



**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**WEDNESDAY, 22ND FEBRUARY 2006 AT 6.00PM**

**COMMITTEE ROOM, THE COUNCIL HOUSE, BROMSGROVE**

**AGENDA**

Council Agendas and Minutes are available on our web site at  
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MEMBERS: Councillors R. Hollingworth (Executive Leader), Mrs. J. M. L. A. Griffiths (Deputy Executive Leader), Miss D. H. Campbell J.P., Mrs. M. A. Sherrey J.P., Mrs. C. J. Spencer, Mrs. M. M. T. Taylor and P. J. Whittaker.

1. To receive apologies for absence
2. Declarations of Interest
3. To confirm the Minutes of the Executive Cabinet held on 18th January 2006
4. Public Questions
5. To receive the Minutes of the Tenders Committee dated 18th January 2006
6. To receive the Minutes of the Performance Management Board dated 24th January 2006 (attached), 17th and 20th February 2006 (to follow)
- 6(a). 2006/2007 Budget Consultation
7. Medium Term Financial Plan
8. Contract Procedure Rules
9. Anti-Fraud and Corruption Strategy
10. Procedure Rules of Audit Board, Scrutiny Steering Board and Performance Management Board
11. Footpath Diversion Order
12. Byelaw

13. Hackney Carriage Fares
14. Installation of West Mercia Police Automated Number Recognition System within Bromsgrove CCTV Control Room
15. Supporting People
16. Bromsgrove District Council Housing Strategy 2006/2011
17. Parking Operation Overview
18. 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

S. NIXON  
Chief Executive

The Council House,  
Burcot Lane,  
BROMSGROVE  
Worcs.  
B60 1AA

13th February 2006

# **BROMSGROVE DISTRICT COUNCIL**

## **MEETING OF THE EXECUTIVE CABINET**

Wednesday, 18th January 2006 at 6.00 p.m.

PRESENT: Councillors Miss D. H. Campbell J.P., Mrs. M. A. Sherrey J.P., Mrs C. J. Spencer, Mrs. M. M. T. Taylor and P. J. Whittaker.

OBSERVERS: Councillors Mrs. K. M. Gall and N. Psirides J.P.

148/05 **ELECTION OF CHAIRMAN**

**RESOLVED:** that Councillor Mrs. J. M. L. A. Griffiths be elected Chairman for the meeting.

149/05 **APOLOGIES**

An apology for absence was received from Councillor R. Hollingworth (Executive Leader).

150/05 **MINUTES**

The Minutes of the Meeting of the Executive Cabinet held on 10th January 2006 were submitted.

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

151/05 **LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP**

The Minutes of the Meeting of the Local Development Framework Working Group held on 12<sup>th</sup> December 2005 were submitted.

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

152/05 **TENDERS COMMITTEE**

The Minutes of the Meetings of the Tenders Committee held on 15<sup>th</sup> December 2005 and 4<sup>th</sup> January 2006 were submitted.

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

153/05 **MEDIUM TERM FINANCIAL PLAN**

The Cabinet received a presentation from the Corporate Director (Resources) and the Head of Financial Services on a review of the Medium Term Financial Plan which included the work done so far with regard to the preparation of the Revenue Budget for 2006/07 and the following two years, and the next steps to be taken. Officers had been identifying savings and budget pressures, however, a significant amount of work remained to be done in these areas. Particular attention was drawn to the underlying assumptions that had been made and the relatively poor financial settlement the Council had received in comparison with other district councils within the County. It was noted that the final settlement would not be known until later in the month. The Corporate Director reiterated advice he had previously given with regard to the minimum level of working balances that the Council should maintain. It was felt that the Budget for 2007/08 would be particularly difficult and would necessitate a major review of services.

The presentation also referred to the position with regard to the Capital Budget and indicated that the value of bids for Capital expenditure was far exceeding the level of resources allocated for expenditure which would require some difficult decisions to be made.

It was proposed that a copy of the presentation be circulated immediately to all Members of the Council and that a draft budget book would be despatched soon after. It was also proposed to hold a Budget Scrutiny Forum on 7<sup>th</sup> February 2006 to which all Members would be invited to attend. Attention was drawn to suggested issues for scrutiny. It was

**RESOLVED:** that the contents of the presentation and proposed next steps be noted.

154/05

#### **AUDIT COMMISSION PROGRESS ASSESSMENT OF THE COUNCIL**

Consideration was given to a report on the Progress Assessment of the Council recently issued by the Audit Commission which was generally regarded as a fair and encouraging reflection and recognised that the direction of travel was positive. Particular attention was drawn to seven areas for improvement which had been identified by the Audit Commission and to the proposed actions to address these. It was felt that the pace of change had improved significantly and that the Council was now operating at the maximum sustainable level. Following discussion it was

#### **RESOLVED:**

- (a) that the Progress Assessment as set out in Appendix 1 of the report be noted;
- (b) that the progress now being made as set out in 4.1 to 4.3 of the report be noted;
- (c) that the presentation given by the Chief Executive at the December meeting of the Government Monitoring Board which identified seven key recommendations from the Progress Assessment and proposed actions to respond to these during 2006, as detailed in 4.4 and Appendix 2, be noted;
- (d) that the overview of the Recovery Plan reported to the December meeting of the Government Monitoring Board, as detailed in 4.6 and Appendix 3, be noted;
- (e) that it be noted that the local television coverage on the day the Progress Assessment was released was inaccurate as the Council does not have a star rating;
- (f) that the emerging arrangements for corporate inspection during 2006 be noted;
- (g) that the problems with sending the Progress Assessment to all Members and the future arrangements for reporting inspection reports to Members as set out in the report be noted;
- (h) that the background information, including the Council's press release, the Audit Commission's press release and the Council response to the draft Progress Assessment that was sent to the Audit Commission, as set out in Appendices 4, 5 and 6 respectively, be noted.

155/05

#### **RISK MANAGEMENT STRATEGY**

Consideration was given to a report on a proposed Risk Management Strategy which included the development of a programme of actions to raise the awareness of risk management within the Council both at Member level and at all levels of management, which would include a number of training events. Following discussion it was

#### **RESOLVED:**

- (a) that the proposed Risk Management Strategy, together with the terms of reference of the Risk Management Steering Group and for Risk Officers as now submitted, be approved;
- (b) that Councillor R. Hollingworth be nominated as the Member "champion" for Risk Management.

156/05      **BENEFITS OVERPAYMENT POLICY**

Consideration was given to a new policy in relation to the recovery of overpaid Housing and Council Tax Benefits which would formalise current guidelines used by the Council's Revenues and Benefits Section. Following discussion it was

**RESOLVED:** that the policy relating to the recovery of overpaid Housing and Council Tax Benefits as set out in Appendix A to the report be approved and adopted by the Council.

(NOTE: Councillors Mrs. J. M. L. A. Griffiths and Mrs. M. A. Sherrey declared their respective personal interests in this matter due to particular family members being in receipt of benefits).

157/05      **RESOLUTION OF ICT ISSUES**

The Cabinet considered a report on the need to release funds to meet the costs of actions taken to resolve urgent ICT issues which had arisen during the latter part of 2005. Following discussion it was

**RECOMMENDED:** that the sum of £34,041 be released from Capital Reserves to pay for the solution to ICT issues that were resolved in October 2005.

158/05      **DELEGATION FOR CHARITABLE COLLECTIONS**

Having considered a report on a proposal to delegate authority to the Head of Planning and Environment Services to grant permits for charitable collections, it was

**RESOLVED:** that the Standards Committee be requested to recommend that the Scheme of Delegation be amended to give delegated authority to the Head of Planning and Environment Services to grant permits for Street Collections and House-to-House Collections.

159/05      **LOCAL ALLOCATION CRITERIA AND RURAL LETTINGS POLICY FOR RURAL AFFORDABLE HOUSING SCHEMES**

Consideration was given to a report which detailed the responses received from Parish Councils on the draft criteria and allocations policy for the letting of rural affordable housing developed under 'Exception Site' policy which had been previously approved by the Cabinet for consultation. It was felt that the responses did not justify any changes to be made to the draft policy. Following discussion it was

**RESOLVED:** that the Allocation Criteria and Rural Lettings Policy for Affordable Housing developed under 'Exception Sites' as set out at Appendix 1 to the report be approved and adopted.

160/05      **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 item of business the subject of the following Minutes 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, in each case, being as set out below:-

Minute No.  
161/05

Paragraph  
7, 8 and 9

161/05

**PURCHASE OF GRAFFITI REMOVAL SYSTEM**

Following consideration of the report it was

**RESOLVED:**

- (a) that a purpose equipped second hand vehicle be purchased for the removal of graffiti in the sum of £25,000 from the company referred to in the report, subject to appropriate checks by the Council's Transport Manager;
- (b) that an exception be made to the Council's Contract Procedure Rules to facilitate the course of action set out above;
- (c) that annual revenue provision be made for the operation and maintenance of the vehicle;

**RECOMMENDED:** that provision be made for the cost of the purchase of the vehicle to be met from savings within the approved Capital Programme for 2005/06 arising from underspend on refuse vehicles.

The Meeting closed at 7.54 p.m.

Chairman

# **BROMSGROVE DISTRICT COUNCIL**

## **MEETING OF THE TENDERS COMMITTEE**

Wednesday, 18th January 2006 at 10.00 a.m.

PRESENT: Councillors C. J. Tidmarsh (substituting for Councillor D. C. Norton) and G. H. R. Hulett.

18/05 **ELECTION OF CHAIRMAN**

**RESOLVED:** that Councillor C. J. Tidmarsh be elected as Chairman for this meeting.

19/05 **APOLOGIES**

Apologies were received from Councillors R. Hollingworth and D. C. Norton.

20/05 **MINUTES**

The Minutes of the Meeting of the Tenders Committee held on 4th January 2006 were submitted.

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

21/05 **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 item of business the subject of the following Minute 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>Minute No.</u>	<u>Paragraphs</u>
22/05	7, 8 and 9

22/05 **TENDERS FOR THE PROVISION OF A LARGER SKATE PARK AT ST. CHAD'S PARK, RUBERY AND THE REFURBISHMENT OF EXISTING SKATE PARK AT SANDERS PARK, BROMSGROVE**

Following the opening of the tenders received, it was

**RESOLVED:**

- (a) that the tenders be noted;
- (b) that a best value assessment be undertaken by Officers; and
- (c) that authority be delegated to the Head of Culture and Community Services in agreement with the Portfolio Holder for Culture and Community Services to accept the tender which is considered to provide the best value within the budget figure, following the assessment referred to in (b) above.

The Meeting closed at 10.35 a.m.

Chairman

# **BROMSGROVE DISTRICT COUNCIL**

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

Tuesday, 24th January 2006, at 2.00 p.m.

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

6/05 **APOLOGIES**

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

7/05 **MINUTES**

The Minutes of the Meeting of the Board held on 10th November 2005 were submitted.

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

8/05 **SELECTION OF TOP 45 PERFORMANCE INDICATORS**

Consideration was given to a report on the selection of a "Top 45" set of performance indicators to help provide strategic focus on those which were felt to be most important out of over 200 indicators which were currently included on the Council's performance management system. The selected "Top 45" indicators would need to be kept under review and arrangements would be put in place to ensure that any cause for concern in connection with a performance indicator outside the "Top 45" was drawn to the Board's attention. Members were keen to ensure that they were involved in setting realistic indicator targets. There were currently two mechanisms for this, the Service Business Plans and the Best Value Performance Plan. The Assistant Chief Executive agreed to bring a report to the March/April meeting on performance indicator targets for the year ahead. Following discussion, it was

**RESOLVED:**

- (a) that the Board agrees to receive a "Top 45" report each quarter allowing sufficient time for the report to be tabled at Corporate Management Team, before being reported to the Board;
- (b) that the Board agrees to receive a second top set of performance indicators at its March meeting which will concentrate on the corporate health indicators such as sickness absence, etc;
- (c) that the Board agrees to review the "Top 45" set of performance indicators on an annual basis;
- (d) that the Board agrees the process for reducing the number of indicators in the Council's performance management system as set out in the report; and
- (e) that a mechanism be put in place so the Board can review and be satisfied that indicator targets are realistic and achievable at the beginning of the year.

**RECOMMENDED:**

- (a) that the criteria for selecting the "Top 45" be agreed as follows:
  - indicators identified as important by the Audit Commission for future CPA inspections;
  - key performance indicators as documented in the Council's Annual Performance Plan 2005/06;
  - indicators which can be classed as headline grabbing;
  - indicators that can be linked to the Council's Recovery Plan (but not in the Resources Directorate); and
  - indicators for 2004/05 which were in the bottom two quartiles;



- (b) that the “Top 45” indicators selected on the basis of the above criteria, as set out in the Appendix to the report, be approved as an appropriate set to focus on during 2006/07, subject to further review around March 2006 in the light of an updated set of Best Value Performance Indicators due to be received from the Government;

9/05

**TOP 45 PERFORMANCE MANAGEMENT REPORT – QUARTER THREE 2005/06**

The Board considered performance monitoring information for the “Top 45” performance indicators for the third quarter of 2005/06. The monitoring information was presented in a new, more user-friendly format than previously and featured a “traffic light system” which enabled quick visual identification of indicators which were more than 10% below target (red), between 0% and 10% of target (amber) or on target (green). It was intended that the Board would consider such information on a quarterly basis and make recommendations to the Cabinet on corrective action required. The Board would also be able to request separate reports in relation to a particular indicator.

**RESOLVED:**

- (a) that the lack of commentary and planned action in relation to a number of the “Top 45” indicators is unacceptable and the Board expects this to be addressed;
- (b) that planned action to address under-performance be positive and specific not vague comments;
- (c) that top quartile performance be indicated on each monitoring page to enable the Board to compare the Council’s performance with top quartile;
- (d) that the crime-related performance indicators be submitted broken down by Ward on an annual basis;
- (e) that in connection with BPI 175 (Racial incidents resulting in further action), the Assistant Chief Executive submit a report to a future meeting on equalities issues;
- (f) that in connection with BVPI 183b (Length of stay in temporary accommodation) and BVPI 203 (Change in number of families in temporary accommodation), the relevant Head of Service be asked to report to the next meeting on issues relating to homelessness, lack of affordable housing and hostels; that these issues be discussed as part of the Board’s consideration of the relevant Service Business Plan; and similarly, that the same Head of Service also be asked to explore the use of unoccupied properties within the district;
- (g) that in connection with the local indicator regarding percentage survival of new businesses, the Economic Development Officer be asked to report to the next meeting on the number of people the Council has helped to gain employment, including details of their skills and training received, together with information about the number of jobs retained and lost, and on whether the Economic Development Unit will be able to cope and respond to the demands arising from the redevelopment of the Longbridge site; and that these issues be discussed as part of the Board’s consideration of the Economic Development Business Plan;

**RECOMMENDED:**

- (a) that with regard to the BVPIs regarding Household Waste Management, the Cabinet be made aware of the need to set money aside in the budget to fund the promotion of waste minimisation opportunities;
- (b) that with regard to BVPI 109 (processing of planning applications), the Cabinet note the Board’s concern at the reduced Planning Delivery Grant arising from a downturn in performance due to inadequate staffing levels, and to the need for better forward planning to identify and prepare for major planning issues which are demanding on staff resources;
- (c) that with the regard to BVPI 199d (Enforcement action to deal with ‘fly-tipping’), the Cabinet be informed that the Board feels that the current lack of enforcement and the proposal not to implement enforcement action as part of the Street Scene Strategy until 2008 is not acceptable;
- (d) that with regard to the local indicator on Dolphin Centre usage, the Cabinet note the potential for a budget shortfall during 2005/06 due to the variation between actual number of visitors compared to target.

10/05

**AUDIT COMMISSION PROGRESS ASSESSMENT OF THE COUNCIL**

The Board considered a report on the Progress Assessment of the Council recently issued by the Audit Commission which was generally regarded as a fair and encouraging reflection and recognised that the direction of travel was positive. Attention was drawn to seven areas for improvement which had been identified by the Audit Commission and to the proposed actions to address these. It was felt that the pace of change had improved significantly and that the Council needed to maintain this pace. It was noted that the Board would examine the Council's Recovery Plan on a monthly basis following prior consideration by the Corporate Management Team. Following discussion it was

**RESOLVED:**

- (a) that the Progress Assessment as set out in Appendix 1 of the report be noted;
- (b) that the progress now being made as set out in 4.1 to 4.3 of the report be noted;
- (c) that the presentation given by the Chief Executive at the December meeting of the Government Monitoring Board which identified seven key recommendations from the Progress Assessment and proposed actions to respond to these during 2006, as detailed in 4.4 and Appendix 2, be noted;
- (d) that the overview of the Recovery Plan reported to the December meeting of the Government Monitoring Board, as detailed in 4.6 and Appendix 3, be noted;
- (e) that it be noted that the local television coverage on the day the Progress Assessment was released was inaccurate as the Council does not have a star rating;
- (f) that the emerging arrangements for corporate inspection during 2006 be noted;
- (g) that the problems with sending the Progress Assessment to all Members and the future arrangements for reporting inspection reports to Members as set out in the report be noted;
- (h) that the background information, including the Council's press release, the Audit Commission's press release and the Council response to the draft Progress Assessment that was sent to the Audit Commission, as set out in Appendices 4, 5 and 6 respectively, be noted;
- (i) that the Assistant Chief Executive investigate whether future Audit Commission reports can be made available to Members of the Board 24-48 hours in advance of general public release.

**RECOMMENDED:** that the Cabinet note the Board's concern at the time delay between external inspections and their findings being reported, particularly as such reports do not reflect the current situation or improvements made since the inspection and therefore can be very demotivating for staff.

11/05

**PERFORMANCE MANAGEMENT WORK PROGRAMME**

Consideration was given to a proposed work programme for the Board for the remainder of 2005/06 and 2006/07 based on the terms of reference agreed at the previous meeting. A Member referred to the release of information by the Council which he considered to be commercially sensitive in relation to an item which had been considered in private by the full Council meeting on 10th January 2006. The Assistant Chief Executive agreed to raise this issue with the Corporate Director (Resources).

**RESOLVED:**

- (a) that the work programme set out in Appendix 1 to the report be approved;
- (b) that meetings of the Board take place at 2.00 p.m. on the Friday preceding the meeting of the Government Monitoring Board;
- (c) that in view of the number of Service Business Plans to be considered in February, meetings of the Board take place on Friday, 17th February and Monday, 20th February 2006 at 2.00 p.m.;

**RECOMMENDED:** that the Cabinet be asked to note the concerns raised regarding the release of information in relation to an item considered in private by the Council and to take steps to ensure that this does not happen again.

The Meeting closed at 4.40 p.m.

Chairman

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22 FEBRUARY 2006**

**2006/2007 Budget Consultation**

Responsible Portfolio Holder	Cllr R. Hollingworth
Responsible Head of Service	Assistant Chief Executive

**1.0 Summary**

1.1 This report sets out the findings from a recent budget consultation exercise to be considered alongside Cabinet's deliberations on the budget for 2006/07.

**2.0 Recommendations**

2.1 It is recommended that Executive Cabinet:

- (a) Considers the full report from the research company attached at **Appendix 1** ( 4.1).
- (b) Agrees that the three priorities to emerge from the consultation are: the town centre, affordable housing/infrastructure and communications (4.2 – 4.9).
- (c) Considers the outline approach to tackling these three priorities (4.3,4.5,4.7 and 4.9).
- (d) Notes that a common theme running across these priorities is a lack of vision, forward planning and consultation (4.10 and 4.11).
- (e) Notes that improving the Council's reputation is likely to require a focus on highly visible activities (4.12 and 4.13).
- (f) Considers this report alongside its deliberations on the 2006/07 budget (4.14).

**3.0 Background**

3.1 The Council has a general duty to consult with residents, taxpayers and local businesses under the Local Government Act 1999. The Comprehensive Performance Assessment methodology also places emphasis on the need to consult. The following is an evidence statement i.e. what the inspectors will look for in a good council, from the CPA methodology:-

*“the council uses effective community engagement mechanisms to understand the views, needs, desires and preferences of its citizens (including those from black and minority ethnic groups and other groups at risk of disadvantage) as well as partners in the public, private and voluntary sectors. Regular consultation helps to achieve consensus and commitment for achieving community ambitions.....”*

- 3.2 Regardless of the need to comply with legislation and achieve the right score in the CPA model, consultation on the budget provides Members with further information on the potential impact of any budget decisions.
- 3.3 The existing priorities of the Council were approved at a Special Meeting of the Executive Cabinet and Full Council on 19th October 2005. The priorities agreed were:-

	Corporate Priorities 2006/2007
1	Recovery Plan
2	Meeting our Statutory Responsibilities
3	Bromsgrove First

- 3.4 Through the recovery plan and knowledge of statute, Members have the detail behind the first two priorities to guide budget decisions; however, for the third priority the Council identified a need to undertaken work with residents on identifying exactly what “Bromsgrove First” means to our residents. Three focus groups were recently commissioned, one in Hagley, one at the Dolphin Centre and one at Charford, to explore this issue.

#### **4. Report**

- 4.1 The full report from the research company is set out in **Appendix 1**. Each of the three focus groups did come up with slightly different issues; however, a number of themes did emerge from the discussions. These are set out below.

##### Town Centre

- 4.2 Generally, there was some very positive feedback on living in the District. Most people like living here and appreciate the openness of the town centre and the proximity of the countryside. The town centre is seen as the main priority by most residents (less so in Hagley). Currently, residents feel the “offer” by the town centre does not meet the needs of residents and as a result residents tend to shop or undertake leisure activities e.g. trips to cinemas etc. elsewhere.
- 4.3 A meeting has been arranged for the 20 February with the Leader, the Portfolio Holder and appropriate officers to discuss how we progress this issue. In addition, an LSP Away Day is planned for the 10 March (which the Leader is due to attend). The intention is to re-focus the LSP into a smaller Board (6 to 8 people) with a focus on just one project - the town centre (the Board will also consider how we approach the redevelopment of the Longbridge site). Effectively, the intention is that the LSP Board should become the project board for redeveloping the town centre.

- 4.4 The proposed 2006/07 budget does not include provision for this project (or Longbridge), as they are still at a very early stage. Financial issues will need to be considered at the appropriate stage of the projects' development.

#### Housing and Infrastructure

- 4.4 The second key priority identified by residents is affordable housing and the provision of facilities and infrastructure to keep pace with the expanding population of the District. The Housing Strategy has a target of 50 affordable homes per annum against an identified need of 120. The target of 50 is considered deliverable whereas a more stretching target of 75 may be deliverable, but is dependent on available land and attracting funding from Registered Social Landlords and the Housing Corporation.
- 4.5 There is a clear link between land for affordable housing development and the potential redevelopment of the town centre. If Members (and the Bromsgrove Partnership) agree to project manage the redevelopment of the town centre through a re-formed LSP Board, we will need to ensure appropriate links are made to this housing priority and that appropriate housing personnel are on the LSP Board.
- 4.6 The need for an improved infrastructure to meet the needs of the expanding population may also be partially addressed through any redevelopment of the town centre.

#### Communications

- 4.8 The third priority that ran through the three focus groups relates to communications. There were various points made about the level of Council Tax, the perceived lack of value for money, a lack of understanding about the Council Tax bill, a feeling in one focus group that recycling was only a priority because the Council makes money from it, a lack of consultation and so on. All of these issues are concerned with communications.
- 4.9 The Council Tax leaflet's style and content has been refreshed this year which will help; however, we need to ensure a much more pro-active, planned approach to communication to ensure we get our message across. A major event communications plan was introduced for the BFI Report and this approach will now be used for all major events – the next one will be the budget (we also need to explore the possibility of re-butting some of the feedback from the focus groups). The Council's Press/Media and Communications Officer will meet with each Head of Service over the next month to draw up communications plans for each service, which will identify all communications activity and any events that require a separate communications plan.

#### Lack of Vision, Forward Planning and Consultation

- 4.10 A connection between all three priorities identified is the lack of vision, forward planning and consultation. This is consistent with a Council that has had to focus much of its management activity on re-building itself. It also suggests that while

there may be a desire for urgent action with regard to the town centre, we need to balance this with the need to develop a blueprint or vision of the town centre/District that is holistic, has been consulted on and has been formally agreed through the right decision-making bodies.

- 4.11 This work will need to happen in two stages: developing a blueprint and way forward for the town centre through the LSP and developing a wider vision for the District through a fundamental review of the Corporate Plan in the first half of 2006/07.

#### Improving the Council's Reputation

- 4.12 Another connection between all three priorities is that they are very visible. The first two require bricks and mortar and would offer residents tangible proof that the Council is doing something for the community. Improving communications, in particular, a more planned approach, should ensure we give residents a more consistent and positive message about the work of the Council and make our work more visible to residents.
- 4.13 Residents also remembered and commented very positively about the range of "free" events that the Council undertakes e.g. bonfire night, street theatre etc. Like bricks and mortar, these are very high profile and probably have a disproportionate impact on the Council's reputation.

#### Feeding this Information into the 2006/07 Budget

- 4.14 The Cabinet has been exploring a range of options to ensure the Council sets a sustainable budget in the medium term. Cabinet are asked to consider the resident feedback on priorities as part of their budget deliberations.

### **5.0 Conclusions**

- 5.1 The consultation potentially helps clarify our existing third priority "Putting Bromsgrove First" into three issues: the town centre, affordable homes/infrastructure and communications. The consultation also identifies that visible actions e.g. bricks and mortar and the various "free" events that the Council currently undertakes strongly influence residents perception of the Council.

### **6.0 Financial Implications**

- 6.1 The town centre and affordable housing need further detailed consideration. Communications and the various "free" events undertaken by the Council are being considered as part of the 2006/07 budget round.

### **7.0 Legal Implications**

- 7.1 Possible longer term capacity implications regarding the town centre.

**8.0 Other Sub Headings**

8.1 None

**9.0 Background Papers**

CPA 2005 Key Lines of Enquiry for the Corporate Assessment

**Contact Officers**

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# BROMSGROVE DISTRICT COUNCIL

## BUDGET CONSULTATION

### A REPORT ON FOCUS GROUPS HELD WITH RESIDENTS

Prepared for  
Hugh Bennett  
Bromsgrove District Council

Prepared by Ros Grimes

01 February 2006

CSR Survey Ltd  
1 Nelson Place  
Newcastle-under-Lyme  
Staffs  
ST5 1EA  
Tel: 01782 612122  
Fax: 01782 611668  
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**1. EXECUTIVE SUMMARY**

The key findings from the research are these:

- 1.1 There was a good awareness of services provided by the District Council and it was expected that they would be able to exert some influence over those provided by the County, the Emergency services and Public Transport operators.
- 1.2 Most salient of the services was refuse collection and Recycling. Whilst supporting the principle of recycling, residents had some practical concerns. One was that they would prefer a weekly collection, certainly for household refuse and preferably for the recycling items. The second was that they disliked the operatives' habit of simply throwing back items rejected for recycling.
- 1.3 Things the Council do well include: looking after Sanders Park and the cemeteries, leisure activities such as the fireworks display and the summer events programme, collecting trade waste, some road cleaning and some aspects of recycling.
- 1.4 General criticisms include failing to provide 'value for money' for the Council Tax and failing to consult with, and inform, residents.
- 1.5 Hagley sees itself as a separate village community and does not use Bromsgrove as a reference point.
- 1.6 The main priority for most residents was Bromsgrove town itself. It was seen as a good open town centre which does not achieve its potential and it does not currently meet the needs of residents, who have to go elsewhere for much other than food shopping. There was a need to attract more and better quality shops, parking was seen as expensive at 70p per hour (especially in the evening), there was a lack of leisure facilities and a need for better maintenance of amenities such as the public toilets.
- 1.7 The next priority relates to housing. Residents wish to see housing development managed in two ways: firstly to ensure the provision of affordable homes for local young people and secondly to ensure that accommodation does not outstrip the provision of services, facilities and infrastructure to support the needs of an expanding population. This will impact upon schools, shops, employment and leisure facilities.
- 1.8 The priority for Hagley residents is local traffic management. New housing development is putting pressure on a village community, particularly on routes surrounding the schools. The planning of housing development is seen as integral to managing both parking and traffic.
- 1.9 Other priorities for the Council are seen to include:
  - the maintenance of roads and footpaths

- the provision of affordable leisure facilities, for young people in particular
- providing better value for Council Tax
- consulting with residents and providing a better flow of information, in particular, a breakdown of how Council Tax is spent

1.10 The main objective for the Council should be to promote/facilitate a thriving town (or village) with adequate and sustainable facilities, managed for the benefit of local residents. People perceive that the Council have perhaps been guilty in the past of a lack of vision and forward planning, which is why that situation does not currently exist.

## **2. BACKGROUND AND OBJECTIVES OF THE RESEARCH**

Bromsgrove District Council entered into voluntary engagement in June 2004 and since that date has been working closely with the Government and Audit Commission to drive its recovery plan and deliver improved service to the locality. A key part of the recovery plan is the delivery of improved financial governance and improved customer service. One of the priorities set by the Executive Cabinet for the 2006/07 budget is 'Putting Bromsgrove First'.

The Council have commissioned CSR Survey to conduct budget consultation research amongst residents. The overall objective is to find out what local people see as priorities for the Council – what 'putting Bromsgrove first' means to them.

Specific objectives include:

- ranking issues and services in the order of importance as perceived by residents
- providing detail on the issues and services seen to have the greatest importance
- informing the selection of performance targets and resources needed to support them

### **3. RESEARCH METHODS AND SAMPLE DETAIL**

The method used was to conduct three focus groups with residents. The profile of each group was broad; each group included:

- male and female respondents
- homes owners and those in rented accommodation
- people with and without children living at home
- some people working and some not working or retired

There were three locations, each with a different age profile:

Bromsgrove: 18 – 40 years  
Hagley: 30 – 50 years  
Charford: 45 years or over (to include some retired)

In total, 28 respondents attended.

Each group lasted about 1 hour 20 minutes and was recorded. Each was moderated by Ros Grimes and a client representative attended the Charford group.

Fieldwork was conducted in January 2006.

#### 4. DETAILED FINDINGS FROM THE GROUPS

This section presents the findings from the groups in detail. Where possible, all groups are included, to represent the views of residents in general. However, some issues, particularly in Hagley, were more 'local' and need to be presented separately.

All of the groups were lively and residents were happy to talk about the issues raised. A few had armed themselves with a list of issues they wanted to talk about, and were generally happy that everything had been covered.

The group in Hagley were a little different as they clearly see themselves as a separate village community. Whilst part of Bromsgrove in an administrative sense, practically they are more likely to ally themselves to Stourbridge, Kidderminster or Worcester. If describing to a stranger where they lived, they would be unlikely to use Bromsgrove as a reference point.

*"It's so far away Bromsgrove – who goes there? I never go there shopping or anything."*

Female, Hagley

Inevitably, there was criticism of the Council in all groups. We find this in any similar work that we conduct and it is not particular to Bromsgrove; residents in any Local Authority area are typically keen to cover the negative aspects first. But, much of the criticism could be interpreted in a constructive way and residents were able to give some clear ideas on their priorities.

##### 4.1 Awareness of Services

Each group was asked to list the services they thought the District Council provided. The lists were similar and the following summarises overall awareness.

- \* refuse collection
- \* recycling
- \* housing
- \* road maintenance
- \* street cleaning
- \* street lighting and CCTV
- \* leisure provision (sports, Artrix)
- \* parking
- \* public transport
- \* planning
- \* schools
- \* shops
- \* policing and other emergency services
- \* environmental health
- \* collection of bulk refuse
- \* hedge and grass cutting
- \* parks

In discussion, respondents went on to qualify some of these suggestions. For example:

*- Housing*

The groups in Bromsgrove and Charford were aware that housing was now the responsibility of the Trust. They felt that the Trust was doing a good job and taking a more active role than had been evident under Council management.

But they felt that there were important policy issues related to housing in which the District Council played a vital role (to be covered in detail in section 4.3).

Most respondents in Hagley had little concept of social housing. They identified a small 'Council estate' in Hagley, and some provision of sheltered accommodation for the elderly.

*- Road Maintenance*

Respondents had the view that responsibility mostly lay with 'Highways' and the County Council, but that the District Council have a role.

*- Public Transport*

There was a view that the Council had some involvement or influence but probably of a minor nature. Some people in the Charford group thought that the Council contributed to the funding of concessionary travel for older people.

*- Schools*

Most people knew that Education was a County responsibility. But again, there were some important policy issues relating to the provision of schools which they saw as within the District Council's area of influence.

*- Policing and Other Emergency Services*

Respondents were uncertain how these services could be influenced by the District Council, but thought there must be some link because their Council Tax spending breakdown stated a contribution to emergency services.

*- Refuse and Recycling*

The most salient of all services was recycling and refuse collection. Every group brought up the issue of recycling spontaneously. Most people seemed to support the principle of recycling but noted shortcomings in the provision of the service. No-one was aware of any consultation about how recycling was introduced and managed, and they did not feel that the Council had the right approach.

Hagley obviously had some initial difficulties in providing the service, according to this male respondent:

*"The way they handled it at the start was absolutely abysmal – 4 weeks without bins. I've got three children, I had to hire a skip."*

Male, Hagley

There are currently two concerns. The first is that a more frequent collection is required, especially of 'ordinary' refuse and especially in the summer. People do not



want to have more bins, as they feel they already have enough, but many do not find these bins adequate to contain 2 weeks worth of household refuse or recycling items.

The second issue is confusion over what can, and cannot, be put in the recycling bins. Most irksome is the operatives habit of rejecting items and simply leaving them.

*"That's what I object to, the way it is just chucked back onto your lawn."*  
Female, Hagley

This led to litter and untidiness. Respondents thought that sometimes quite legitimate items were rejected.

*"They seem to have told everyone but the dustbin men what to take."*  
Female, Bromsgrove

Recycling and refuse attracted a lot of comment because they concern people every single week and they expect a good service. But they did not go on to feature highly in overall priorities. It was interesting that in the Charford group at least, some respondents perceived that the Council would make a 'profit' out of recycling by the sale of compost and the waste going to recycling companies.

## 4.2 General Views on the Council

As general background, it can be said that almost all respondents liked the area in which they lived. Bromsgrove might be a little slow and not offer much in the way of leisure facilities but people appreciate the openness of the town and the proximity to countryside.

There have been changes in recent years and a significant amount of new housing has been built. The Charford group feel that theirs is not an affluent area because of the loss of major employers.

Hagley residents are particularly content with their self-contained village location. They have many amenities, including good schools and shops, within walking distance.

### 4.2.1 What the Council Does Well

Services specifically mentioned included:

- \* Sanders Park is well kept (although not some smaller ones)
- \* Cemeteries are well kept
- \* Collection of trade waste
- \* Some street cleaning in Bromsgrove itself
- \* Community events like the firework display and summer entertainment programmes
- \* Some aspects of recycling e.g. the Christmas Tree scheme

Individuals had had positive experiences with Environmental Health and Planning departments.

The Bromsgrove and Charford groups also thought the Housing Trust was making a good job of housing management.

There may be other services with which respondents were broadly satisfied but did not think to mention. It was suggested that nothing was particularly good or particularly bad. Also, that the service level is just what people are used to and most do not have any comparisons they can make.

### 4.2.2 General Criticisms

One thing that these respondents said the Council was good at was chasing up Council Tax payments. Every group had some comments to make about the level of Council Tax. They felt that the rate they paid in Bromsgrove was quite high. Few were able to make comparisons with other areas to substantiate this but it was a widely held perception. Some resented paying, which is, again, a fairly common conclusion of discussions such as these.

After some debate, it seemed that the real problem was that residents did not feel they were getting 'value for money'. Because they were critical of some of the

Council's services and policies, and often struggled to think of evidence of how their Council Tax was spent, they felt they paid too much.

*"I don't think people would mind so much paying what they pay, if they got value for money."*

Female, Hagley

So the conclusion was not that they wanted to pay less, but that they wanted more for their money. Even if they accepted that the rate they paid was similar to areas like Birmingham, they did not feel they received the same services.

A number of issues confused this further. For example, some respondents could not understand why Council Tax had to be increased when there was so much new building, generating additional Council Tax payments. They seemed not to make the connection that extra residents would also increase the cost of services.

There were also other ways in which the Council obtained revenue – parking charges and admission fees to leisure centres, for example – which were seen as relatively high. This gave rise to the view that:

*"The Council are very greedy."*

Male, Bromsgrove

These points, combined with other conclusions, caused one resident to conclude that the Council were:

*"Taking, and not giving."*

Male, Bromsgrove

Another point raised in each group was that residents did not feel they were consulted at all on issues which concerned them.

*"You don't realise what is going on in Bromsgrove until it has happened."*

Male, Bromsgrove

One group also expressed the view that councillors tended to be in the older age groups and perhaps a little out of touch with the views and needs of younger residents.

Respondents also thought that some of the questions posed by the research were ones to which the Council ought to know the answers.

*"I can't believe the Council need to ask."*

Male, Bromsgrove

*"It is a sad state of affairs that we have to be here."*

Male, Hagley

Vehicles such as a regular forum with residents were suggested; anything which would give people more opportunity to have their say.

When the point was put to them, respondents did agree there was a good deal of apathy and many residents would not bother to take part in consultation. But they felt that this was partly due to a lack of confidence in the Council listening to their views

and taking them into account. Two of the groups were quite sceptical that any heed would be taken of the research in which they were participating.

There were several calls for better communication between the Council and residents. One specific request was for a more detailed breakdown of how Council Tax was spent. The current information sent with the bills was 'too vague'. There did seem to be genuine interest in more detailed information being made available.

**4.3 Priorities**

Each group covered a range of services and policies about which they wanted to talk. They also spent some time agreeing on which should be their priorities. It was not always the case that the most salient issues ended as the highest priorities. Prompts were offered on any of the most likely issues which were not brought up spontaneously, to ensure that each group made its choice of priorities from a similar set of options.

**4.3.1 Overall Priorities**

The final list of stated priorities was different for each group. But in every case the highest priority was a matter of policy and planning, rather than service delivery. In each group it was decided that the Council's highest priority should be to create a thriving town (or village) with adequate and sustainable facilities, managed for the benefit of local people.

The Bromsgrove group chose, as its priorities:

<b><i>The Town Itself – its shops, leisure and parking facilities</i></b>
<b><i>Schools</i></b>
<b><i>Employment and inward investment</i></b>
<b><i>Council Tax</i></b>

The group in Charford gave this as their final list:

<b><i>Housing – affordable housing and planning issues</i></b>
<b><i>Roads and footpath maintenance</i></b>
<b><i>Policing</i></b>
<b><i>Leisure facilities – especially for the young</i></b>
<b><i>Parking</i></b>

However, most of the issues were debated in both groups. People in the Charford group expressed the same views about the town and those in the Bromsgrove group had similar ideas about housing issues. Taking into account the full range of comment, overall priorities would probably be:

<b><i>The town – shops, parking, leisure and inward investment</i></b>
<b>Housing and issues of planned development affecting schools and employment</b>
<b><i>Council Tax</i></b>
<b><i>Roads and footpaths</i></b>
<b><i>Policing</i></b>

People in the Hagley group were concerned with their own local issues and arrived at this list of priorities:

<b><i>Traffic management – with associated issues of planning and development, schools and parking</i></b>
<b>Road maintenance</b>
<b><i>Leisure facilities, especially for the young</i></b>
<b><i>Recycling</i></b>
<b><i>Consultation</i></b>

### 4.3.2 Detailed Actions Required

#### Bromsgrove Town

Respondents saw Bromsgrove as a town left behind by the development of other centres such as Worcester, Stourbridge, Redditch (*"like a little city"*) and even Droitwich. A high-street full of charity shops and Building Societies, lacking choice and quality of shops, compounded by high parking fees and a lack of leisure facilities. This was seen as a town unable to provide for its own residents, let alone with the capacity to attract other people and bring in much needed revenue.

*"The biggest bugbear is the shops."*

Female, Bromsgrove

*"Most people who want to do decent shopping go to the towns, there is nothing here to go shopping for."*

Female, Charford

*"The lack of decent shops puts people off."*

Male, Charford

Respondents confirmed that they might do their food shopping locally but for other things they tended to go elsewhere. They felt the town had 'lost' good quality shops, possibly due to high business rates.

They wanted the Council to take action to attract better shops into the town, to give residents more choice and better quality of goods. It might not be realistic to have a centre to compete with Redditch or Merry Hill, in terms of attracting 'outsiders' into the area, but, at the very least, Bromsgrove town centre ought to provide for the needs of its own residents.

*"It's our town, we live here and there is nothing for us."*

Male, Bromsgrove

Another issue was that of parking in the town. Respondents felt that 70 pence per hour was expensive. They particularly resented having to pay to buy their food at Asda. Could the Council not persuade Asda to re-imburse the parking fees for genuine shoppers, as other supermarkets do?

Their view of the parking fees as expensive was partly supported by a 'value for money' argument. As they had already complained about the lack of good shops.

*"There is nothing to pay for!"*

Male, Bromsgrove

Having to pay to park up to 10 p.m. was also thought likely to discourage people from using the town at night.

