advisory Services on Alcohol	27 The Strand, Bromsgrove	Alcohol advisory service	£1,244.90
Hollytrees Animal Rescue Centre	Hollytree Kennels, Packhorse Lane, Hollywood	Animal Rescue Centre	£1,080.32
Hopwood Village Hall Committee	Birmingham Road, Hopwood	Village Hall	£97.06
1st Lickey Scout Group	358 Old Birmingham Road, Rednal	Boy Scouts	£75.96
Multi Agency Resource Centre	13-21 Humphrey Avenue, Bromsgrove 1a Highfield Road, Bromsgrove	Community Resource Centre	£749.84 £673.72

The National Trust	Rosedene, The Chartist Cottage, Victoria Road, Dodford	Historical Buildings	£75.45
New Cramar Cat Rescue	Redditch Road, Hopwood, Birmingham	Cat Rescue Centre	£396.68
Primrose Hospice	St Godwalds Road, Bromsgrove	Cancer Day Centre	£1,206.92
	169 New Road, Rubery	Charity Shop	£702.95
Romsley Scout Centre	St Kenelms Road, Romsley	Scouts	£447.32
Rowney Green Peace Memorial Committee	Village Hall, Rowney Green, Alvechurch	Village Hall	£316.50
Rubery Leisure Centre	St Oswalds Camp, Holywell Lane, Rubery	Village Hall	£700.52
Schools Outreach Limited	10 High Street, Bromsgrove	School Child Pastoral Support	£1,012.80
Scout Association Birmingham	Blackwell Court Scout Centre, Agmore Lane, Blackwell	Camping and Activity Centre	£5,188.74
St John Ambulance and British Red Cross	Barnsley Hall Drive, Birmingham Road, Bromsgrove	First Aid etc.	£179.35
Stoke Prior Village Hall Committee	Village Hall, Hanbury Road, Stoke Prior	Village Hall	£283.58
1st Tidbury Green (Wythall) Scout Group The Blue Cross Animal Welfare Charity	Scout Hut, Rear Of Wythall Community	Scouts	£208.89
	Wildmoor Lane, Catshill, Bromsgrove	Animal Protection	£717.40
The Guide Association Birmingham	Beaconfield Campsite, Monument Lane, Rednal	Girl Guides	£218.68
The Scout Association Birmingham	Pikes Pool, Pikes Pool Lane, Burcot	Camping Centre	£928.40
Worcestershire Lifestyles	Unit 5 Silver Birches Business Park, Aston Road, Bromsgrove	Workshop for Disabled Adults	£801.80
Wythall Village Hall	Village hall, Alcester Road, Wythall	Village Hall	£79.34
Wythall Animal Sanctuary	Middle Lane, Headley Heath, Birmingham	Animal Sanctuary	£472.64
Wythall Community Association	52 Silver Street, Wythall	Park and Community Facilities	£3,413.98
			<b>£44,054.93</b>

**APPENDIX II**

**DISCRETIONARY RELIEF - 100% RELIEF GRANTED**

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Nature of Business</u></b>	<b><u>Total Relief Awarded</u></b>
Alvechurch and Hopwood Cricket Club	Birmingham Road, Alvechurch	Cricket Club	£2,046.70
Alvechurch and Hopwood Cricket Club	Lea End Lane, Hopwood	Cricket Club	£1,160.50
Alvechurch Football Club	Lye Meadow Sports Ground, Redditch Road, Alvechurch	Football Club	£3,945.70
Avoncroft Cricket Club	Stoke Heath, Bromsgrove	Cricket Club	£696.30
Barnt Green Cricket Club	Cherry Hill Road, Barnt Green	Cricket Club	£1,856.80
Barnt Green Cricket Club	Southside, Cheery Tree Road, Barnt Green	Cricket Club	£485.30
Barnt Green Sports Club	Margesson Drive, Barnt Green	Tennis Club	£9,073.00
Belbroughton Cricket Club	Hackmans Gate Lane, Belbroughton	Cricket Club	£1,016.75
Bromsgrove Cricket Hockey & Tennis Club	St Godwalds Park, Bromsgrove	Multi Sports Club	£7,068.50
Bromsgrove Royal British Legion	Birmingham Road, Bromsgrove	Social Club	£2,532.00
Bromsgrove Rugby Football Club	Finstall Park, Finstall Road, Bromsgrove	Rugby Club	£5,338.30
Fairfield Villa Football Club	Stourbridge Road, Farifield, Bromsgrove	Football Club	£1,639.25
Five Ways Old Edwardian Club	Ash Lane, Hopwood, Alvechurch	Multi Sports Club	£6,456.60
Hagley Cricket Club	Hall Drive, Hagley	Cricket Club	£949.50
Hewell Bowling Club	Hollyoaks Lane, Hewell, Redditch	Bowling Club	£696.30
Kings Norton Rugby Football Club	Ash Lane, Hopwood	Rugby Club	£5,296.10
Old Halesonians Association	Wassell Grove, Hagley	Multi Sports Club	£7,258.40
Romsley & Hunnington Cricket Club	Bromsgrove Road, Hunnington	Cricket Club	£1,856.80
Rubery Junior Football Club	Middle Lane, Wythall	Football Club	£1,413.70
Sidemoor Bowling Club	Holly Road, Sidemoor, Bromsgrove	Bowling Club	£830.00



Wake Green Amateur Football Club	Haslucks Green Road, Shirley	Football Club	£1,603.60
Woodrush Rugby Football Club	Icknield Street, Alvechurch	Rugby Club	£2,806.30
			<b>£66,026.40</b>