A third point relevant to the town, in its wider sense, is a perceived lack of leisure facilities. Many people pointed out that there was little for young people. The leisure centre was expensive for frequent use and Artrix may not be appealing to the young. Respondents did not think there was even a simple provision for skateboarding etc.

for the young. A visit to the cinema or bowling meant having to go out of town. As with shops, respondents wanted to see the Council taking action to attract leisure provision and to consider affordable activities for young people;

*“Make Bromsgrove more interesting.”*

Female, Bromsgrove

Smaller points were made about the town as well, such as the perceived poor state of the toilets:

*“They spent all that money on the bus station and they couldn’t slap a bit of paint on the public toilets.”*

Female, Charford

A small issue perhaps, but all these elements taken together paint a picture of a town allowed to become outdated and shabby. Residents feel that the town has great potential – it is a nice open centre – but that this is not being realised. One man was grateful for the opportunity to air his views:

*“I wish this could be a wake-up call for the Council before they run the town into the ground completely. “*

Male, Bromsgrove

### Housing

One element of this was the issue of affordable housing for young people. It is a problem in all areas, not just Bromsgrove, for young people who want to buy and get their ‘foot on the ladder’. People understand that it is national; not local, policy that prevents Councils from building more social housing, even if they want to.

Bromsgrove residents note that there has been a good deal of new building in the District but that much of it is at the higher end of the price range. They would wish the Council to consider this and make stipulations about affordable (realistically affordable) homes when granting planning permissions.

One group felt that the Council were not looking after their own residents:

*“They are not trying to keep the people from here, here.”*

Female, Charford

They did not like to see people from out of the area ‘shipped in’ to social housing, whilst their own children had to move out of the Bromsgrove district to be able to afford to buy.

This led respondents to discuss the wider issues of planned housing development and the implications for other services and facilities. They felt that the Council had allowed too much new development, without sufficient thought to the facilities needed to support the additional population.

The biggest impact was on schools. Local schools have a generally good reputation and a few people had moved from Birmingham specifically for the schools. But it was now being found that class sizes were increasing and catchment areas changing, to accommodate the additional population.



*“The children you have got in schools are suffering because they are cramming so many into classes.”*

Female, Bromsgrove

There were some respondents who felt there was an influence on employment too.

*“Trouble is, the Council keep building more houses and making the population bigger, so we can’t get jobs.”*

Female, Bromsgrove

However true any of the individual points might be, respondents clearly felt that the Council had exhibited a lack of foresight in allowing housing development without comparable development in supporting services and facilities. The additional Council Tax generated does not seem to have been put into facilities.

They wanted to see more thought going into this in the future.

### Traffic Management in Hagley

Respondents in the Hagley group had no concerns with Bromsgrove itself, their focus was much more local, in their own village. Their main concern proved to be the movement of traffic around and through the village, particularly in relation to the schools.

The area has excellent schools and residents are particularly pleased to have a secondary school within walking distance. However, one of the schools has quite a wide catchment area and there are buses, as well as the cars in the area at school start and finish times. The location of the school sites mean children and traffic have to negotiate a narrow bridge.

A by-pass would be welcomed, to take heavy traffic out of the village, but it would not solve local issues.

Residents have clearly lived with the school location and the bridges for quite some time. But their concern now is that new housing development will make the situation worse. Much of the development is ‘infill’ which just concentrates the problems. There was discussion of sites which respondents feel have been ‘earmarked’ for development in the near future.

They would like the Council to think carefully about the implications of new development on the local infrastructure. Also to consider traffic management measures such as speed bumps in Station Road (although speed bumps can have the effect of just moving traffic and creating new ‘rat runs’).

There are also implications for parking as the new infill developments are not taking sufficient account of parking needs, resulting in more street parking which adds to congestion.

In the context of the District as a whole, these are small issues, but they are most important to the people of Hagley. They are further illustrative of a lack of foresight and planning exhibited by the Council.

### Roads and Footpaths

This is fairly straightforward; respondents would like to see better attention to 'potholes' and other road maintenance.

### Leisure Facilities for the Young in Hagley

Respondents in this group made the same points as the two Bromsgrove groups – there is little for young people to do. Sports facilities are good but expensive for frequent use and limited to evenings if they are school buildings. Perhaps the Council could be more pro-active in encouraging use of the Community Centre (although this is not Council run). And, in a wider sense, all respondents would have welcomed the Council taking an active role in the provision of youth activities. This would include consultation:

*“Ask the kids what they want, not what they think they want.”*

Female, Charford

### Council Tax

As already discussed, residents do not expect a reduction but would like evidence of greater value for money.

### Policing

One of the groups placed this on their priority list but crime and anti-social behaviour is clearly not a big issue locally. It was not raised in the groups until prompted and the comments made did not indicate great concern. Respondents did bemoan the

fact that the Bromsgrove police station had limited opening hours and would have liked to have seen police more visible and interacting with the community. The Charford group recalled a local 'street warden' scheme and thought something similar might be successful, particularly if it could cover evenings.

#### 4.4 Putting Bromsgrove First

This was introduced briefly at the end of each group. To the Bromsgrove and Charford groups it meant what they had been talking about – improving the town and guiding future development – with the best interests of the people of Bromsgrove in mind. In Bromsgrove, it was felt that the Council should have been ‘putting Bromsgrove first’ for years:

*“They should have been planning for the future before they started making Bromsgrove bigger.”*

Male, Bromsgrove

The Hagley group interpreted this as the Council concentrating on Bromsgrove itself. They felt that the Council probably did not give any priorities to Hagley because it was an *“affluent area and people just get on with it anyhow”* (they pick up their own litter). They could understand this and did value their independence, but one man did suggest:

*“Just give us back to Stourbridge. We’d be a little more loved and a little more listened to.”*

Male, Hagley

A ‘tongue in cheek’ comment perhaps, but the underlying sentiment does illustrate the points made about consultation and communication.

**5. DISCUSSION GUIDE**

CSR SURVEY 6/139

**BUDGET CONSULTATION FOCUS GROUPS****Topic Guide**

<b>Introduction</b>	<p>-Introduce moderator/observer</p> <p>-Explain procedure and purpose of research. To enable the Council to hear the views of residents on local issues and priorities. To help the Council decide how best to spend their budget.</p> <p>-Tape recorder, obtaining agreement.</p>
<b>Background</b>	<p>-Ask everyone to introduce themselves and give a little background on where they live, type of house, how long they have been in the area etc.</p> <p>-What is Bromsgrove/Hagley like as a place to live? What are the good and bad things about where they live?</p>
<b>Awareness of Services</b>	<p>-Which services can they think of that Bromsgrove District Council provide (may record on flip-chart)</p> <p>-What services the county provides. Clear up any confusion.</p>
<b>Performance</b>	<p>-What does Bromsgrove DC do well?</p> <p>-What not so well? (widen discussion, if appropriate, from services to include actions e.g. how Council staff deal with the public, and policies e.g. crime, environment etc.</p>
<b>Importance of services</b>	<p>-Which are most important? Which have most influence/impact on their every day lives.</p>
<b>Priorities</b>	<p>-What should the Council be concentrating on? Again, widen discussion to include actions and policies.</p> <p>-Ensure consideration of; crime and anti-social behaviour, housing, the environment e.g. parks and open spaces, recycling, planning/green-belt issues, street cleaning and maintenance, leisure services, highways, education, health, transport, employment, regeneration. Plus any others that are suggested.</p>
<b>Top 5</b>	<p>-Which are the most important from all they have discussed? Again, use a flip chart to illustrate, until respondents agree on ranking.</p>

<b>Detail</b>	-Discuss each of the top 3 or 4 in detail to define exactly what they feel the Council should be doing, and how. What difference will this make to life in Bromsgrove/Hagley, now and in the future?
<b>Putting Bromsgrove first</b>	-Explain that the Council set this as one of their internal priorities. What does it mean to people? What should it mean to the Council?  -Note any negative comment, explore briefly.
<b>Review</b>	-Re-cap on the discussion and confirm what the group would like the research to say to the Council.  -Answer any queries if possible.

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**MEDIUM TERM FINANCIAL PLAN - 2006/07 TO 2008/09**

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

**1. Summary**

1.1. To provide information to enable the Executive Cabinet to make recommendations to the Council on the Medium Term Financial Plan (revenue and capital budgets) for 2006/07 to 2008/09 and to set the Council tax for 2006/07.

**2. Recommendations**

2.1. It is recommended that Executive Cabinet recommend to full Council that:

2.1.1. the budget pressures identified as unavoidable and high in Appendix B of the report be included within the Medium Term Financial Plan as follows:

2006/07	£1,697,964
2007/08	£1,832,325
2008/09	£1,437,261

2.1.2. the initial savings / additional income generation identified in Appendix C of the report be included within the Medium Term Financial Plan as follows:

2006/07	£ 297,963
2007/08	£ 345,891
2008/09	£ 445,582

2.1.3. the recommended potential savings identified in Appendix D of the report be included within the Medium Term Financial Plan as follows:

2006/07	£ 827,758
2007/08	£1,456,988
2008/09	£1,524,351

2.1.4. the use of balances as set out in section 11.5 of the report be approved as follows:

2006/07	£ 320,686
2007/08	£ 500,142
2008/09	(£ 33,955)

2.1.5. that other than the implementation of improvements to street cleansing as detailed in the Street Scene Strategy that no further implementation of that strategy be undertaken at this time;

2.1.6. that a review of services be undertaken during the summer of 2006 as set out in section 11.8 of the report to explore alternative savings / additional income.

2.1.7. the statutory resolutions (to be circulated following receipt of all precept notifications), setting a Council tax for 2006/7 of £164.26 for a Band D property are approved;

- 2.1.8. the fees and charges as set out in Appendix J be approved;
- 2.1.9. the Corporate Director (Resources) be authorised to approve any further increases in fees and charges in consultation with the portfolio holder for finance and other portfolio holders as appropriate to the circumstances;
- 2.1.10. the Capital Programme as detailed in Appendix F (existing schemes) and Appendix G (new schemes) of the report be approved; and
- 2.1.11. the Executive Cabinet delegates authority to the Corporate Director (Resources), in consultation with the portfolio holder for finance, to release capital funds subject to a robust business case.

### **3. Background**

- 3.1. The Council on 2nd February 2005 approved a Medium Term Financial Plan that included the budget requirements for 2005/06 to 2007/08. This was the first three year financial plan that the Council had formulated for a number of years and as part of this process the Council identified savings of over £1.6m on the revenue budget to achieve a balanced budget.
- 3.2. On 28<sup>th</sup> September 2005 the Executive Cabinet approved the budget process and timetable to be followed to review the Medium Term Financial Plan for 2006/07 to 2008/09.
- 3.3. As part of the approved budget process an awayday was held on 26th September 2005 between Members of the Executive Cabinet and the Strategic Management Team in order to shape priorities for the forthcoming year that would drive the budget process, the organisational restructuring and the formulation of service business plans.
- 3.4. The priorities were approved by Cabinet and full Council on 19<sup>th</sup> October 2005 as follows:
  - To achieve recovery by March 2007.
  - To fulfil statutory duties and 'sensitive' areas adequately.
- 3.5. The approved priorities have been used to drive the budget process as follows:
  - Budget pressures have only been proposed to Members by senior management if they have been identified as unavoidable / or they are in line with the Council's number one priority – recovery.
  - Budget savings have been targeted towards areas that don't directly contribute to recovery.
  - The capital programme proposals have been considered in line with the capital investment criteria as set out at 16.3 - one of these criteria is that the schemes directly contribute to the Council's priorities

### **4. Base budget information**

- 4.1. Members will recall that a presentation was given to the Executive Cabinet on 18<sup>th</sup> January 2006 which highlighted the initial budget position with regard to the review of the Medium Term Financial Plan.

- 4.2. In addition to this a copy of the draft budget book was sent to all Members on the 27<sup>th</sup> January 2006. The information presented was broadly in line with the budget book for 2005/06 but had been reformatted to reflect the new organisational structure (as part of this the opportunity was taken to rationalise those shown previously as Internal Business Units directly into the relevant service areas).
- 4.3. With regard to financial information the budget book contained the following:
- Final outturn for 2004/05
  - Original Budget for 2005/06
  - Base Budget for 2006/07
  - Base Budget for 2007/08
  - Base Budget for 2008/09
- 4.4. The information at this point in time excludes Support Service recharges and capital charges from all but the 2004/05 outturn and the original budget for 2005/06. These will be calculated for inclusion in the final Budget Book for 2006/07.
- 4.5. The information contained in the draft budget book represents the costs to the Council of continuing with the services at the current levels. The only difference in the base information for 2006/07 and 2007/08 to that contained within the Medium Term Financial Plan as approved last year is that the costs of the restructuring have been factored in.
- 4.6. The base cost of General Fund services as outlined in Appendix A, and the draft budget book is as follows:
- Base Budget for 2006/07      £11.258m
  - Base Budget for 2007/08      £12.074m
  - Base Budget for 2008/09      £12.510m
- 4.7. Within this the following assumptions have been made for the main elements of the budget:
- |                       |                          |
|-----------------------|--------------------------|
| Pay awards            | 2.95% per annum (Note 1) |
| Utility costs         | 10.00% per annum         |
| Business rates        | 10.00% per annum         |
| Other costs           | 2.5% per annum           |
| Government Grants     | 2.0% per annum (2008/09) |
| Investment interest   | 4.5% per annum (Note 2)  |
| Pension fund increase | Note 3                   |
| Vacancy Management    | 2.0%                     |

Notes:

1. The current pay deal gives a pay award of 2.95% for 2005/06 and 2006/07 – for the purposes of this exercise it has been assumed that the same pay award will be given in 2007/08 and 2008/09.



2. Investment interest for 2006/07 has been included at 4.5% whereas the rate (as indicated by our treasury advisors) will fall to 4.0% in 2007/08 and 2008/09.
  3. The Worcestershire Pension Fund actuary completed its triennial valuation before the setting of the 2005/06 budget. It was assessed that in order to move toward a fully funded scheme within six years the rate would need to increase by incremental steps of 0.7% per annum to a maximum of 19.1% in 2010/11. Currently the employers rate is 15.7% and the projected rate for this Council for 2006/07 is 16.4% (of gross pay).
- 4.8. Savings of 2% each year on the pay bill have been assumed through vacancy management. These savings will also be used to cover the costs of recruitment.

## **5. Budget Pressures**

- 5.1. Officers have identified a number of budget pressures that have been deemed either “unavoidable” or “high” priority. Unavoidable items include a new statutory function or increases to the budget as approved at previous Cabinet Meetings. An item classified as high is something that is in direct pursuit of the Council's number one budgetary priority of achieving recovery by March 2007. A number of other budget pressures have been identified but these are not presented to Members as they are perceived as not directly contributing to the budget priorities.

- 5.2. A list of budget pressures (classified as unavoidable and high) are included at Appendix B and total:

2006/07	£1,697,964
2007/08	£1,832,325
2008/09	£1,437,261

It is recommended that these amounts are approved for inclusion in the Medium Term Financial Plan 2006/07 to 2008/09.

- 5.3. Over and above the amount shown at 5.2 above there was an additional pressure with regard to the investment required to implement the remainder of the Street Scene Strategy. The budget pressure was £652,000 for 2007/08 onwards which includes lost investment interest of £112,000 on the capital expenditure required. It has become quite apparent that this is unaffordable with the current financial position of the Council and as such cannot be recommended at this stage. By not proceeding any further with the implementation of the street scene strategy (other than street cleansing improvements) this also negates the need to use balances to fund initial implementation costs (as previously approved by Council) of £35,000 (2007/08) and £12,000 (2008/09).

## **6. Investment interest**

- 6.1. A critical element within the overall Medium Term Financial Plan is Investment Interest. Working alongside our Treasury Management advisors we have looked at the projections with regard to investment interest and it is anticipated that a rate of return of 4.5% is achievable in 2006/07. However the view is that the rate of return will fall to 4.0% for 2007/08 onwards. Assuming that the capital and revenue expenditure levels are as recommended within this report the investment interest would be as follows:

2006/07	£765,000
2007/08	£604,000
2008/09	£576,000

## 7. Government Grant

7.1. The Council has received the final details of the amount of money that it will receive next year from the Government for Revenue Support and redistributed business rates, known in aggregate as the Formula Grant. This is the first year that the Government have given an indication of the likely level of grant beyond the next financial year. In this case an estimated amount of Formula Grant for 2008/09. This is the first step in the Government's move to give three year grant settlements.

7.2. The main elements of the provisional grant settlement, with 2005/06 figures provided for information, are :

	2005/06 £	2006/07 £	Increase £	Increase/ decrease (-) %
Revenue Support Grant	1,490,430	745,602	-744,828	-49.97
Redistributed business rates	2,599,731	3,862,512	1,262,781	48.57
<b>Formula Grant (FG)</b>	<b>4,090,161</b>	<b>4,608,114</b>	<b>517,953</b>	<b>12.66</b>

7.3. The budget for 2006/07 included within the Medium Term Financial Plan for 2005/06 to 2007/08 included £4,131,062 in total for formula grant which was an assumed 1% increase on the 2005/06 amount. The actual settlement represents additional grant income of £477,052. For 2007/08 the indicative grant settlement represents an increase of £557,449 over the amount included in the Medium Term Financial Plan for 2005/06 to 2007/08. This is a large increase well over the current rate of inflation and on the face of it represents a good settlement. However upon comparison to the 5 other district Councils in Worcestershire it is the second lowest increase and the lowest Formula Grant support per band D property.

	2005/06 £m	2006/07 £m	Increase £m	Increase %	Taxbase	Grant per Band D £
Bromsgrove	4.090	4.608	0.518	12.67	35,594	129.46
Malvern Hills	3.984	4.692	0.708	17.77	29,405	159.56
Redditch	5.402	6.097	0.695	12.87	26,686	228.47
Worcester	6.888	7.723	0.835	12.12	31,963	241.62
Wychavon	5.844	6.766	0.922	15.78	46,671	144.97
Wyre Forest	6.077	7.287	1.210	19.91	34,310	212.39

7.4. The position does not improve into 2007/08 when Bromsgrove has the lowest percentage increase and the lowest Formula Grant per Band D property.

	2006/07 £m	2007/08 £m	Increase £m	Increase %	Taxbase	Grant per Band D £
Bromsgrove	4.608	4.730	0.122	2.65	35,594	132.89
Malvern Hills	4.692	4.965	0.273	5.82	29,405	168.85
Redditch	6.097	6.287	0.190	3.12	26,686	235.59
Worcester	7.723	7.981	0.258	3.34	31,963	249.69
Wychavon	6.766	7.122	0.356	5.26	46,671	152.60
Wyre Forest	7.287	7.687	0.400	5.49	34,310	224.05

- 7.5. Since the Government has not announced any indicative figures for the formula grant for 2008/09 the Council has to make an assessment of the likely level of grant increases for future years. The table below shows what we would receive in Formula Grant given a range of percentage increases:

Increase in formula grant	2008/09 £
1% increase	47,298
2% increase	94,596
3% increase	141,895

- 7.6. At this stage it is recommended that a prudent approach would be to assume an increase of 2% for 2008/09.

## 8. Council Tax

- 8.1. The Executive Cabinet approved on 14<sup>th</sup> December 2005 the Council Tax Base for 2006/07 as 35,593.67. Based on a 4.99% increase in Council Tax for 2006/07 this would result in a demand on the Collection Fund (excluding parish precepts) of £5,846,616 an increase of £373,654 from 2005/06.
- 8.2. Based upon recent experience and taking account of the likely increase in the number of properties it is assumed that the Council Tax base will increase by 0.5% per annum for 2007/08 and 2008/09. The table below shows the demand on the Collection Fund for a range of increases in Council Tax (assuming a 0.5% increase in Council Tax Base for 2007/08 and 2008/09).

Increase in Council tax	2007/08 £	2008/09 £
5% increase	6,169,524	6,510,390
10% increase	6,463,310	7,145,190
Each 1% increase	61,801	69,044

- 8.3. Given that the Government has given strong indications that it will cap any authority that imposes an increase in Council Tax of more than 5%, it is not considered prudent to exceed the limit indicated by central Government. It is therefore recommended that the Council Tax is increased by 4.99% for 2006/07 and the Medium Term Financial Plan for 2006/07 to 2008/09 be based on council tax increases of 5% for 2007/08 and 2008/09.
- 8.4. The recommended increase of 4.99% equates to a band D Council tax of £164.26, an increase of £7.81 on 2005/06.

## 9. Collection Fund

9.1. Every year the Council has to estimate the surplus or deficit on the Collection Fund. The calculation is undertaken in January in accordance with statutory requirements. The surplus as at 31<sup>st</sup> March 2006 was estimated as £1,378,017. This is then “shared” with the major precepting authorities pro rata to their Band D charge, thus the surplus will be distributed during 2006/07 as follows:

• Worcestershire County Council	69.76%	£961,304
• Bromsgrove District Council	13.78%	£189,891
• West Mercia Police Authority	11.65%	£160,539
• Hereford & Worcester Fire and Rescue Authority	4.81%	£66,283

9.2. The Council will therefore receive £189,891 in 2006/07 which has been included in total in the Revenue Budget for 2006/07.

9.3. The main way in which the Collection Fund generates a surplus is if the Council collects more council tax, in percentage terms, than was assumed when setting the Council Tax base. When setting the Council Tax base for 2006/07 the collection rate was set at 99.0%. At this level it is not considered that any further surplus will be generated in the period covered by the Medium Term Financial Plan 2006/07 to 2008/09.

## 10. Overall Position

10.1. If all of the above are accepted, the overall position for each of the three years is as follows:

	2006/07 £	2007/08 £	2008/09 £
Base cost of General Fund Services	11,258,064	12,074,043	12,509,526
Pressures	1,697,964	1,832,325	1,437,261
Savings	-297,963	-345,891	-445,582
Investment Income	-765,000	-604,000	-576,000
Recharge to capital programme	-100,000	-100,000	-100,000
<b>Net operating expenditure</b>	<b>11,793,065</b>	<b>12,856,477</b>	<b>12,825,205</b>
Collection Fund surplus	-189,891	0	0
Government Grant	-4,608,114	-4,729,823	-4,824,419
Council Tax income	-5,846,616	-6,169,524	-6,510,390
<b>Overall Shortfall</b>	<b>1,148,444</b>	<b>1,957,130</b>	<b>1,490,396</b>

10.2. For the Council to set a balanced budget for each of the next three years the shortfall of funds needs to be addressed i.e., savings need to be found in the base budget or measures taken to increase income received. Any additional spending, over and above the pressures included above, would also need to be funded from income, from further savings or balances.

10.3. When the Medium Term Financial Plan for 2005/06 to 2007/08 was approved in February 2005 there was a lot of uncertainty over the level of balances due to the fact that the accounts for 2003/04 had not been prepared or audited. After a lot of hard work by the Accountancy Team the accounts are now up to date and although the external auditors have not yet issued the opinion for the 2004/05 accounts there are no outstanding issue which affects the level of revenue balances. The balance as at 1<sup>st</sup> April 2005 was £2.550m. It is anticipated that £289,000 will be utilised during 2005/06. This is lower than the amount approved (£401,000) due to severance costs as a result of the restructure being lower than anticipated (£112,000). Thus the expected position on revenue balances is £2.261m as at 31<sup>st</sup> March 2006.

10.4. The Medium Term Financial Plan for 2005/06 to 2007/08 set the minimum level of balances at £850,000 (which roughly equates to 8.5% of the Council's net expenditure) and set the criteria that revenue balances could be used to fund one off expenditure. There has not been any change in circumstances to necessitate changing this policy and it is recommended that this is confirmed within the Medium Term Financial Plan for 2006/07 to 2008/09. This would mean that there is £1.411m of available balances to fund one off items of expenditure.

10.5. It is proposed therefore to use balances to fund one off expenditure as follows:

	2006/07 £	2007/08 £
<b>Already included in MTFP</b>		
Local Development Scheme	98,000	97,000
District elections		45,000
Job evaluation	50,000	400,000
Recovery Plan	50,000	
<b>New pressures</b>		
Longbridge	50,000	
Town Centre	50,000	
One off costs re restructure	58,000	
Statutory survey	25,000	
Corporate plan	5,000	
<b>Total "one off" costs</b>	<b>386,000</b>	<b>542,000</b>

10.6. If balances were used it would have this effect on the overall shortfall:

	2006/07 £	2007/08 £	2008/09 £
<b>Overall Shortfall</b>	<b>1,148,444</b>	<b>1,957,130</b>	<b>1,490,396</b>
Use of balances	386,000	542,000	0
<b>Revised Shortfall</b>	<b>762,444</b>	<b>1,415,130</b>	<b>1,490,396</b>

## 11. Budget reductions

11.1. As can be seen from above there is a need to identify substantial savings and additional income to bridge the shortfall. In an attempt to ensure that any savings did not detrimentally impact on the Councils' priority of recovery, service areas that were identified as not directly contributing to this priority were set a financial target for proposing options to make savings or increase income. This target was based on both expenditure and income levels. The proposed options, listed at Appendix D, were considered by CMT and classified into proposed and not proposed options.

11.2. As can be seen from Appendix D the proposed budget reductions total:

2006/07	£ 827,758
2007/08	£1,456,988
2008/09	£1,524,351

Members will appreciate that there are some very difficult decisions to be made, however given the size of the budget shortfall these have to be taken if the Council is to ensure that it sets a balanced budget, comes out of recovery by March 2007 and delivers the quality of services that people want. Appendix D also sets out the impact of those proposals, whether it be financial, operational or reputational.

- 11.3. Some of the options in Appendix D could be considered by residents to be high profile or sensitive areas e.g. the bonfire, street theatre and Christmas lights (although in light of the budget consultation responses (see separate report) the first two are not recommended at this stage). Accepting reductions in these budgets does not necessarily mean that these events will be stopped completely, they could be reduced or efforts made to generate external contributions and it is recommended that officers be requested to pursue this.
- 11.4. If the proposed budget reductions are made the overall position would be as follows:

	2006/07 £	2007/08 £	2008/09 £
<b>Overall Shortfall</b>	<b>1,148,444</b>	<b>1,957,130</b>	<b>1,490,396</b>
Proposed savings	-827,758	-1,456,988	1,524,351
<b>Revised Shortfall / Surplus (-)</b>	<b>320,686</b>	<b>500,142</b>	<b>-33,955</b>
Use of balances to fund one off expenditure	-386,000	-542,000	0
Contribution to balances	65,314	41,858	33,955
<b>Overall use of balances</b>	<b>-320,686</b>	<b>-500,142</b>	<b>33,955</b>
<b>Net Shortfall / Surplus (-)</b>	<b>0</b>	<b>0</b>	<b>0</b>

- 11.5. The effect on balances would be as follows:

	2006/07 £m	2007/08 £m	2008/09 £m
Balance available at start of year	-2.261	-1.940	-1.440
Less: Used in year to fund one off expenditure	0.386	0.542	0
Contribution to balances	-0.65	-0.42	-0.34
Year end balance	-1.940	-1.440	-1.474

- 11.6. This would leave £624,000 available for use before the recommended minimum level is reached.
- 11.7. As can be seen this addresses the budget shortfall however some of the proposed savings include closure of facilities and this would give rise to severance costs. At this stage these have not yet been calculated in detail however it is considered that these can be funded from the available balances without going below the suggested minimum of £850,000.
- 11.8. Given that some of these decisions do not need to be formally actioned until April 2007 it is suggested that a review of services needs to be undertaken to ascertain whether there are other options for Members to take. This could be undertaken during the early summer as part of the review of corporate plan. A further report on this will be brought in the near future however it is suggested that the Council avoids a fundamental review of all services (due to the time this will take and the potential impact on the recovery plan). It is suggested that part of this review will seek to ensure that we are getting value for money for some of our more significant services. However for the purposes of the Medium Term Financial Plan 2006/07 to 2008/09 it is recommended that the savings as detailed in Appendix D be approved subject to them being changed as a result of the proposed service review.

## **12. Scrutiny of budget**

- 12.1. Because of the changes to the Scrutiny Committee structures, a special presentation was given to Members on 7<sup>th</sup> February 2006 – their comments together with the response from officers are detailed in Appendix I. The proposals take account of as many comments as possible however some of them will take more time to investigate and as such will form part of the review planned for the early summer.

## **13. Fees and charges**

- 13.1. Attached at Appendix J (i) and (ii) is a full list of fees and charges which is recommended for approval by Members. There is a need however to monitor and review fees and charges on an ongoing basis, and it is proposed that the Corporate Director (Resources) be authorised to approve changes to fees and charges in consultation with the finance portfolio holder and other appropriate portfolio holders as necessary.

## **14. Precepts and levies**

- 14.1. The precepts from Worcestershire County Council, Hereford and Worcester Fire and Rescue Authority and West Mercia Police Authority have not yet been received. A verbal report will be given at the meeting.
- 14.2. Precept notifications have not yet been received from all of the parish and town Councils. They have until 28<sup>th</sup> February 2006 to provide this information, which will be needed to enable the Council to make its formal decisions on 28<sup>th</sup> February 2006.

## **15. Risk Assessment**

- 15.1. Council's are assessed under Comprehensive Performance Assessment (CPA) on their effective use of resources. In order to satisfy one of the requirements of the CPA, a risk assessment of our major items of income and expenditure has to be undertaken. Whilst the Council have not undergone a CPA it is considered good practice that this should be undertaken.
- 15.2. An assessment of the risks associated with the proposed reductions and proposed additional spending is included within the appropriate appendices. An overall risk assessment of the major items included within the base budget is attached at Appendix E.

## **16. Capital**

- 16.1. As part of the budget process approved by Executive Cabinet on 28<sup>th</sup> September 2005 the timetable for preparation of the Council's capital budgets for 2006/07 to 2008/09 was agreed.
- 16.2. As part of the Medium Term Financial Plan 2005/06 to 2007/08 the Executive Cabinet agreed on 2<sup>nd</sup> February 2005 to the following:
- The capital programme is limited to £1m per annum funded from the Council's own resources (in order to maximise the investment interest);
  - Executive Cabinet give consideration to fund housing grants over and above the £1m.

16.3. At the same meeting the Executive Cabinet also approved the capital investment criteria that a scheme should satisfy for inclusion in the capital budget as follows:

- Maintain existing assets to standards suitable for service delivery.
- Improve and acquire assets to meet service and customer needs.
- Improve the stewardship of assets; spend to save (innovative schemes that will secure the Council a better rate of return than the investment interest earned); to reduce longer-term problems and liabilities.
- Satisfy legal obligations of the Council (e.g. health and safety requirements, and compliance with the disability discrimination legislation).
- Develop community assets in areas of need.
- Maximise the use of other funds to encourage investment in specific areas such as energy efficiency, economic development and infrastructure developments (using funds derived from Section 106 agreements with developers).
- Maximise the benefits of partnership working.

16.4. Officers are currently drafting a capital strategy which will include the above.

16.5. It is estimated that the level of capital receipts available at the start of 2006/07 will be £15m.

16.6. A review of the likely capital receipts in the period 2006/07 to 2008/09 has been undertaken and it has been estimated that the level of capital receipts is as follows:

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>£m</b>	<b>£m</b>	<b>£m</b>	<b>£m</b>
Estimated total capital receipts for Council use	£0.597	£0.057	£0.042	£0.042

The £15m available for investment at the beginning of 2006/07 quoted above includes the £0.597m estimated to be received for 2005/06.

16.7. The amounts shown are for Council use after the housing capital receipts have been 'pooled' and a proportion paid over to Central Government as required under the Local Government Act 2003 and the Prudential Code capital control system which began on 1st April 2004. As Members are aware the Council transferred its housing stock to BDHT on 29<sup>th</sup> March 2004 however we are still receiving small amounts of capital income from the repayment of discounts granted on pre LSVT Right to Buy sales on the re-sale of these properties, sales of retained housing land and assets, and sales of the Council's holding in shared ownership properties.

16.8. The Capital Programme has been reviewed in accordance with the above timetable and process and attached at Appendix F (existing schemes) and Appendix G (new schemes) is the complete list of schemes that have been brought forward for consideration. CMT have reviewed all schemes proposed by officers and only bring forward those that meet the investment criteria.



16.9. A summary of the proposed capital programme is shown in the following table.

	2006/07	2007/08	2008/09	Future Years
	£m	£m	£m	£m
<b>New proposals</b>				
Street Scene & Waste Management	0.747	0.190	0	0
Culture and Community	1.192	0	0	0
e-Government / ICT schemes	0.694	0	0	0
Housing schemes	0.891	1.847	0.867	0.888
<b>Total (new proposals)</b>	<b>3.524</b>	<b>2.037</b>	<b>0.867</b>	<b>0.888</b>
Existing Schemes	2.202	0.240	0.130	0
<b>Total</b>	<b>5.726</b>	<b>2.277</b>	<b>0.997</b>	<b>0.888</b>

16.10. The capital programme will be financed from a variety of sources including Section 106 receipts from property developers, external contributions, Government Grants, revenue sources/provisions, and capital receipts the Council has been allowed to retain under the new capital 'pooling' arrangements. Details of the proposed financing arrangements for the capital programme are shown below:

	2006/07	2007/08	2008/09	Future Years
	£m	£m	£m	£m
<b>Capital Receipts</b>				
Capital receipts	2.563	1.769	0.559	0.580
Capital receipts (invest to save)	1.212	0	0	0
Ring fenced for low cost housing	0.412	0.040	0.040	0.040
Retained Capital Income After Pooling	0.080	0	0	0
<b>Total capital receipts</b>	<b>4.267</b>	<b>1.809</b>	<b>0.599</b>	<b>0.620</b>
<b>Other funding</b>				
Section 106 Agreements	0.917	0.200	0.130	0
Government Grants	0.542	0.268	0.268	0.268
<b>Total other funding</b>	<b>1.459</b>	<b>0.468</b>	<b>0.398</b>	<b>0.268</b>
<b>Total Programme</b>	<b>5.726</b>	<b>2.277</b>	<b>0.997</b>	<b>0.888</b>

16.11. As Members can see from the above the proposed schemes significantly exceed the £1m limit, however given the impact on the Council's priorities it is not felt possible to reduce the proposals any further and as such the capital programme as detailed in Appendix F (existing schemes) and Appendix G (new schemes) is recommended for approval.

16.12. If Members approve the Capital Programme as detailed the effect on capital receipts is as follows:

	2006/07	2007/08	2008/09
	£m	£m	£m
Opening balance	15.434	11.224	9.457
Used in year	-4.267	-1.809	-0.599
Received in year	0.057	0.042	0.042
<b>Closing balance</b>	<b>11.224</b>	<b>9.457</b>	<b>8.858</b>

16.13. As has been highlighted already the request to release these additional funds will have a knock on effect to the investment interest and this has been included within the overall summary attached at Appendix A.

16.14. It is suggested that as part of the service review the capital programme for future years is reviewed to ensure that it is line with the Council's priorities.

## **17. Other Issues**

17.1. There is one major issue that the Council may have to address in the future that may have implications for the Medium Term Financial Plan however as the details are still being finalised they have not been included in the proposals – this is with regard to e-Government and something that has become known as the “spatial” business case.

17.2. Another issue that may have a positive impact on the budget is the recent court ruling with regard to VAT on car parks where it has been adjudged that VAT should not be payable on car park fees. It is likely that the Customs and Excise will appeal against this ruling and it is not felt to be prudent to factor this into the projections.

17.3. Two other significant issues that the Council will need to address are Longbridge, and Bromsgrove Town Centre. Whilst details of this are not totally clear an initial £50,000 for each element has been included within the revenue budget pressures for 2006/07.

## **18. Local Government Act 2003**

18.1. There are a number of requirements that fall upon me, as the Council's Section 151 officer, to include in the budget report. These are set out below, together with my comments on each of the issues:

18.1.1. The level and use of reserves to be formally determined by the Council must be informed by the judgement and advice of the Chief Financial Officer (CFO).

*Section 151 officer's comments: the Council has stated that there should be a minimum level of balances of £850,000 and that balances should not be used to fund ongoing revenue expenditure, but that it can use them to fund one off expenditure. I believe this strategy remains robust and the Council should seek to achieve balance of £850,000 in a controlled manner.*

18.1.2. The CFO to report the factors that have influenced his/her judgement in the context of the key financial assumptions underpinning the budget, and ensure that his/her advice is formally recorded. Where that advice is not accepted, this should be formally recorded in the minutes of the meeting.

*Section 151 officer's comments: The main assumptions included in the calculation of the budget are as follows:*

<i>pay awards</i>	<i>2.95% increase per annum</i>
<i>utility costs</i>	<i>10% increase per annum</i>
<i>business rates</i>	<i>10% increase per annum</i>
<i>other costs</i>	<i>2.5% increase per annum</i>
<i>Government grants</i>	<i>2% increase per annum (2008/09)</i>
<i>investment interest rate</i>	<i>4. 5% per annum for 2006/07 and 4.0% for 2007/08 and 2008/09</i>
<i>employer's pension fund</i>	<i>increase to 16.4% from April 2006, 17.1% from April 2007 and 17.8% from April 2008</i>
<i>vacancy management</i>	<i>4% per annum (increased from 2%</i>

when considering how to address budget gap)  
 Council Tax 4.99% per annum (5% increase  
 per annum 2007/08 onwards).  
 Council Tax base 0.5% increase per annum.

18.1.3. The report should include a statement showing the estimated opening balance on general fund reserves for the year ahead, any contribution to/from the fund, and the estimated closing balance.

*Section 151 officer's comments: statement included in this report.*

18.1.4. The report should show the extent to which reserves are financing ongoing expenditure.

*Section 151 officer's comments: included in this report*

18.1.5. The report should include a statement from the CFO on the adequacy of general reserves and provisions both for the forthcoming year and in the context of the Medium Term Financial Plan.

*Section 151 officer comments: the reserves are sufficient for the period of the Medium Term Financial Plan i.e., 2006/07 to 2008/09.*

18.1.6. The report should include a statement on the annual review of earmarked reserves showing:

- list of earmarked reserves
- purpose of reserve
- estimated opening / closing balances
- planned additions / withdrawals

*Section 151 officer's comments: detailed at Appendix H.*

18.1.7. Prudential indicators and related matters

*Section 151 officer's comments: This will be covered by a report to the Cabinet in March 2006.*

## **19. Financial Implications**

19.1. Included in above.

## **20. Legal Implications**

20.1. None.

## **21. Other Sub Headings**

21.1. None.

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

## **Background Papers**

Budget papers 2006/07 – 2008/09

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# BUDGET SUMMARY 2006/07 - 2008/09

	2006-2007 DRAFT BUDGET £	2007-2008 DRAFT BUDGET £	2008-2009 DRAFT BUDGET £
<u>Portfolio/Service Area</u>			
Corporate Communications, Performance & Policy	292,531	308,407	324,382
Corporate Services	495,017	785,540	821,698
Culture & Community Services	1,706,810	1,786,667	1,852,847
E-Government & Customer Services	1,136,548	1,181,599	1,232,100
Financial Services	1,683,531	1,749,845	1,828,113
Legal & Democratic Services	1,502,924	1,618,682	1,635,660
Organisational Development & Human Resources	599,310	616,577	632,542
Planning & Environment Services	1,413,705	1,487,318	1,561,601
Street Scene & Waste Management Services	2,427,688	2,539,407	2,620,583
<b>BASE COST OF GENERAL FUND SERVICES</b>	<b>11,258,064</b>	<b>12,074,043</b>	<b>12,509,526</b>
<b>Pressures (Unavoidable/High Only)</b>	1,697,964	1,832,325	1,437,261
<b>Savings (Initial savings)</b>	-297,963	-345,891	-445,582
<b>Recommended savings</b>	-827,758	-1,456,988	-1,524,351
Less: Investment Income	-765,000	-604,000	-576,000
Less: Recharge to Capital Programme	-100,000	-100,000	-100,000
<b>NET OPERATING EXPENDITURE</b>	<b>10,965,307</b>	<b>11,399,489</b>	<b>11,300,854</b>
Contributions to(+)/from(-) Specific Reserves			
<b>AMOUNT TO BE MET FROM GOVERNMENT GRANTS &amp; LOCAL TAXPAYERS</b>	<b>10,965,307</b>	<b>11,399,489</b>	<b>11,300,854</b>
Prior Year Surplus on Collection Fund	-189,891		
Contribution to/from(-) Working Balances	-320,686	-500,142	33,955
Revenue Support Grant	-745,602		
Distribution from Non Domestic Rate Pool	-3,862,512	-4,729,823	-4,824,419
<b>DEMAND ON COLLECTION FUND</b>	<b>5,846,616</b>	<b>6,169,524</b>	<b>6,510,390</b>
<b>POTENTIAL INCREASE IN DEMAND ON COLLECTION FUND</b>	<b>10.88%</b>	<b>5.52%</b>	<b>5.52%</b>
<b>ASSUMED COUNCIL TAX INCOME @ 4.99% Council Tax Increase</b>	<b>5,846,616</b>	<b>6,169,524</b>	<b>6,510,390</b>
<b>SHORTFALL</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>BUDGET 2006/07 PRESSURES - UNAVOIDABLE AND HIGH</b>								
Reference	Service Area	Service Area	Description	Category	2006/07 £	2007/08 £	2008/09 £	General Comments
1	Corporate	All service areas	Salary costs	Unavoidable		400,000		£400,000 ongoing cost of single status already included 7/8 & 8/9 budgets. One year additional costs for backpay and salary protection.
2	Corporate	Comms/Performance	Statutory Survey	Unavoidable	25,000	0	0	Statutory survey providing satisfaction data on Council Services. Previously carried out in 2003
3	Culture & Community Services	Bromsgrove Walks for Health	Income non Government grants	Unavoidable	14,709	15,076	15,076	The value of this grant was £31626.46 and was paid in one installment on 26/10/04 Therefore no income due in future years. See savings for removal of monthly salary costs
4	E-Gov & Customer Services	ICT	Software	Unavoidable	37,570	37,570	37,570	Reinstating Savings for 04/05 - Software budget insufficient for current level software required
5	E-Gov & Customer Services	ICT	Computer - hardware	Unavoidable	67,153	67,153	67,153	Rental cost of lines for internet/intranet - revenue consequence of ICT Infrastructure Business Case approved Cabinet/Council 10th Jan 06
6	E-Gov & Customer Services	ICT	Insurance	Unavoidable	2,500	2,500	2,500	Increase in insurance costs as revenue consequence of ICT Infrastructure Business Case not included in Business case figures
7	E-Gov & Customer Services	ICT	Computer - hardware	Unavoidable	162,203	162,203	162,203	Corporate infrastructure maintenance (Purchase/Hire) - Revenue Consequence of ICT Infrastructure Business Case approved Cabinet/Council 10th Jan 2006
8	E-Gov & Customer Services	ICT	Computer - hardware	Unavoidable	25,000	25,000	25,000	Helpdesk (external) - Revenue Consequence of ICT Infrastructure Business Case approved Cabinet/Council 10th Jan 2006
9	E-Gov & Customer Services	ICT	Computer - hardware	Unavoidable	39,500	39,500	39,500	Worcestershire Hub internet/intranet dev and Government Connect - Revenue Cost of Internet Business Case - approved at Cabinet/Council 10th Jan 2006
10	Financial Services	All service areas	Insurance (all)	Unavoidable	46,000	54,000	67,000	Projected shortfall all areas/all insurance based real growth in ins costs rising @ 5%
11	Financial Services	Procurement	Salary ( share of cost + 1fte)	Unavoidable	40,000	41,200	42,436	Partnership share of Procurment Officer with Worcester City Council + 1 FTE on contract
12	Legal & Democratic Services	Legal	Nature reserve management	Unavoidable	10,000	10,000	10,000	Management of Hopwood Park Nature Reserve - once land transferred to BDC.
13	Organisational Development and Human Resources	Payroll	Income Service Level Agreement	Unavoidable	4,750	11,500	12,000	Reduction of BDHT Payroll SLA - £9k from 1st Jan to 31st Dec 06
14	Planning and Environment Services	Development Control	Car Allowances	Unavoidable	23,000	23,000	23,000	Car allowances - incorrect budget allocated in 2005/06
15	Planning and Environment Services	Local Planning	Grant income	Unavoidable	36,772	36,772	36,772	Cancel budget projection: this was a one-off.
16	Street Scene and Waste Management	Depot	Increase in Diesel prices	Unavoidable	50,000	50,000	50,000	Approx 20% increase in fuel in 05/06 and estimated 15% for 06/07 plus increase in level of base budget to account for increase usage.
17	Street Scene and Waste Management	Refuse / Recycling	Replacement of bins from damage and loss	Unavoidable	40,000	40,000	40,000	Actual cost of an Replacement fund based on 80,000 bins at a cost of £20 = 1.6million, 10year life = £160k.

<b>BUDGET 2006/07 PRESSURES - UNAVOIDABLE AND HIGH</b>								
Reference	Service Area	Service Area	Description	Category	2006/07 £	2007/08 £	2008/09 £	General Comments
18	Corporate	Comms/Performance	Corporate Plan	High	5,000	0	0	To provide an independently facilitated way in to a more fundamental review of the corporate plan, in particular, what "Bromsgrove First" means.
19	Corporate	Comms/Performance	Mystery Shoppers	High	0	0	0	To provide powerful evidence of whether a customer culture is being engrained.
19	Corporate	Comms/Performance	Citizen's Panel	High	14,000	14,000	14,000	To provide statistically robust consultation feedback that also meets our duty to consult under Local Govt Act 1999
20	Corporate	Economic Dev	Income target - car boot sales	High	0	0	0	Income not achievable ( offset by proposed savings)
20	Corporate	Economic Dev	Retail Market rents	High	6,000	6,000	7,100	Income not achievable ( offset by proposed savings)
21	Corporate	Pension costs	Ongoing pension costs	High	23,000	23,000	23,000	Ongoing costs of added years implications
22	Corporate	Shared Service	Shared service target saving	High	30,000	50,000	50,000	Target for savings not achievable in light of shared service delays in implementation. Assumes commencement 1 April 2007 releasing £50k saving
23	E-Gov & Customer Services	ICT	R&R re ICT	High	107,000	107,000	107,000	In line with Infrastructure Business Case reported to Cabinet & Council 10 Jan 2006.
24	Financial Services	Procurement	Hardware, Consultancy, Project Management etc	High	5,240	5,240	5,240	Revenue consequence of Electronic Purchase Order Processing Business Case
25	Legal & Democratic Services	Electoral Reg	Canvassers' Fees	High	7,987	8,231	8,482	Canvassing is a Statutory Function - last year personal canvassers were not used leading to a drop in the percentage of registrations completed. Reintroduction of personal canvassers is suggested as appropriate
26	Planning and Environment Services	33-51 Sherwood Road	Misc. work by Depot	High	580	580	580	This is required simply to cancel the existing entry which has been input as a negative figure.
27	Planning and Environment Services	47/49/51 Worcester Road	Misc. work by Depot	High	360	360	360	This is required simply to cancel the existing entry which has been input as a negative figure.
28	Planning and Environment Services	Strategic Housing	SLA BDHT	High	41,440	41,440	41,440	Increase from previous year - approved by Executive Cabinet 22nd June 2005.
29	Planning and Environment Services	Strategic Housing	Repairs and Grounds Maintenance	High	2,900	2,900	2,900	Depot contract with BDHT stopped and expenditure budget still required to pay for contractors employed by BDHT under the agreement that BDHT manage the Hostels
30	Planning and Environment Services	Strategic Housing	Repairs and Grounds Maintenance	High	600	600	600	Depot contract with BDHT stopped and expenditure budget still required to pay for contractors employed by BDHT under the agreement that BDHT manage the Hostels
31	Planning and Environment Services	Strategic Housing	Repairs and Grounds Maintenance	High	2,800	2,800	2,800	Depot contract with BDHT stopped and expenditure budget still required to pay for contractors employed by BDHT under the agreement that BDHT manage the Burcot Lane Hostel
32	Planning and Environment Services	Strategic Housing	Repairs and Grounds Maintenance	High	2,800	2,800	2,800	Depot contract with BDHT stopped and expenditure budget still required to pay for contractors employed by BDHT under the agreement that BDHT manage the Wythall Hostel





Budget 2006/07 - 2008/09 Initial Savings / Additional income generation								
	Service Area	Saving/Income	Service	Description	2006/07 £	2007/08 £	2008/09 £	Comments
43	Corporate	Saving	Concurrent Funtions		-25,700	-26,343	-27,001	Change in scheme funding provision relating to street lighting
44	Corporate	Saving	Corporate	Equipment Purchase	-6,409	-6,569	-6,733	Budget no longer required
45	Corporate	Saving	Corporate	General Expenses	-1,050	-1,076	-1,103	Budget no longer required
46	Corporate	Saving	Market Hall General	Marketing/promotion/ publicity	-2,000	-2,000	-2,000	Possible Market development therefore less advertising of existing market req
47	Corporate	Saving	Corporate	Saving re land fill tax included in 05/06 budget	-99,000	-99,000	-99,000	Reduce budget as not reflection of true cost of land fill
48	Culture & Community Services	Saving	Arts Services	Miscellaneous expenditure	-364	-375	-375	Total budget not required for these areas.
49	Culture & Community Services	Saving	Bromsgrove Walks for Health	Monthly salaries	-2,085	-2,147	-2,147	This post is no longer held and manned by volunteers
50	Culture & Community Services	Saving	Bromsgrove Walks for Health	Marketing/promotion/ publicity	-2,500	-2,500	-2,500	No major marketing promotions planned
51	Culture & Community Services	Income	Cemetery	Income Fees	-2,857	-2,857	-2,857	Increase in income fees
52	Culture & Community Services	Saving	Sanders Park general	Ground maint by contracor	-601	-654		Decrease in maintenance requirements
53	Culture & Community Services	Income	Sanders Park pavillon	Income non domestic rents	-290	-300	-300	Change of catering use from ice cream van to café subject to tender
54	Culture & Community Services	Income	Sports Services	Vending Sales	-2,200	-2,255	-2,255	Second vending machine required generating additional income. See corresponding pressures for supplies
55	Culture & Community Services	Saving	Sports Services	Equipment Rental Haybridge	-12,159	-12,807	-12,807	Historical budget no longer required
56	Culture & Community Services	Income	Sports Services	Vending purchases, Woodrush	-2,400	-2,460	-2,720	Second vending machine required . See corresponding pressures for costs
57	E-Gov & Customer Services	Saving				-45,000	-45,000	Savings re Government Connect - Internet Business Case approved at Cabinet/Council 10 January 2006
58	Financial Services	Saving	Grant	Grant to sports Council	-2,000	-2,000	-2,000	No longer pay grant to Sports Council
59	Financial Services	Saving	Procurement	Savings based on effeciency in procurement	-40,000	-41,200	-42,436	Savings realised as part of procurement efficiencies with the partnership working with Worcestershire City Council
60	Financial Services	Income	Revs & Bens	DWP HB/CTB Grant	-61,822	-61,822	-61,822	Increase in level of grant announced
61	Legal & Democratic Services	Saving	Establishment General	Employers Superannuation	-14,200	-14,200	-14,200	Budget no longer required as full superannuation costs included via salary budgets

<b>Budget 2006/07 - 2008/09 Initial Savings / Additional income generation</b>								
	<b>Service Area</b>	<b>Saving/Income</b>	<b>Service</b>	<b>Description</b>	<b>2006/07 £</b>	<b>2007/08 £</b>	<b>2008/09 £</b>	<b>Comments</b>
62	Legal & Democratic Services	Income	Legal	Hopwood Park nature Reserve	-10,000	-10,000	-10,000	Income generated to match maintenace pressure
63	Planning and Enviroment Services	Saving	Strategic Housing	Repairs and Grounds Maintenance	-1,900	-1,900	-1,900	Contract cleaning not needed but linked into exp needed for repairs and ground maintenance. See pressures
64	Planning and Enviroment Services	Income	Strategic Housing	Rent/Lettings	-2,570	-2,570	-2,570	Income from letting Holly Lodge
65	Street Scene and Waste Management Services	Saving	Travel concessions	Printing/Stationery Budgets	-153	-153	-153	Efficiency savings
66	Street Scene and Waste Management Services	Saving	Travel concessions	Postage and packing	-2,703	-2,703	-2,703	Efficiency savings
67	Street Scene and Waste Management Services	Saving	Travel concessions	Grants	-3,000	-3,000	-3,000	Budget no longer required
68	Planning and Enviroment Services	saving	Local Plan	Local Plan enquiry costs			-98,000	Budget not required in 2008/09
					<b>-297,963</b>	<b>-345,891</b>	<b>-445,582</b>	

## BUDGET 2006/07 - 2008/09 PROPOSED SAVINGS

APPENDIX D

	2006/07 £	2007/08 £	2008/09 £	Nature of Saving	Impact ( severance etc)	Risk to Authority - considerations
<b><u>Recommended</u></b>						
<b><u>Corporate</u></b>						
Increase vacancy management target ( increase to 4%)	118,000	118,000	118,000	Increase the target of savings to be made via the vacancy factor to 4%		Strict monitoring must be in place to ensure target reached or the savings may not be realised.
Single status - reduce the impact to 3% rather than 5%		160,000	160,000	Reduce the potential impact of implementing single status to 3%		Potential for cost to exceed this amount once the process has been undertaken
Total Corporate	<b>118,000</b>	<b>278,000</b>	<b>278,000</b>			
<b><u>Financial Services</u></b>						
Additional income from court costs re volume increase	7,000	7,000	7,000	Additional income generated through increased number of cases that are proceeded to court		May be difficult to realise if more residents do not default on payment Ownership of procurement to be a Council wide issue - if not there may be sections that do not look at the true efficiencies that can be achieved.
Procurement Savings	40,000	40,000	40,000	Target saving on efficiencies through better procurement of goods and services		Negative press and deterioration of relationship with parishes
Concurrent Functions	0	85,700	85,700	Removal of all concurrent functions payments to parishes		Negative press and deterioration of relationship with parishes
Concurrent functions removal of additional funding	22,000	22,000	22,000	Removal of additional concurrent function budget approved in the 05/06 budget process		Negative press and deterioration of relationship with parishes
Sector ( treasury advice)	12,000	12,000	12,000	Cancel contract with treasury advisors		Additional training required of in-house staff to ensure there are no investments made outside the Councils policy
<b>Total Financial Services</b>	<b>81,000</b>	<b>166,700</b>	<b>166,700</b>			
<b><u>Corporate Services</u></b>						
Corporate and Democratic Core - Fares and parking charges	1,051	1,052	1,053	Savings based on prior year requirements		
Corporate and Democratic Core - Car allowances	1,000	1,000	1,000	Savings based on prior year requirements		
Corporate and Democratic Core - Equipment - purchase	5,409	5,409	5,409	Savings based on prior year requirements		
Corp Management - Misc expenses (subs to outside bodies)	10,000	10,000	10,000	Savings based on prior year requirements		
Corp Management - Training budget	15,000	15,000	15,000	Training to be allocated from the Corporate training budget		
<b>Total Corporate Services</b>	<b>32,460</b>	<b>32,461</b>	<b>32,462</b>			
<b><u>Organisational Development &amp; Human Resources</u></b>						
Reduction on Council wide training	12,000	12,000	12,000	6% Reduction in the Corporate Training budget	None	There is a potential risk of non-delivery in aspects of training needs as identified in the recovery plan
<b><u>E-Gov &amp; Customer Services</u></b>						
ICT Infrastructure Business Case	13,000	13,000	13,000	Contractual re-negotiation	None	None- this is part of the savings we can make and will continue to strive to make more.

## BUDGET 2006/07 - 2008/09 PROPOSED SAVINGS

APPENDIX D

	2006/07 £	2007/08 £	2008/09 £	Nature of Saving	Impact (severance etc)	Risk to Authority - considerations
<b><u>Corporate Communications, Performance and Policy</u></b>						
Reduction in Corporate Comms budget	0	1,000	1,000	Less money for printing costs associated with things like Council Chat, a new corporate plan etc		May impact on the quality of the plans produced
Remove Pressure for Corporate Plan	0	0	0			
Reduce Pressure for Citizens Panel	0	5,440	5,440	Reduction in budget for citizens panel		May impact on the number of consultations that we can undertake
Reduce budget consultation budget	11,440	0	0	Reduction in budget for consultation budget		May impact on the number of consultations that we can undertake
	<b>11,440</b>	<b>6,440</b>	<b>6,440</b>			
<b><u>Planning &amp; Environment</u></b>						
Externalise pest control	24,100	24,800	25,500	Savings as a result of externalising the pest control service	Severance costs (covered by restructuring savings)	The assumption is that the service to the community will improve with the externalisation
<b>Total Planning &amp; Environment</b>	<b>24,100</b>	<b>24,800</b>	<b>25,500</b>			
<b><u>Legal and Democratic</u></b>						
Reduce Consultants Fees - Members Expenses	4,043	4,169	4,169	This budget is for use where for example the Scrutiny Board might wish to use consultants to assist with their work programme.		The risk of deleting the budget is that the work of Scrutiny might be rendered more difficult.
Remove Vending Can Drink Machine (review contract)	1,786	1,831	1,831	Removal of vending machines.		There is no real risk associated with the proposed saving.
Remove Equipment Purchase - Typewriters	200	200	205	Removal of typewriter support.		There is no real risk associated with the proposed saving.
Remove Computer General Costs - Elec Reg	6,934	7,107	7,285	Budget no longer required		
Remove Hygiene Machines ( review contract)	15,654	16,046	16,447	Covers such things as nappy vending machines. No obligation to provide the same.		
Remove Misc Expenses Members Expenses	630	646	646	Budget is for Chairman's civic events eg Annual Council, Carol Concert, etc.		There is a risk that the image of the Authority might be diminished should it be unable to provide hospitality at civic functions.
Remove Postage and Packaging Est. General	13,000	13,000	13,000	Members would be required to make their own transport arrangements for site-visits etc		There is a potential risk that members may not be able to undertake site visits
Remove Printing and Stationery Comm Serv	3,089	3,166	3,166	If the budget is deleted, all documents being sent to members must be sent by post or by personal collection. It will therefore be important for all such documents to be available for postal dispatch in a timely manner.		There is a risk that reports might be produced very late and require courier delivery. Failure to deliver reports on time might lead to delayed or cancelled meetings.
Use of Planning Delivery Grant re Planning solicitor	41,922	41,922	0	Planning Delivery Grant		If the PDG reduces this post will have to be met from existing budgets
<b>Total Legal and Democratic</b>	<b>87,258</b>	<b>88,087</b>	<b>46,749</b>			
<b><u>Culture &amp; Community Services</u></b>						
Recreation Rd Playing Pitch (Parkside School)	2,000	2,000	2,000	Savings as a result of loss of use of football pitch at Parkside school		

**BUDGET 2006/07 - 2008/09 PROPOSED SAVINGS**

APPENDIX D

	2006/07 £	2007/08 £	2008/09 £	Nature of Saving	Impact ( severance etc)	Risk to Authority - considerations
Xmas lights switch on	4,500	4,500	4,500			The event increases the profile of Bromsgrove to residents and visitors to the area and the Members use the event to showcase Bromsgrove to their counterparts around the county. The Council have built a reputation for providing quality events that would be tarnished if an event of this scale were no longer provided.
Bandstand programme	7,500	7,500	7,500	Savings as a result of there being no entertainment alongside the Xmas lights switch on		The event increases the profile of Bromsgrove to residents and visitors to the area and the Members use the event to showcase Bromsgrove to their counterparts around the county. The Council have built a reputation for providing quality events that would be tarnished if an event of this scale were no longer provided.
Support to Community Safety Partnership	5,000	5,000	5,000	Savings as a result of there being no bandstand programme The £5K offered would mean that funding for the Citizenship Project in Partnership with Fire Service and support to Neighbourhood Watch Schemes would cease.		Could lead to an increase in crime and anti social behaviour.
Community Safety Officer	14,000	14,000	14,000	Additional saving as part of the restructure		
Closure of Woodrush Sports Centre	0	98,000	98,000	Full saving would not be achieved in year 1 due to negotiations with the County Council and redundancy costs etc	Severance costs	Those members of society not able to join a private club or have access to transport would be denied access to local affordable sports facilities. Council would be less able to respond to the 'health agenda'
Closure of Haybridge Sports Centre	0	62,000	62,000	Full saving would not be achieved in year 1 due to negotiations with the County Council and redundancy costs etc	Severance costs	Those members of society not able to join a private club or have access to transport would be denied access to local affordable sports facilities. Council would be less able to respond to the 'health agenda'
Dolphin Phase 2	0	60,000	60,000	Income generated from the new services provided in the Dolphin Centre as part of the refurbishment	Additional jobs created	
Bromsgrove Museum & TIC	0	70,000	70,000	Full saving would not be achieved in year 1 due to negotiations re the storage of the collection and the need to maintain the building pending the outcome of those negotiations. Assumption is that the TIC function is transferred to another location e.g. Dolphin Centre	Severance costs	Possible legal involvement required to achieve closure to ensure Trust conditions are adhered to
Partnerships & Community Development Officer ( to be discussed)	0	0	0			
Xmas lights	30,000	30,000	30,000	Savings relate to a 50% reduction in the Xmas lights provided and maintained by the Council		Negative press and complaints from public and businesses
Spadesbourne suite additional income	5,000	5,000	5,000	Additional income target for the Spadesbourne Suite		May be difficult to achieve without enhancing the facility.

**BUDGET 2006/07 - 2008/09 PROPOSED SAVINGS**

	2006/07 £	2007/08 £	2008/09 £	Nature of Saving	Impact (severance etc)	Risk to Authority - considerations
Xmas trees - to parishes	3,500	3,500	3,500	Savings relate to the purchasing of Xmas trees for parishes to be stopped		Negative press and complaints from public and parish councillors.
<b>Total Culture &amp; Community Services</b>	<b>71,500</b>	<b>361,500</b>	<b>361,500</b>			
<b><u>Street Scene and waste management</u></b>						
Increase in car parking by 10p	200,000	320,000	440,000	This is an average increase of 10p, not 10p on each current tariff. Some of the proposed changes are a reduction whereas others are a greater than 10p increase		There is a potential risk that initially the usage will drop as customers will not pay the additional charge
Implementation depot strategy	35,000	12,000	0	The savings relates to the cost of consultants in the implementation of the full depot strategy		There is a risk that there will be negative press regarding the services provided by the street scene department
Street signage	7,000	7,000	7,000	The savings relate to the maintenance and provision of tourist signs in the district		Poor street signage within the district Approx 5000 permits issued. There would potentially be a 20% drop off in uptake - this is included in these projections
Car Park Permits	135,000	135,000	135,000	Based on an increase to £30.		
<b>Total Street Scene and waste management</b>	<b>377,000</b>	<b>474,000</b>	<b>582,000</b>			
<b>Recommended - overall total</b>	<b>827,758</b>	<b>1,456,988</b>	<b>1,524,351</b>			

**Not Recommended**

*Delete posts:*

Development Control Officer	33,900	34,900	35,900	Deletion of vacant post		An inability to carry out the statutory function
Environmental Health team Leader	38,000	39,100	40,300	Deletion of vacant post		An inability to carry out the statutory function
Building Control Officer	34,800	35,800	36,900	Deletion of vacant post		An inability to carry out the statutory function
P/t admin officer	7,600	7,800	8,000	Deletion of vacant post		Reduced level of support which the mean the officers would have less time to carry out the statutory function
P/t admin officer	11,400	11,700	12,100	Deletion of vacant post		Reduced level of support which the mean the officers would have less time to carry out the statutory function
Contaminated land	6,800	6,800	6,800	The saving relates to removing the budget for consultants to investigate contaminated land		Potential of contaminated land not being identified
Econ. Dev't - Consultants fees	2,000	2,040	2,090	Savings on consultancy fees		A potential risk that less businesses will be encouraged to develop in the district

## BUDGET 2006/07 - 2008/09 PROPOSED SAVINGS

APPENDIX D

	2006/07 £	2007/08 £	2008/09 £	Nature of Saving	Impact ( severance etc)	Risk to Authority - considerations
Econ. Dev't - Marketing and Promotion	2,246	2,302	2,360	Savings relating to marketing and promotion of the district		A potential risk that less businesses will be encouraged to develop in the district
Econ Dev - Rural Business Dev	1,175	1,204	1,234	Reduction in grants		A potential risk that less businesses will be encouraged to develop in the district
Econ. Dev't - Business Inter/assess	2,702	2,770	2,839	Reduction in grants		A potential risk that less businesses will be encouraged to develop in the district
Econ. Dev't - Man. Career Dev	1,097	1,124	1,147	Reduction in grants		A potential risk that less businesses will be encouraged to develop in the district
Econ. Dev't - Small Business start up grants	1,000	1,000	1,000	Reduction in grants		A potential risk that less businesses will be encouraged to develop in the district
Market Hall - Business rate revaluation	2,000	2,100	2,205	Reduction in NNDR budget		No real risk with this budget reduction
Market Hall - Printing & stationery and Telephones	350	357	364	Reduction in budget requirement		No real risk with this budget reduction
Market Hall - Marketing and Promotion	1,213	1,258	1,275	Hall		No real risk with this budget reduction
Market Hall - Farmers' Market increase budget to match actuals	848	849	849	Additional income generated from the farmers market		No real risk with this budget reduction
LA 21 Initiatives	10,500	10,500	10,500	A removal of the budget relating to environmental education If we are to go down this route it is likely that we will need to do so in partnership with an other Local Authority or an existing trust to benefit from economies of scale.		A risk that schoolchildren and other residents of the district would not be aware of environmental damage
Leisure Trust ( savings on NADIR)	-50,000	60,000	60,000	£20k of this relates to asset rentals and depreciation in respect of the toilet building - therefore this would not be a saving to the budget. The saving would mean that no toilets would be provided in the district		There is a risk that potentially this project may be more costly than identified.
No provision of toilets in the district	56,000	56,000	56,000	£16.5k of this relates to asset rentals and depreciation in respect of Recreation Road the net saving in respect of this location is already included above so this is not achievable		There would be a risk that public would not use the town centre with no toilet provision
Changing Rooms	22,000	22,000	22,000	publications such as the 'Where to Stay Guide' and the 'Visitors Guide to Bromsgrove'. This budget is also used to contribute approx £4,500 towards the production of joint publications with other authorities within the County.		There would be a risk that sports teams would have no facilities for changing There would be a risk to the economy of the district if no publicity or marketing was undertaken.
Tourism	18,000	18,000	18,000			
Amphlett Hall Grant	8,000	8,000	8,000	This relates to the payments made in respect of administration and upkeep of the hall		There would be a risk that the facility would be closed and the users would lose a valuable place for meetings.
Remove Civic Hospitality - Members Exp	3,572	3,661	3,753			
Remove Contract hire of vehicles - members exp	3,572	3,661	3,753			
Remove courier and transport Members Exp	2,627	2,692	2,760			

**BUDGET 2006/07 - 2008/09 PROPOSED SAVINGS**

APPENDIX D

	2006/07 £	2007/08 £	2008/09 £	Nature of Saving	Impact ( severance etc)	Risk to Authority - considerations
Bonfire & Fireworks event	25,000	25,000	25,000	Estimate saving inclusive of Street Scene costs		The event increases the profile of Bromsgrove to residents and visitors to the area and the Members use the event to showcase Bromsgrove to their counterparts around the county. Arguably the Council have a duty to ensure that they encourage the public to attend organised events that are proven to be safer than unauthorised/unmanaged events. The Council have built a reputation for providing quality events that would be tarnished if an event of this scale were no longer provided.
Street Theatre	22,000	22,000	22,000	Estimated savings including Street Scene costs		The event increases the profile of Bromsgrove to residents and visitors to the area and the Members use the event to showcase Bromsgrove to their counterparts around the county. The Council have built a reputation for providing quality events that would be tarnished if an event of this scale were no longer provided.
<b>Not recommended - overall total</b>	<b><u>268,402</u></b>	<b><u>382,619</u></b>	<b><u>387,129</u></b>			



## Budget Strategy - Risk Matrix 2006/07 - 2008/09

Description	Base Budget 2006/07 £	Base Budget 2007/08 £	Base Budget 2008/09 £	To which year does the risk relate?	Potential Risk	Possible Solution
Salaries - vacancy management provision	-301,000	-304,000	-307,000	All years	5% per annum allowed for vacancy management is not achieved	The Council budget for salaries on a full establishment basis - i.e., all posts filled by the same person for the period of the budget strategy (assuming incremental increases year on year). This is unlikely and a vacancy management provision should be easily achieved, however, in order to ensure this is achieved a strict vacancy management regime needs to be followed. In addition monthly budget monitoring will need to be undertaken to ensure (with a specific element dedicated to monitoring employee related costs).
Planning Delivery Grant / additional planning fees	95,253	105,059	108,158	All years	Currently it is unclear as to how much, the Council will receive through Planning Delivery Grant. Planning Delivery Grant is, at present, used to fund a number of posts within Planning. There is also a risk that if the Planning Delivery Grant is not targeted towards improvements in planning services the grant may not be received in future years.	Tight budgetary control, and if necessary, report to Members requesting additional funds, budget reduction and/or policy changes
Central Government Support i.e. Formula Grant	-4,608,114	-4,729,823	-4,824,419	2006/7 onwards	Two distinct risks: 1. We have assumed that the increase in government grants will increase by 1% per annum there is a risk that this may not materialise; 1% variance in government grant would equal £41,000. 2. The impacts of the Gershon Review are not clear and we may receive a reduction in Grant.	We have been particularly prudent in the budget projections by allowing only 1% increase in grant thus minimising the risk of budget shortfall.
Land Charges - Income	-399,859	-409,856	-420,102	All years	Not achieving income target	Tight budgetary control, and if necessary, report to Members requesting additional funds, budget reduction and/or policy changes
Insurances	108,855	111,576	114,366	All years	Assets not insured. Repair of damaged assets less than cost of insurance?	Need to consider levels of excess during tender exercise. Tight budgetary control, and if necessary, report to Members requesting additional funds, budget reduction and/or policy changes.
Investment Interest	-715,000	-537,000	-501,000	All years	Non achievement of target due to lower than anticipated investment rates and higher than anticipated spend	Tight control over investments and budgetary control in general.
Car Parking Income (excluding fines, including annual tickets/residents permits)	-953,250	-977,081	-1,001,508	All years	Demand led; may be subject to fluctuation if option to increase prices proceeds	Feasibility study/Market Testing prior to any price increases
Building Control - Fees and charges and Income	-350,927	-358,775	-367,744	All years	Income unpredictable	Tight budgetary control, and if necessary, report to Members requesting additional funds, budget reduction and/or policy changes
Planning Applications - Fees and charges and Income	-396,453	-404,989	-415,114	All years	Income unpredictable	Tight budgetary control, and if necessary, report to Members requesting additional funds, budget reduction and/or policy changes

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn Budget 2005-06 £	Revised Budget & Additions 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Est Outturn 2005/06	Brief Description of Project
<b>ORGANISATIONAL DEVELOPMENT &amp; HUMAN RESOURCES</b>								
- New HR Information & Management System.	0	5,000	30,000				Gen cap receipts	To provide the Council with a modern Human Resources system which will enable both efficient and effective monitoring of its staff and provide information to support performance indicators. The system will provide a flexible approach in order to facilitate
<b>TOTAL</b>	<b>0</b>	<b>5,000</b>	<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>LEGAL &amp; DEMOCRATIC SERVICES</b>								
Replacement Electoral Software	0	15,000	15,000				Gen cap receipts	Replacement of the current IT electoral software with a more reliable alternative.
Committee Minutes System	22,000	30,000	3,000				Gen cap receipts	A high priority scheme required to release savings in the revenue budget.
<b>TOTAL</b>	<b>22,000</b>	<b>45,000</b>	<b>18,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>FINANCIAL SERVICES</b>								
Replacement Coin Counting Machine.	0	10,000					Gen cap receipts	To replace existing machinery for health and safety reasons and also to process the £2 coin. A Health & Safety Activity/Hazard Analysis has revealed that the current cash boxes are unsuitable in operation and the coins also get stuck in the feed mechanism
Pensions Backfunding for employees transferred to BDHT	200,000	200,000					Gen cap receipts	Payment in respect of the LSVT transfer
<b>TOTAL</b>	<b>200,000</b>	<b>210,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn Budget 2005-06 £	Revised Budget & Additions 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Est Outturn 2005/06	Brief Description of Project
<b>E-GOVERNMENT &amp; CUSTOMER SERVICES</b>								
Corporate Budget for IT Upgrades	60,000	60,000	40,000	40,000			Gen cap receipts	To enable a rolling ICT replacement programme to be undertaken.
Provision of Service Centre - BDC Share (I.E.G) Budget Carry Forward to 2005/06.	9,000	77,000	68,000				Gen cap receipts	
Implementing Electronic Government (I.E.G. Net) - £150k 2005/06 Grant Allocation - allocated to schemes including carry forward of £59k to 2006/07 to partly fund POPS IT Scheme.	0	59,000					IEG Grant	Budget for the implementation of electronic Government (IEG4).
Implementing Electronic Government (I.E.G. Net) (Budget Carry Forward for 2003/04 Projects)	24,000	34,000					IEG Grant	The completion of IEG Projects commenced in 2003/04 including Web-Based Templates, Content Management /Intranet, Intranet GIS, Worcs E-Hub, Members On-Line.
Completion of Worcestershire Hub Core Programme	39,000	39,000					IEG Grant	
ICT Infrastructure including Telephones & Equipment for Disaster Recovery. (Invest-to-Save) (Scheme already approved)	1,873,000	1,873,000					Gen cap receipts=£1,666k IEG=£207k	To provide flexible, secure, robust, and scalable ICT infrastructure that is equipped to meet 21st century demands. Consolidate and/or upgrade network and server systems with minimal disruption to normal Council business operations. Provide proactive moni

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn	Revised	Original	Latest	Latest	Future	Financing	Brief Description of Project
	Budget 2005-06 £	Budget & Additions 2005-06 £	Budget 2006-07 £	Estimate 2007-08 £	Estimate 2008-09 £	Years £	Est Outturn 2005/06	
Internet/Intranet Development (IEG) (Scheme already approved)	28,000	28,000					IEG Grant	This scheme is the complete refresh of the web and updates. Provide a common solution for the intranet and internet content management system. Ensure ongoing maintenance of the system. Comply with all national standards for local government websites. Prov
Government Connect Scheme (Scheme already approved)	30,000	30,000					Gen Cap Receipts	Government Connect is a scheme which Bromsgrove DC has already signed up to. This is a national citizen authorisation programme whereby citizens have a unique reference which allows access to their local council's IT systems. E.g. enable them to review th
IT Servers for the Active Directory	34,000	34,000					Gen cap Receipts	This was the business critical replacement of the Active Directory as the main shared drive for all users crashed and large scale data could have been lost. Authorised by KD
<b>TOTAL</b>	<b>2,097,000</b>	<b>2,234,000</b>	<b>108,000</b>	<b>40,000</b>	<b>0</b>	<b>0</b>		

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn Budget 2005-06 £	Revised Budget & Additions 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Est Outturn 2005/06	Brief Description of Project
<b>CULTURE &amp; COMMUNITY SERVICES</b>								
<b>Recreation Grounds</b>								
Improvements to Rubery Park (Funded from BDC S106 & Gov't Liveability Grant)	189,000	249,000					S106=£30k Grants=£159k	Park improvement scheme; including new facilities for teenagers to include a skate park and ball court facility, an extension to the play area, improvements to football pitch and signage and production of Management Plan. Consultation with residents and I
New park at Barnsley Hall (Funded from Government Liveability Fund & BDC)	25,000	220,000	195,000				Gen Cap Receipts=£10k Gov Grant=£15k	The scheme includes creation of a new public open space/Park following the conveyance of a field from the Health Authority that was subject to a Section 106 agreement (Town & Country Planning Act). The scheme involves ground works to reinstate football pi
Improvements to Sanders Park (Funded from Government Liveability Fund £35k & BDC S106 £44k)	191,000	211,000	20,000				Gov Grants £140k S106=£44k Gen Cap Rec=£7k	Park improvement scheme; including refurbish/extension of play area (£130k contract awarded), refurbish/redesign existing skate park, improved landscaping, improved signage and production of Management Plan following consultation with residents in 2004. C
Regeneration of two allotment Sites (Funded from Government Liveability Fund £16k) - Budget	16,000	16,000					Gov Grants	
Callowbrook Park (Rubery) Improvement Scheme	0	35,000	35,000				S106	To provide improved leisure facilities at the park for children/teenagers. Officers are currently considering the feasibility of schemes in consultation with the young people of Rubery in association with the police, youth service and ward members. The ai
Wythall Park Play Area Refurbishment	40,000	40,000					S106	Provide the funding for the Wythall Park Community Association to replace the existing play area equipment and safety surfacing to meet health and safety guidelines (European Standards EN 1176 & 1177 and Risk Assessment recommendations), DDA and Play Valu
New Play Area at Myhill Field Cofton Hackett	20,000	40,000	20,000				S106	
<b>Sports Development</b>								
New Sporting Pitches (Garrington's/UEF)	0	10,000	60,000	150,000	130,000		S106	Increase/improve football facility provision in the District and improve quality and playing capacity of existing grass pitches and provide all weather pitches in lieu of the loss of the senior football pitch at Garringtons. Recommendation of the Playing

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn	Revised	Original	Latest	Latest	Future	Financing	Brief Description of Project
	Budget 2005-06 £	Budget & Additions 2005-06 £	Budget 2006-07 £	Estimate 2007-08 £	Estimate 2008-09 £	Years £	Est Outturn 2005/06	
Wythall Teenage Sports Facility Scheme	0	80,000	80,000				S106	To provide an openly accessible area for teenagers to meet, participate in casual use football and other sports activity. The aim is to provide opportunities for diversionary activities to help curb localised anti social behaviour identified in Wythall. O
<b>Leisure/Sports Centres</b>								
Dolphin Centre - Budget Carry Forward to 2005/06.	171,000	171,000					Gen Cap Receipts	
Dolphin Centre - Renew/Repair Roof Coverings (as per condition survey) - Budget Carry Forward to 2005/06.	13,000	13,000					Gen Cap Receipts	
Dolphin Centre - Replacement Roof Cladding - Budget Carry Forward to 2005/06.	8,000	8,000					Gen Cap Receipts	
Dolphin Centre - Sports Hall Inflatable - Budget Carry Forward to 2005/06.	8,000	8,000					Gen Cap Receipts	
Dolphin Centre - Replacement of Pool Plant	0	30,000	55,000				Gen Cap Receipts	The scheme is for the refurbishment of the Swimming Pool Plant at the Dolphin Centre which has been identified as requiring replacement as part of a recent Pool Plant Condition Survey. Scheme is to ensure we operate our pools to the required environmental
<b>Arts Development</b>								
Arts Centre (Joint With College) (includes earlier years slippage)	60,000	60,000					Gen Cap Receipts	The budget is for the completion of the Arts Centre de
<b>Grant Aid</b>								
Catshill 20:20 Community Project - Refurbishment of Play Area at George Wagstaff Memorial Hall	0	30,000	35,000				Gen Cap Receipts	The budget is to provide 'partnership' funding to enable community groups within Catshill to obtain external funding to realise the objectives identified as a result of the 'planning for real' exercise.
Catshill 20:20 Community Project - Cycle Track/Footpath around field			25,000				Gen Cap Rec £15k S106 £10k	

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn Budget 2005-06 £	Revised Budget & Additions 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Est Outturn 2005/06	Brief Description of Project
Catshill 20:20 - Refurbishment of Catshill Village Hall			43,000				S106	
<b>Community Services</b>								
Restoration of Memorial Headstones in Bromsgrove Cemetery	20,000	20,000	10,000				Gen Cap Receipts	To restore/erect the memorial headstones that are currently laid down further to the Risk Assessment previously undertaken. Headstones shall be restored to sustain their historical and structural integrity and site signage replaced.
Replacement Roof at Spadesbourne Suite - Budget Carry Forward to 2005/06.	22,000	22,000					Gen Cap Receipts	
<b>Other Schemes</b>								
Hunters Hill School Blackwell. Contribution towards New Indoor Sports Facilities	129,500	129,500	0				Gen Cap Receipts	
Alvechurch - Completion of Sports Building at Rowney Green	20,000	20,000					S106	
Beoley - Drainage Improvements to Pitch at Beoley	7,100	7,100					S106	
Romsley - Pitch Drainage Work at Romsley	15,000	15,000					S106	
Alvechurch - Swanslength Play Area Refurbishment/Extension.			40,000				S106	
Barnsley Hall - Requisition of Land & Provision of new Play Area.	30,000	30,000	50,000				S106	
Barn Green (Linthurst) - Hewell Road Park Improvements & Bitterell Road Play Area Improvements	12,000	12,000					S106	
Belbroughton - Skateboard Park			40,000				S106	
Belbroughton Recreation Centre - Sports Storage Facilities & External Toilets	21,500	21,500					S106	





**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn Budget 2005-06 £	Revised Budget & Additions 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Est Outturn 2005/06	Brief Description of Project
<b>TOTAL</b>	1,182,800	1,662,800	1,085,000	200,000	130,000	0		