### APPENDIX III

#### DISCRETIONARY RELIEF - 20% -

NAME	ADDRESS	NATURE OF BUSINESS	TOTAL RELIEF AWARDED
Alvechurch Sports and Social Club	The Square, Alvechurch	Social Club	£1,477.00
Barnt Green Social Club	1 Blackwell Road, Barnt Green	Social Club	£1,147.84
Bewell Head working Men's Club	44 Bewell Head, Sidemoor, Bromsgrove	Working Men's Club	£1,540.30
Blackwell Club	84 Linthurst Newtown, Blackwell, Bromsgrove	Working Men's Club	£793.36
Bromsgrove Labour Club & Institute Limited	174 Worcester Road, Bromsgrove	Social Club	£2,324.66
Bromsgrove Unionists Club Limited	18 Kidderminster Road, Bromsgrove	Unionists/Conservative Club	£830.00
Bromsgrove Discharged & Demobilised Sailors and Soldiers Memorial Hall Social Club Ltd	14/22 Stourbridge Road, Bromsgrove	Social Club	£2,237.92
Millfields & District Social Club	37 Millfield Road, Bromsgrove	Working Men's Club	£1,244.90
Rednal Social Club	8 Barnt Green Road, Rednal	Social Club	£1,182.75
Rubery and Rednal Royal British Legion Club Ltd	63 New Road, Rubery	Social Club	£1,688.00
Rubery Social Club and Institute Limited	141 New Road, Rubery	Social Club	£3,495.04
			<b>£31,851.77</b>

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**30TH NOVEMBER 2005**

**DISCRETIONARY RATE RELIEF - NATIONAL NON-DOMESTIC RATES (NNDR)**

**Bromsgrove Arts Centre Trust t/a The Artrix**

Responsible Portfolio Holder	Cllr Diane Campbell
Responsible Head of Service	Head of Financial Services

**1. SUMMARY**

- 1.1 This report seeks Members' approval to grant the 20% top-up of the NNDR Discretionary Rate Relief for Bromsgrove Arts Centre Trust (The Artrix). This charitable organisation took occupation of premises based in School Drive, Bromsgrove with effect from 1st April 2005 and they are a Registered Charity, Charity Number 1097573.

**2. RECOMMENDATION**

- 2.1 That the Discretionary Relief be awarded for the period 1st April 2005 until 31st March 2008 in line with existing review policy.

**3. BACKGROUND**

- 3.1 The organisation benefits the community by providing a programme of creative events to meet the needs of all sections of the population of Bromsgrove district, having particular regard to the needs of children, young people and the elderly. It also provides creative opportunities by encouraging people by encouraging the use of its facilities by local performers and artist.

**4. FINANCIAL IMPLICATIONS**

- 4.1 The amount for 2005/06 is 75% of £2,848.50 which means £2,136.38 will be met by the Council and the balance by the NNDR Pool.

**5. LEGAL IMPLICATIONS**

- 5.1 The Local Government Act 1998 under Section 47 gives powers to Local Authorities to approve awards for Discretionary Rate Reliefs as long as the following criteria applies:
- 5.2 The ratepayer is a charity, or trustees for a charity and the hereditaments is wholly or mainly used for charitable purposes, or

5.3 All or part of the hereditaments is occupied for the purpose of one or more institutions of which is established or conducted for profit and of whose main objectives are:

Charitable Social Welfare	Philanthropic	Science
Religious Literature	Educational	Fine Arts, or

5.4 The hereditament is wholly or mainly used for the purposes of recreation and all of this occupied for the purposes of a club, society or other organisation not established or conducted for profit and it is therefore recommended that approval be given.

### **BACKGROUND PAPERS**

None

### **CONTACT OFFICER**

Name: Jayne Pickering (Head of Financial Services)  
Email: [j.pickering@bromsgrove.gov.uk](mailto:j.pickering@bromsgrove.gov.uk)  
Tel: (01527) 881207

Name: Leigh Butler (Revenues and Benefits Manager)  
E Mail: [l.butler@bromsgrove.gov.uk](mailto:l.butler@bromsgrove.gov.uk)  
Tel: (01527) 881234

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**30th November 2005**

**Grant Applications**

Responsible Portfolio Holder	Councillor Roger Hollingworth
Responsible Head of Service	Corporate Director (Resources)

**1. SUMMARY**

1.1 The purpose of this report is to present for members consideration a grant application that has been received.

**2. RECOMMENDATION**

**2.1 It is recommended that;**

2.1.1. Members approve the grant request as was included in the approval of the budget 2005/06.

**3. BUDGET**

3.1 Within the approved revenue budget for 2005/06 is an amount of £8,305 for Amphlett Hall. The costs of this grant would be met from this fund.

**4. APPLICATION**

4.1 Grant application (No.2005) is a request for £8300 payable to Amphlett Hall.

The grant is sought to contribute towards the running costs and the salary of an organiser.

Amphlett Hall is a venue where senior citizens can meet and engage in various activities. It is used by numerous groups including Age Concern, Crown Bridge Club, Blind Club, Probus and WI Bowlers.

**5. Financial & Legal Implications**

5.1 There is a budget included in 2005/06 which represents the funding for the grant request .

## 6. **Other Considerations**

6.1 The report has also considered the following implications:-

Personnel Implications	None
Governance/Performance Management Considerations	None
Community Safety Considerations	None
Risk Management Considerations	None
Policy Considerations	None
Environmental Considerations	None
Equalities Implications	None

### **Background Papers**

The papers used in the preparation of the report are:

BDC Grant Application Form  
Amphlett Hall Financial statements

### **Contact officer**

Name D. Pinnegar Financial Services  
E Mail: [d.pinnegar@bromsgrove.gov.uk](mailto:d.pinnegar@bromsgrove.gov.uk)  
Tel: (01527) 881672