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn	Revised	Original	Latest	Latest	Future	Financing	Brief Description of Project
	Budget 2005-06 £	Budget & Additions 2005-06 £	Budget 2006-07 £	Estimate 2007-08 £	Estimate 2008-09 £	Years £	Est Outturn 2005/06	
<b>PLANNING &amp; ENVIRONMENTAL SERVICES</b>								
<b>PRIVATE SECTOR RENEWAL GRANTS</b>								
Mandatory Disabled Facilities Grants (DFG's) (Private & BDHT Grants)	355,000	798,000					Gen Cap Rec=£143k Gov Grants=£212k	Budget for Disabled Facilities Grants which became mandatory under the provisions of Section 23 of the 1996 Act for works facilitating access to and around the dwelling, and for the provision of certain facilities within the dwelling.
Mandatory Disabled Facilities Grants (DFG's) (Private & BDHT Grants) PROBABLE BUDGET CARRY FORWARD			443,000				Cap Rec £276k Gov Grants £167k	Budget for Disabled Facilities Grants which became mandatory under the provisions of Section 23 of the 1996 Act for works facilitating access to and around the dwelling, and for the provision of certain facilities within the dwelling.
Discretionary Home Repair Assistance & Housing Renewal Grants (Private Sector Only)	80,000	80,000					Gen Cap Receipts	The Council's Strategy & Policy relates to the implementation of new services designed to improve housing quality, energy efficiency & health and social well being by improving poor standard, unfit or empty dwellings and by enabling people to remain in th
<b>STRATEGIC HOUSING</b>								
<b>Retained Housing</b>								
Houndsfield Lane Caravan Site - Door & Window Replacements - Amenity Blocks	8,000	8,000	0				Pooled Cap Rec	Refurbishment of amenity blocks on caravan site.
<b>Homeless Hostels Schemes</b>								
Burcot Lodge & Wythall Lodge - Refurbishment & Modernisation Scheme	23,000	23,000					Pooled Cap Rec	A programme of refurbishment and modernisation to the four hostels that continue to be owned by the Council. The four hostels provide a total of 35 rooms of temporary accommodation for a variety of homeless applicants whilst they are either having
<b>Strategic &amp; Enabling Housing Schemes</b>								
4 Houses on garage sites (Grafton, Foxwalks) Probable Slippage to 2005/06.	64,000	96,000	32,000				S106	Grant funding of 4 houses for letting at affordable rents by Rooftop Housing Association development at a former garage site.
4 Houses on garage sites (Grafton, Foxwalks) - Budget	0	0					3A	
5 Houses on garage sites (Ryfield) (Includes slippage)	62,000	77,000	15,000				S106	Grant funding of the development of 5 houses for letting at affordable rents by Rooftop Housing Association development at former garage site.
<b>Affordable Housing Schemes</b>								

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn	Revised	Original	Latest	Latest	Future	Financing	Brief Description of Project
	Budget 2005-06 £	Budget & Additions 2005-06 £	Budget 2006-07 £	Estimate 2007-08 £	Estimate 2008-09 £	Years £	Est Outturn 2005/06	
Grants to RSL - York Rd, & Hollywood La/Houndsfield Cl (includes slippage)	126,000	120,000	32,000				S106	Grant funding of 3 houses for letting at affordable rents by Bromford Housing Association.
Grants to RSL - Flat over shops High Street - Budget Carry Forward to 2005/06.	65,000	65,000					S106	
Grants to RSL - Villiers Road (formerly 38-42 Broad St) (includes slippage)	480,000	600,000	120,000				S106	Grant funding of a development of 15 flats for letting at affordable rents by Rooftop Housing Association.
Grants to RSL - Shared Ownership &/or Low Cost &/or Rent Schemes	485,000	485,000					S106	The provision of Local Authority Grant to a Registered Social Landlord to fund the provision of additional units of affordable housing within the District. Method - New Build or purchase of existing by RSL. Tenure - Shared Ownership (25% - 75%) or rented
Grants to RSL's - Housing to Rent (New Build)	117,000	140,000	23,000				S106=£85k Pooled Cap rec=£32k	The provision of Local Authority Grant to a Registered Social Landlord to fund the provision of additional units of affordable housing within the District through new build. Method - New Build. Tenure - Rented. Property Type - General Needs Housing.
Grants to RSL's - Housing to Rent (Purchase & Repair)	0	100,000	0				S106	The provision of Local Authority Grant to a Registered Social Landlord to fund the provision of additional units of affordable housing within the District. Method - Purchase of existing dwellings by RSL, refurbishment and re-letting. Tenure - Rented. Prop
Grants to RSL's - Shared Ownership (New Build/Do-it-Yourself)	18,000	50,000	4,000				Pooled Cap Rec	The provision of Local Authority Grant to a Registered Social Landlord to fund the provision of additional units of affordable housing within the District. Method - New Build or Do It Yourself (where client identifies dwelling on open market and enters in
Grants to RSL's - Low Cost Shared Equity / Shared Rented Housing	46,000	58,000	12,000				Ring fenced cap rec	The provision of Local Authority Grant to a Registered Social Landlord to fund the provision of additional units of affordable housing within the District. Tenure - Low Cost Fixed Equity Housing (at 60% or 70% of Market Value). Property Type - General Need
Grants to BDHT - Ex Council Dwelling Buy Backs / new build on sites owned by BDHT	210,000	220,000					Pooled Cap Rec	The provision of Local Authority Grant to a Registered Social Landlord to fund the provision of additional units of affordable housing within the District. Purchase and refurbishment of existing owner occupied dwellings. Tenure - Rented. Permanent and tem
<b>TOTAL</b>	<b>2,139,000</b>	<b>2,920,000</b>	<b>681,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn Budget 2005-06 £	Revised Budget & Additions 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Est Outturn 2005/06	Brief Description of Project

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn Budget 2005-06 £	Revised Budget & Additions 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Est Outturn 2005/06	Brief Description of Project
<b>STREET SCENE &amp; WASTE MANAGEMENT</b>								
Disabled Discrimination Act Improvements	20,000	20,000					Gen Cap Receipts	To ensure the final stages of all works to council buildings will be completed to the 2005/06 target of 100% compliance to the Act. To comply with statutory legislation within all council buildings.
Energy Performance (Inc 2003/04) - Budget Carry Forward to 2005/06.	12,000	12,000					Energy saving trust	
Shopmobility - Provision & Equipment - Probable Slippage to 2005/06	99,000	99,000					Gen Cap Rec=£83k Revenue funding=£16k	The building and ongoing provision of a shopmobility facility in Bromsgrove. To provide a shopmobility facility for mobility-impaired visitors to Bromsgrove at the Churchfields Multi-Storey car park.
Mill Lane Town Centre Access Improvement. Probable Slippage to 2005/06.	148,000	148,000					Gen Cap Rec=£88k S106=£60k	The scheme is for the construction of raised access to the town centre across Market Street at the junction with Mill Lane, with associated new crossing of the Spadesbourne Brook. The scheme is to provide an improved and safe access from Market Street to
Dolphin Centre - Resurface Car Park (as per Condition Survey)	40,000	40,000					Gen Cap Receipts	Budget for the resurfacing of the Dolphin Centre car park.
Supply & Installation of Replacement Footbridge across Spadesbourne Brook	12,000	12,000					Gen Cap Receipts	Provision of a pedestrian footbridge across the Spadesbourne Brook. A replacement of an existing bridge which has been closed following the failure of the structure.
<b>DEPOT SERVICES</b>								
Rear Loading Refuse Freighters - Budget Carry Forward to 2005/06.	195,000	339,000	97,000				Gen Cap Receipts	
Washing Facilities for Depot Vehicles	38,000	20,000					Gen Cap Rec=£20k Grant=£16k Rev funding=£2k	In order to fulfil the legal requirements of our operating licence we have to inspect the vehicles. This means washing the vehicles both on top and underneath. In order to carry out this operation we must have the vehicle up in the air on an area which is
Replacement of Fleet Vehicles (Multi Lift Vehicles)	0	55,000	125,000		0		Gen Cap Receipts	Part of the structured vehicle replacement plan to ensure we can comply with our statutory requirements for mobile litter crews, dog foul bins and fly tipping etc.
Replacement of Depot Plant & Equipment	8,000	8,000	0	0	0		Gen Cap Receipts	The budget is for garage equipment, bowling green mower, & plant for highways use.
New Tanker for Cesspools Work	0	80,000	58,000				Gen Cap Receipts	The Council has a responsibility to empty 2,500 properties who have cesspools within Bromsgrove District. The budget is for a new tanker vehicle.

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**CAPITAL Prog - Existing Schemes**

Schemes by Department	Est Outturn Budget 2005-06 £	Revised Budget & Additions 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Est Outturn 2005/06	Brief Description of Project
Equipment for new cemetery at North Bromsgrove	3,000	3,000	0				Gen Cap Receipts	The budget is for essential equipment required for the new North Bromsgrove cemetery, and a trailer.
Pavement Sweepers for Street Cleansing	99,000	120,000	0		0		Gen Cap Receipts	Budget is for suitable vehicles to sweep the streets and pavements in line with Council specification. To comply with the Environmental Protection Act.
Equipment for new BDHT Grounds Maintenance work	0	118,000			0		Gen Cap Receipts	Equipment , mowers & vehicles are required to maintain the current service with the new housing association providing an income into the Council.
Replacement Equipment for Grounds Maintenance Work (Highways, Council & Leisure)	25,000	25,000	0	0	0		Gen Cap Receipts	The budget is for replacement equipment required to maintain the current grass cutting for Highways, Council and Leisure services. The replacements will reduce excessive maintenance costs.
Graffiti Removal System	25,000	25,000					Gen Cap Receipts	To obtain a vehicle suitably equipped for the removal of graffiti throughout the District.
<b>TOTAL</b>	<b>724,000</b>	<b>1,124,000</b>	<b>280,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>GRAND TOTAL</b>	<b>6,364,800</b>	<b>8,200,800</b>	<b>2,202,000</b>	<b>240,000</b>	<b>130,000</b>	<b>0</b>		

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09****Capital Prog - New Scheme Bids**

Schemes by Department	Est Outturn Budget 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Original Budget 2006/07	Brief Description of Project
<b>STREET SCENE AND WASTE MANAGEMENT</b>							
Street Cleansing Vehicles & Equipment (Identified within Depot Strategy)		507,000				Gen Cap Rec	Implementation of the strategy to improve services delivered from the Depot and achieve the outputs required by the Council's Recovery Plan. This scheme is for the purchase of large, mini, & pedestrian controlled sweepers; pick-up vehicles, & trailers. Al
Replacement Rear Loading Trade Waste Collection Vehicle, Replacement Cesspool Tanker & Sewer Jetting Appliance for Commercial Services (Identified within Depot Strategy)		130,000				Gen Cap Rec	Implementation of the strategy to improve services delivered from the Depot and achieve the outputs required by the Council's Recovery Plan. Replacement of an existing 'V' registration trade waste refuse collection vehicle (£130k) & the second cesspool ta
Skips for new 18 tonne Depot Multi Lift Vehicles.		20,000				Gen Cap Rec	Skips for the new 18 tonne Multi Lift vehicles now planned for purchase in 2006/07. Will be utilised by all Depot services.
Replacement of 2 Large Mechanical Sweepers			140,000			Gen Cap Rec	
Improvements to Depot Site		50,000	50,000			Gen Cap Rec	Physical improvements to Depot yard and stores to meet HSE recommendations and create suitable parking arrangements for fleet.

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**Capital Prog - New Scheme Bids**

Schemes by Department	Est Outturn Budget 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Original Budget 2006/07	Brief Description of Project
Pay & Display Car Park Ticket Machines		20,000				Invest to save	A review of car parking operations has taken place to see how we can operate more efficiently. Ticketing machines do breakdown and when this happens we lose income. New machines will help us maximise future income from which the cost of this scheme will b
Concessionary Fare Implementation of Smart Cards		20,000				Gen Cap Rec	To implement smart card operation as part of the concessionary fares scheme
Replacement Vehicle for Bulky Household Waste Service (Identified within Depot Strategy)		0	0			Invest to save	Implementation of the strategy to improve services delivered from the Depot and achieve the outputs required by the Council's Recovery Plan. Budget is for a new 7.5 tonne vehicle for the proposed bulky household waste service to replace a Transit type cag
<b>TOTAL STREET SCENE AND WASTE MANAGEMENT</b>	0	747,000	190,000	0	0		



**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09****Capital Prog - New Scheme Bids**

Schemes by Department	Est Outturn Budget 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Original Budget 2006/07	Brief Description of Project
<b>E-GOVERNMENT &amp; CUSTOMER SERVICES</b>							
Upgrading to Radius Cash Receipting System	0	50,000				Gen Cap Rec	The upgrading and setting up of the Radius Cash Receipting system for all electronic payments to the requirements of Financial Services Department.
Upgrading of Leisure Booking & Receipts/Income Flex-on-Line System	0	33,000				Gen Cap Rec	The upgrading and correct setting up of the Flex-on-Line system at all three sites. The system is used for Leisure bookings and the recording of income received.
Corporate Budget for IT Upgrades (a bid for increased budget)	0	14,000	0			Gen Cap Rec	Scheme is for refreshing Corporate Desktop (provision of laptops, new visual display units & central processing units, but not servers, to ensure we are capable of handling future new software applications) (additional to existing upgrade budget requireme

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09**  
**Capital Prog - New Scheme Bids**

Schemes by Department	Est Outturn Budget 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Original Budget 2006/07	Brief Description of Project
Replacement of Academy Revenues & Benefits IT System		400,000				Gen Cap Rec	Replacement of existing Revenues and Benefits IT system.
Purchase Order Processing System		197,000				Gen Cap Rec & IEG	The scheme is for the provision of a cost effective and efficient IT based Purchase Order Management System as a replacement for existing manual methods. The Council is required to have an e-procurement system in place by December 2005 both to meet the na
<b>TOTAL E-GOV &amp; CUSTOMER SERVICES</b>	0	694,000	0	0	0		

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09****Capital Prog - New Scheme Bids**

Schemes by Department	Est Outturn Budget 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Original Budget 2006/07	Brief Description of Project
<b>STRATEGIC HOUSING</b>							
Mandatory Disabled Facilities Grants (DFG's) (Private & BDHT Grants)		232,000	646,000	663,000	680,000	Gen Cap Rec & Cap Grants	Under the provisions of Section 23 of the 1996 Act Disabled Facilities Grants became mandatory for works facilitating access to and around the dwelling and for the provision of certain facilities within the dwelling.
Discretionary Home Repair Assistance & Housing Renewal Grants (Private Sector Only)		156,000	161,000	164,000	168,000	Gen Cap Rec	The Council's Strategy & Policy relates to the implementation of new services designed to improve housing quality, energy efficiency & health and social well being by improving poor standard, unfit or empty dwellings and by enabling people to remain in their homes
Grants to RSL's - Low Cost Housing		160,000				Ring fenced for Social Housing	The provision of Local Authority Grant to a Registered Social Landlord to fund the provision of additional units of affordable housing within the District. – Tenure – Low Cost / Shared Ownership Property Type – General needs housing. Funding – To be funded from capital receipts received and ring fenced for low cost housing schemes.
Grants to RSL's - Housing for Rent CAPITAL RECEIPTS RING FENCED FOR LOW COST HOUSING ELEMENT ONLY		200,000				Ring fenced for Social Housing	The provision of Local Authority Grant to a Registered Social Landlord to fund the provision of additional units of affordable housing within the District through new build, buy backs or Purchase & Repair – Tenure – Rented Property Type – General needs housing. Funding – £50,000 - Sect 106 £35,000 - Retained Cap Inc under Capital Allowance £200,000 – Cap Receipts Ring Fence Low Cost

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09****Capital Prog - New Scheme Bids**

Schemes by Department	Est Outturn Budget 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Original Budget 2006/07	Brief Description of Project
Grants to RSL's - General		40,000	40,000	40,000	40,000	Ring fenced for Social Housing	The provision of Local Authority Grant to a Registered Social Landlord to fund the provision of additional units of affordable housing within the District, if funding becomes available through capital receipts being received during the financial year... – Tenure – Low Cost / Shared Ownership/Homestart Property Type – General needs housing. Funding – To be funded from capital receipts received and ring fenced for low cost housing schemes, ONLY if they become available as capital receipts during the financial year.
Refurbishment & Modernisation of Homeless Hostels (Holly, Rubery, Burcot, & Wythall Lodges)		18,000				Pooled Hsg rec	A second phase of the refurbishment and modernisation of the four hostels that continue to be owned by the Council. The four hostels provide a total of 35 rooms of temporary accommodation for a variety of homeless applicants whilst they are either having their application assessed, being provided with temp accom for a period seen reasonable for them to find alternative accommodation (where full duty is not owed to the client) or where the Council has accepted its duty to rehouse and is seeking to secure them permanent accommodation. The hostels are in constant use and average over 90% occupancy. The four premises require extensive refurbishment including window replacement, bathroom fitting replacement, floor replacement, kitchen refurbishment, outhouse and storage unit re-roofing and external works.
Grants to RSL's - Housing for Rent POOLABLE HOUSING CAPITAL RECEIPTS RESTRICTED TO HOUSING USE ONLY ELEMENT (CAPITAL ALLOWANCE)		35,000				Pooled Hsg rec	The provision of Local Authority Grant to a Registered Social Landlord to fund the provision of additional units of affordable housing within the District through new build, buy backs or Purchase & Repair – Tenure – Rented Property Type – General needs housing. Funding – £50,000 - Sect 106 £35,000 - Retained Cap Inc under Capital Allowance £200,000 – Cap Receipts Ring Fence Low Cost

**GENERAL FUND CAPITAL PROGRAMME 2005/06 TO 2008/09****Capital Prog - New Scheme Bids**

Schemes by Department	Est Outturn Budget 2005-06 £	Original Budget 2006-07 £	Latest Estimate 2007-08 £	Latest Estimate 2008-09 £	Future Years £	Financing Original Budget 2006/07	Brief Description of Project
Extra Care Sheltered Housing - Gilbert Court			1,000,000			Gen Cap Rec	The provision of Local Authority Grant to a Registered Social Landlord towards the joint commissioning or the remodelling and provision of 27 additional units of affordable housing and community facilities within the planned remodelling of Gilbert Court Sheltered Housing Scheme to Extra Care Standard. Tenure – Rented (79) shared ownership (8) Low cost sale (5) Property Type – Housing for Older People... Funding – Funding from Capital Receipts, approved by Exec Cabinet on 28.09.05.
Grants to RSL's - Housing for Rent SECTION 106 FOR AFFORDABLE HOUSING ELEMENT ONLY		50,000				S106	The provision of Local Authority Grant to an RSL to fund or part fund the provision of additional units of affordable housing FOR RENT for general needs.
<b>TOTAL STRATEGIC HOUSING</b>	<b>0</b>	<b>891,000</b>	<b>1,847,000</b>	<b>867,000</b>	<b>888,000</b>		
<b>CULTURE AND COMMUNITY</b>							
Dolphin Centre Upgrade Phase II (Provision of Health & Fitness Suite) (Invest-to-Save)		1,192,000				Invest to save	The proposed fitness suite includes 68 station fitness suite, 42 pieces of cardiovascular and 26 pieces of resistance equipment, dedicated strength and conditioning area, an aerobic/spin studio, IFI beginners program area, customer workout programs, separ
<b>TOTAL CULTURE AND COMMUNITY</b>	<b>0</b>	<b>1,192,000</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>TOTAL NEW BIDS</b>		<b>3,524,000</b>	<b>2,037,000</b>	<b>867,000</b>	<b>888,000</b>		

## APPENDIX H

## EARMARKED RESERVES POSITION STATEMENT 2006/07 - 2008/09

	1/4/2006 £	Utilised in year £	Received in year £	1/4/2007 £	Nature of reserve
<b>Revenue:</b>					
Building Control Partnership Replacement reserve	7 553	0	0 250	7 803	Ring fenced surplus re Building Control fees Repairs and Renewals Reserve re vehicles, plant & equipment
Planning Delivery Grant	423	147	66	342	Grant received for improvements in planning performance
<b>Total Revenue Reserves</b>	<b>983</b>	<b>147</b>	<b>316</b>	<b>1,152</b>	
<b>Capital:</b>					
Government Grants Unapplied	274	274		0	Government Grants relating to implementing electronic government and disabled facilities
S106	1210	917		293	Contributions received from developers
<b>Total Capital Reserves</b>	<b>1,484</b>	<b>1,191</b>	<b>0</b>	<b>293</b>	
<b>TOTAL RESERVES</b>	<b>2,467</b>	<b>1,338</b>	<b>316</b>	<b>1,445</b>	

## BUDGET PRESENTATION TO MEMBERS 7.2.2006

### SUGGESTED OPTIONS FOR SAVINGS/DELIVERY

#### **Present:**

Councillors Mrs. S. J. Baxter, Mrs. J. M. Boswell, A. L. Deakin, G. N. Denaro, A. J. Dent, Mrs. R. L. Dent, Mrs. J. Dyer M.B.E, B. L. Fuller C.B.E, Q.F.S.M, Mrs. K. M. Gall, Mrs. J. H. Gardener, M. H. Gill, Mrs. J. M. L. A. Griffiths, D. Hancox, G. H. R. Hulett, P. M. McDonald, D. C. Norton, S. R. Peters, N. Psirides J.P, C. R. Scurrrell, G. G. Selway, C. J. Tidmarsh and E. J. K. Wilson.

#### **Suggested options:**

The suggestions are as proposed at the meeting – the comments in italics are officers indications of how the suggestions will be addressed.

- Charging for green waste - *To be addressed as part of Service Review to include review of the actual service provision*
- Reviewing the trade waste service (efficiency) – *To be addressed as part of Service Review*
- Looking at opportunities for sponsorship – bonfire/street theatre/amphlett hall/xmas lights - *To be addressed as part of Service Review*
- Concerns around any deletion of posts within Planning and Environments and impact on service delivery – *Included in Budget Report*
- Reduce / stop any service provision within non-statutory areas – *To be addressed as part of Service Review*
- Look to only reduce civic hospitality budget rather than make saving on whole budget – *Included in Budget Report*
- Look at alternative investment opportunities (property /land) – *To be addressed as part of Service Review*
- Look to outsource services – caretakers/cctv/car parking – *To be addressed as part of Service Review*
- Concerns over any savings within economic development – *Included in Budget Report*

## APPENDIX I

- Review financial standing of Artrix – *To be addressed as part of Service Review*
- Look to review all our services to provide on a more commercial basis - *To be addressed as part of Service Review*
- Leave Xmas lights up all year (save on installation/ storage costs) – *To be addressed as part of Service Review*
- Close museum for winter period – *To be addressed as part of Service Review*
- Use shops/pubs for tourist guides & information about Bromsgrove – *To be addressed as part of Service Review*
- Reduce charges in car parks to make them more attractive – *To be addressed as part of Service Review*
- Increase car parking charges by 20p – *To be addressed as part of Service Review*
- Review shopmobility operation/charging – *To be addressed as part of Service Review*
- Reduce prices in multi-storey to improve usage – *To be addressed as part of Service Review*
- CCTV – review contract with other LA's – *To be addressed as part of Service Review*
- Provision of mobile toilets – sponsorship of toilets – *To be addressed as part of Service Review*
- Review provision and maintenance of changing rooms – *To be addressed as part of Service Review*
- Some concern over the savings within Parish concurrent functions – *To be addressed as part of Service Review*
- Review procedure of emptying bins in the district – use of black bags – *To be addressed as part of Service Review*
- Raise profile of Spadesbourne – discos / entertainment – *To be addressed as part of Service Review*
- Fire service to run bonfire – *To be addressed as part of Services Review*
- Charge for bonfire – *To be addressed as part of Service Review*
- Concerns over staffing implications ( costs of severance) of closures of Leisure facilities – *To be addressed as part of Service Review*



**BROMSGROVE DISTRICT COUNCIL**  
**Scale of Charges 1st April 2006**

SERVICE CATEGORY	Charge as at 1st April 2005 £	Proposed charge as at 1st April 2006 £	Increase %	VAT Status
<b>ELECTORAL REGISTRATION</b>				
<b>Register Sales</b>				
<b>In data form</b>				
- basic fee	20.00	20.00	0.00%	o/s scope
- for each 1,000 names or part thereof	1.50	1.50	0.00%	o/s scope
<b>In printed form</b>				
- basic fee	10.00	10.00	0.00%	o/s scope
- for each 1,000 names or part thereof	5.00	5.00	0.00%	o/s scope
<i>This charge is determined by the Representation of the People Regulations 2001</i>				
<b>LAND SEARCHES</b>				
<b>NLIS Searches</b>				
- standard search fee (incl. LLC1 and Con29 Pt1)	128.00	130.00	1.6%	o/s scope
- official certificate of search (LLC1 only)	4.00			o/s scope
- each additional property/parcel of land	16.50	18.00	9.1%	o/s scope
- each optional enquiry (Con29 Pt2)	15.40	16.50	7.1%	o/s scope
- supplementary enquiries (per question)	35.00	40.00	14.3%	o/s scope
<b>Non-NLIS Searches</b>				
- standard search fee (incl. LLC1 and Con29 Pt1)	130.00	132.00	1.5%	o/s scope
- official certificate of search (LLC1 only)	6.00			o/s scope
- each additional property/parcel of land	16.50	18.00	9.1%	o/s scope
- each optional enquiry (Con29 Pt2)	15.40	16.50	7.1%	o/s scope
- supplementary enquiries (per question)	35.00	40.00	14.3%	o/s scope
<b>Personal search fee</b>	15.00	15.00	0.0%	o/s scope
<b>TAXI LICENSING</b>				
Hackney carriage vehicle (HCV) licence	222.00	245.00	10.4%	o/s scope
Private hire vehicle (PHV) licence	202.00	235.00	16.3%	o/s scope
Convert PHV licence to HCV lic. (incl. meter test)	40.00	37.00	-7.5%	o/s scope
Convert HCV licence to PHV licence	21.00	20.00	-4.8%	o/s scope
PHV and HCV re-test	27.00	36.50	35.2%	o/s scope
HCV re-test (including meter)	46.00	61.50	33.7%	o/s scope
HCV re-test (meter only)	20.00	17.00	-15.0%	o/s scope
Mid-term test for HCV or PHV	36.50	36.50	0.0%	o/s scope
Trailer test	13.00	17.00	30.8%	o/s scope
Trailer re-test	6.00	17.00	183.3%	o/s scope
Replacement vehicle plate	3.00	10.00	233.3%	o/s scope
Criminal Records Bureau (CRB) check	34.00	36.00	5.9%	o/s scope
Private hire operator's licence	220.00	253.00	15.0%	o/s scope
HCV/PHV driver's licence - new driver	70.00	110.00	57.1%	o/s scope
HCV/PHV driver's licence - renewal application	70.00	90.00	28.6%	o/s scope
Badge deposit	3.00			o/s scope
Replacement of driver's badge		6.00		o/s scope
<b>ESTABLISHMENT</b>				
<b>Freedom of Information Act 2000</b>				
Carrying out of inspections				
- for the first hour	8.11			Additional
- for each subsequent hour (or part thereof)	19.21			Additional
Photocopies				
- A4 sheet (per sheet)		0.10		Inclusive
- A3 sheet (per sheet)		0.20		Inclusive
<b>LEGAL</b>				
Legal work (per hour)	99.00	101.87	2.9%	Exclusive
RTB	198.00	203.74	2.9%	Exclusive
RTB purchasers	110.00	113.19	2.9%	Exclusive

<b>GENERAL LICENSING</b>				
<b>Licensing Act 2003</b>				
See separate schedule of statutory charges.				
<b>Amusement with Prizes machine permits</b>	250.00	250.00	0.0%	o/s scope
<b>Statutory fee per Gaming Act 1968 as amended</b>	34.00	34.00	0.0%	o/s scope
<b>Lottery registration</b>	17.50	17.50	0.0%	o/s scope

<b>TRAVEL CONCESSIONS</b>				
<b>Bus passes</b>	FREE	FREE		N/A

<b>MUSEUM</b>				
<b>Adult, child or senior citizen</b>	FREE	FREE		N/A

<b>SHORT-STAY CAR PARKS</b>	<b>LONG-STAY CAR PARKS</b>
Churchfields	Hanover Street (part)
Hanover Street (part)	Recreation Road North
New Road (2 hrs max)	School Drive
Parkside	Stourbridge Road
Recreation Road South	
Windsor Street (2 hrs max)	

<b>CAR PARKS</b>				
<b>Short-stay Car Parks</b>				
Not exceeding half-an-hour (Parkside only)	0.40	0.30		Inclusive
Not exceeding one hour	0.70	0.60		Inclusive
Not exceeding two hrs	1.00	1.20		Inclusive
<b>Hanover Street Long Stay Car Park</b>				
All-day parking	1.50	2.10		Inclusive
<b>Stourbridge Road Long Stay Car Park</b>				
Not exceeding one hour	0.50	0.60		Inclusive
Not exceeding two hrs	0.70	1.20		Inclusive
All day	1.00	2.10		Inclusive
<b>Rec Road North, Dolphin Centre, &amp; School Drive Car Park</b>				
Not exceeding one hour	0.70	0.60		Inclusive
Not exceeding two hrs	1.00	1.20		Inclusive
All day	1.50	2.10		Inclusive
<b>Season Tickets (valid at long stay car parks only)</b>				
Annual	205.63	300.00		Inclusive
Quarterly	51.41	75.00		Inclusive
<b>Season Tickets (valid at Stourbridge Road car park only)</b>				
Annual	N/a	200.00	New permit	Inclusive
Quarterly	N/a	50.00	New permit	Inclusive
<b>Senior Citizen Permits (Long stay (not Hanover St))</b>				
Over age 65	0.00	30.00		N/A
Ages 60 to 64 (charge to cover admin costs)	5.15	30.00		Inclusive
If in receipt of Concessionary Bus Pass	30.00	30.00		Inclusive
<b>Excess Parking Charges</b>				
If paid within seven days (amended to fourteen days)	10.00	30.00	New timescale	Exclusive
Otherwise	30.00	60.00	New timescale	Exclusive
<b>Car Park charges only apply between 8.00am to 10.00pm everyday</b>				

<b>SPORTS CENTRES (including DOLPHIN CENTRE)</b>				
<b>Swimming (single admission)</b>				
- Senior Citizens (8.00-9.00am/2.00-4.30pm) disabled/under 2's.	FREE	FREE		N/A
- Adults	2.70	2.80	3.7%	Inclusive
- Juniors/Senior citizens (except as above)	1.50	1.55	3.3%	Inclusive
<b>Spectators</b>	1.00	1.00	0.0%	Inclusive
<b>Swimming lessons (per lesson)</b>				
- Adult	4.60	4.75	3.3%	Exempt
- Junior	3.90	4.00	2.6%	Exempt
- Mother & toddler	3.70	3.80	2.7%	Exempt
<b>Fitness Suite (based on Phase 2 requirements)</b>				
- per hour	4.60	4.75	3.3%	Inclusive
- monthly direct debit	36.00	42.00	16.7%	Inclusive
- induction/membership	24.00	26.00	8.3%	Inclusive
<b>Badminton</b>				
- per hour	6.75	6.95	3.0%	Inclusive
- racket hire (plus £2.00 deposit)	1.10	1.15	4.5%	Inclusive
<b>Squash (per court per 40 minutes)</b>	6.25	6.45	3.2%	Inclusive
<b>Tennis Courts (per court per hour)</b>				
- Adult	6.00	6.00	0.0%	Inclusive
- Junior	3.00	3.00	0.0%	Inclusive
<b>Cricket</b>				
- nets (1 hour, 3 bays)	42.00	42.00	0.0%	Inclusive
- grass pitch (per game)	40.00	41.00	2.5%	Inclusive
<b>Synthetic Sports Pitch (per hour)</b>				
- Adult	56.00	58.00	3.6%	Inclusive
- Junior	43.50	45.00	3.4%	Inclusive
<b>Table Tennis (per hour)</b>	4.20	4.30	2.4%	Inclusive
<b>Sports Hall (per hour)</b>	42.00	42.00	0.0%	Inclusive
<b>Gymnasium (per hour)</b>	32.00	32.00	0.0%	Inclusive
<b>Viewing Gallery hire (per hour)</b>	20.00	20.00	0.0%	Inclusive
<b>Training Room hire (per hour)</b>	32.00	32.00	0.0%	Inclusive
<b>Galas (clubs &amp; voluntary)</b>				
- first 3 hours	165.00	170.00	3.0%	Inclusive
- additional rate, per hour	52.50	54.50	3.8%	Inclusive
<b>Lane swimming</b>	7.50	8.00	6.7%	Inclusive
<b>School swimming (per hour)</b>				
- large pool	37.50	39.00	4.0%	Additional
- small pool	22.50	23.75	5.6%	Additional
<b>Clubs (per hour)</b>				
- large pool	37.50	39.00	4.0%	Additional
- small pool	27.50	29.00	5.5%	Additional
<b>Membership (per year) - pre-Phase 2 only</b>				
- adult BDC resident	24.00	25.00	4.2%	Inclusive
- junior BDC resident	18.00	19.00	5.6%	Inclusive
- adult non-resident	38.00	40.00	5.3%	Inclusive
- junior non-resident	27.00	28.50	5.6%	Inclusive

*A reduction of 50% of the Adult charge is available to the over 60's, those in receipt of income support or jobseekers allowance and students, who reside in the District, the disabled and their carers.*

*These reductions are available at off peak times only, which are Monday to Friday 9am to 4.30pm, all day Saturday and Sunday.*

*Charges for combined activities, courses parties, special promotions etc are delegated to the Head of Culture and Community Services.*

<b>SANDERS PARK</b>				
<b>Tennis Courts (per court per Hour)</b>				
- Adult	6.00	6.00	0.0%	Inclusive
- Junior/Senior Citizen	3.00	3.00	0.0%	Inclusive
<b>Bowls</b>				
- Adult (per hour)	3.50	3.60	2.9%	Inclusive
- Adult (season ticket)	35.00	40.00	14.3%	Inclusive
- Junior/Senior Citizen (per hour)	2.50	2.60	4.0%	Inclusive
- Junior/Senior Citizen (season ticket)	25.00	30.00	20.0%	Inclusive
<b>Bromsgrove Town Bowling Club</b>				
- for season (exclusive use on present basis)	1,700.00	1,800.00	5.9%	Inclusive
- additional use, Sundays (per rink)	20.00	25.00	25.0%	Additional
- additional use, other days (per rink)	15.00	20.00	33.3%	Additional
<b>Putting</b>				
- Adult	1.50	1.50	0.0%	Inclusive
- Junior/Senior Citizen	1.00	1.00	0.0%	Inclusive
<b>Meeting/Club room (per hour)</b>	20.00	20.00	0.0%	Inclusive

<b>OTHER RECREATION GROUNDS AND OPEN SPACES</b>				
<b>Recreation Road football pitches and changing rooms</b>				
- adult (per pitch)	40.00	45.00	12.5%	Inclusive
- junior (per pitch)	20.00	25.00	25.0%	Inclusive
<b>Boleyn Road, Frankley</b>				
- fairs (per day)	150.00	200.00	33.3%	Exempt
- deposit	800.00	1,000.00	25.0%	Exempt
<b>Market Street Recreation Ground</b>				
- fairs (per day)	150.00	200.00	33.3%	Exempt
- deposit	800.00	1,000.00	25.0%	Exempt

*One free day is allowed for each of the above bookings by fairs/circuses.  
Other hirings – charge to be decided at the time of application.*

<b>SPADESBOURNE SUITE</b>				
<b>Main Hall</b>				
- peak (per hour)	24.00	26.00	8.3%	Exempt
- off-peak (per hour)	20.00	22.00	10.0%	Exempt
<b>Conservatory</b>				
- peak (per hour)	10.00	12.00	20.0%	Exempt
- off-peak (per hour)	8.00	9.00	12.5%	Exempt

*The above rates are for non-commercial hirers, and the Head of Leisure Services has authority to vary them as appropriate. Charges to commercial hirers are decided by negotiation. Peak times are 5.00pm - 12.00pm, Monday to Friday, and all day Saturday and Sunday. Off-peak times are 9.00am - 5.00pm, Monday to Friday. All hirings after midnight attract an additional hourly rate of 25%.*

<b>PRODUCE AND RETAIL MARKET</b>				
Permanent stalls (per sq. foot, per 4-day week)	0.420	0.450	7.1%	Additional
<b>Casual stalls</b>				
- inside (per occasion)	17.00	18.00	5.9%	Inclusive
- outside (per occasion)	14.00	15.00	7.1%	Inclusive
Antiques market (per weekly booking)	150.00	155.00	3.3%	Additional
Produce market (per weekly booking)	90.00	95.00	5.6%	
Water charge (permanent stalls, per week)	3.50	3.70	5.7%	Inclusive
<b>Hire of Market Hall (per occasion)</b>				
- with tables	150.00	155.00	3.3%	Additional
- without tables	255.00	260.00	2.0%	Additional

<b>ALLOTMENTS (one year's notice of increase is required to existing tenants, therefore the rates shown in each column are payable from the FOLLOWING year.)</b>				
- Rent per acre	288.00	320.00	11.1%	Exempt
- Minimum charge	18.00	20.00	11.1%	Exempt

<b>CEMETERY</b>				
<b>Interments in a grave</b>				
- children aged under 1 month	15.00	20.00	33.3%	Exempt
- children aged 1 month - 14 years	90.00	95.00	5.6%	Exempt
- persons aged 15 and over	278.00	290.00	4.3%	Exempt
- extra charge for burials at 7ft.	93.00	100.00	7.5%	Exempt
- extra charge for burials at 9ft.	132.00	140.00	6.1%	Exempt
- extra charge for grave longer than 6'6" or wider than 2'0".	55.00	60.00	9.1%	Exempt
<b>Interment in a bricked grave</b>	363.00	375.00	3.3%	Exempt
<b>Interment of cremated remains</b>	101.00	110.00	8.9%	Exempt
<b>Exclusive rights of burial (75-year grants)</b>				
- adult grave space	847.00	875.00	3.3%	Exempt
- child grave space	121.00	130.00	7.4%	Exempt
- cremated remains plot	303.00	315.00	4.0%	Exempt
<b>Searches arising from indemnity of lost Deed of Assignment</b>				
	9.70	12.00	23.7%	Additional
<b>Certified copy of entry</b>	7.85	10.00	27.4%	Additional
<b>Issue of memorial permit</b>	17.60	20.00	13.6%	o/s scope
<b>Memorial trees</b>	109.00	120.00	10.1%	Inclusive
<b>Memorial benches (maintenance charge)</b>	90.00	100.00	11.1%	Inclusive

*The above charges for interments and exclusive rights of burial are trebled for non-residents of the District.*

<b>REFUSE COLLECTION</b>				
<b>Trade refuse</b>				
- orange sacks (per roll)	42.00	52.00	23.8%	Additional
- 660 ltr eurobins (per bin, per year)	313.00	322.00	2.9%	Additional
- 770 ltr eurobins (per bin, per year)	323.00	333.00	3.1%	Additional
- 1100 ltr eurobins (per bin, per year)	453.00	467.00	3.1%	Additional
<b>Special collections</b>				
- for up to 10 bags or equivalent	10.00	10.30	3.0%	Inclusive
- large items (garden sheds etc.)	30.00	30.90	3.0%	Additional
<b>Litter and Dog Bins</b>				
- 1st bin	11.48	12.00	4.5%	
- additional bin in the same geographical location	4.60	5.00	8.7%	
<b>Hire and removal of skip, per hr + 'tip charge'</b>				Additional

Please note that "+ tip charge" is an additional amount which is outside the Council's control.

<b>PEST CONTROL (DOMESTIC ONLY)</b>				
- Per treatment (up to three visits)	35.00	35.90	2.6%	Additional
- Benefit claimants charged at half-price	17.50	17.95	2.6%	Additional

<b>CESSPOOL EMPTYING</b>				
<b>Per 1,000 gallons or part thereof</b>				
- domestic premises	83.00	90.00	8.4%	Additional
- business premises	83.00	90.00	8.4%	Zero-rated

Persons in receipt of housing benefit pay only 25% of the above charge for emptying after their second in the same financial year (1st April - 31st March).

<b>PRIVATE DRAIN CLEARANCE</b>				
<b>Up to one hour's work on site</b>				
- on weekdays, before 4.00pm	0.00	50.00		Inclusive
- on weekdays, after 4.00pm	0.00	62.00		Inclusive
- at weekends or on bank holidays	0.00	74.00		Inclusive
<b>Additional work, per hour</b>				Inclusive

<b>ENVIRONMENTAL HEALTH LICENSING AND REGISTRATION</b>				
<b>General Licensing or registration</b>				
- Dangerous wild animals	190.00	194.80	2.5%	o/s scope
- Riding establishments	190.00	194.80	2.5%	o/s scope
- Animal boarding establishments	190.00	194.80	2.5%	o/s scope
- Dog breeding establishments	190.00	194.80	2.5%	o/s scope
- Animal boarding/dog breeding establishments	190.00	194.80	2.5%	o/s scope
- Mobile food vehicles	NIL	NIL		
- Tattooing/ear piercing/electrolysis/acupuncture				
- premises	103.00	105.60	2.5%	o/s scope
- practitioners	62.00	63.60	2.6%	o/s scope
- Pet shops	190.00	194.80	2.5%	o/s scope
- Game dealer's licence	16.00	16.40	2.5%	o/s scope
- Zoo licences				
- first full licence (4 years)	133.00	136.30	2.5%	o/s scope
- renewal of licence	77.00	78.90	2.5%	o/s scope
- informal inspections	62.00	63.60	2.6%	o/s scope

<b>LOCAL AIR POLLUTION CONTROL (LAPC)</b>				
<b>LOCAL AUTHORITY INTEGRATED POLLUTION PREVENTION AND CONTROL (LA-IPPC)</b>				
<p>Charges for Local Air Pollution Control were not available at the time of going to press. Advice should be sought from the Chief Environmental Health Officer.</p>				

<b>PLANNING POLICY</b>				
<b>Local Plan</b>				
B'grove District Local Plan (adopted 13/1/04) *	20.00	25.00	25.0%	Zero-rated
B'grove Local Plan Inspector's Report (Mar'02) *	60.00	60.00	0.0%	Zero-rated
<b>Local Development Framework</b>				
Local Development Scheme *	10.00	10.00	0.0%	Zero-rated
Statement of Community Involvement (Submission) *	10.00	10.00	0.0%	Zero-rated
Issues and Options Report (Core Strategy) *	10.00	10.00	0.0%	Zero-rated
Annual Monitoring Report (published Dec'05) *	10.00	10.00	0.0%	Zero-rated
<b>Bromsgrove Town Centre Study</b>				
Development Opportunities - Site Assessment *	35.00	35.00	0.0%	Zero-rated
Strategy and Policy Formulation *	40.00	40.00	0.0%	Zero-rated
Town Centre Study leaflet		FREE		
<b>Supplementary Planning Guidance (SPGs)</b>				
SPG1 - Residential design guide *	2.00	2.00	0.0%	Zero-rated
SPG2 - Shop-fronts and advertisements PGN2 *	2.00	2.00	0.0%	Zero-rated
SPG4 - Conversion of rural buildings *	2.00	2.00	0.0%	Zero-rated
SPG5 - Agricultural buildings design guide *	2.00	2.00	0.0%	Zero-rated
SPG6 - Agricultural bldgs and occupancy conditions *	2.00	2.00	0.0%	Zero-rated
SPG7 - Extensions to Dwellings in the Green Belt		FREE		
SPG8 - Alvechurch Village Design Statement *	10.00	10.00	0.0%	Zero-rated
SPG9 - Lickey & Blackwell Village Design St'ment		FREE		
SPG10 - Managing Housing Supply		FREE		
SPG11 - Outdoor Play Space *	2.00	2.00	0.0%	Zero-rated
<b>Monitoring Reports</b>				
Housing land monitoring report	20.00	20.00	0.0%	Zero-rated
Employment land monitoring report	20.00	20.00	0.0%	Zero-rated
Self-build housing handbook	5.00	5.00	0.0%	Zero-rated
Housing Capacity Study (September 2004) *	20.00	20.00	0.0%	Zero-rated
<b>Conservation Information</b>				
Conservation Area Leaflets	FREE	FREE		
The Chartist land plan	FREE	2.00		Zero-rated
<b>Other Publications</b>				
Information handbook	2.50	5.00	100.0%	Zero-rated
* These can be downloaded free from the Council's website: <a href="http://www.bromsgrove.gov.uk/localplanning">www.bromsgrove.gov.uk/localplanning</a> .				

<b>DEVELOPMENT CONTROL</b>				
<b>Photocopies (per sheet)</b>				
- A4 sheet (per sheet)		0.10		Inclusive
- A3 sheet (per sheet)		0.20		Inclusive
<b>Copy decision notices</b>	17.02	20.00	17.5%	Additional
<b>A0/A1 size print</b>	7.83	10.00	27.7%	Additional
<b>A2/A3 size print</b>	2.06	5.00	142.7%	Additional
<b>Planning Histories (per hour)</b>	20.00	40.00	100.0%	Additional
<b>Sale of weekly planning lists *</b>	122.00			Additional
* These can be downloaded free from the Council's website: <a href="http://www.bromsgrove.gov.uk/index.cfm?articleid=1012">www.bromsgrove.gov.uk/index.cfm?articleid=1012</a> .				

**BUILDING CONTROL***For charges applicable from 1st April 2006, see separate schedule.***HOUNDSFIELD LANE CARAVAN SITE**

<b>Residential licences (per week)</b>				
- licence charge	44.35	45.45	2.5%	o/s scope
- water charge	6.00	6.15		o/s scope
<b>Transit licences (per night)</b>				
- nights 1-7	6.10	6.25	2.5%	Inclusive
- nights 8-15	10.15	10.40	2.5%	Inclusive
- subsequent nights (each)	16.30	10.40	-36.2%	Inclusive
<b>Deposits</b>				
- deposit for a permanent plot	250.00	250.00		o/s scope

**HOUSING**

<b>Homeless persons' hostels</b>				
- Single room (incl. 45p heating)	6.25	6.45	3.2%	o/s scope
- Two single rooms (incl. 70p heating)	9.55	9.90	3.7%	o/s scope
- Double room (incl. 70p heating)	9.55	9.90	3.7%	o/s scope
- More than one double room (incl £1.15 heating)	13.10	13.60	3.8%	o/s scope
<b>Bed and breakfast</b>				
- Single room	5.50	5.65	2.7%	o/s scope
- Two single rooms	8.40	8.60	2.4%	o/s scope
- Double room	8.40	8.60	2.4%	o/s scope
- More than one double room	11.20	11.50	2.7%	o/s scope
- breakfast				
- adult	1.55	1.60	3.2%	o/s scope
- junior over 11 years	1.25	1.30	4.0%	o/s scope
- junior under 11 years	1.00	1.00	0.0%	o/s scope
- storage of effects (per night)	1.55	1.60	3.2%	Inclusive

**LIFELINE (PRIVATE DISPERSED CUSTOMERS)**

Installation Fee	10.00	15.00	50.0%	Inclusive
Hire of equipment (per week)	1.55	1.60	3.2%	Inclusive
Monitoring charge (per week)	1.20	1.25	4.2%	Inclusive

**LOCAL TAX COLLECTION**

Council Tax Court Costs	50.00	52.00	4.0%	o/s scope
NNDR Court Costs	80.00	83.00	3.8%	o/s scope
Magistrates' court fee (added to both council tax and NNDR Summons)	0.00	3.00		o/s scope

**BROMSGROVE DISTRICT COUNCIL - BUILDING CONTROL****Schedule 1 : Charge for new dwellings**

Number of properties	Full plans submission Plan Charge (incl. VAT)	Full plans submission Inspection Charge (incl. VAT)	Building Notice charge (incl. VAT)
1	£176.25	£381.88	£558.13
2	£240.88	£527.58	£768.46
3	£317.25	£669.76	£987.00
4	£393.63	£769.63	£1,163.26
5	£475.88	£849.53	£1,325.41

*When you will be using similar house types we can reduce our charges. For details of this reduction, or for a competitive quotation for more than 5 dwellings, please telephone : 01527 881402.*

**Schedule 2 : Charges for small buildings, extensions and alterations to dwellings**

	Full plans submission Plan Charge (incl. VAT)	Full plans submission Inspection Charge (incl. VAT)	Building Notice charge (incl. VAT)
Putting up a detached or attached garage, carport, or both, which will be used with an existing building that has a floor area of: a) no more than 40sq.m b) more than 40sq.m but not more than 60sq.m	As per the Building Notice £100.00	As per the Building Notice £176.15	£136.50 £276.15
Any extension where the total floor area is not more than 10sq.m	£100.00	£176.15	£276.15
Any extension where the total floor area is more than 10sq.m but is not more than 40sq.m	£100.00	£304.25	£404.25
Any extension where the total floor area is more than 40sq.m but is not more than 60sq.m	£100.00	£440.76	£540.76
Loft conversions costing up to £22,000	£100.00	£285.00	£385.00
Other domestic alterations less than £3,000 in value and which are separate from, but undertaken at the same time as an extension on the same application	£30.00	Included in Plan Charge	£30.00

*If your extension is over 60 square metres or your loft conversion costs more than £22,000, the charge should be calculated by using the estimated cost of the work and schedule 3, but the charge cannot be less than the amount shown in schedule 2 for extensions up to 60 square metres or for loft conversions costing up to £22,000.*

**Schedule 3 : Charges for all other works**

Estimated cost of work	FULL PLANS SUBMISSION		BUILDING NOTICES
	Plan Charge (incl. VAT)	Inspection Charge (incl. VAT)	Building Notice charge (incl. VAT)
£0 - £2,000	£117.50	Included in plan charge	£117.50
£2,000 - £5,000	£193.88	Included in plan charge	£193.88
£5,000 - £20,000	To £48.47 add an extra £2.64 for every £1,000 over £5,000 and up to £20,000	To £145.41 add an extra £7.93 for every £1,000 over £5,000 and up to £20,000	To £193.88 add an extra £10.58 for every £1,000 over £5,000 and up to £20,000
£20,000 - £25,000	To £88.13 add an extra £2.35 for every £1,000 over £20,000 and up to £25,000	To £264.38 add an extra £7.05 for every £1,000 over £20,000 and up to £25,000	To £352.50 add an extra £9.40 for every £1,000 over £20,000 and up to £25,000

*If the estimated cost is more than £25,000, please telephone : 01527 881402 for a competitive quote.*



**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**CONTRACT PROCEDURE RULES**

Responsible Portfolio Holder	Councillor Roger Hollingworth
Responsible Head of Service	Jayne Pickering

**1. SUMMARY**

- 1.1 This report is presented in order to update the Councils Corporate Procurement processes as required by the Councils Corporate Procurement Strategy. It specifically relates to increases in the financial limits requiring the receipt of quotations and tenders for goods and services.
- 1.2 Members will recall that approval in principle to the proposed revised spending limits and related changes to Contract Procedure Rules was given by Cabinet along with the adoption of the Corporate Procurement Strategy at their meeting of 22<sup>nd</sup> June 2005.

**2. RECOMMENDATION**

- 2.1 Members are requested to approve the revised spending limits as set out in paragraph 3.1 sub sections 1 to 5 below.
- 2.2 Members are requested to approve the revised Contract Procedure Rules attached as appendix 1 to this report and now incorporating the revised spending limits and provision to allow quotations and tenders to be received by e-mail.
- 2.3 Members are asked to note that further reports will be brought relating to :
  - Any update to OJEU (Official Journal of the European Union) procurement limits or required procedures.
  - Further revisions to the Contracts Procedure Rules as appropriate
- 2.4 Members are asked to note that the revisions to Contract Procedure Rules will mean that whilst the involvement of Portfolio Holders in tender opening is still required, the need for a Tenders Committee is removed as awarded tenders will be reported direct to Cabinet.

**3. BACKGROUND**

- 3.1 The financial spending limits which apply to the procurement of goods and services (i.e. those figures at which informal or formal quotations and full tendering exercises are carried out) have not been reviewed or updated for some years. This has led to officers, members and contractors spending time in carrying procurement activity that is considered inappropriate and, in today's financial world, often uneconomic in relation to the value of the goods or services being procured.

In order to bring the values concerned up to date and to improve the efficiency of the whole procurement process Members are asked to consider and approve the following recommendations to spending limits and procurement practices:

1. Goods or services below £15,000 – 3 oral quotations.
  2. Goods or services between £15,000 and £30,000 – 3 written quotations.
  3. Goods or services between £30,000 and £75,000 – 3 written quotations in response to a formal initiation consisting of a written specification of what is required.
  4. Goods or services in excess of the value of £75,000 – a formal tendering process.
  5. Goods and services above the value of €211,192 (currently £144,459) and capital works above the value of €5,278,227 (currently £3,611,474)– a formal OJEU tendering process.
- 3.2 The above changes will place Bromsgrove District Council in line with modern and best practice procurement principles. There are however proposals from the EU and therefore the UK Government to revise the limits at which OJEU procurement is required following the implementation of the current directive. It is not clear at this time what impact these proposals might have but as and when such proposals are confirmed a further report will be presented.

Members should further be aware that in many instances, especially with the requirements of the 'e' enabled commercial world, quotations and tendering processes are perfectly legitimate when carried out by using 'e' mail. This also greatly aids the ability to engage and encourage SME's (Small & Medium Enterprises) and BME's (Black Minority Enterprises) to do business with the Council. Appreciating the need to ensure that any such usage complies with necessary internal controls and practices currently in place for the receipt and opening of tenders, officers have developed secure 'e' mail addresses and subsequently have amended the Contract Procedure Rules to allow for their use. Such adoption and related practices and procedures will ensure that this council complies with the requirements of the National Procurement Agenda and those for 'e' Government in general in further facilitating 'e' business.

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

- 4.1 There are no financial implications of implementing the recommendations.

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

- 5.1 There are revisions to the current practices of submitting all tenders to a Tender Committee. This requirement is subject to revision in the Council's constitution.

## 6. Other Sub Headings

### 6.1

Personnel Implications - <b>None</b>
Governance/Performance Management Considerations – <b>The requirement for a Tenders Committee is removed.</b>
Community Safety Considerations - <b>None</b>
Risk Management Considerations - <b>None</b>
Policy Considerations - <b>None</b>
Environmental Considerations - <b>None</b>
Equalities Implications – <b>None</b>
Procurement Implications – See report

### Background Papers

The Council's Corporate Procurement Strategy.  
Minutes of the Executive Cabinet 22<sup>nd</sup> June 2005.

### Contact officer

Name            John Kirke  
E Mail:        [j.kirke@bromsgrove.gov.uk](mailto:j.kirke@bromsgrove.gov.uk)  
Tel:             (01527) 881204



**Bromsgrove District Council  
Draft  
Contracts Procedure Rules  
February 2006**

## **CONTRACTS PROCEDURE RULES**

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### **APPENDICES**

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2. Contract Standing Orders
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## **CONTRACTS PROCEDURE RULES**

### **1. A Brief Guide to Contract Procedure Rules**

Contract Procedure Rules are set procedures to ensure that value for money is obtained, statutory requirements are met in terms of UK and EU Law, and the Council's affairs are managed prudently and properly controlled.

Contract Procedure Rules are made in order to secure competition and regulate the awarding of contracts in accordance with section 135 of the Local Government Act 1972.

The Local Authority as a body using public resources must set and follow the highest possible standards. The Council's Contracts Procedure Rules give members and staff a procedure to follow which ensures that the Council's expected standards are met.

The Rules aim to promote good purchasing practice & public accountability and to deter corruption. Adherence to rules provides the best defence against allegations that a purchase has been made incorrectly or fraudulently, and staff can feel confident that they will have no difficulty in explaining their actions to Auditors, Members, Senior Managers, or the public if they have followed the Procedure Rules.

Anyone responsible for the purchasing or disposal of goods or services **MUST** comply with Contract Procedure Rules which lay down **MINIMUM** requirements.

- As soon as you are contemplating any purchase make sure you follow the procedures set out in Contract Standing Orders from the outset.
- Take legal, financial, and professional advice from the appropriate departments.
- Allow sufficient time for the tendering process
- Keep tender information confidential
- Declare any personal or potential financial interest in a contract – corruption is a criminal offence.
- Complete a written contract or order before the supply or works begin.
- Keep a record of dealings with suppliers/contractors.
- Assess a contract afterwards to see how well it met the purchasing need and Best Value requirements.
- Ensure that all of the requirements of these standing orders are implemented in full.
- Be aware that there are documents to help. The Council has prepared Standard Terms and Conditions and a Procurement manual. Both of these documents can be found on the Council's Intranet.
- You should be aware of the Council's Corporate Procurement Strategy which you can access on the Council's Intranet

Further advice is available from:

Dean Hogan, Procurement Manager, 01527 881371  
Alex Haslam, Procurement Advisor, 01527 881371  
J Pickering, Head of Financial Services, Finance Dept 01527 881207  
C Felton, Legal Executive, 01527 881429  
Kevin Dicks, Corporate Director (Resources), 01527 881202  
Neil Shovell, Audit Services Manager, Internal Audit 01527 881667

## **2. Definitions**

### **2.1. Approved Officer**

An Approved Officer is a person (whether or not an officer of the Council) who is specifically designated by a member of the Corporate Management Team (CMT) to undertake procurement on behalf of the Council, and as such must be nominated and designated in accordance with the Council's Scheme of Delegation.

### **2.2. Best Value**

The optimum combination of whole life cost and quality (or fitness for purpose) to meet the customer's requirement assessed in accordance with the Procurement Manual.

### **2.3. Contract**

A contract for the purposes of these Contract Procedure Rules shall be any agreement, or series of agreements (whether or not in writing) between the Council and one or more other parties for the provision of any goods, materials, services or works, for whatever value. All contract documentation shall be worded in accordance with advice from the Legal and Democratic Services Department and the standard contract documentation. This documentation is available on the Council's Intranet.

### **2.4. Council's Threshold**

The threshold value which determines the application of these Contract Procedure Rules are categorised in section 8 of this document `Contract Types`.

### **2.5. EC Rules**

The Agreement on Government Procurement (GPA) entered into under the auspices of the World Trade Organisation; the European Community Treaty (EC Treaty) and any relevant regulations, directives or decisions of the European Community; any Acts of Parliament or statutory instruments implementing the aforementioned for the time being in force in the United Kingdom; and any relevant judgements of the European Court of Justice or the UK courts. [See section 16]

### **2.6. Procurement Forward Plan**

The procurement forward plan sets out information on current contracts and contracts to be awarded in the period covered by the plan (normally 3 years in total).

#### **2.7. Register of Approved Contractors**

A central register of Approved Contractors is maintained and held by the Corporate Procurement Unit. A copy of this register is available on the Councils Intranet.

#### **2.8. Register of Approved Officers**

The central register of approved officers is maintained and copies held by the Corporate Procurement Unit, Head of Legal & Democratic Services and Internal Audit. A copy of this register is available on the Councils Intranet. Audit do not maintain a list of approved officers, this was passed to the Creditors section in Finance last year.

#### **2.9. Register of Contracts**

A central register of all contracts entered into by the Council is maintained by the Corporate Procurement Unit. It may be viewed on the Councils Intranet. The original contract documents are held by the Council's Legal and Democratic Services Department.

#### **2.10. Register of Tenders**

A register of tenders received by the Council is maintained and held by the Corporate Procurement Unit in accordance with the Council's tender opening procedure.

#### **2.11. Relevant EC Thresholds**

The current Threshold values at which OJEU procedures apply are set out in section 8 of this document. They are also available by accessing [www.tendersdirect.co.uk/library/threshold](http://www.tendersdirect.co.uk/library/threshold)

#### **2.12. Tender**

For the purposes of submission, opening, and acceptance of tenders, 'tender' includes an offer submitted at any stage of a negotiated procedure conducted in accordance with the Council's tendering procedures as set out in the procurement manual and, where the context so requires, 'invitation to tender' includes an invitation to negotiate.

#### **2.13. Writing**

The expression 'in writing' in relation to any communication includes an electronic communication as defined in the Electronic Communications Act 2000, and in relation to the conclusion of a contract may include conclusion by electronic means provided that the Corporate Management Team have approved the means of conclusion and the conclusion of the contract or class of contracts in question by such means. Where reference is made to 'records' and 'registers'



these may be electronic in form provided that approval has been given in the same way.

### **3. COMPLIANCE**

- 3.1.** Every contract for goods, works or services shall comply with Contract Procedure Rules unless the Cabinet and ultimately the Council, has given specific or general dispensation to depart from them.
- 3.2.** A record of any such departure shall be recorded in the minutes of the Cabinet and shall specify the nature of the dispensation and the circumstances under which the departure has been justified.
- 3.3.** These rules shall be subject to and in accordance with any relevant directives, rule, or regulation, of the European Union for the time being in force in the United Kingdom.
- 3.4.** These rules shall be subject to and in accordance with any relevant statutory regulation for the time being in force in the United Kingdom.
- 3.5.** These rules shall be subject to and in accordance with the Council's Financial Regulations.
- 3.6.** These rules shall apply where consultants have been instructed to invite tenders on behalf of the Council for any contract.
- 3.7.** An Approved Officer shall be designated in respect of any specified contract or category of contracts and the values or amounts in respect of that category or those categories, provided that the phrase 'Approved Officer' may also include any person specified by name or office as being able to act in the absence of a person designated as 'Approved Officer'.
- 3.8.** The Head of Legal and Democratic Services shall maintain a Register of Approved Officers and such Register shall be open to inspection by the public at all reasonable times.
- 3.9.** Any member of the Corporate Management Team is hereby authorised to nominate on behalf of the Council any person for designation as an Approved Officer. Such designation shall occur and take effect upon the date of receipt by the Head of Financial Services of the nomination and the name of the person so nominated shall be recorded in the Register of Approved Officers.
- 3.10.** Failure to comply with the provisions of these Contract Procedure Rules will constitute a breach of the Councils' disciplinary code. Such a breach will therefore be dealt with in accordance with that Code.

#### **4. ETHICS, PROBITY AND CONFIDENTIALITY**

- 4.1.** In all their dealings, members and officers of the Council shall preserve the highest standards of honesty, integrity, impartiality and objectivity. This includes compliance with the Members' Code of Conduct and the Employees' Code of Conduct.
- 4.2.** The Corporate Director (Resources) shall record in a book to be kept for the purpose particulars of any notice given by an Officer of the Council under Section 117 of the Local Government Act 1972 of a pecuniary interest in a contract and the book shall be open during office hours for inspection by any member of the Council.
- 4.3.** All tender documentation is confidential and therefore should be kept securely and details only revealed in accordance with Contract Standing Orders.

#### **5. PROCUREMENT FORWARD PLAN, NOTICES, ETC**

- 5.1.** As part of the annual Budget Setting process Heads of Service and Corporate Directors shall prepare a Forward procurement Plan for their service. This shall include a statement setting out information on current contracts and those to be awarded in the next financial year. This plan shall be submitted to the Head of Financial Services.
- 5.2.** The Head of Financial Services shall prepare as part of the Councils' budget setting process a Corporate Forward Procurement Plan. Financial impacts of this plan will be reflected in departmental and corporate budgets. setting out information on current contracts and contracts to be awarded in the period covered by the plan.
- 5.3.** The information to be included in the Procurement Forward Plan and the procedures for publishing and maintaining the plan are set out in the Procurement Manual.
- 5.4.** In compliance with EC Rules, prior information notices and contract award notices shall be published in respect of contracts to which the EC Rules apply and a statistical return shall be completed each year.

#### **6. PRE-PROCUREMENT PROCEDURE**

- 6.1.** Before commencing a procurement, it is essential that the Authorised Officer leading the procurement has identified the need and fully assessed any and all options for meeting those needs. Consideration shall be given to the Authority's Procurement Strategy as appropriate.
- 6.2.** Before undertaking a procurement the Authorised Officer shall:
  - (a) consider all other means of satisfying the need (including recycling and reuse where appropriate);
  - (b) consider whether there is an appropriate Framework Agreement that should be used;

- (b) establish a business case for the procurement.
- (c) ensure that any and all appropriate approvals have been given
- (d) design, test and seek any appropriate approvals for evaluation criteria.

**7. ESTIMATING THE CONTRACT VALUE**

- 7.1. The Authority should make the best use of its purchasing power by aggregating purchases wherever possible. Particular supplies, services or works shall not be split in an attempt to avoid the applicability of these contract standing orders or the EU Regulations.
- 7.2. The Contract value is important as it governs the type of contract you should use, as well as the impact upon the budget.
- 7.3. In estimating the potential value of any order, you should use previous cost information (which will provide the most accurate information) and all other available information.

**8. CONTRACT TYPES**

	<b>Contract Price</b>	<b>Procedure</b>
Type 1	£0-£14,999	<ul style="list-style-type: none"> <li>(1) Head of Service to arrange Directly</li> <li>(2) No formal written competitive quotations are necessary unless specifically directed by the Corporate Director (Resources) for particular classes of expenditure but due regard shall be had to obtaining best value and to obtaining written confirmation where appropriate. Although three oral (or written or 'e' mail) quotations must be obtained. A record of the quotations obtained must be made and retained on the authorities standard quotation form.</li> <li>(3) Except for petty cash disbursements and purchases from West Mercia Supplies, all contracts within type 1 must be placed by official order under the signature of a Head of Service</li> <li>(4) Where orders are placed via the internet with West Mercia</li> </ul>

Supplies copies of completed order pages (from the web pages) must be kept.

Type 2	£15,000-£29,999	Head of Service to obtain at least three written quotations (quotation procedure to apply) Quotations may be received by 'e' mail but only to the secure address e-quotations@bromsgrove.gov.uk
Type 3	£30,000- £75,000	Head of Service to obtain at least three written quotations in response to a formal invitation to include a written specification of what is required. Quotations may be received by 'e' mail as above.
Type 4	£75,001 to £144,459	Head of Service to engage formal tendering process the detail of this process is contained within the procurement Manual and available on the Councils' Intranet. Tenders may be received by 'e' mail to a secure address at e-tenders@bromsgrove.gov.uk
Type 5	+ £144,459 Values above EU procurement thresholds. Tendering and EU procedures to apply as in the procurement manual .	

## 9. CONTRACT CONDITIONS

- 9.1. All contracts should be in writing, in the form appropriate to the service being procured. The forms of contract to be used are attached to this document and available on the Councils intranet. If the form is not appropriate to the service, then contact the Procurement Manager and the Head of Legal who will advise on the appropriate format.

All tenders should make it clear that the contracts will be on BDC's standard terms.

Do not accept supplier's standard terms and conditions without consultation with the Procurement Manager and advice from the Head of Legal and Democratic Services. You should be aware that it is possible to accept terms and conditions offered to you simply by not responding. Some suppliers' terms will not work in the Council's favour; therefore any offer which states that the supplier's contract conditions apply should be rejected until you have discussed with the Head of Procurement and the Head of Legal and Democratic Services. A standard response letter can be found on the Councils intranet. This indicates that the letter is acceptable, but that the contract must be on the Council's terms. Watch out for subsequent attempts to introduce the supplier's terms.

## **10. QUOTATION PROCEDURE**

**10.1.** The requirement to obtain written quotations (these may be received by e mail to the secure address [e-quotations@bronmsgrove.gov.uk](mailto:e-quotations@bronmsgrove.gov.uk)) applies in relation to all Type 2 and Type 3 contracts and is considered Best Practice for Type 1 contracts. Periodically you may be directed by the Corporate Director Resources to obtain formal quotations for certain Type 1 contracts.

**10.2** It is the primary responsibility of the Head of Service seeking the goods/ materials/ services to ensure that value for money is obtained. The advice of the Corporate Director Resources and the Procurement Manager should be sought where there is any doubt

**10.3.** Where written quotations are necessary i.e. Type 2 and Type 3 contracts, the Head of Service shall obtain at least three such quotations. These should be obtained from the contractors on the list of standard contractors unless;

- this is not possible owing to the lack of suitable persons or firms prepared to quote; or
- the subject matter of the contract falls within one of the exemptions in these rules
- the subject matter of the contract is the subject of a negotiated agreement in accordance with these rules

In addition for Type 3 contracts quotations shall be formally invited in writing. This invitation shall include a written specification of the goods or service required.

**10.4.** The Procurement Manager shall open any quotations received by e-mail at the appropriate date and in the presence of the Head of Service concerned.

**10.5.** The Head of Service shall be responsible for keeping a record of all quotations received and, if applicable the reasons why three quotations were not obtained. A copy of this record will also be held by the Procurement Manager. The form and content of such records are detailed in the procurement manual

**10.5.** The Head of Service shall only accept the quotation which in his/her opinion is in the best interest of the Council. Where this is not the lowest, the reasons shall be recorded.

## **11. TENDERING PROCEDURES [Type 3]**

**11.1.** Subject to any overriding statutory enactment this tender procedure applies in relation to any and all type 4 contracts.

**11.2.** The tender procedure shall involve either or both

- (a) Public advertisement
- (b) Invitation to tender from named persons/organisations.

### **11.3. Public Advertisement**

**11.3.1.** Where a Head of Service proceeds to tender by way of public advertisement then not less than 10 days public notice shall be given in one or more newspapers or journals circulating among persons/organisations who undertake such contracts indicating the nature of the contract and inviting tenders for its execution. The notice shall state the last date by which contractors must record their interest.

**11.3.2.** After the expiration of the date specified in the public notice, the invitation to tender for the contract shall be sent to at least four of the persons who have applied for permission to tender. The reasons for rejecting any applicant shall be for valid commercial reasons only, in accordance with the guidelines in the procurement manual, and shall be formally recorded. If fewer than four such contractors have applied and with the agreement of the Corporate Director Resources, all such contractors shall be invited to tender.

### **Framework Agreements**

In some circumstances, it may be appropriate for the Council to enter into a framework agreement. A draft contract can be found on the Council's intranet and this should be completed with the advice of the Procurement Manager and the Head of Legal Services

## **12. INVITATION TO TENDER TO NAMED PERSONS**

**12.1.** A Head of Service shall not invite tenders from named persons/organisations unless at least three persons are invited to tender or where there is clearly less than three persons/organisations that can supply the goods or service. In this case the Head of Service will seek advice from the Procurement Manager.

**12.2.** A Head of Service shall not accept a tender pursuant to such invitation unless

- (a) not less than two such tenders are received
- (e) the prior approval of the Corporate Director Resources has been obtained.

## **13. THE INVITATION TO TENDER (ITT)**

**13.1.** The ITT or ITN (invitation to negotiate) shall include details of the Authority's requirements for the particular contract including:

- (a) a description of the goods and/or services required;
- (b) the procurement timetable including the tender return date and time, which shall allow a reasonable period for the applicants to prepare their tenders;
- (c) a specification and instructions on whether any variants are permissible;
- (d) the Authority's terms and conditions of contract;
- (e) the evaluation criteria including any weightings as considered appropriate;

- (f) pricing mechanism and instructions for completion;
- (g) whether the Authority or supplier is of the view that TUPE may apply;
- (h) form and content of method statements to be provided;
- (i) rules for submitting of tenders and whether tenders may be submitted electronically (tenders may be submitted electronically to the secure email address [e-tenders@bromsgrove.gov.uk](mailto:e-tenders@bromsgrove.gov.uk))
- (j) any further information which will inform or assist tenderer's in preparing tenders.

ITT's and ITN's may be issued electronically if requested by a potential tenderer.

## 14. SUBMISSION OF TENDERS

**14.1.** Every notice of invitation to tender shall state that no tender will be accepted unless submitted:

1. In a plain sealed envelope addressed to Bromsgrove District Council, Burcot Lane, Bromsgrove B60 1AA and bearing the words "Tender for returnable not later than 3.00pm on" - followed by the subject to which it relates. No name or mark indicating the sender shall appear on the envelope
2. By 'e' mail to the secure e mail address [e-tenders@bromsgrove.gov.uk](mailto:e-tenders@bromsgrove.gov.uk) The header of the e-mail should contain the words, "Tender for returnable not later than 3.00pm on.....", followed by the subject to which it relates.

All tenders however received, must be submitted to the Procurement Manager before the date and time specified in the invitation to tender as being the last date and time for receipt of tenders.

**14.2.** Envelopes submitted in accordance with point 1 shall remain in the custody of the Procurement Manager until the time appointed for their opening. The e-mail address specified above is only accessible by Procurement personnel and as such any tenders so received will remain in the custody of the Procurement Manager until the time appointed for their opening.

**14.3.** All tender envelopes received shall be endorsed with the date and time of receipt. E-tenders will carry and electronic date and time of receipt but a written permanent record of this information will be maintained by the Procurement Manager.

**14.4.** No tender shall be considered which arrives after the closing date and time for receipt of tenders. Late tenders which do not fall to be considered shall be opened on their receipt and returned to the tenderer who shall be advised why the tender was not considered. A written permanent record of this action will be maintained by the Procurement Manager.

## **15. OPENING AND REGISTRATION OF TENDERS**

**15.1.** Tenders submitted in accordance with the submission of tender rules shall be opened in the presence of

- (i) The appropriate Portfolio Holder
- (ii) The appropriate Head of Service or representative
- (iii) The Procurement Manager
- (iv) Administrative Clerk

**15.2.** The tenders shall be initialled and dated immediately by the parties present at their opening. Any and all pages containing price information shall also be initialled and dated by those opening the tenders.

**15.3.** The Administrative Clerk shall at the time the tenders are opened record the following details in the book kept for that purpose

- (1) the nature of the goods or materials to be supplied or the work to be executed or the services to be supplied
- (2) the name of each person by or on whose behalf the tender was submitted
- (3) the date and time of receipt of each tender recorded on the envelope
- (4) the date and time of opening of tenders
- (5) the names of all persons present at the time of opening of the tenders
- (6) the tender figure (if applicable)

A tender schedule should be maintained at the time of opening and should be signed by at least the Portfolio Holder, the Head of Service and the Procurement Manager.

## **16. ACCEPTANCE OF TENDERS**

**16.1.** A Head of Service is authorised to accept the lowest tender.

**16.2.** Where a Head of Service wishes to accept a tender other than the lowest he/she shall first obtain the consent of the Corporate Director Resources and record the reasons for not accepting the lowest tender.

**16.3.** Each contract for which a tender has been invited shall be executed by the Head of Legal and Democratic Services

**16.4.** Details of all contracts accepted and awarded shall be given to the Procurement Manager. These details will be recorded on a central register maintained by the Procurement Manager.

**16.5.** A report of all contracts accepted and awarded shall be made by the Procurement manager to Cabinet on a quarterly basis.



**17. COMMENCEMENT OF A CONTRACT**

No work, goods or services included within a contract for which a tender has been invited shall be commenced or supplied until the contract had been executed and all tender documents and contracts shall include a clause to this effect. (Action in advance of a formal contract may be authorized in appropriate cases by the Corporate director resources, but only when it is important to start work as soon as possible).

**18. SECURITY FOR DUE PERFORMANCE OF CONTRACTS FOR THE EXECUTION OF WORK AND/OR PROVISION OF SERVICES**

**18.1.** No security for due performance of contracts for the execution of works or provision of services shall be required unless:

- (a) the Council has directed otherwise;
- (b) the Head of Legal and Democratic Services in consultation with the Procurement Manager and the appropriate Head of Service so requires.

**18.2.** Where security for due performance of a contract is required it shall relate to the costs, inconvenience and other difficulties the Council might incur in the event of non-performance by the contractor of all or part of the contract. The value of such security shall be a sum equal to at least 10% of the contract price for the whole contract period exceeding one year and less than two years the security shall be a sum equal to 10% of the estimated average annual value of the contract. For term contracts with a contract period of two years or more the security shall be a sum equal to at least 15% of the estimated average annual value of the contract. All securities shall be by way of

- (a) a deposit with the Council or its bankers;
- (b) a banking or agreed insurance company guarantee.

**18.3.** If the Head of Legal and Democratic Services so requires, the performance bond shall be waived in favour of a parent company guarantee.

**19. TENDERING PROCEDURE FOR TYPE 5 CONTRACTS**

**19.1.** This procedure applies in relation to all type 5 contracts, which are subject to the provisions of one of the following European Union Directives.

The thresholds are: -

	€	£
Public Supplies and Services Contracts	211,129	144,459
Works Contracts	5,278,227	3,611,474

These thresholds apply from 1<sup>st</sup> January 2006

**19.2.** The tender procedure shall involve the mandatory advertisement of such tenders within the Official Journal of the European Communities (OJEU). Tenders may also be invited from a standing list of selected tenderers provided that such a list is compiled in accordance with the provision of the relevant directive(s).

**19.3. Where tenders or quotations are to be sought from organisations listed on OGC approved lists i.e. GCAT, SCAT or through appropriate Framework agreements, Heads of Service must seek the advice and approval of the Procurement Manager and the Head of Legal and Democratic Services before seeking such tenders or quotations.**

**19.4** Whenever a report is submitted to the Cabinet Panel recommending that a contract be let by way of tender the report shall contain a recommendation of the proposed tendering procedure.

**19.5.** Each of the directives provided for three main tendering procedures:

- (a) Open Procedure - whereby all interested tenderers may submit bids
- (b) Restricted Procedure - whereby only selected tenderers may submit bids
- (c) Negotiated Procedure – whereby the contracting authority negotiates terms with one or more selected contractors.

**19.6.** The tendering procedure chosen must comply strictly with the provisions of the relevant directive(s). Due to the complexity of these provisions and the penalties for non-compliance, Heads of Service must obtain advice from the Procurement Manager and the Head of Legal and Democratic Services before seeking tenders for a type 5 contract.

**19.7. Codes of Practice**

Detailed Codes of practice have been produced and approved for each directive. Copies of these are available from the Procurement Manager and the Head of Legal and Democratic Services.

**19.8 Submission of Tenders**

**19.8.1.** All tenders shall be submitted in accordance with the Rules in Section 7

**19.9. Acceptance of tenders**

**19.9.1.** The acceptance of tenders shall be in accordance with the Rules in section 8.

**20. EXECUTION OF CONTRACTS**

**20.1.** Every contract to be entered into by or on behalf of the Council that equals or exceeds in value (in money or money's worth) the Council's Threshold shall be in writing and either

- (a) have the Common Seal of the Council affixed and attested either by the Head of Legal and Democratic Services or any person authorised by him/her present at the sealing;  
or
- (b) be signed by two Officers of the Council at least one of which is an Approved Officer.

**20.2.** A record of each contract executed in accordance with paragraph 18.1 above shall be entered in a Register of Contracts maintained for that purpose by the Procurement Manager.

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**ANTI FRAUD AND CORRUPTION STRATEGY**

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

**1. Summary**

1.1 To present the revised Anti Fraud and Corruption Strategy.

**2. Recommendation**

2.1 The Executive Cabinet is recommended to note and approve the adoption of the revised Anti Fraud and Corruption Strategy, as detailed in the report, which will assist in embedding an effective anti fraud and corruption culture within the Authority.

**3. Background**

3.1 The Recovery Plan Financial Planning theme has identified a need to:

- Introduce a Local Authority Fraud Strategy.
- Produce fraud newsletters and communications to raise fraud awareness.
- Raise internal and external fraud awareness.

The target completion date is June 2006.

3.2 The Council has a statutory responsibility, under Section 151 of the Local Government Act, 1972, to ensure the proper administration of its financial affairs and also to nominate one of its officers to take responsibility for those affairs. The Council's nominated Section 151 Officer is the Corporate Director – Resources.

3.3 The Council's Monitoring Officer is responsible under Section 5 of the Local Government and Housing Act, 1989, to guard against, inter alia, illegality, impropriety and maladministration in the Council's affairs. The Council's nominated Monitoring Officer is the Head of Legal and Democratic Services.

3.4 To aid compliance with these regulations, the Authority's revised Financial Regulations detail the Council's responsibility with regard to identifying and dealing with fraud and corruption and that an Anti Fraud and Corruption Strategy should be maintained. They also state that the Council should embed an effective anti fraud and corruption culture and that all members and staff should act with integrity and lead by example.

Under the Authority's revised Financial Regulations, the Section 151 Officer is responsible for:

- Developing and maintaining an Anti Fraud and Corruption Strategy.
- Introducing of an effective system of internal control, which will ensure that public funds are properly safeguarded and used economically, efficiently and in accordance with the statutory and other authorities that govern their use.

3.5 The Council introduced an Anti Fraud and Corruption Strategy during 2001, however, this has not been reviewed or updated since. This revised Anti Fraud and Corruption Strategy is designed to reaffirm the Authority's attitude and approach to fraud and corruption.

The strategy aims to deter, prevent and detect fraud and to provide effective action against fraud and corruption both internally and externally. The document is also a major part of the Authority's anti fraud and corruption culture and is a necessary part of the Council's system of internal financial control.

The main areas included in the strategy are:

- The Council's expectations of members, staff and third parties.
- Definitions of fraud, theft and corruption.
- An Anti Fraud and Corruption Policy.
- The Council's Strategy for dealing with fraud, theft and corruption.
- A Fraud Response Plan.

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

4.1 None outside existing budgets.

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

5.1 The Council has a statutory responsibility, under Section 151 of the Local Government Act, 1972, to ensure the proper administration of its financial affairs and also to nominate one of its officers to take responsibility for those affairs.

5.2 The Council's Monitoring Officer is responsible under Section 5 of the Local Government and Housing Act, 1989, to guard against, inter alia, illegality, impropriety and maladministration in the Council's affairs.

#### **Background Papers**

None.

#### **Contact officer**

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# Anti Fraud & Corruption Strategy



# Anti Fraud & Corruption Strategy

## **CONTENTS:**

- 1 Introduction
- 2 Definitions of Fraud, Theft and Corruption
- 3 Anti Fraud and Corruption Policy
- 4 Strategy for dealing with Fraud, Theft and Corruption
- 5 Related Documents

## **APPENDICES:**

- A Fraud Response Plan

## **1. INTRODUCTION**

Bromsgrove District Council is committed to protecting public funds against fraud and corruption. The Authority's Financial Regulations detail the Council's responsibility with regard to identifying and dealing with fraud and corruption. Financial Regulations also state that the Council should maintain an effective anti fraud and corruption culture and that all members and staff act with integrity and lead by example.

The Council's policy on fraud and corruption is detailed in the "Anti-Fraud and Corruption Policy Statement" in Section 3. The policy and strategy are designed to deter, prevent and detect fraud and to provide effective action against fraud and corruption both internally and externally.

Our policy for dealing with fraud applies to employees, members, contractors, consultants, suppliers, service users and members of the public who have dealings with the Council.

The Council has also adopted a "Fraud Strategy and Terms of Reference for the Investigation and Visiting Section" that details the Council's approach to investigating Housing, Council Tax and Social Security Benefit fraud.

### **1.1 The Council's Expectations: Members and staff**

The Council's expectation is that Members and staff at all levels will act with integrity and lead by example in ensuring adherence to rules, procedures and regulations.

Procedures that guide Member and staff behaviour include:

- The Constitution.
- Member Code of Conduct.
- Officer – Member Protocol.
- Statutory Officer Responsibilities.
- Officer Code of Conduct.
- Conditions of Service.

### **1.2 The Council's Expectations: Third Parties**

The Council also expects that any individuals or organisations with whom the Council deals in any capacity will behave towards the Council with integrity and without intent or actions involving fraud or corruption.

The Council expects the highest standards of probity in all its activities and has in place a framework of systems and procedures to assist in the fight against fraud and corruption.

### **1.3 The Council's Expectations: Summary**

In summary, this document sets out the Council's clear commitment to fight fraud and corruption and also its arrangements for the prevention, detection, deterrence and investigation of such activities.

## **2. DEFINITIONS OF FRAUD, THEFT AND CORRUPTION**

### **2.1 Fraud**

Fraud includes deception, bribery, forgery, extortion, corruption, theft, conspiracy, embezzlement, misappropriation, false representation, concealment and collusion.

"Fraud can be defined as those intentional distortions of financial statements or other records which are carried out to conceal the misappropriation of assets or otherwise for gain." (CIPFA)

"Fraud involves the use of deception to obtain an unjust or illegal financial advantage." (Auditing Practices Board)

### **2.2 Corruption**

A Member or employee is generally held to act corruptly when putting personal gain before public or corporate interests.

Corruption may be defined as a payment, favour or gift given to an officer or member of the Council as a reward, or as an incentive to that person for actions contrary to the proper conduct of their duties.

### **2.3 Theft**

The "Theft Act 1978" defines theft as:

- a)** Obtaining services by deception - "A person who by any deception dishonestly obtains services from another shall be guilty of an offence".
- b)** Evasion of liability by deception – "Where a person by any deception:
  - Dishonestly secures the remission of the whole or part of any existing liability to make a payment, whether his own liability or another's; or
  - With intent to make permanent default in whole or in part on any existing liability to make a payment, or with intent to let another do so, dishonestly induces the creditor or any person claiming payment on behalf of the creditor to wait for payment (whether or not the due date for payment is deferred) or to forgo payment; or
  - Dishonestly obtains any exemption from or abatement of liability to make a payment".
- c)** Making off without payment – "A person who, knowing that payment on the spot for any goods supplied or service done is required or expected from him, dishonestly makes off without having paid as required or expected and with intent to avoid payment of the amount due shall be guilty of an offence".



### **3. ANTI-FRAUD AND CORRUPTION POLICY**

#### **3.1 Statement of Intent**

Bromsgrove District Council is committed to sound corporate governance and protecting the public funds that it administers.

The Council's policy on fraud is to:

- Prevent and deter it in the first instance.
- Detect it quickly.
- Investigate it efficiently.

The Council will not tolerate abuse of its services. Where our investigations show that fraud, theft or corruption has taken place, we will take positive and appropriate action against the perpetrators. The form of action taken will depend on the level and circumstances of the fraud discovered.

We will:

- Take disciplinary action against Council employees who have broken our rules and procedures.
- Prosecute offenders.
- Seek recovery of Council assets or funds or compensation if this is appropriate.

All members and officers must help the Council to apply this policy, by working to discourage, prevent and punish fraud and corruption by others.

#### **3.2 Reporting of Fraud and Corruption**

The Council expects all its Members and employees to report any concerns that they may have in respect of fraud and corruption.

Employees are an important element in the stand against fraud and corruption and are positively encouraged to raise any concerns, which might impact on Council activities. The methods by which concerns should be raised are contained in the "Fraud Response Plan" (Appendix A).

Employees who raise genuine concerns about fraud or corruption in the Council are fully protected by the "Public Interest Disclosure Act 1998". The procedure for raising concerns is detailed in the Council's "Confidential Reporting Code".

Members of the public are also encouraged to report concerns about fraud and corruption.

#### **3.3 Responsibilities for the Investigation of Fraud and Corruption**

The responsibility for the investigation of fraud and corruption perpetrated against the Council rests with Internal Audit and the Fraud Officers sited in the Benefits section. In some cases, Police or external agencies may also be involved.

## **4. STRATEGY FOR DEALING WITH FRAUD, THEFT AND CORRUPTION**

### **4.1 Introduction**

The Council recognises that it is impossible to prevent all theft, fraud and corruption. The Council's objective is to operate in ways that make theft, fraud and corruption difficult to commit, likely to be detected and then certain to be punished.

The Council's strategy covers the prevention, deterrence, detection and investigation of fraud and corruption.

### **4.2 Responsibilities**

Each Member and employee is responsible for his or her own conduct, and for playing a part in the safeguarding of corporate standards.

This means that:

- Their own behaviour should be above reproach.
- They have a duty to report to an appropriate officer instances where they are aware of, or suspect that others may be behaving improperly or have reason to believe that the Council's systems may be unsound.

Elected members are required to operate within Sections 94 – 97 of the Local Government Act, 1972.

In addition, some officers have specific roles in particular areas as follows:

#### **4.2.1 Section 151 Officer**

The Council has a statutory responsibility, under Section 151 of the Local Government Act, 1972, to ensure the proper administration of its financial affairs and also to nominate one of its officers to take responsibility for those affairs. The Council's nominated officer is the Corporate Director – Resources.

The Section 151 Officer (Corporate Director – Resources) is responsible under Financial Regulations for:

- the development and maintenance of an anti-fraud and anti-corruption strategy.
- preparing the Council's risk management policy.
- effective systems of internal control, which will ensure that public funds are properly safeguarded and used economically, efficiently and in accordance with the statutory and other authorities that govern their use.

#### **4.2.2 Monitoring Officer**

The Council's Monitoring Officer (Head of Legal and Democratic Services) is responsible under Section 5 of the Local Government and Housing Act, 1989, to guard against, inter alia, illegality, impropriety and maladministration in the Council's affairs.

### **4.3 Preventative Measures**

The Council will take all reasonable steps to ensure that theft, fraud and corruption are difficult to perpetrate. The Council operates within a framework of:

- A Constitution.
- Members Code of Conduct.
- Officer Code of Conduct.
- Financial Standards and Regulations.
- Proper Systems and Controls.
- Internal Audit.
- Investigations and Visiting Section.
- Verification Framework.
- External Audit.

These are designed to prevent fraud and corruption and to enhance accountability to the public.

#### **4.3.1 Constitution**

The Council's Constitution regulates the behaviour of individuals and groups through codes of conduct, protocols, roles and responsibilities.

#### **4.3.2 Member Code of Conduct**

Members are required to observe the Members Code of Conduct when acting as a representative or conducting the business of the Council.

Members are required to register financial interests in the Authority's register by providing written notification to the Monitoring Officer (Head of Legal and Democratic Services).

The Member Code of Conduct incorporates general principles governing the official conduct of members and co-opted members.

#### **4.3.3 Officer Code of Conduct**

The Officer Code of Conduct sets out the standards which employees are expected to meet in conducting Council business. Staff who fail to live up to the standards are liable to disciplinary action.

In accordance with Section 117 of the Local Government Act, 1972, employees must disclose any personal interest in contracts that have been, or are proposed to be, entered into by the Council.

Section 117 also prohibits the acceptance of fees, gifts or rewards other than by way of proper remuneration from the Council. The Officer Code of Conduct (Section 14) provides detailed guidance to employees on offers of gifts or hospitality and the use of public funds entrusted to them.

#### **4.3.4 Financial Standards and Regulations**

Financial Standing Orders, Financial Regulations and Contract Procedure Rules set out the financial policies of the Council and provide the framework for managing the Council's affairs. They apply to every member and officer of the Council and anyone acting on its behalf.

#### **4.3.5 Proper Systems and Controls**

Management bears the main responsibility for ensuring that reasonable measures are in place to prevent fraud and corruption and the Council has proper systems and internal controls to ensure that public funds are properly safeguarded and used.

#### **4.3.6 Internal Audit**

The Council maintains an adequate and effective system of internal audit of its accounting records and control systems as required by the Accounts and Audit Regulations, 2003. The Internal Audit Section plays a proactive role in ensuring that systems and procedures are in place to prevent and deter fraud.

The Internal Audit Section carries out systems based reviews of all areas of Council activity and provides advice and assistance to management on procedures and controls.

The Internal Audit Section also identifies operational risks, and the relevant controls to mitigate them, in conjunction with Service Managers.

#### **4.3.7 Investigations and Visiting Section.**

Under Section 151 of the Local Government Act 1972, the Council needs to ensure that reasonable provision is made for the prevention and detection of fraud, including benefit fraud.

The Council administers Housing and Council Tax Benefits on behalf of the Department for Work and Pensions. Benefit Investigation Officers will investigate cases involving various combinations of Housing Benefit, Council Tax benefit and Social Security Benefits. The officers work within the following legislation:

- Police and Criminal Evidence Act 1984.
- Data Protection 1998.
- Social Security Legislation.
- Regulations of Investigatory Powers Act 2000.
- Departmental Lone Working Policy
- Fraud Strategy and Terms of Reference.
- National guidelines on Social Security and Criminal Investigations.

#### **4.3.8 Verification Framework**

In September 2002 the Government introduced the Verification Framework, which is a "Good Practice Guide" developed by the Department for Work and Pensions and is applied to all benefit claims. The guidance is designed to:

- Detect and prevent fraudulent benefit claims.

- Set a minimum standard of evidence needed for a benefit claim to be assessed.
- Encourage accuracy in calculating benefit claims from the start of a claim.

#### **4.3.9 External Audit**

The external auditor has a responsibility to review the Council's arrangements in respect of preventing and detecting frauds and irregularities, and arrangements designed to limit the opportunity for corrupt practices.

Whilst it is not the external auditor's responsibility to prevent fraud and irregularities, they are always alert to the possibility of fraud and corruption and will take action if grounds for suspicion are identified.

### **4.4 Deterrence and Detective Measures**

#### **4.4.1 Management Checks**

It is important that managers at all levels within the Council are alert to potential problems in their work area and that adequate and effective safeguards are in place to prevent financial irregularities. However, managers should also satisfy themselves that checks are in place at the appropriate levels, so that in the event of a breach, any irregularity would be picked up promptly, so minimising any loss to the Council.

#### **4.4.2 Whistleblowing**

Employees play a vital role in detecting fraud, theft and corruption. All employees are encouraged to discuss their concerns with line management. The procedure for raising concerns is detailed in the Council's "Confidential Reporting Code".

#### **4.4.3 Prosecution**

The Council is determined to deal with fraudsters in the strongest possible terms.

The Council will involve the Police to pursue the prosecution of offenders. This is designed to deter others from committing offences against the Council.

#### **4.4.4 Disciplinary Action**

The Council will treat fraud and corruption committed against it by employees as a serious offence. Employees will face disciplinary action where there is evidence that they have been involved in these activities. Disciplinary action may result in dismissal from the Council's service.

#### **4.4.5 Publicity**

Press releases and publicity about theft, fraud and corruption may be used to act as a deterrent to potential fraudsters.

#### **4.4.5 Restitution**

Where fraud and corruption is proved and the Council has suffered a financial loss, then the Council will seek to recover the full value of any loss from the perpetrators.

## **4.5 Investigation and Reporting**

### **4.5.1 Investigation**

The Council will ensure that all investigations carried out into suspected fraud and corruption will comply with legislative requirements.

The Internal Audit Section and the Investigation and Visiting Section are responsible for the investigation of all suspected fraud and corruption. However, the Investigation and Visiting Section will handle specific Housing, Council Tax and Social Security Benefit fraud cases.

### **4.5.2 Investigation Reporting and Follow Up**

Most instances of fraud and corruption highlight a lack of adequate internal control. It may be that the system was weak or that the controls were bypassed or not in existence.

The Council expects all managers to respond to, and act upon, reports issued following any investigation. Recommendations made in any investigation reports should be implemented to reduce the risk of the event recurring.

### **4.5.3 Confidential Reporting Code**

The Council will deal promptly with suspicions and allegations of theft, fraud or corruption. The Council's "Fraud Response Plan" gives basic guidance to employees and managers of the authority to help them take the right action and contact the right people. It also outlines the way in which fraud and irregularity investigations will be conducted.

The "Fraud Response Plan" is based on guidance issued by the Audit Commission and is attached at Appendix A.

In addition to the "Fraud Response Plan", the:

- Internal Audit Section has adopted a "Fraud Approach", which provides detailed guidance on how fraud and irregularity investigations will be conducted.
- Internal Audit Section has also adopted a Fraud Risk Assessment Policy that enables all allegations and referrals to be risk assessed and prioritised.
- Investigation and Visiting Section has adopted a "Fraud Strategy and Terms of Reference" that outlines how Housing, Council Tax and Social Security Benefit investigations will be conducted.

### **4.5.4 External Reporting**

The Audit Commission requires the Council to report cases of fraud and corruption on an annual basis as follows:

#### **a) Fraud**

- Where there has been intentional distortion of records to conceal the misappropriation of assets or other for gain.
- Individual cases with a value exceeding £1,000.

**b) Corrupt Acts**

- Where the offering, giving, soliciting or acceptance of inducements may have influenced a person's actions.
- All cases regardless of value.

A "Fraud and Corruption Annual Return" is sent to the Audit Commission via the Authority's external auditors.

## **5. RELATED DOCUMENTS**

- 5.1 Conditions of Service.
- 5.2 Confidential Reporting Code.
- 5.3 Contract Procedure Rules
- 5.4 Financial Standards and Regulations.
- 5.5 Fraud Risk Assessment Policy
- 5.6 Fraud Strategy and Terms of Reference for the Investigation and Visiting Section.
- 5.7 Gifts and Hospitality Code.
- 5.8 Internal Audit Fraud Approach.
- 5.9 Member Code of Conduct.
- 5.10 Officer – Member Protocol.
- 5.11 Officer Code of Conduct.
- 5.12 Statutory Officer Responsibilities.
- 5.13 The Constitution.



## FRAUD RESPONSE PLAN

### 1. Reporting Suspected Fraud, Corruption or Other Malpractice

#### 1.1 Employees

Employees are encouraged, and indeed expected, to raise any concerns that they may have about fraud or corruption in the workplace, without fear of recrimination. Such concerns will be treated in the strictest confidence and will be properly investigated. If you suspect a fraud within the workplace, there are a few simple guidelines that should be followed:

#### **DO:**

- Make an immediate note of your concerns.
- Convey your suspicions to someone with the appropriate authority and experience (see below).
- Report the matter promptly, if you feel your concerns are warranted.

#### **DO NOT:**

- Do Nothing.
- Be afraid of raising your concerns.
- Approach or accuse any individual directly.
- Try to investigate the matter yourself.
- Convey your suspicions to anyone other than those with the proper authority.

Deciding who is the appropriate person to contact within the Council will depend on the seriousness of the matter and who is suspected of being involved in the theft, fraud or corruption. Within your department the appropriate contact could be any of the following:

- Corporate Director.
- Head of Service.
- Your Line Manager.

If you think that management is involved, then an approach should be made to:

- The Chief Executive.
- Section 151 Officer (Corporate Director – Resources).
- Monitoring Officer (Head of Legal and Democratic Services).
- Internal Audit Section.

#### 1.2 Elected Members

Elected members should normally report any concerns to any of the following:

- The Chief Executive.
- Section 151 Officer (Corporate Director – Resources).
- Monitoring Officer (Head of Legal and Democratic Services).
- Internal Audit Section.

### **1.3 The Public**

The General Public are also encouraged to report any concerns through any of the above officers.

Any information concerning suspected fraud or corruption involving an Elected Member must be referred to the Chief Executive.

In the event that any person feels unable to raise their concerns with an Officer of the Council, they may wish to report those concerns to the Council's external auditor.

## **2. Action Following Allegations of Theft, Fraud or Corruption**

### **2.1 Managers**

There are some common sense guidelines issued by the Audit Commission that managers should apply in all cases where fraud or corruption is suspected in the workplace.

#### **DO:**

- Be responsive to staff concerns.
- Note details.
- Evaluate the allegation objectively.
- Deal with the matter promptly if you feel your concerns are warranted.
- Advise the appropriate person (as detailed in 1.1 above).

#### **DO NOT:**

- Ridicule suspicions raised by staff.
- Approach or accuse any individuals directly.
- Convey your suspicions to anyone other than those with the proper authority.
- Try to investigate the matter yourself.

### **2.2 Fraud and Corruption**

Any manager who has received information about any suspected fraud or corruption must report it immediately to their Corporate Director and the Internal Audit Section.

### **2.3 Theft**

In the case of theft, the manager should contact the Chief Executive. A decision will then be made on the most effective action to take and whether the Police should be contacted, if sufficient evidence exists to indicate that a theft has occurred. The Council's insurance officer should also be notified.

### **3. Investigating and Acting Upon Suspected Theft, Fraud or Corruption**

#### **3.1 Investigation**

Any information concerning suspected fraud or corruption involving an elected member will normally be referred to the external auditor and / or the Police.

The Internal Audit Section, in conjunction with the Fraud Officers sited in the Benefits section, will investigate all other potential or alleged cases of fraud, corruption or breach of "Financial Standards and Regulations".

Managers will co-operate fully with the Internal Audit Section and / or the Police during any investigation.

#### **3.2 Interviews**

Interviews will only be conducted by the Police or by officers who have adequate training and awareness of the correct procedures to be followed, including the Police and Criminal Evidence Act (1984).

#### **3.3 Evidence**

Evidence of fraud or corruption must be gathered objectively, systematically, and in a well-documented manner.

#### **3.4 Criminal Proceedings**

Senior Management will deal swiftly fairly and firmly with those who offend against the Council.

The Monitoring Officer (Head of Legal and Democratic Services) will be consulted when referring a case to the Police, where there appears to be sufficient evidence for criminal proceedings.

#### **3.5 Disciplinary Action**

Senior managers will implement the Council's disciplinary procedure where appropriate.

### **4. Reporting and Follow Up of Fraud and Corruption**

#### **4.1 Investigation Reporting**

Following all investigations, a report will be prepared and distributed to the appropriate personnel, including:

- The Chief Executive.
- Corporate Director - Resources.
- Corporate Director - Services.
- Monitoring Officer (Head of Legal and Democratic Services).
- Service Manager.

## **4.2 Report Recommendations**

All investigation reports will make appropriate recommendations to improve internal control, if weaknesses in systems have presented the opportunity to perpetrate a corrupt or fraudulent act.

Managers will take prompt action to implement any recommendations made by the report.

## **4.3 Reporting to External Audit**

The Council will inform their external auditors of cases of theft, fraud or corruption in the following circumstances, where the:

- value is significant (in excess of £1,000).
- the case may be relevant to other organisations.
- the case is politically sensitive.
- the fraud may be material to the authority's accounts.
- wider powers of interview from the external auditor can assist the investigation.

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**PROCEDURE RULES OF AUDIT BOARD, SCRUTINY STEERING BOARD  
AND PERFORMANCE MONITORING BOARD**

Responsible Portfolio Holder	Councillor Mrs. C. J. Spencer
Responsible Head of Service	Head of Legal and Democratic Services

**1. SUMMARY**

- 1.1 To consider Procedure Rules for the Audit Board, Scrutiny Steering Board, and the Performance Monitoring Board.

**2. RECOMMENDATIONS**

- 2.1 That the procedure rules for the Audit Board, Scrutiny Steering Board, and the Performance Monitoring Board be approved and incorporated into the Constitution.

**3. BACKGROUND**

- 3.1 At its last meeting the Standards Committee considered the terms of reference of the Audit Board, the Scrutiny Steering Board, and the Performance Monitoring Board. The Committee was informed that in addition to the terms of reference, it would be necessary to draw up Procedure Rules which will further guide the deliberations of each Board. Procedure Rules already exist for the Overview and Scrutiny Committees and these have been reviewed to reflect the new scrutiny arrangements. Procedure Rules have also been developed for the Audit Board and the Performance Monitoring Board. Copies of the Procedure Rules for each of the boards are attached at appendices 1-3. Once approved and adopted the Procedure Rules would form part of the Council's Constitution.

**4. Financial Implications**

- 4.1 There are no direct financial implications arising from this report.

**5. Legal Implications**

- 5.1 As the Procedure Rules would form part of the Council's Constitution the Council would be legally bound to abide by them.

**Background Papers**

None

**Contact officer**

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## **AUDIT BOARD PROCEDURE RULES**

The purpose of these procedure rules is to guide Members and Officers of the Council in their relations with one another in the Audit Board. It aims to promote the high standards in public life that are required for a modern council. These procedure rules seek to establish the roles and responsibilities of Members and Officers to avoid confusion and misunderstanding and to act as a reference point if relationships become strained.

### **1. What will be the arrangements for the Audit Board?**

The Council will have the Audit Board set out in **Article 6** and will appoint to it as it considers appropriate from time to time.

### **2. Role of the Audit Board**

The Audit Board is primarily concerned with working in partnership with Executive Cabinet, Scrutiny and officers to ensure good stewardship of the Council's resources and deliver better outcomes for the District's people. Ultimately, the responsibility for audit rests with the Executive Cabinet and the statutory requirements of the Section 151 Officer. The role of the Board is to make informed recommendations, but not to make decisions with regard to Internal Audit, direct officers with regard to Internal Audit or be a substitute for the management of the Internal Audit function.

### **3. Who may sit on Audit Board?**

All councillors except members of the Executive may be members of an Audit Board. Members of the Audit Board who cannot attend a particular meeting may appoint another councillor (other than a member of the Executive) to attend as substitute in their place. However, no member may be involved in consideration of a decision which he/she has been directly involved. If any member of an Audit Board finds that a decision in which he/she has been directly involved is to be considered, he/she shall declare the fact to the Board and take no part in the discussion and voting in the part of the meeting which relates to that decision.

### **4. Co-optees**

The Audit Board shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees.

### **5. Meetings of the Audit Board**

There shall be at least 4 ordinary meetings of the Audit Board in each year. In addition, extraordinary meetings may be called from time to time as and when appropriate. An Audit Board meeting may be called by the chairman of the Board, by any 3 members of the Board or by the proper officer if he/she considers it necessary or appropriate.

### **6. Quorum**

The quorum for an Audit Board shall be as set out for committees in the Council Procedure Rules in Part 4 of this Constitution.

**7. Who chairs Audit Board meetings?**

Chairmen of Audit Board will be drawn from among the councillors sitting on the committee, and subject to this requirement the Board may appoint such a person as it considers appropriate as chairman.

**8 Work programme**

The Audit Board will be responsible for setting its own work programme and in doing so they shall take into account wishes of members on that Board who are not members of the largest political group on the Council.

**9. Agenda items**

Any member of the Audit Board shall be entitled to give notice to the Proper Officer that he/she wishes an item relevant to the functions of the Board to be included on the agenda for the next available meeting of the Board. On receipt of such a request the proper officer will ensure that it is included on the next available agenda.

Where a matter is referred to the Audit Board by the Council (including a matter referred by the Chairman under Council Procedure Rule 10.5), it shall be considered at either the first or second ordinary meeting of the Audit Board following the referral. The Audit Boards shall also respond, as soon as its work programme permits, to requests from the Executive to review particular areas of Council activity. Where it do so, the Audit Board shall report its findings and any recommendations back to the Executive and/or Council. The Council and/or the Executive shall consider the report of the Audit Board within two months of receiving it.

**10. Performance Monitoring**

The Audit Board may hold enquiries and investigate the available options for future direction in performance monitoring and development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so, provided that any budget set by the Council each year for such purposes is not exceeded.

**11. Reports from Audit Boards**

- (a) Once it has formed recommendations on proposals for development, the Audit Board will make recommendations or prepare a formal report and submit it to the proper officer for consideration by the Executive (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework).
- (b) If the Audit Board cannot agree on one single final report to the Council or Executive as appropriate, then no more than one minority report may be prepared and submitted for consideration by the Council or Executive with the majority report.

**12 Making sure that Audit Board reports are considered by the Executive**

The agenda for Executive meetings shall include an item entitled 'Issues arising from Audit Board'. The reports of Audit Board referred to the Executive shall be included at this point in the agenda (unless they have been considered in the context of the Executive's deliberations

on a substantive item on the agenda) within two months of the Audit Board completing its report/recommendations.

All regular reports to the Audit Board as per the agreed work programme for the year to go onto the next available Cabinet. Each report to clearly identify the proposed corrective action recommended by the Board, based on its discussions with officers, which Cabinet can then action. For performance issues requiring urgent corrective action the relevant head of service will seek approval from their Corporate Director and Portfolio Holder for an agreed course of action, which will be reported onto to the next Cabinet.

### **13. Rights of Audit Board members to documents**

- (a) In addition to their rights as councillors, members of the Audit Board have the additional right to documents and to notice of meetings as set out in the Access to Information Procedure rules in **Part 4** of the Constitution.
- (b) Nothing in this paragraph prevents more detailed liaison between the Executive and the Audit Board as appropriate depending on the particular matter under consideration.

### **14. Members and officers giving account**

- (a) The Audit Board may review performance of the Council's departments . As well as reviewing documentation, it may require any member of the Executive, the head of paid service and/or any senior officer to attend before it to explain in relation to matters within its remit:
  - i) any particular decision or series of decisions;
  - ii) the extent to which the actions taken implement Council policy; and/or
  - iii) their performance.

and it is the duty of those persons to attend if so required.

- (b) Where any member or officer is required to attend an Audit Board under this provision, the chairman of the Board will inform the proper officer. The proper officer shall inform the member or officer in writing giving at least 10 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Board. Where the account to be given to the Board will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (c) Where the member or officer is unable to attend on the required date, the Audit Board shall in consultation with the member or officer arrange an alternative date for attendance.

### **15 Relationship between the Board and Officers**

The fundamental relationship between Members and Officers should be that Members set the parameters for Council work and then let Officers get on with running things as much as possible, whilst guaranteeing that strong scrutiny and performance management systems are in place. The Audit Board has a key role to play in this relationship being a key feature of the performance management systems.



The Board will need to ensure that it strikes the right balance between scrutinising officer performance and making recommendations to Executive Cabinet and allowing officers to get on with the job of running the Council. This is a particularly pertinent point during the recovery period and the need to ensure as much officer capacity as possible to deliver an ambitious recovery plan.

Equally, Officers need to remember that Members, unlike officers, are voted in every four years and that the performance of the Council as a whole and in their particular wards will be a key feature in them being successfully re-elected.

To ensure a balance is struck between allowing Offices to get on with the job of running the Council and ensuring sufficient time is set aside for Members to scrutinise performance the following relationship is proposed:-

- the Chief Executive or Assistant Chief Executive to always be in attendance for each Board meeting and all of the meeting;
- any specific service performance issues which the Board wishes to discuss to be addressed to the Head of Service and with no other officer from that service;
- the Corporate Directors to be in attendance with their Heads of Service;
- both the Heads of Service and Corporate Directors to attend for their performance items only and are able to leave once these agenda items are complete;
- the Heads of Service and Corporate Directors to be given 4 days prior notice of their required attendance, an approximate time and explanation, based on a pre-agenda meeting with the Chairman, Vice-Chairman and Assistant Chief Executive to consider which performance issues the Board will want to “drill down” into at the meeting; and
- all the Members of the Board to be able to put forward their views on which items should be “drilled down” at the meeting, by contacting the Assistant Chief Executive in advance of the meeting with the Chairman and Vice-Chairman or by contacting them directly.

## 16 **Behaviours of Officers**

To help the work of the Board, Officers will ensure they display the following behaviours:-

- start from a position of mutual respect and understand that Members, as elected representatives, has a legitimate right to scrutinise performance;
- present facts on performance that are easily understood and enable Members to focus on the problem areas and not lose time trying to decipher complicated reports;
- ensure papers go out seven days in advance of the meeting and that late papers are avoided;
- ensure that a work programme for the year is agreed and adhered to;
- provide leadership and send a message to Members and staff by attending the Board;
- making sure they are sufficiently prepared in order to be able to provide answers on the day and avoid having to get back to the Board;
- communicate in an open manner that allows Members to understand the nature of a performance problem;
- focus on solutions to performance problems and avoid problem rehearsal; and
- ensure agreed actions are actioned.

## 17. **Attendance by others**

The Audit Board may invite people other than those people referred to in paragraph 13 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

Members of the Executive Cabinet and officers have the right to attend meetings of Audit Boards and to speak on relevant items. However, members of the Executive Cabinet may not propose, second or vote on motions to be considered by the Audit Board.

If the Audit Board is to consider a motion referred to it by the Council meeting, the proposer and seconder of the motion shall (if they are not members of the Audit Board) have the right to attend the relevant meeting and to explain the reasons for their motion, although they may not propose, second or vote on recommendations by the Board which arise from that motion.

#### **18. The party whip**

When considering any matter in respect of which a member of the Audit Board is subject to a party whip, the member must declare the existence of the whip, and the nature of it before the commencement of the Board's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

#### **19. Procedure at Audit Board meetings**

(a) Audit Board shall consider the following business:

- i) minutes of the last meeting;
- ii) declarations of interest (including whipping declarations);
- iii) consideration of any matter referred to the committee for a decision in relation to call in of a decision;
- iv) responses of the Executive to reports of the Audit Board; and
- v) the business otherwise set out on the agenda for the meeting.

(b) Where the Audit Board conducts investigations the Board may also ask people to attend to give evidence at Board meetings which are to be conducted in accordance with the following principles:

- i) that the investigation be conducted fairly and all members of the Board be given the opportunity to ask questions of attendees, and to contribute and speak;
- ii) that those assisting the Board by giving evidence be treated with respect and courtesy; and
- iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

(c) Following any investigation or review, the Board shall prepare a report, for submission to the Executive and/or Council as appropriate and shall make its report and findings public.

#### **20. Matters within the remit of more than one Board**

Where the Audit Board considers a matter which also falls (whether in whole or in part) within the remit of another either the Scrutiny Steering Board or the Performance Management Board, before submitting its findings to the Executive and/or Council for consideration, the report of the Audit Board shall be considered by the Board for comment. Those comments shall be incorporated into the report which is then sent to the Executive Cabinet for consideration.

## **Scrutiny Steering Board Procedure Rules**

The purpose of these procedure rules is to guide Members and Officers of the Council in their relations with one another in the meetings of the Board. It aims to promote the high standards in public life that are required for a modern council. These procedure rules seek to establish the roles and responsibilities of Members and Officers to avoid confusion and misunderstanding and to act as a reference point if relationships become strained.

### **1. What will be the number and arrangements for the Scrutiny Steering Board?**

The Council will have the Scrutiny Steering Board as set out in **Article 6**. The Board may appoint Task Groups to carry out specific time limited reviews. Procedure rules for the task groups are attached as an appendix to these rules.

### **2. Role of the Scrutiny Steering Board**

The Scrutiny Steering Board is primarily concerned with working in partnership with Executive Cabinet, Scrutiny and officers to improve the performance of the Council and deliver better outcomes for the District's people. Ultimately, the responsibility for performance rests with the portfolio holders and the Executive Cabinet. As a consequence the Board does not have the power to make decisions with regard to performance or direct officers with regard to performance.

### **3. Who may sit on the Scrutiny Steering Board?**

All councillors except members of the Executive may be members of the Scrutiny Steering Board. Members of the Scrutiny Steering Board who cannot attend a particular meeting may appoint another councillor (other than a member of the Executive) to attend as substitute in their place. However, no member may be involved in scrutinising a decision which he/she has been directly involved. If any member of an Scrutiny Steering Board finds that a decision in which he/she has been directly involved is to be scrutinised, he/she shall declare the fact to the Board and take no part in the discussion and voting in the part of the meeting which relates to that decision.

### **4. Co-optees**

The Scrutiny Steering Board shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees.

### **5. Meetings of the Scrutiny Steering Board**

There shall be at least 6 ordinary meetings of the Scrutiny Steering Board in each year. In addition, extraordinary meetings may be called from time to time as and when appropriate. A Scrutiny Steering Board meeting may be called by the Chairman of the Board, by any 3 members of the Board or by the proper officer if he/she considers it necessary or appropriate.

## 6. **Quorum**

The quorum for the Scrutiny Steering Board shall be as set out for committees in the Council Procedure Rules in **Part 4** of this Constitution.

## 7. **Who chairs Scrutiny Steering Board meetings?**

Chairmen of Scrutiny Steering Board will be drawn from among the councillors sitting on the Board, and subject to this requirement the Board may appoint such a person as it considers appropriate as Chairman.

## 8. **Work programme**

The Scrutiny Steering Board will be responsible for setting its own work programme and in doing so shall take into account wishes of members on that Board who are not members of the largest political group on the Council and suggestions of matters to be scrutinized made by the Executive Cabinet.

## 9. **Agenda items**

Any member of the Scrutiny Steering Board shall be entitled to give notice to the Proper Officer that he/she wishes an item relevant to the functions of the Board to be included on the agenda for the next available meeting of the Board. On receipt of such a request the proper officer will ensure that it is included on the next available agenda.

Where a matter is referred to the Scrutiny Steering Board by the Council (including a matter referred by the Chairman under Council Procedure Rule 10.5), it shall be considered at either the first or second ordinary meeting of the Scrutiny Steering Board following the referral. The Scrutiny Steering Board shall also respond, as soon as its work programme permits, to requests from the Executive to review particular areas of Council activity. Where they do so, the Scrutiny Steering Board shall report its findings and any recommendations back to the Executive and/or Council. The Council and/or the Executive shall consider the report of the Scrutiny Steering Board within two months of receiving it.

## 10. **Policy review and development**

- (a) The role of the Scrutiny Steering Board in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.
- (b) In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the Scrutiny Steering Board may make proposals for development to the Executive in so far as they relate to matters within their terms of reference.
- (c) The Scrutiny Steering Board and any Task Group established by it, may hold enquiries and investigate the available options for future direction in policy

development and may appoint advisers and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so, provided that the budget set by the Council each year for such purposes is not exceeded.

#### **11. Reports from Scrutiny Steering Board**

- (a) Once it has formed recommendations on proposals for development, the Scrutiny Steering Board will prepare a formal report and submit it to the proper officer for consideration by the Executive (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework).
- (b) If the Scrutiny Steering Board cannot agree on one single final report to the Council or Executive as appropriate, then no more than one minority report may be prepared and submitted for consideration by the Council or Executive with the majority report.

#### **12. Making sure that Scrutiny Steering Board reports are considered by the Executive**

The agenda for Executive meetings shall include an item entitled 'Issues arising from Scrutiny Steering Board'. The reports of the Scrutiny Steering Board referred to the Executive shall be included at this point in the agenda (unless they have been considered in the context of the Executive's deliberations on a substantive item on the agenda) within two months of the Scrutiny Steering Board completing its report/recommendations. The Scrutiny Steering Board will in any event have access to the Executive's Forward Plan and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Scrutiny Steering Board following a consideration of possible policy/service developments, the Board will be able to respond in the course of the Executive's consultation process in relation to any key decision.

#### **13. Rights of Scrutiny Steering Board members to documents**

- (a) In addition to their rights as councillors, members of the Scrutiny Steering Board have the additional right to documents and to notice of meetings as set out in the Access to Information Procedure rules in **Part 4** of the Constitution.
- (b) Nothing in this paragraph prevents more detailed liaison between the Executive and the Scrutiny Steering Board as appropriate depending on the particular matter

#### 14. **Relationship between the Board and Officers**

The fundamental relationship between Members and Officers should be that Members set the parameters for Council work and then let Officers get on with running things as much as possible, whilst guaranteeing that strong scrutiny and performance management systems are in place. The Performance Management Board has a key role to play in this relationship being a key feature of the performance management systems.

The Board will need to ensure that it strikes the right balance between scrutinising officer performance and making recommendations to Executive Cabinet and allowing officers to get on with the job of running the Council. This is a particularly pertinent point during the recovery period and the need to ensure as much officer capacity as possible to deliver an ambitious recovery plan.

Equally, Officers need to remember that Members, unlike officers, are voted in every four years and that the performance of the Council as a whole and in their particular wards will be a key feature in them being successfully re-elected.

To ensure a balance is struck between allowing Offices to get on with the job of running the Council and ensuring sufficient time is set aside for Members to scrutinise performance the following relationship is proposed:-

- the Chief Executive or Assistant Chief Executive to always be in attendance for each Board meeting and all of the meeting;
- any specific service performance issues which the Board wishes to discuss to be addressed to the Head of Service and with no other officer from that service;
- the Corporate Directors to be in attendance with their Heads of Service;
- both the Heads of Service and Corporate Directors to attend for their performance items only and are able to leave once these agenda items are complete;
- the Heads of Service and Corporate Directors to be given 4 days prior notice of their required attendance, an approximate time and explanation, based on a pre-agenda meeting with the Chairman, Vice-Chairman and Assistant Chief Executive to consider which performance issues the Board will want to “drill down” into at the meeting; and
- all the Members of the Board to be able to put forward their views on which items should be “drilled down” at the meeting, by contacting the Assistant Chief Executive in advance of the meeting with the Chairman and Vice-Chairman or by contacting them directly.

#### 15 **Behaviours of Officers**

To help the work of the Board, Officers will ensure they display the following behaviours:-

- start from a position of mutual respect and understand that Members, as elected representatives, has a legitimate right to scrutinise performance;

- present facts on performance that are easily understood and enable Members to focus on the problem areas and note loose time trying to decipher complicated reports;
- ensure papers go out seven days in advance of the meeting and that late papers are avoided;
- ensure that a work programme for the year is agreed and adhered to;
- provide leadership and send a message to Members and staff by attending the Board;
- making sure they are sufficiently prepared in order to be able to provide answers on the day and avoid having to get back to the Board;
- communicate in an open manner that allows Members to understand the nature of a performance problem;
- focus on solutions to performance problems and avoid problem rehearsal; and
- ensure agreed actions are actioned.

## **16. Members and officers giving account**

- (a) The Scrutiny Steering Board or a Task Group established by it may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the Scrutiny role, it may require any member of the Executive the Head of Paid Service and/or any senior officer to attend before it to explain in relation to matters within their remit:
- i) any particular decision or series of decisions;
  - ii) the extent to which the actions taken implement Council policy; and/or
  - iii) their performance.
- and it is the duty of those persons to attend if so required.
- (b) Where any member or officer is required to attend meetings of the Scrutiny Steering Board or its Task Groups under this provision, the Chairman of the Board will inform the proper officer. The proper officer shall inform the member or officer in writing giving at least 10 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Board. Where the account to be given to the Board will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation
- (c) Where the member or officer is unable to attend on the required date, the Scrutiny Steering Board or Task Group shall in consultation with the member or officer arrange an alternative date for attendance.

## **17. Attendance by others**

The Scrutiny Steering Board may invite people other than those people referred to in paragraph 13 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

Members of the Executive Cabinet and officers have the right to attend meetings of Scrutiny Steering Board and to speak on relevant items. However, members of the Executive Cabinet may not propose, second or vote on motions to be considered by Scrutiny Steering Board.

If the Scrutiny Steering Board is to consider a motion referred to it by the Council meeting, the proposer and seconder of the motion shall (if they are not members of the Scrutiny Steering Board) have the right to attend the relevant meeting and to explain the reasons for their motion, although they may not propose, second or vote on recommendations by the Board which arise from that motion.

## **18. Call-in**

Call-in should only be used in exceptional circumstances. These are where members of the appropriate Scrutiny Steering Board have evidence which suggest that the Executive did not take the decision in accordance with the principles set out in Article 13 (Decision Making).

- (a) When a decision is made by the Executive, or a key decision is made by an officer with delegated authority from the Executive, or under joint arrangements, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within 3 working days of being made. All members of the Council will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.
- (b) That notice (which may take the form of the minutes of a meeting of the Executive) will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless an Scrutiny Steering Board objects to it and calls it in.
- (c) During that period, the proper officer shall call-in a decision for Scrutiny by the Board if so requested by the chairman or any three members of the Board, and shall then notify the decision-taker of the call-in. He/she shall call a meeting of the Board on such date as he/she may determine, where possible after consultation with the chairman of the Board, and in any case within 10 working days of the decision to call-in.
- (d) If, having considered the decision, the Scrutiny Steering Board is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to full Council. If referred to the decision maker they shall then reconsider within a further 5 working days, amending the decision or not, before adopting a final decision.
- (e) If following an objection to the decision, the Scrutiny Steering Board does not meet in the period set out above, or does meet but does not refer the matter back to the decision making person or body, the decision shall take effect on the date of the Scrutiny Steering meeting, or the expiry of that further 10 working day period, whichever is the earlier.



- (f) If the matter was referred to full Council and the Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if the Council does object, it has no power to make decisions in respect of an Executive decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, the Council will refer any decision to which it objects back to the decision making person or body, together with the Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by the Executive, a meeting will be convened to reconsider within 5 working days of the Council request.
- (g) If the Council does not meet, or if it does but does not refer the decision back to the decision making body or person, the decision will become effective on the date of the Council meeting or expiry of the period in which the Council meeting should have been held, whichever is the earlier.
- (h) The call-in procedure set out above shall not apply where the decision being taken by the Executive is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in. The chairman of the relevant Scrutiny Steering Board must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the chairman, the vice-chairman of the Board's consent shall be required. In the absence of both, the chairman of the council's consent shall be required. Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- (i) The operation of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

## **19. The party whip**

When considering any matter in respect of which a member of the Scrutiny Steering Board is subject to a party whip, the member must declare the existence of the whip, and the nature of it before the commencement of the Board's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

## **20. Procedure at Scrutiny Steering Board meetings**

- (a) The Scrutiny Steering Board shall consider the following business:
  - i) minutes of the last meeting;
  - ii) declarations of interest (including whipping declarations);

- iii) consideration of any matter referred to the Board for a decision in relation to call in of a decision;
  - iv) responses of the Executive to reports of the Scrutiny Steering Board; and
  - v) the business otherwise set out on the agenda for the meeting.
- (b) Where the Scrutiny Steering Board conducts investigations (e.g. with a view to policy development), the Board may also ask people to attend to give evidence at Board meetings which are to be conducted in accordance with the following principles:
- i) that the investigation be conducted fairly and all members of the Board be given the opportunity to ask questions of attendees, and to contribute and speak;
  - ii) that those assisting the Board by giving evidence be treated with respect and courtesy; and
  - iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- (c) Following any investigation or review, the Board shall prepare a report, for submission to the Executive and/or Council as appropriate and shall make its report and findings public.

## **21. Matters within the remit of more than one Board**

Where the Scrutiny Steering Board conducts a review or scrutinises a matter which also falls (whether in whole or in part) within the remit of another either the Audit Board or the Performance Management Board, before submitting its findings to the Executive and/or Council for consideration, the report of the Scrutiny Steering Board shall be considered by the Board for comment. Those comments shall be incorporated into the report which is then sent to the Executive Cabinet for consideration.

## **TASK GROUPS PROCEDURE NOTES**

### **Appointment of task groups**

The Chairman of the task group will be appointed by the Scrutiny Steering Board but may not necessarily be a member of the Board.

The Committee Officer will, on behalf of the Steering Board, inform the Group Leaders that a task group is being established so that the Group Leaders can ensure that those members of their group who may be interested are aware of the formation of the task group.

The Committee Officer will also write to all non Cabinet members to inform them of the establishment of a task group and setting out the general nature of the work to be carried out by the task group. Members will be asked to return a form explaining why they are interested in becoming a member of the task group and explaining any particular skills, experience or expertise they could bring to the task group. Cabinet members are specifically excluded from becoming members of task groups.

The Scrutiny Steering Board and the Chairman of the task group will jointly consider and agree the membership of the task group. The size of each task group may vary but as a general rule task groups should have a minimum of three Members and no more than seven.

Members are appointed to a task group in a personal capacity and therefore there is no provision for a Member who cannot attend a meeting of a task group to be represented by a substitute Member.

A task group may include co-opted Members who may be able to give the elected Members specialist advice. Co-opted Members do not have any voting rights.

### **Proportional allocation of seats**

Task groups, as opposed to sub committees, are not covered by the requirement for seats to be allocated on the basis of political group proportionality. Consequently this should enable Members to work in a less party political environment whilst carrying out the work of the task group, this has been identified by the Office of The Deputy Prime Minister as best practice

### **Terms of reference**

Once appointed the Chairman of the task group will, in consultation with officers and fellow members, draw up the draft terms of reference and carry out an initial scoping exercise for the task group together. These will be considered by the Scrutiny Steering Board at the same time as the Board agrees the membership of the task group.

## **Working**

A task group should carry out its investigation in accordance with the scrutiny procedure rules. It may call appropriate witnesses or experts to give it advice on the particular subject under consideration. It should consider the subject matter in detail.

A task group does not have any powers to take any decisions. It should consider the issues it has been asked to investigate and submit a report to the Scrutiny Steering Board which will then decide whether or not to make any recommendations to the Executive Cabinet. If Members of the task group disagree with the majority report of the task group they may produce a minority report, which may put forward alternative proposals. This will then be considered alongside the report of the task group or the recommendations of the Scrutiny Steering Board.

## **Timescales**

Each task group will normally be expected to have concluded its investigation within three months of the date of its first meeting. Task Groups will not be disbanded until the report of the Scrutiny Board has been accepted by the Executive.

## **Monitoring**

The Scrutiny Steering Board will receive regular reports on the work of the task group. The Board will be able to suggest areas of work that the task group may wish to look at.

## **Final report**

The Scrutiny Steering Board will consider in detail the draft report of the task group. The Board may ask the task group to substantiate and justify any proposals the group brings forward.

## **Acceptance by The Executive Cabinet**

The Cabinet will consider in detail the written report from the Scrutiny Steering Board and may ask the Scrutiny Steering Board to substantiate and justify any proposals the Board brings forward.

## **Agenda, Minutes of and Public Access to Task Group Meetings**

Agendas for task group meetings are usually only circulated to those Members of the task group. Members of the Scrutiny Steering Board, are entitled to attend meetings of the task group but do not have any voting rights at the task group meetings. They may participate in the meetings of the task group at the discretion of the Chairman of the task group. However, any demand for such participation needs to be balanced against the need to maintain the small size of the task group.

As a task group is not bound by the same rights of public access to its meetings as a committee or sub committee, Members of the task group may decide to hold meetings of the task group on days and at times and venues best suited to themselves. The task group may decide that because of the subject matter of its investigation that it may be more appropriate to hold meetings away from The Council House and at a venue more

closely associated with that subject. It may be appropriate for meetings to be held away from the Council House in the form of a site visit.

The public have no legal right to attend meetings of task groups. Nor do they have a right of access to the agendas and minutes (beyond those rights provided by the Freedom of Information Act). However the task group may decide to make its meetings open for the public to attend. It is usual for the minutes of meetings of each task group to be reported to the next meeting of the Scrutiny Steering Board (in order to keep the Board up to date with the way in which the Task Group's work is progressing) and the public therefore will usually have access to the task groups deliberations at that point.

## **PERFORMANCE MANAGEMENT BOARD PROCEDURE RULES**

The purpose of these procedure rules is to guide Members and Officers of the Council in their relations with one another in the Performance Management Board. The aim is to promote the high standards in public life that are required for a modern council. These procedure rules set out the roles, responsibilities and behaviours of Members and Officers to avoid confusion and misunderstanding and to act as a reference point if relationships become strained.

### **1. The Performance Management Boards?**

The Council will have the Performance Management Board, as detailed in **Article 6**, and will appoint to it as it considers appropriate from time to time.

### **2. Relationship between the Board and Portfolio Holders**

The Performance Management Board is primarily concerned with working in partnership with Executive Cabinet, Scrutiny and officers to improve the performance of the Council and deliver better outcomes for the District's people. Ultimately, responsibility for performance rests with the portfolio holders and the Executive Cabinet. As a consequence the Board does not have the power to make decisions with regard to performance ; however, it has a pivotal role in examining performance issues in more detail. After each Board meeting one of two courses of action will take place:-

- a composite report, based on the agenda items, will set out the performance issues identified by the Board and the recommended corrective actions, which will go forward to the next available Executive Cabinet for decision;
- for performance issues requiring urgent corrective action the relevant head of service will seek approval from their Corporate Director and Portfolio Holder for an agreed course of action, which will be reported onto to the next Cabinet as per the first bullet point above.

### **3 Relationship between the Board and Officers**

The fundamental relationship between Members and Officers should be that Members set the parameters for Council work (objectives and policy) and then let Officers manage the day to day running of the Council, whilst guaranteeing that strong scrutiny and performance management systems are in place. The Performance Management Board has a key role to play in this relationship being a key feature of the Council's performance management system.

The Board will need to ensure that it strikes the right balance between examining officer performance and ensuring officers have sufficient time to manage the day to day operations of the Council. This is a particularly pertinent point during the recovery period; with an ambitious recovery plan, when management capacity is at a premium. Conversely, Officers need to remember that Members, unlike officers, are voted in every four years and that the performance of the Council as a whole and in their particular wards will be a key feature in them being successfully re-elected.

To ensure a balance is struck between allowing Offices manage the day to day operations of the Council and ensuring sufficient time is set aside for Members to examine performance the following relationship is proposed:-

- the Chief Executive or Assistant Chief Executive to always be in attendance for each Board meeting and all of the meeting;

- any specific service performance issues which the Board wishes to discuss to be addressed to the Head of Service and with no other officer from that service; unless the Head of Service wishes to bring an expert officer to the Board meeting;
- the Heads of Service (and Corporate Directors if in attendance) to attend for their performance items only and are able to leave once these agenda items are complete;
- the Heads of Service and Corporate Directors to be given 5 working days prior notice of their required attendance, an approximate time and explanation, based on a pre-agenda meeting between the Chairman, Vice-Chairman and Assistant Chief Executive to consider which performance issues the Board will want to “drill down” into at the meeting; and
- all the Members of the Board to be able to put forward their views on which items should be “drilled down” at the meeting, by contacting the Chairman and/or Vice-Chairman in advance of the meeting.

#### 4. **Who may sit on Performance Management Board?**

All councillors except members of the Executive may be members of the Performance Management Board. Members of the Performance Management Board who cannot attend a particular meeting may appoint another councillor (other than a member of the Executive) to attend as substitute in their place; however, no Member may be involved in consideration of a decision which he/she has been directly involved. If any Member of the Performance Management Board finds that a decision in which he/she has been directly involved is to be considered, he/she shall declare the fact to the Board and take no part in the discussion and voting in the part of the meeting which relates to that decision.

#### 5. **Co-optees**

The Performance Management Board shall not be entitled to appointment co-optees.

#### 6. **Meetings of the Performance Management Board**

There shall be at least 12 ordinary meetings of the Performance Management Board in each year. In addition, extraordinary meetings may be called from time to time as and when appropriate. A Performance Management Board meeting may be called by the Chairman and Vice-Chairman of the Board, by any 3 members of the Board or by the proper officer if he/she considers it necessary or appropriate. In all three instances Board Members and officers should work in partnership with each other, before making such a decision. With a regular meeting every month, it is hoped that extraordinary meetings in the vast majority of cases will not be required.

#### 7. **Quorum**

The quorum for an Performance Management Board shall be as set out for committees in the Council Procedure Rules in **Part 4** of this Constitution.

#### 8. **Who chairs Performance Management Board meetings?**

Chairmen of Performance Management Board will be drawn from among the councillors sitting on the committee, and subject to this requirement the Board may appoint such a person as it considers appropriate as chairman.

#### 9. **Work programme**

The Performance Management Board will be responsible for setting its own work programme in partnership with other elements of the Council. This will include taking into account the wishes of Members on that Board who are not members of the largest political group on the Council, together with the views of the Executive Cabinet, the Audit Board, Scrutiny Steering Board, Full Council and the views of officers. The partnership with officers will need to have due regard to the capacity of officers to deliver the agreed work programme (similar to Full Council's agreement to a maximum of 5 task and finish groups within the Scrutiny Steering Group).

Inclusion of matters in the work programme will be dependant on the following:-

- a) The Executive Cabinet is responsible for setting the objectives, priorities and performance targets of the Council. The Performance Management Board is responsible for examining and monitoring the progress of these and making recommendations to the Executive Cabinet on required corrective action. Performance issues form a key part of any debate on future objectives, priorities and targets, so the Board should have an opportunity to put forward its views to Executive Cabinet on any debate on the strategic direction of the Council;
- b) The Performance Management Board is responsible for examining and monitoring progress and performance across the Council. Where an issue needs to be examined in greater detail it will be referred to the Scrutiny Steering Board;
- c) Service Business Plans will be approved by Portfolio Holders and Executive Cabinet with the Corporate Management Team responsible for implementation. Heads of Service will be required to provide quarterly progress reports to the Performance Management Board on their Service Business Plans. The Board will examine Service Business Plans, after they have been provisionally agreed by Portfolio Holders and prior to their final agreement at Executive Cabinet, so that the Board, can make recommendations to Executive Cabinet on the appropriateness of any Service Business Plan;
- d) The Performance Management Board will have responsibility for examining and monitoring progress in respect of the Council's Recovery Plan each month, making recommendations to the Portfolio Holder and the Leader of the Council in advance of the monthly Government Monitoring Board. When Voluntary Engagement ends, the Performance Management Board will be responsible for examining and monitoring the progress of any Improvement Plan or corporate programme of projects agreed by Executive Cabinet;
- e) The Performance Management Board will have no responsibility for Audit functions which will be considered by the Audit Board;
- f) The Performance Management Board will be responsible for driving implementation of any recommendations arising from Value for Money and Use of Resources assessments.

#### 10. **Agenda items**

The majority of agenda items will be on a regular cycle of reporting as per the agreed work programme. The work programme will be reviewed annually, but can be amended through the year by the Board if required. The work programme will be set in partnership (see section 8) and arrangements for asking officers to attend the Board are set out in 3 above.

Additional agenda items (other than the work programme) may include: more detailed reports from officers on a particular performance issue and/or more regular reporting of specific performance indicators which are of concern to the Board. In both instances, the Board will work in partnership with officers to agree these additional agenda items.

Where a matter is referred to the Performance Management Board by the Council (including a matter referred by the Chairman under Council Procedure Rule 10.5), it shall be considered at either the first or second ordinary meeting of the Performance Management Board following the referral. The Performance Management Boards shall also respond, as soon as its work programme permits, to requests from the Executive to review particular areas of Council activity. Where it does so, the Performance Management Board shall report its findings and any recommendations back to the Executive and/or Council. The Council and/or the Executive shall consider the report of the Performance Management Board within two months of receiving it.



## 11. Enquiries and Investigations

Detailed enquiries and investigations should be referred to the Scrutiny Steering Board. The Performance Management Board may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations. They may ask witnesses to attend to address them on any matter under consideration and may pay to any advisers, assessors and witnesses a reasonable fee and expenses for doing so, provided that any budget set by the Council each year for such purposes is not exceeded

## 12. Reports from Performance Management Boards

Once it has formed recommendations on proposals for development, the Performance Management Board will make recommendations and submit them for consideration by the Executive or to the Council as appropriate.

## 13. Making sure that Performance Management Board reports are considered by the Executive

The agenda for Executive meetings shall include an item entitled 'Issues arising from Performance Management Board'. The reports of Performance Management Board referred to the Executive shall be included at this point in the agenda (unless they have been considered in the context of the Executive's deliberations on a substantive item on the agenda) within two months of the Performance Management Board completing its report/recommendations.

All regular reports to the Performance Management Board as per the agreed work programme for the year to go onto the next available Cabinet. Each report will clearly identify the proposed corrective action recommended by the Board, based on its discussions with officers, which Cabinet can then action. For performance issues requiring urgent corrective action the relevant head of service will seek approval from their Corporate Director and Portfolio Holder for an agreed course of action, which will be reported onto to the next Cabinet.

## 14. Rights of Performance Management Board members to documents

- (a) In addition to their rights as councillors, members of the Performance Management Board have the additional right to documents and to notice of meetings as set out in the Access to Information Procedure rules in **Part 4** of the Constitution.
- (b) Nothing in this paragraph prevents more detailed liaison between the Executive and the Performance Management Board as appropriate depending on the particular matter under consideration.

## 15. Members and officers giving account

- (a) The Performance Management Board may review performance of the Council's departments . As well as reviewing documentation, it may require any member of the Executive, the head of paid service and/or any senior officer to attend before it to explain in relation to matters within its remit:
  - i) any particular decision or series of decisions;
  - ii) the extent to which the actions taken implement Council policy; and/or
  - iii) their performance.

and it is the duty of those persons to attend if so required.

- (b) Where any member or officer is required to attend an Performance Management Board under this provision, the Chairman of the Board will inform the proper officer. The

proper officer shall inform the member or officer in writing giving at least 10 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Board. Where the account to be given to the Board will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.

- (c) Where the member or officer is unable to attend on the required date, the Performance Management Board shall in consultation with the member or officer arrange an alternative date for attendance.

## 16. **BEHAVIOURS OF OFFICERS**

To help the work of the Board, Officers will ensure they display the following behaviours:-

- start from a position of mutual respect and understand that Members, as elected representatives, has a legitimate right to scrutinise performance;
- present facts on performance that are easily understood and enable Members to focus on the problem areas and not lose time trying to decipher complicated reports;
- ensure papers go out seven days in advance of the meeting and that late papers are avoided;
- ensure that a work programme for the year is agreed and adhered to;
- provide leadership and send a message to Members and staff by attending the Board;
- making sure they are sufficiently prepared in order to be able to provide answers on the day and avoid having to get back to the Board;
- communicate in an open manner that allows Members to understand the nature of a performance problem;
- focus on solutions to performance problems and avoid problem rehearsal; and
- ensure agreed actions are actioned.

## 17. **BEHAVIOURS OF MEMBERS**

To help the work of the Board, Members will ensure they display the following behaviours:-

- start from a position of mutual respect and “presumed competence” in the new Corporate Management Team;
- work in a constructive cross party manner with a focus on performance improvement;
- focus on the facts at hand, remaining objective and non-personal;
- work in partnership with officers focusing on solutions and barriers to improved performance;
- as part of the “drilling down” into a performance issue, listen to the officer and allow them to explain the issue and listen; and
- challenge performance in a constructive manner.

## 18. **Attendance by others**

The Performance Management Board may invite people other than those people referred to in paragraph 13 above to address it. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

Members of the Executive Cabinet and officers have the right to attend meetings of the Performance Management Boards and to speak on relevant items. However, members of the Executive Cabinet may not propose, second or vote on motions to be considered by the Performance Management Board.

If the Performance Management Board is to consider a motion referred to it by the Council meeting, the proposer and seconder of the motion shall (if they are not members of the Performance Management Board) have the right to attend the relevant meeting and to explain the reasons for their motion, although they may not propose, second or vote on recommendations by the Board which arise from that motion.

19. **The party whip**

When considering any matter in respect of which a member of the Performance Management Board is subject to a party whip, the member must declare the existence of the whip, and the nature of it before the commencement of the Board's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

20. **Procedure at Performance Management Board meetings**

- (a) The Performance Management Board shall consider the following business:
  - i) minutes of the last meeting;
  - ii) declarations of interest (including whipping declarations);
  - iii) responses of the Executive to reports and recommendations from the Performance Management Board; and
  - iv) the business otherwise set out on the agenda for the meeting.
- (b) The Performance Management Board may also ask people to attend to give evidence at Board meetings which are to be conducted in accordance with the following principles:
  - i) that the investigation be conducted fairly and all members of the Board be given the opportunity to ask questions of attendees, and to contribute and speak;
  - ii) that those assisting the Board by giving evidence be treated with respect and courtesy; and
  - iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.
- (c) Following any investigation or review, the Board shall prepare a report or recommendations, for submission to the Executive and/or Council as appropriate and shall make its recommendations, report and findings public.

21. **Matters within the remit of more than one Board**

Where the Scrutiny Steering Board conducts a review or scrutinises a matter which also falls (whether in whole or in part) within the remit of another either the Audit Board or the Performance Management Board, before submitting its findings to the Executive and/or Council for consideration, the report of the Scrutiny Steering Board shall be considered by the Board for comment. Those comments shall be incorporated into the report which is then sent to the Executive Cabinet for consideration.

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 257 –  
APPLICATIONS FOR FOOTPATH DIVERSION ORDER/FOOTPATH STOPPING  
UP ORDER, FOOTPATH NO. 597 (FORMERLY FOOTPATH NO. 121)  
BROMSGROVE - MEADOWS FIRST AND PARKSIDE MIDDLE SCHOOLS,  
STOURBRIDGE ROAD, BROMSGROVE**

Responsible Portfolio Holder	Councillor Mrs. C. J. Spencer
Responsible Head of Service	A. R. Burton - Head of Legal and Democratic Services

**1. PURPOSE OF REPORT**

- 1.1 To decide which of two applications made for the diversion/stopping up of the above mentioned footpath, to enable development to be carried out for which planning permission has previously been granted, should be chosen as the preferred Option.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that a Stopping Up Order be made under Section 257 of the Town and Country Planning Act 1990 in respect of “Option B” (the proposed alternative route to the South). (NOTE: If “Option A”, the proposed alternative route to the North is chosen as the preferred Option, the recommendation should be that a Diversion Order rather than a Stopping Up Order be made. Both Options A and B provide for alternative routes.)
- 2.2 In view of the need to make an Order as soon as possible to minimise the possible delay to the carrying out of the development, it is further recommended that the decision on this item be not subject to the Council’s call-in procedure.

**3. BACKGROUND**

- 3.1 Two applications have been received for the diversion/stopping up of Footpath No. 597 (formerly Footpath No. 121) Bromsgrove, to enable the development permitted under Plan No. B/2005/1001 for the construction of a new First/Middle School with associated sports areas etc., at Meadows First and Parkside Middle Schools, Stourbridge Road, Bromsgrove to be carried out. This was on the basis that the Council would chose one of the two Options following consultation with the statutory undertakers, statutory consultees, local residents, etc., and that that preferred Option would be the subject of a formal Order.

- 3.2 The first Option (“Option A”) relates to an alternative route to the North. If that Option is chosen it will be termed a “Diversion Order” because the alternative route commences at a point on the line of the original path. A plan is attached to the report as “Appendix 1” on which the line of the path to be diverted is shown by means of a solid black line running between points “A” and “B”. The proposed new footpath (alternative route) would be a minimum of three metres in width and is shown on the plan by means of a broken black line running between points “A”, “C”, “D”, “E”, “F”, “G” and “H”.
- 3.3 The second Option (“Option B”) relates to an alternative route to the South. If that Option is chosen it will be termed a “Stopping Up Order” because the alternative route does not commence or terminate at any point on the line of the original path (this does, however, link by means of other highways to the original path). A plan is attached to the report as “Appendix 2” on which the line of the path to be stopped up is shown by means of a solid black line running between points “A” and “B” (the same as for Option 1). The proposed new footpath (alternative route) would be a minimum of three metres in width and is shown on the plan by means of a broken black line running between points “C”, “D”, “E”, “F” and “G”.
- 3.4 The Council is required to carry out Pre-Order Consultations with the statutory undertakers (gas, water electricity etc.) and statutory consultees (Ramblers etc.) and this has been done. There is no duty to consult local residents but having regard to the local sensitivity and concern about the footpath, and in an endeavour to be helpful by informing them of the process and how they can make comments, they have been informed of the applications, invited to make comments, and asked to express a preference, if any.
- 3.5 The following local residents have been consulted on both Options:
- 47 Stourbridge Road;
  - Nos. 2, 4, 6, 8, 10a, 10, 12, 14, 16, 16a, 18, 20, 22 and 24 Churchfields Road;
  - Breme House, The Flats;
  - Nos. 22, 24, 38, 40, 46, 48, 50, 52, 54, 56 and 58 The Flats;
  - Nos. 1 and 3 Santridge Lane;
  - Head Teacher, Parkside County Middle School;
  - Intermediate Treatment Centre, Churchfields;
  - Padstone Adult Training Centre, Recreation Road;
  - No. 9 Stourbridge Road

The following Councillors have been informed that the applications have been received and that the Executive Cabinet will be asked to choose one of the two Options to be the subject of a formal Order:

- County Councillor A. N. Blagg
- Councillor A. L. Deakin
- Councillor Mrs. R. L. Dent
- Councillor W. R. Newnes
- Councillor D. C. Norton

- 3.6 No statutory undertakers have objected to, or indicated that they would have plant or equipment affected by either of the two Options referred to above.
- 3.7 Responses to the other Pre-Order consultations are as follows:
- (a) Letter from Mr. I. and Mrs. A. Sach, 10 Churchfields Road (attached as "Appendix 3"). Objects to "Option A" and prefers "Option B".
  - (b) Letter from Mr. D. and Ms. V. J. Priday, 3 Santridge Lane (attached as "Appendix 4"). Although the first paragraph states that "Option A" is the preferred Option, it is clear from the rest of the letter that "Option B", the alternative route to the South is, in fact, the preferred Option.
  - (c) Individual letters but all worded the same and objecting to "Option B" have been received from the following (one copy is attached as "Appendix 5"):
    - Mr. M. Johnson and Ms. N. Heeley, 9 Stourbridge Road, Bromsgrove
    - Mr. and Mrs. M. Forman, 11 Stourbridge Road, Bromsgrove
    - Mr. K. and Mrs. A. Lucas, 13 Stourbridge Road, Bromsgrove
    - Mr. D. Murphy and Ms. J. Stanford, 15 Stourbridge Road, Bromsgrove
    - Mr. D. J. and Mrs. S. T. Carbery, 17 Stourbridge Road, Bromsgrove
    - Mr. H. and Mrs. R. C. Jones, 19 Stourbridge Road, Bromsgrove
    - Mr. J. J. Guinivan, 25 Stourbridge Road, Bromsgrove
    - Mr. N. Harris, 27 Stourbridge Road, Bromsgrove
  - (d) Letter from Mr. W. J. Malpass, 40 The Flats. Prefers "Option B" (attached as "Appendix 6").
  - (e) Mr. C. J. Platt, 52 The Flats. Not in favour of either Option (attached as "Appendix 7").
  - (f) Miss V. Caldwell, 2 Churchfields Road. Prefers "Option B" (attached as "Appendix 8").
  - (g) West Mercia Constabulary, Crime Risk Manager. Prefers "Option B" (attached as "Appendix 9").
  - (h) Graham Rocke, Partnerships Officer, Culture and Community Services, Bromsgrove District Council. Prefers "Option B" (attached as "Appendix 10").
  - (i) Letter from the Ramblers with alternative proposal (attached as "Appendix 11"). The alternative route shown on the plan attached to this Appendix was originally coloured and has been shown on the copy as a solid bold black line.
  - (j) Letter from Richard Jones, Senior Countryside Mapping Officer, Worcestershire County Council (attached as "Appendix 12").
  - (k) Further letter from the Ramblers (attached as "Appendix 13").
  - (l) Memorandum from Head of Development Control indicating a preference for "Option B" (attached as "Appendix 14").
  - (m) Memorandum from Head of Development Control concerning suggested alternative route by Ramblers (attached as "Appendix 15").

- 3.8 A number of the responses referred to above make reference to a possible alternative route and this has been raised with the Head of Development Control, the Head of Street Scene and Waste Management (Engineer), the Applicant's Agent and County Footpaths. As will be seen in "Appendix 12" the County Council has "received a copy of the Ramblers Association suggestion which is likely to attract the same type of objection from the householders as the proposal first mooted". The response of the Head of Development Control to the Ramblers Association has been referred to above (attached as "Appendix 15").
- 3.9 The response to the letters from the Ramblers and various other parties from the Head of Street Scene and Waste Management (Engineer) is attached as "Appendix 16").
- 3.10 The response from the Applicant's Agent on the issues raised by some of the responses is attached as "Appendix 17").
- 3.11 Appendix 6 (letter from Mr. Malpass) raises the issue of surfacing and security fencing and the response of the Head of Street Scene and Waste Management (Engineer) is that the Order will require that the alternative highway, when constructed, shall have a non-slip surface to the reasonable satisfaction of the Council. In addition it will require appropriate lighting to the Council's satisfaction. The Applicant's Agent has confirmed that security fencing will be provided of a weld mesh type 1.8 metres in height for the whole route.
- 3.12 As stated by the Head of Development Control in Appendix 15, the Council only has the ability to consider the two alternative routes applied for, i.e., routes A and B. The alternative route proposed by the Ramblers Association is not part of the Options put forward by the Applicant and, as such, it is not considered to be a potential route. The Applicant and the Senior Countryside Mapping Officer, Public Rights of Way, Worcestershire County Council are also not in favour.
- 3.13 The object of the Pre-Order Consultation exercise was to ascertain which one of the two Options was preferred by the residents, etc. Option B, the alternative route to the South seems to be clearly the preferred Option and likely to attract the least number of objections. It is therefore recommended that an Order be made in respect of that route.
- 3.14 If no representations or objections are received, or if any received are withdrawn, the Council would confirm the Order as an unopposed Order. If representations and objections are received and not withdrawn then the Order will be sent to the Secretary of State for the Environment, Food and Rural Affairs for confirmation. The Secretary of State will deal with the objections and representations either by way of exchanged written statements or a Public Local Inquiry.

- 3.15 It is a matter for the Applicant to decide the best alternative route for the footpath, after taking advice on the matter, having regard to the needs of footpath users and the form the development will take. In the event that Members are not in favour of either Option, any attempt at this stage to persuade the Applicant to seek yet another alternative route would, if the Applicant agreed to do so, lead to a need for further statutory and non-statutory consultations taking place. This would mean further delay to the proposed development.
- 3.16 In view of the need to make an Order as soon as possible to minimise the possible delay to the carrying out of the development, it is further recommended that the decision on this item be not subject to the Council's call-in procedure.

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

- 4.1 The developers will pay the Council's cost in making the Order and publishing the various notices.

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

- 5.1 The legislation relating to this matter is Section 257 of the Town and Country Planning Act 1990 which authorises Councils to divert/stop-up footpaths affected by development for which planning permission has been given.

#### **6. Community Safety Considerations**

- 6.1 The alternative route for the footpath has community safety implications, see Appendix 9 West Mercia Constabulary Crime Risk Manager, and Appendix 10 Graham Rocke, Partnership Officer, Culture and Community Services. Both prefer "Option B" (route to the South).

#### **Environmental Considerations**

- 6.2 There are environmental considerations but "Option B" is considered to have the least effect on adjoining residents.
- 6.3 There are no Personnel implications, Governance Performance Management considerations, Risk Management considerations, Policy considerations, or equalities implications.

#### **7. Background Papers**

Application and related documents on file HT.4/30.

#### **Contact Officer**

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## **Appendices**

Unfortunately, an electronic version of the Appendices is not currently available. However, a hard copy of this document is available upon request from the Council House and will be available at the Committee Meeting.

Please contact the Committee Section for further information.

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**BYELAW**

Responsible Portfolio Holder	Councillor P. J. Whittaker Councillor Mrs. C.J. Spencer
Responsible Head of Service	A. R. Burton Head of Legal and Democratic Services

**1. SUMMARY**

1.1 The purpose of the Report is to advise Members of the reasons behind a request received from the Council's Environmental Health Section to consider implementing a byelaw as referred to below.

**2. RECOMMENDED**

2.1 That the Executive Cabinet

- (i) notes the report; and
- (ii) recommends the Council to adopt a byelaw under Section 120 and Schedule 6 of the Local Government Act 2003 for the regulation of Cosmetic Piercing and Skin-Colouring Businesses.

**3. BACKGROUND**

3.1 Members are advised that, under Section 15 of the Local Government (Miscellaneous Provisions) Act 1982, the Council have previously agreed a byelaw for the regulation of ear-piercing, tattooing, electrolysis and acupuncture. A joint Department of Health/Welsh Office consultation exercise in 1996 elicited widespread support for a change in the law to extend local authorities' powers and, under the provisions of Section 120 and Schedule 6 of the Local Government Act 2003, local authorities now have new provisions giving them specific powers relating to persons carrying on a business of cosmetic piercing (i.e. piercing of the body, including the ear) and semi-permanent skin colouring (including micro-pigmentation, semi-permanent make-up and temporary tattooing). Local authorities will be able to require such businesses to (i) register themselves and their premises; and (ii) observe byelaws relating to the cleanliness and hygiene of premises, practitioners and equipment.

These measures are intended to increase health protection and reduce the risk of transmission of blood-borne virus (BBV) infections such as HIV, hepatitis B, hepatitis C and other infections. The Department of Health has produced model bylaws that local authorities may wish to adopt in their area to facilitate consistency of enforcement. A copy is appended to this report.

**4. Financial Implications**

None.

**5. Legal Implications**

Possible increase in prosecution cases.

**6. Background Papers**

Department of Health Guidance Booklet on Section 120 and Schedule 6 of the Local Government Act 2003.

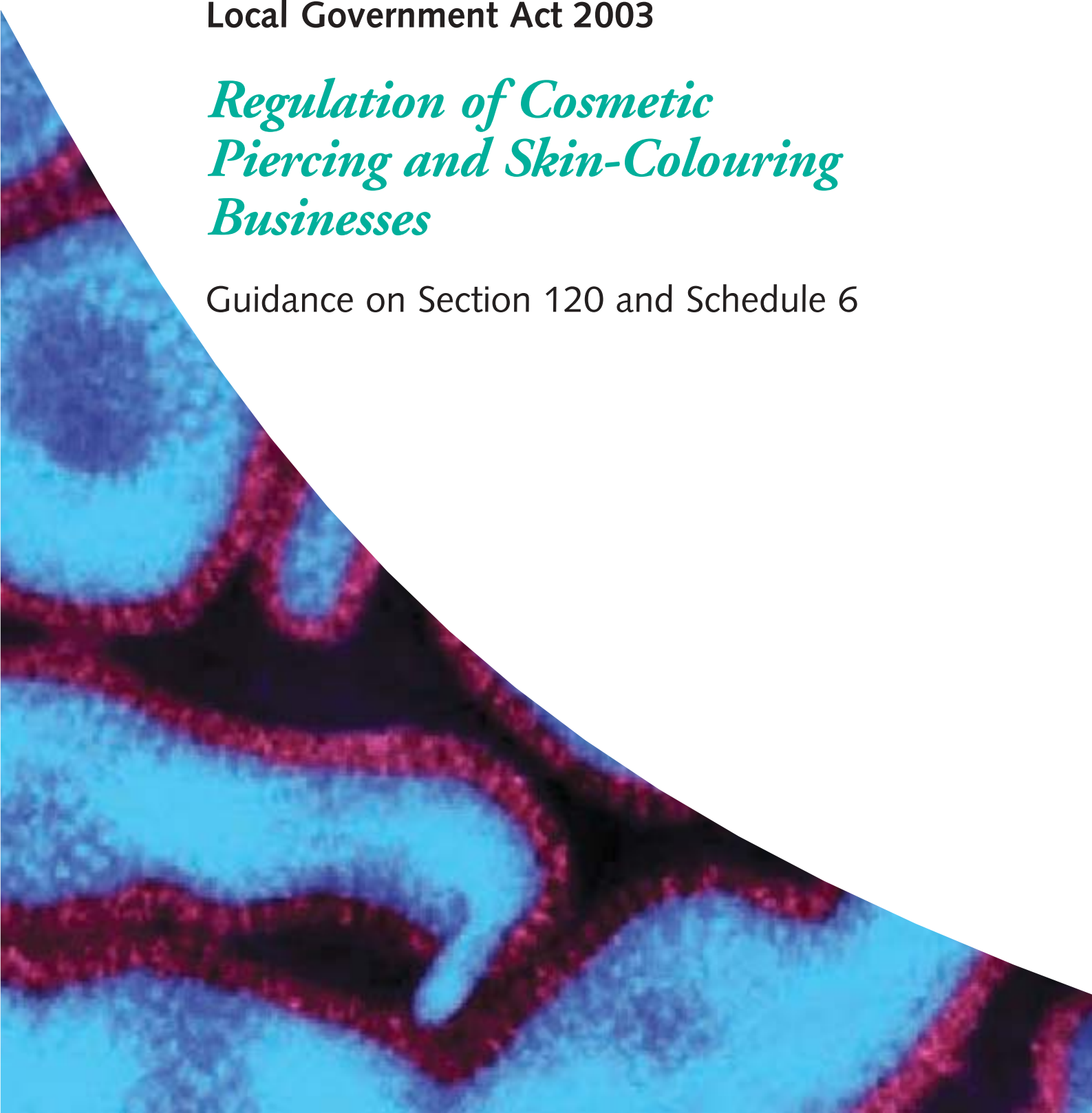
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Local Government Act 2003

*Regulation of Cosmetic  
Piercing and Skin-Colouring  
Businesses*

Guidance on Section 120 and Schedule 6



**Local Government Act 2003**

***Regulation of Cosmetic  
Piercing and Skin-Colouring  
Businesses***

Guidance on Section 120 and Schedule 6

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# Introduction

1. This guidance explains the provisions in section 120 and Schedule 6 of the Local Government Act 2003 on the regulation of cosmetic piercing and skin-colouring businesses, which amend section 15 of the Local Government (Miscellaneous Provisions) Act 1982. The measures will come into force on 1 April 2004, at which time local authorities will be able to decide whether to implement them locally.
2. These new provisions give local authorities in England (outside London) and in Wales, specific powers relating to persons carrying on businesses of cosmetic piercing (piercing of the body including the ear) and semi-permanent skin-colouring (including micropigmentation, semi-permanent make-up and temporary tattooing).<sup>1</sup> Local authorities will be able to require such businesses:
  - to register themselves and their premises; and
  - to observe byelaws relating to the cleanliness and hygiene of premises, practitioners and equipment.
3. London local authorities already have such powers under private legislation (London Local Authorities Act 1991 and the Greater London Council (General Powers) Act 1981).
4. These measures are intended to increase health protection and reduce the risk of transmission of blood-borne virus (BBV) infections such as HIV, hepatitis B and hepatitis C and other infections. The Department of Health has produced model byelaws that local authorities may wish to adopt in their area to facilitate consistency of enforcement. These are included in **Annex 2** of this document.
5. This document also provides guidance on the procedure for the confirmation of byelaws by the Secretary of State for Health (**Annex 2**), sources of further information (**paragraph 25**) and an example of a leaflet that local authorities may wish to use in informing businesses of the change in the law (**Annex 3**).
6. Local authorities that have already resolved to adopt the 1982 Act in relation to tattooing, ear-piercing and electrolysis (section 15) can move straight to the introduction of byelaws. Local authorities who have not adopted section 15 in its entirety will need to go through the process of resolving that the new provisions should apply in their area as required by section 13 of the 1982 Act. Transitional provisions are explained in **paragraph 14**.

## Guidance from the Health and Safety Executive on the enforcement of skin piercing activities

7. Local authorities may find it helpful to read the Health and Safety Executive/Local Authorities Enforcement Liaison Committee (HELA) Local Authority Circular 76/2: *Enforcement of skin piercing activities* (October 2001). This contains comprehensive guidance on issues such as infection control, waste disposal and aftercare advice – <http://www.hse.gov.uk/lau/lacs/76-2.htm>

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<sup>1</sup> Micropigmentation, semi-permanent make-up and temporary tattooing are techniques similar to tattooing, which involve injecting vegetable/chemical dyes into the skin, for example, as eye liner or lip liner, for areola reconstruction or to apply tattoo motifs. The pigmentation lasts for several years and is reputed to be non-permanent unlike traditional tattooing.

## Background

### The reason for the change in the law

8. Cosmetic piercing and semi-permanent skin-colouring carry a potential risk of BBV transmission if infection control procedures are not observed (e.g. the use of sterile equipment for each client). Until the change in the law in the Local Government Act 2003, local authorities in England (outside London) and in Wales did not have powers to require businesses offering these services to register and observe byelaws relating to the cleanliness and hygiene of premises. Local authorities' powers were limited to regulating ear piercing, tattooing, electrolysis and acupuncture. A joint Department of Health and Welsh Office consultation exercise in 1996 elicited widespread support for changing the law to extend local authorities' powers.
9. Local authorities in London, which are covered by separate private legislation, already have powers to licence and inspect cosmetic body piercing and semi-permanent skin colouring businesses (London Local Authorities Act 1991 and the Greater London (General Powers) Act 1981). The new legislation provides a consistent level of health protection across England and Wales.

## The legal framework

### The Local Government Act 2003 and the Local Government (Miscellaneous) Provisions Act 1982

10. Before the new provisions were introduced by the Local Government Act 2003, local authorities had powers under the Local Government (Miscellaneous) Provisions Act 1982 to regulate ear piercing, tattooing, acupuncture and electrolysis by requiring registration and observance of byelaws.
11. The Local Government Act 2003 amends the 1982 Act to include cosmetic piercing and semi-permanent skin-colouring businesses in the list of those which local authorities have powers to regulate. The new provisions are explained in more detail below, including the new terminology that the legislation uses i.e. *cosmetic piercing* and *semi-permanent skin-colouring*.

### The new provisions

#### Section 120 of the 2003 Act

12. The provisions in section 120 of the Local Government Act 2003 essentially add cosmetic piercing and semi-permanent skin-colouring businesses to section 15 of the 1982 Act so that local authorities may compel persons carrying on such businesses to register themselves and their premises and may make byelaws in respect of matters related to the cleanliness of such businesses. Local authorities in London already have similar powers under private legislation (the London Local Authorities Act 1991 and the Greater London Council (General Powers) Act 1981). Section 120 is reproduced at **Annex 1**.



13. Section 120 introduces new terminology for simplicity and clarity as follows:
- *ear piercing and cosmetic body piercing* are encompassed in the single term “**cosmetic piercing**”, (which is also the term used in the London legislation); and
  - *micropigmentation, semi-permanent make-up and temporary tattooing* are covered by the umbrella term “**semi-permanent skin-colouring**”. Semi-permanent skin colouring is defined as “**the insertion of semi-permanent colouring into a person’s skin**” (section 120(5)). This approach allows for other similar activities to be covered in future.

### Transitional provisions: Schedule 6 of the 2003 Act

14. The Schedule is intended to provide for transition from the current legislation to the amended legislation and to avoid disruption to local authorities and businesses by providing that:
- persons and premises already registered for activities covered by section 15 of the current legislation (i.e. tattooing, ear piercing and electrolysis) are unaffected;
  - pending local authority resolutions to apply section 15 of the 1982 Act in their area are unaffected;
  - where a local authority has already resolved that section 15 of the 1982 Act should be brought into force in their area for tattooing, ear piercing and electrolysis, then the local authority will be automatically enabled to apply the registration and byelaws regime to cosmetic piercing and semi-permanent skin colouring;
  - a person and premises already registered for ear piercing shall be counted as registered for cosmetic piercing until that person subsequently provides another form of cosmetic piercing, or those premises are subsequently used to provide another form of cosmetic piercing (i.e. cosmetic piercing of a part or parts of the body other than the ear), when a new registration would be required.

### Section 16 of the 1982 Act

15. Section 16 of the 1982 Act also applies to cosmetic piercing and semi-permanent skin-colouring businesses. It provides for offences and for non-custodial penalties (summary conviction and fine) for trading without local authority registration or breaching local authority byelaws. The court may also order suspension, or cancellation, of registration (whether of a person or premises) on conviction. When cancellation of registration happens, the court may order a fine, increased on a daily basis for late surrender of the cancelled registration certificate. There is also an offence of not displaying a certificate of registration or byelaws (for which a person is liable on summary conviction to a fine).

### Registration fees

16. Section 15(6) of the Local Government (Miscellaneous Provisions) Act 1982 enables local authorities to charge reasonable registration fees for registration of persons carrying on businesses of cosmetic piercing or semi-permanent skin-colouring. The fee might cover initial inspection(s) associated with registration, advising the business about registration and associated administration.

## Byelaws

17. Section 15(7) of the Local Government (Miscellaneous Provisions) Act 1982 provides for local authorities to make byelaws for cosmetic piercing and semi-permanent skin-colouring for the purpose of securing:
  - the cleanliness of premises and fittings;
  - the cleanliness of the operators;
  - the cleansing and, if appropriate, sterilization of instruments, materials and equipment.
18. Model byelaws for cosmetic piercing and semi-permanent skin-colouring businesses are attached at **Annex 2** with a guidance note on the procedure for seeking the Secretary of State's confirmation of such byelaws under section 236 of the Local Government Act 1972.

## Resources

19. Costs to local authorities of implementing these new provisions are estimated to be relatively small and will be offset by several factors. As mentioned above, local authorities will be able to charge reasonable registration fees. They will already be inspecting many of these businesses, as the premises may be registered for other skin piercing activities, such as ear piercing, tattooing or electrolysis. In addition, local authorities already inspect these businesses under health and safety at work legislation. Therefore additional resources will not be made available by central Government.

## Age of consent for cosmetic piercing

20. There is no statutory age of consent for cosmetic piercing (cosmetic body piercing and ear piercing). Cosmetic piercing of a minor is lawful provided a valid consent is given. Furthermore, the courts have held that a parent's right to decide on behalf of his or her child yields to the child's competence to make a decision (i.e. if he or she is capable of understanding the nature of the act to be done). Body piercing for sexual gratification is unlawful. Children under the age of 16 are not able to consent lawfully to a piercing that would be regarded as indecent assault. Genital or nipple piercing performed on someone under the age of 16 might be regarded as indecent assault under sexual offences legislation depending on the facts of the case. A statutory minimum age of consent for tattooing (18 years of age) is specified in the Tattooing of Minors Act 1969.
21. Detailed guidance on issues relating to the age of consent for cosmetic piercing is contained in the Health and Safety Executive's Local Authority Circular (LAC) 76/2: *Enforcement of skin piercing activities*, available on their website at: <http://www.hse.gov.uk/lau/lacs/76-2.htm> There are no current plans to introduce legislation to make the cosmetic piercing of minors a criminal offence. Introducing a minimum age of consent might result in children piercing themselves or each other in an unsafe and unhygienic way or going to disreputable businesses. The Government prefers that businesses carrying out cosmetic body piercing should be subject to local authority control so that these activities can be carried out in a safe and hygienic manner. This position is kept under review in collaboration with the Home Office, which takes the lead policy responsibility for this issue.

## Cosmetic piercing and relevant medical conditions

22. The above-mentioned circular from the Health and Safety Executive (<http://www.hse.gov.uk/lau/lacs/76-2.htm>) recommends that skin piercing businesses ask clients to make a declaration of relevant medical conditions which may indicate that the client should seek medical advice before going ahead with the procedure. A list of relevant medical conditions is included.
23. Recent advice from the British Society from Antimicrobial Chemotherapy states that anyone who has had previous heart surgery, or been diagnosed with a heart condition, should consult their doctor before having a piercing involving a mucous membrane (nose, lip, tongue or genitals), as there may be a risk of potentially serious infection. It is recommended that local authorities inform businesses of this advice so that they ask relevant clients to consult their GPs. The Department of Health is alerting GPs to this advice via its *GP Bulletin*.

## Commission for Healthcare Audit and Inspection

24. Establishments carrying out skin piercing may, in some instances, also provide services that will be subject to regulation by the Commission for Healthcare Audit and Inspection (CHAI) e.g. treatment with Class 3 or 4 lasers. In such cases, local authorities may wish to consult with CHAI to discuss co-operative arrangements to avoid unnecessary duplication of work. CHAI will take over this role from the National Care Standards Commission (NCSC) from 1 April 2004.

## Further sources of information

25. Further sources of useful information are:
  - Enforcement of skin piercing activities. Health and Safety Executive/Local Authorities Enforcement Liaison Committee (HELA) Local Authority Circular 76/2, October 2001. <http://www.hse.gov.uk/lau/lacs/76-2.htm>
  - Cosmetic treatment (Micro-pigmentation/semi-permanent tattooing/ semi-permanent make-up). Health and Safety Executive/Local Authorities Enforcement Liaison Committee (HELA) Local Authority Circular 14/1, October 2003. <http://www.hse.gov.uk/lau/lacs/14-1.htm>
  - Blood-borne viruses in the workplace: guidance for employers and employees. Health and Safety Executive <http://www.hse.gov.uk/pubns/indg342.pdf>
  - Body art, cosmetic therapies and other special treatments. Chartered Institute of Environmental Health. Barbour Index 2001;
  - Hairdressing And Beauty Industry Authority (HABIA) – the standards setting body for hair, beauty and body art. Fraser House, Nether Hall Road, Doncaster, DN1 2PH; Tel 01302 380000, Fax 01302 380028, Email [enquiries@habia.org](mailto:enquiries@habia.org); Web: <http://www.habia.org> (Approved National Occupational Standards (NOS) are currently available from HABIA for ear piercing and semi-permanent make-up, and will be available for cosmetic body piercing within 12 months).

# Annex 1

## Local Government Act 2003 – Regulation of Cosmetic Piercing and Skin-Colouring Businesses (Section 120 and Schedule 6)

### 120 Regulation of cosmetic piercing and skin-colouring businesses

- (1) Section 15 of the Local Government (Miscellaneous Provisions) Act 1982 (c. 30) (regulation of tattooing, ear-piercing and electrolysis businesses) is amended as follows.
- (2) In subsection (1) (requirement for person carrying on business to be registered), for paragraph (b) (ear-piercing) there is substituted—
  - “(aa) of semi-permanent skin-colouring;
  - (b) of cosmetic piercing; or”(and in the side-note for “ear-piercing” there is substituted “semi-permanent skin-colouring, cosmetic piercing”).
- (3) In subsection (2) (requirement to register premises where business carried on)—
  - (a) for “ear-piercing” there is substituted “semi-permanent skin-colouring, cosmetic piercing”, and
  - (b) for “pierce their ears” there is substituted “carry out semi-permanent skin-colouring on them, pierce their bodies”.
- (4) In subsection (5) (local authority may not require particulars about individuals whose ears have been pierced etc.), for “or whose ears he has pierced” there is substituted “, whose bodies he has pierced or on whom he has carried out semi-permanent skin-colouring”.
- (5) After subsection (8) there is inserted—
  - “(9) In this section “semi-permanent skin-colouring” means the insertion of semi-permanent colouring into a person’s skin.”
- (6) Schedule 6 (which makes provision about transition) has effect.

## SCHEDULE 6

### SECTION 120: TRANSITION

#### **Commencement not to affect existing application of section 15 of the 1982 Act**

- 1 The coming into force of section 120 shall not affect the descriptions of person in relation to whom section 15 of the Local Government (Miscellaneous Provisions) Act 1982 (c. 30) applies in an area in which that section is already in force.

#### **Commencement not to affect pending resolutions about the application of section 15 of the 1982 Act**

- 2 (1) This paragraph applies where immediately before the coming into force of section 120—
  - (a) there is in force a resolution under section 13(2) of the Local Government (Miscellaneous Provisions) Act 1982 (c. 30) that section 15 of that Act is to apply to an authority's area, and
  - (b) the resolution specifies as the day for the coming into force of that section the day on which section 120 comes into force, or any later day.
- (2) The coming into force of section 120 shall not affect—
  - (a) the validity of the resolution, or
  - (b) the descriptions of person in relation to whom section 15 of that Act applies in pursuance of the resolution.

#### **Additional powers of commencement in relation to section 15 of the 1982 Act as amended**

- 3 (1) This paragraph applies where an authority has before the coming into force of section 120 passed a resolution that provides, or resolutions that between them provide, for section 15 of the Local Government (Miscellaneous Provisions) Act 1982 (c. 30) to apply to the authority's area in relation to all of the existing descriptions of person.
- (2) Section 13 of that Act shall have effect for the purpose of enabling the authority to bring section 15 of that Act into force in its area—
  - (a) in relation to persons carrying on the business of cosmetic piercing, and
  - (b) in relation to persons carrying on the business of semi-permanent skin-colouring.
- (3) In sub-paragraph (1), the reference to the existing descriptions of person is to the descriptions of person specified in section 15(1) of that Act immediately before the coming into force of section 120.

### **Effect of existing ear-piercing registrations following extension of control to cosmetic piercing**

- 4 (1) This paragraph applies where, immediately before section 15 of the Local Government (Miscellaneous Provisions) Act 1982 (c. 30) comes into force in an authority's area in relation to persons carrying on the business of cosmetic piercing—
- (a) that section is in force in the area in relation to persons carrying on the business of ear-piercing, and
  - (b) a person is registered under that section by the authority to carry on a business of ear-piercing at premises in the area which are registered under that section for the carrying-on of that business.
- (2) From the coming into force of that section in that area in relation to persons carrying on the business of cosmetic piercing, the registrations of the person and the premises in respect of ear-piercing shall have effect as registrations in respect of cosmetic piercing, subject to sub-paragraph (3).
- (3) Sub-paragraph (2) ceases to apply when the business of cosmetic piercing carried on by the person at the premises subsequently first involves cosmetic piercing other than ear-piercing.

### **Interpretation**

- 5 In this Schedule, except paragraph 2(1)(a) and 3(1), any reference to section 15 of the Local Government (Miscellaneous Provisions) Act 1982 (c. 30) includes a reference to section 16 of that Act so far as it has effect for the purposes of that section.

## Annex 2

# Guidance on applications to the Secretary of State for Health for confirmation of byelaws under section 236 of the Local Government Act 1972, and model byelaws

1. The Council shall pass a resolution:-
  - a. authorising the affixing of the common seal to the byelaws and
  - b. authorising the clerk to carry out the necessary procedure and apply to the Secretary of State for confirmation.
2. The seal should be affixed and duly attested, and the date of sealing inserted in the attestation. The date of sealing, and not the date of the resolution, is the date on which the byelaws are made, and until they are made the Council has no power to carry out the rest of the statutory procedure.
3. At least one clear calendar month before applying to the Secretary of State for confirmation:
  - a. Notice of the Council's intention to apply for confirmation must be given in one or more local newspapers circulating in the area to which the byelaws will apply. **(A suggested form of notice is at Appendix A)** A series of byelaws should be described by giving the heading they bear on the draft informally approved by the Secretary of State. If the byelaws are to apply to part only of the Council's district, the notice should explain which part will be affected.
  - b. A copy of the byelaws having been subject to the procedures at 2 above, must be deposited at the Council's offices and be open to public inspection without charge at all reasonable times during that month.
4. The byelaws may be submitted for confirmation any time after the month has elapsed. They should be printed to conform to the approved draft. The Secretary of State's seal and confirmation should be printed below the Council's seal and a space of at least 10 centimetres should be left. It would be helpful if the following could be typed on the left-hand side of the page as indicated:

The foregoing byelaws are hereby confirmed by the Secretary of State for Health

on \_\_\_\_\_ and shall come into operation on \_\_\_\_\_

Member of the Senior Civil Service  
Department of Health

**The Notes which do not form part of the byelaws should be printed after both the Council's and Secretary of State's seals.**

5. It would be helpful for the application to be accompanied by: -
  - (a). copy of the full Council's resolution (**a model notice of Council resolution is at Appendix B**);
  - (b). the sealed byelaws (2 sets) and a photocopy;
  - (c). the newspaper(s) containing the notice;
  - (d). the clerk's certificate as to the date and duration of deposit of a copy of the byelaws;
  - (e). a statement as to whether or not any objections were received by the Council;
  - (f). confirmation, where applicable, that the byelaws are identical to the model byelaws;
  - (g). confirmation of the Council's adoption of Section 14-17 and compliance with the provisions of Section 13 of the Local Government Act (Miscellaneous Provisions) Act 1982 particularly regarding the publishing of notice in a local newspaper.
6. The Secretary of State emphasises that he has power to confirm only if the procedure laid down in section 236 of the 1972 Act is properly carried out. He has no power to excuse deviation from this procedure.
7. The Secretary of State has power to fix the date on which the byelaws come into operation. He considers that the first day of a month will normally be most convenient; and as section 236(7) provides that, if he does not fix a date, byelaws shall come into operation one month after confirmation, he will normally bring byelaws into operation on the first day of the month next following the expiry of this period.



## Appendix A

DISTRICT/PARISH OF .....

### CONFIRMATION OF BYELAWS

Notice is hereby given that the ..... Council of ..... intend, after the expiry of the period mentioned below, to apply to the Secretary of State for Health for confirmation of byelaws made by the Council (**insert description of byelaws and state that they have been made under section 15 of the Local Government (Miscellaneous Provisions) Act 1982.**

Copies of these byelaws will be kept at the offices of the Council at ....., and will be open to public inspection without payment on any week day, not being a Bank Holiday, during the usual office hours, for one month from the date of the publication of this notice.

Copies of the byelaws or any part thereof will be supplied at a fee of 10p for each hundred words.

Any objection to the confirmation of the byelaws should be made by letter addressed to  
Mr G M Robb,  
Department of Health,  
Room 631B, Skipton House,  
80 London Road, London SE1 6LH.

(signed)

Town Clerk/Chief Executive  
**(Insert date of signature)**

## Appendix B

### Model notice of council resolution

1. The ..... Council resolved on [date] that the following provisions of the Local Government (Miscellaneous Provisions) Act 1982 shall apply to the area of this council:  
  
Section 15 – Tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis  
  
Section 16 – Provisions supplementary to sections 14 and 15  
  
Section 17 – Power to enter premises (acupuncture etc.)
2. The date [s]\* on which these provisions will come into force will be: (see note 3 below).
3. The general effect of this resolution is, subject to the exceptions detailed below, that a person who carries on the business of [tattooing]; [semi-permanent skin-colouring]; [cosmetic piercing]; or [electrolysis] must be registered with this Council, and they can only carry on their business in premises which have also been registered. The certificate of registration must be prominently displayed at the place where the business is carried on. The council is empowered to charge fees for registration. Applications for registration must be accompanied by the following information [to be specified by the local authority – see section 15(4) of the 1982 Act], in particular, details of the premises concerned and particulars of any conviction of the applicant under section 16 of the 1982 Act. A person who contravenes section 15 will be guilty of an offence, and liable, on conviction, to a fine not exceeding £1000, or suspension or cancellation of registration or both. An authorised officer of the Council may apply to a Justice of the Peace for a warrant to enter premises on suspicion that an offence under Section 16 is being committed there.
4. The Council [may apply in due course/will be applying in the near future]\* for confirmation of byelaws under this Act with regard to the cleanliness of premises, fittings, persons, instruments, materials and equipment connected with the businesses of [tattooing], [semi-permanent skin colouring], [cosmetic piercing], [electrolysis]\* in the area of the Council.
5. Exceptions:
  - i These provisions of the Act do not extend to the carrying on of the business of [tattooing], [semi-permanent skin-colouring], [cosmetic piercing] or [electrolysis]\* by or under the supervision of a registered medical practitioner (i.e. means a fully registered person within the meaning of the Medical Act 1983 who holds a licence to practise under that Act).
  - ii A person who is registered under the provision of the Act specified in paragraph 1 above will not be committing an offence by engaging in the activity otherwise than at registered premises merely because he sometimes visits people at their request to provide his services.

**NOTES – not to form part of the model notice**

1. Passages marked [ ]\* to be modified by the Council according to the scope of Council's resolution.
2. The local authority should publish this notice in two consecutive weeks in a local newspaper circulating in their area.
3. The Council should specify the date or dates in paragraph 2. These can be the same for all sections listed in paragraph 1, or different, but
  - a. One month must pass between the day the resolution was passed and the first date of coming into force; and
  - b. First publication of the notice must not be later than 28 days before the coming into force of the provisions.

## Draft model byelaws

### Cosmetic piercing

Byelaws for the purposes of securing the cleanliness of premises registered under section 15 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in those premises and of registered persons and persons assisting them and the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of cosmetic piercing made by ..... in pursuance of Section 15(7) of the Act.

1. Interpretation:
  - a. In these byelaws, unless the context otherwise requires –
    - “The Act” means the Local Government (Miscellaneous Provisions) Act 1982;
    - “Client” means any person undergoing treatment;
    - “Operator” means any person giving treatment;
    - “Premises” means any premises registered under Part VIII of the Act;
    - “Proprietor” means any person registered under Part VIII of the Act;
    - “Treatment” means any operation in effecting cosmetic piercing;
    - “The treatment area” means any part of the premises where treatment is given to clients.
  - b. The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.
2. For the purpose of securing the cleanliness of premises and fittings in such premises a proprietor shall ensure that –
  - a. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings are kept clean and in such good repair as to enable them to be cleaned effectively;
  - b. All waste materials, and other litters, arising from the treatment should be handled and disposed of as clinical waste in accordance with relevant legislation and guidance as advised by the local authority;
  - c. All needles used in treatment are single-use and disposable, as far as is practicable; and are stored and disposed of as clinical waste in accordance with the relevant legislation and guidance as advised by the local authority;
  - d. All furniture and fittings in the premises are kept clean and in such good repair as to enable them to be cleaned effectively;
  - e. All tables, couches and seats used by clients in the treatment area, and any surface on which the items specified in 3b below are placed immediately prior to treatment, have a smooth impervious surface which is disinfected immediately after use and at the end of each working day;
  - f. Where tables and couches are used, they are covered by a disposable paper sheet which is changed for each client;
  - g. No eating, drinking or smoking is permitted in the treatment area and a notice or notices reading “No Smoking”, “No Eating or Drinking” is prominently displayed there.

3. For the purpose of securing the cleansing and so far as is appropriate, the sterilization of instruments, materials and equipment used in connection with the treatment –
  - a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such article used in the treatment –
    - i. is clean and in good repair, and, so far as is appropriate, sterile;
    - ii. has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilized.
  - b. An operator shall ensure that any needle, metal instrument, or other item of equipment, used in treatment or for handling instruments and needles used in the treatment is in a sterile condition and kept sterile until it is used;
  - c. A proprietor shall provide –
    - i. adequate facilities and equipment for the purpose of sterilization (unless pre-sterilized items are used) and of cleansing, as required in pursuance of these byelaws;
    - ii. sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
    - iii. an adequate constant supply of clean hot and cold water readily available at all times on the premises;
    - iv. adequate storage for all items mentioned in byelaw 3 a and b above, so that those items are properly stored in a clean and suitable place so as to avoid, as far as possible, the risk of contamination.
  
4. For the purpose of securing the cleanliness of operators –
  - a. A proprietor shall ensure that –
    - i. any operator keeps his hands and nails clean and his nails short;
    - ii. any operator wears disposable surgical gloves that have not previously been used with any other client;
    - iii. any operator of the premises wears a gown, wrap or protective clothing that is clean and washable, or alternatively a disposable covering that has not previously been used in connection with any other client;
    - iv. any operator keeps any open boil, sore, cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;
    - v. any operator does not smoke or consume food or drink in the treatment area.
  - b. A proprietor shall provide;
    - i. suitable and sufficient washing facilities for the sole use of operators, including hot and cold water and sanitising soap or detergent;
    - ii. suitable and sufficient sanitary accommodation for operators.

COUNCIL'S SIGNATURE

COUNCIL'S SEAL

The foregoing byelaws are hereby confirmed by the Secretary of State for Health

on \_\_\_\_\_ and shall come into operation on \_\_\_\_\_

Member of the Senior Civil Service  
Department of Health

**NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS**

- A. Proprietors must take all reasonable steps to ensure compliance with these byelaws by persons working on the premises. Section 16(9) of the Act provides that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act.
- B. Section 16(2) of the Local Government (Miscellaneous Provisions) Act 1982 provides that any person who contravenes any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale. If a person registered under Part VIII of the Act is found guilty of contravening these byelaws the Court may instead of or in addition to imposing a fine, order the suspension or cancellation of his registration and of the registration of the premises in which the offence was committed if such premises are occupied by the person found guilty of the offence. It shall be a defence for the person charged under sub-sections (1), (2), (8) or (10) of Section 16 to prove that he took all reasonable precautions and exercised all due diligence to avoid commission of the offence.
- C. Nothing in these byelaws extends to the practice of cosmetic piercing by or under the supervision of a person who is registered as a medical practitioner or to premises on which the practice of cosmetic piercing is carried on by or under the supervision of such a person.

## Draft model byelaws

### Semi-permanent skin-colouring

Byelaws for the purposes of securing the cleanliness of premises registered under section 15 of the Local Government (Miscellaneous Provisions) Act 1982 and fittings in such premises and registered persons and persons assisting them and the cleansing and, so far as appropriate, sterilization of instruments, materials and equipment used in connection with the business of semi-permanent skin-colouring, made by ..... in pursuance of section 15(7) of the Act.

1. Interpretation:

a. In these byelaws, unless the context otherwise requires –

“The Act” means the Local Government (Miscellaneous Provisions) Act 1982;

“Client” means any person undergoing treatment;

“Operator” means any person giving treatment;

“Premises” means any premises registered under Part VIII of the Act;

“Proprietor” means any person registered under Part VIII of the Act;

“Treatment” means any operation in effecting semi-permanent skin-colouring;

“The treatment area” means any part of the premises where treatment is given to clients.

b. The Interpretation Act 1978 shall apply for the interpretation of these byelaws as it applies for the interpretation of an Act of Parliament.

2. For the purpose of securing the cleanliness of premises and fittings in such premises a proprietor shall ensure that –

a. All internal walls, doors, windows, partitions, floors and floor coverings, and ceilings are kept clean and in such good repair as to enable them to be cleaned effectively;

b. The treatment area is used solely for giving treatment;

c. The floor of the treatment area is provided with a smooth impervious surface;

d. All waste materials, and other litters, arising from the treatment should be handled and disposed of as clinical waste in accordance with relevant legislation and guidance as advised by the local authority;

e. All needles used in treatment are single-use and disposable, as far as is practicable; and are stored and disposed of as clinical waste in accordance with the relevant legislation and guidance as advised by the local authority;

f. All furniture and fittings in the premises are kept clean and in such good repair as to enable them to be cleaned effectively;

g. All tables, couches and seats used by clients in the treatment area, and any surface on which the items specified in 3b below are placed immediately prior to treatment, have a smooth impervious surface which is disinfected immediately after use and at the end of each working day;

h. Where tables and couches are used, they are covered by a disposable paper sheet which is changed for each client;

- i. No eating, drinking or smoking is permitted in the treatment area and a notice or notices reading “No Smoking”, “No Eating or Drinking” are prominently displayed there.
3. For the purpose of securing the cleansing and so far as is appropriate, the sterilization of instruments, materials and equipment used in connection with the treatment –
  - a. An operator shall ensure that, before use in connection with treatment, any gown, wrap or other protective clothing, paper or other covering, towel, cloth or other such articles used in the treatment –
    - i. is clean and in good repair, and so far as is appropriate, is sterile;
    - ii. has not previously been used in connection with any other client unless it consists of a material which can be and has been adequately cleaned and, so far as is appropriate, sterilized.
  - b. An operator shall ensure that –
    - i. any needle, metal instrument, or other item or equipment, used in treatment or for handling instruments and needles used in treatment, is in a sterile condition and kept sterile until it is used;
    - ii. all dyes used for semi-permanent skin-colouring are sterile and inert;
    - iii. the containers used to hold the dyes for each customer are either disposed of at the end of each session of treatment, or are cleaned and sterilized before re-use;
  - c. A proprietor shall provide –
    - i. adequate facilities and equipment for the purpose of sterilization (unless pre-sterilised items are used) and of cleansing, as required in pursuance of these byelaws;
    - ii. sufficient and safe gas points and/or electrical socket outlets to enable compliance with these byelaws;
    - iii. an adequate constant supply of clean hot and cold water readily available at all times on the premises;
    - iv. adequate storage for items mentioned in byelaw 3 a and b above, so that those items are properly stored in a clean and suitable place so as to avoid, as far as possible, the risk of contamination.
4. For the purpose of securing the cleanliness of operators –
  - a. A proprietor shall ensure that –
    - i. any operator keeps his hands and nails clean and his nails short;
    - ii. any operator wears disposable surgical gloves that have not previously been used with any other client;
    - iii. any operator of the premises wears a gown, wrap or protective clothing that is clean and washable, or alternatively a disposable covering that has not previously been used in connection with any other client;
    - iv. any operator keeps any open boil, sore, cut or open wound on an exposed part of his body effectively covered by an impermeable dressing;



- v. any operator does not smoke or consume food or drink in the treatment area.
- b. A proprietor shall provide -
  - i. suitable and sufficient washing facilities for the sole use of operators, including hot and cold water, sanitising soap or detergent;
  - ii. suitable and sufficient sanitary accommodation for operators.

COUNCIL'S SIGNATURE

COUNCIL'S SEAL

The foregoing byelaws are hereby confirmed by the Secretary of State for Health

on \_\_\_\_\_ and shall come into operation on \_\_\_\_\_

Member of the Senior Civil Service  
Department of Health

**NOTE – THE FOLLOWING DOES NOT FORM PART OF THE BYELAWS**

- A. Proprietors shall take all reasonable steps to ensure compliance with these byelaws by persons working on the premises. Section 16(9) of the Act provides that a registered person shall cause to be prominently displayed on the premises a copy of these byelaws and a copy of any certificate of registration issued to him under Part VIII of the Act.
- B. Section 16 of the Local Government (Miscellaneous Provisions) Act 1982 provides that any person who contravenes any of these byelaws shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 3 on the standard scale. If a person registered under part viii of the Act is found guilty of contravening these byelaws the Court may instead of or in addition to imposing the fine, order the suspension or cancellation of his registration and of the registration of the premises in which the offence was committed if such premises are occupied by the person found guilty of the offence. It shall be a defence for the person charged under sub-sections (1), (2), (8) or (10) of Section 16 to prove that he took all reasonable precautions and exercised all due diligence to avoid the commission of the offence.
- C. Nothing in these byelaws extends to the practice of semi-permanent skin-colouring by or under the supervision of a person who is registered as a medical practitioner or to premises on which the practice of semi-permanent skin-colouring is carried on by or under the supervision of such a person.

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**HACKNEY CARRIAGE FARES**

Responsible Head of Service	Head of Planning and Environment Services
Responsible Portfolio Holder	Councillor P. J. Whittaker

**1. SUMMARY**

1.1 To consider increasing the fares charged by Hackney Carriage owners.

**2. RECOMMENDATION**

2.1 That Executive Cabinet be requested to consider revising the extra charges outlined on the Table of Fares for Hackney Carriages relating to hirings started between 12 midnight and 6.00 a.m. as outlined below, with effect from 1st April 2006 and that the remaining fares stay the same:

- £1.00 - For hirings begun between midnight and 2.00 a.m. on days other than those specified;
- £2.00 – For hirings begun between 2.00 a.m. and 4.00 a.m. on days other than those specified; and
- £3.00 – for hirings begun between 4.00 and 6.00 a.m. on days other than those specified.

**3. BACKGROUND**

3.1 The Council carries out an annual review of the table of Hackney Carriage Fares, which applies in the District. This involves consultations with local taxi owners.

3.2 The current table of fares is set out at Appendix 'A'.

3.4 When the review was carried out last year, an increase of approximately 5% was only applied to the mileage rates and the waiting time, which was in accordance with the views expressed by most taxi owners.

3.5 There are presently 29 individuals or firms in the District, which own Hackney Carriages. They have 47 vehicles between them. The results of this year's consultation are:

- 1 respondent (owning 1 vehicle) favour an increase of 5%
- 1 respondent (owning 1 vehicle) favour an increase of £0.15 for the first mile.
- 1 respondent (owning 2 vehicles) favour an increase of 10%
- 3 respondents (owning 12 vehicles between them) favour no increase, however, one respondent suggested an increase to the charges for those journeys started after 12 midnight.

- 3.6 The remaining owners have not responded to the consultation letter. The low level of response reflects the levels of responses received in previous years and it is not suggested that any further consultations should be undertaken.
- 3.7 Comparisons with other nearby Councils, based on the cost of a 2-mile journey, are as follows:

Bromsgrove	£4.55
Birmingham	£5.30
Dudley	£4.80
Malvern Hills	£4.90
Redditch	£4.05
Solihull	£5.30
Worcester	£4.20
Wychavon	£3.80
Wyre Forest	£4.00

- 3.8 The national average is £4.33 for a 2-mile journey.
- 3.9 Based on these comparisons, and on the views expressed by those owners who have responded to the consultation, the cabinet may wish to consider not increasing the sections (i) and (ii) of the table of fares relating to the mileage and waiting time, but consider introducing extra charges for journeys taking place between 12 midnight and 6.00 a.m.
- 3.10 By introducing these additional extra charges, this may encourage more Hackney Carriage drivers to extend their hours of operation, especially in view that licensed premises are permitted to stay open longer, particularly those in Bromsgrove High Street, such as the Hogshead till 4.30 a.m., the Dog and Pheasant till 2.30 a.m. and Euphoria till 4.30 a.m.
- 3.11 It is therefore suggested that section (iii) of the table of fares be revised to include the following extra charges:
- £1.00 - For hirings begun between midnight and 2.00 a.m. on days other than those specified;
  - £2.00 – For hirings begun between 2.00 a.m. and 4.00 a.m. on days other than those specified; and
  - £3.00 – for hirings begun between 4.00 and 6.00 a.m. on days other than those specified.

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

There are no direct financial implications arising from this report.

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

- 5.1 There is potential for those who are affected by the proposal to challenge the Council, by arguing that the proposed increases are unreasonable and that the Council has undertaken the exercise in an unreasonable way. It is felt that the likelihood of this is low and the risk can be accepted.

#### **Background Papers:**

Responses to consultation on fares letter sent on 5th January 2006.

#### **Contact Officer**

Name: Sharon Smith, Principal Licensing Officer

Email: [Sharon.smith@bromsgrove.gov.uk](mailto:Sharon.smith@bromsgrove.gov.uk)

Direct Tel: 01527 881626

**DISTRICT OF BROMSGROVE**  
**TABLE OF FARES FOR HACKNEY CARRIAGES**

**APPENDIX 1**

(i) **MILEAGE**

If the distance does not exceed one mile: for the whole distance .....	£3.00
If the distance exceeds one mile: for the first mile .....	£3.00
for each subsequent 114 yards or uncompleted part thereof .....	10p

(ii) **WAITING TIME**

For each completed period of 21 seconds .....	10p
---	-----

(iii) **EXTRA CHARGES**

- (a) For hirings begun between 6.00 pm on 24th December and 7.00 am on 27th December ..... *Double meter charges*
- (b) For hirings begun between 6.00 pm on 31st December and 7.00 am on 2nd January ..... *Double meter charges*
- (c) For hirings begun on Easter Monday, May Day Bank Holiday, Spring Bank Holiday and Late Summer Bank Holiday ..... *1 ½ meter charges*
- (d) For hirings begun in severe weather conditions, or when visibility is less than 25 yards ..... *Double meter charges*
- (e) For hirings when the hirer arranges in advance by letter or telephone or otherwise, with the proprietor or driver for the hire of a hackney carriage where no part of the trip passes within 1 mile of any hackney carriage rank in the Bromsgrove District ..... *1 ½ meter charges*
- (f) For hirings begun between midnight and 7.00 am on days other than those specified in (a), (b) and (c) above ..... *£1.00*
- (g) For the carriage of animals (except guide and assistance dogs) per animal per trip ..... *50p*
- (h) For hirings in which the number of passengers carried is greater than four ..... *1 ½ meter charges plus 1 ½ extra charges derived from (a), (b), (c), (d), (e) and (f) above*

(iv) **FOULING OF THE VEHICLE**

To cover valetting:

- (a) For vehicles licensed to carry less than five passengers ..... *£50.00*
- (b) For vehicles licensed to carry five or more passengers ..... *£66.00*

**PLANNING & ENVIRONMENT SERVICES**

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**THE TABLE OF FARES WILL BE REGARDED AS FIXED FARES AND IT WILL NOT BE POSSIBLE TO CHARGE A LOWER OR HIGHER RATE THAN SPECIFIED IN THE TABLE**

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**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**INSTALLATION OF A WEST MERCIA POLICE AUTOMATED NUMBER PLATE  
RECOGNITION SYSTEM WITHIN BROMSGROVE CCTV CONTROL ROOM**

Responsible Portfolio Holder	Councillor Mrs. J. M. L. A. Griffiths
Responsible Head of Service	Robbie Hazlehurst Head of Culture and Community Services

**1. SUMMARY**

- 1.1 West Mercia Police are funding the provision of cameras, computer software and hardware for Automatic Number Plate Recognition (ANPR) systems to authorities in Worcestershire who operate CCTV systems.

In line with this they have approached the Council with a view to installing this equipment, within the existing CCTV Control Room and linking it to the current systems in place to enable the existing CCTV cameras from time to time to be used as part of the ANPR system. As part of the installation they have also requested the use of our existing CCTV operators to monitor the ANPR system.

There will be 4 dedicated ANPR CCTV cameras installed as part of the project but as outlined above existing CCTV cameras can be programmed to operate as part of the ANPR system should an Operation require it.

The timetable for installation to begin is during March 2006.

**2. RECOMMENDATION**

The Executive Cabinet is recommended to agree to: -

1. Support the installation and operation of ANPR equipment within the CCTV Control Room including the linking of dedicated West Mercia Police cameras to the existing CCTV system and;
2. The use of CCTV Operatives to monitor and respond, where practical, to vehicles targeted locally or nationally by the ANPR system and;
3. Delegate to the Head of Culture and Community Services the authority to agree the installation of all ANPR equipment, establish written operating protocols and guidelines for its operation in conjunction with the police and to ensure that all operatives are provided with the necessary training via West Mercia Police.

### **3. BACKGROUND**

- 3.1 Automated Number Plate Recognition (ANPR) systems are a major tool for Police and Community Safety Partnerships to identify and catch/prosecute perpetrators involved in a wide range of incidents from Boy Racers to Shop Lifting to serious crimes like Armed Raids. The system is designed to recognise the number plate and thereby its owner. It does not look at the whole vehicle or driver/passengers.

The system at its base level of operation provides intelligence as to a car movements down a road at certain times of the day. It can and will be used as part of Police operations targeting specific or groups of individuals who are operating criminally in the Bromsgrove District or using our roads as a conduit to commit crime in other parts of the UK.

- 3.2 ANPR systems are to be installed in Worcester City and Redditch. Their presence will provide reassurance to those and live and work in the District that the Council and West Mercia Police are using the latest technology and resources to apprehend criminals.
- 3.3 Discussions regarding the installation have already taken place with West Mercia Police which have covered installation, operation, training and operating protocols and the ICT implications have been discussed with the Council's E Government team.

### **4. Financial Implications**

- 4.1 The costs to the Council of agreeing to the implementation of the scheme are limited to any minor increase in power consumption as a result of the additional cameras and associated equipment because West Mercia Police are funding the installation of cameras together with associated equipment. They are also funding the costs of training, maintenance and replacement or upgrading of equipment as necessary.
- 4.2 Whilst the CCTV Operators will monitor the equipment and liaise with West Mercia Police, this will be done utilising existing capacity within the Control Room

### **5. Legal Implications**

- 5.1 The ANPR project will contribute to the reduction of Crime and Disorder in the District and underpins Section 17 of the 1998 Crime & Disorder Act which says "it is the duty of each authority to do all that it reasonably can to prevent crime and disorder in its area"

### **6. Community Safety**

- 6.1 A joint media campaign between the Council and West Mercia Police will be rolled out to publicise the ANPR system and its successes.

## **7. Background Papers**

None.

### **Contact officers**

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**ANPR Operational Summary  
(Automatic Number Plate Recognition)**

**Fixed Site CCTV - Bromsgrove**

**“Denying Criminals the Use of the Roads”**

**October 2005**



## **FOREWORD**

The British Police Service are **world leaders** in the application of Automatic Number Plate Recognition (ANPR) technology, a technology that was itself invented in the United Kingdom by the Police Scientific Development Branch in 1976. Whilst use of ANPR technology in its first twenty years was largely restricted to counter terrorism purposes, there has been significant development in the use of ANPR in a wider police environment in recent years.

ANPR is unique in its ability to impact positively in an intelligence led and proactive basis on every key area of police business, including levels 1-3 criminality and counter terrorism. The ACPO/Police Standards Unit pilot projects (Laser 1 & 2) have evidenced the ability of ANPR to produce significant increases in overall arrest rates and Offences Brought To Justice compared to conventional policing methods, through the use of dedicated ANPR intercept teams. ANPR can also contribute to crime reduction and public reassurance.

## **STRATEGIC INTENT**

The intention of the ANPR strategy for the CDRP's is to:

### **“Deny Criminals the Use of the Roads”**

through exploiting the full potential of ANPR at national, Regional, cross-border and local levels within the Police Service of England and Wales, acting in partnership with others.

In achieving this intention, the ANPR Strategy will help to meet key aims. Primarily this will be to:

- Reduce crime
- Increase the sanctioned detection rate
- Increase the number of Offences Brought To Justice

As well as helping to achieve secondary aims to:

- Improve road safety
- Deter terrorism
- Increase police visibility
- Promote public reassurance
- Increase the percentage of stop / searches that lead to an arrest
- Increase the likelihood of positive Criminal Justice outcomes (charges / guilty pleas / convictions)

How is this to be done? Put simply:

- Criminals use vehicles to commit crime
- Vehicle intelligence can link these criminals to these vehicles
- Once this is achieved, ANPR makes criminals vulnerable to Police intervention through identification of their vehicles when on public roads

This vulnerability is increased because criminals are more likely to drive untaxed and uninsured vehicles, actions also easily detectable by ANPR. As a result:

- the odds on a criminal using a vehicle being the subject of positive action by the police through the use of ANPR rises from very slim to very high
- even if not caught immediately, ANPR will continue to detect their presence and increase their vulnerability and risk each time they use the roads
- And once caught in the vehicle, it is easier to prove the case.
- ultimately this changes the odds on a criminal being detected – bringing a new certainty to detection – which will change criminal behaviour
- it will also drive criminal underclass vehicles off the road, virtually irradiating the opportunity to drive without a Vehicle Excise License, insurance, MOT, driving licence, proper registration of the vehicle or whilst disqualified.

NOTE - It is nationally recognised that the integration of ANPR into CCTV is a very efficient way of utilising both systems. The Home Office and Police Standards Unit fully support CCTV based ANPR.

## **Method**

West Mercia Constabulary (WMC) want to work in partnership with CDRP's in Bromsgrove, Redditch, Telford and Worcester. Through the funding stream SR 2004 £300 000 has been secured to develop ANPR in partnerships. The idea is that this funding will allow ANPR to be installed in existing CCTV systems to make best use of resources and to have the greatest impact upon crime.

This would mean that up to four cameras in any system could be used to read number plates to look for vehicles with intelligence that relates to Vehicle Crime, Drugs, Weapons, Burglary and Insurance offences. The benefit is that these vehicles can be stopped to make an arrest. If these vehicles can not be stopped then the details form part of an up to date intelligence picture.

The fact that the cameras are ANPR enabled does not stop them from being used for CCTV purposes. ANPR is an enhancement to the system not a restriction upon use.

## **Cost**

The cost of installation, maintenance, insurance and service would be covered in both Capitol and Revenue by WMC.

The cost of electrical power for the units would be covered by the existing supply to the CCTV control room.

The staffing implications for the CCTV staff are - To pass the information received by ANPR to Police communications. This equates to the same type of information that would be passed when observing a public disturbance in the street.

## **Benefits**

- **ANPR results in high numbers of good quality arrests.**
- **ANPR delivers good intelligence.**
- **ANPR drives out persistent high-risk offenders.**
- **CCTV staff find ANPR work enjoyable.**
- **ANPR adds functionality to CCTV.**
- **Whilst staff are engaged in watching cameras ANPR is reviewing vehicle movements.**
- **Improved community safety.**
- **Strong Police presence.**

## **Summary**

This is intended to be a brief introduction to the concept and benefits of ANPR. A more detailed technical brief can be provided. Any person wishing to view ANPR should contact me on the details below so that I can arrange a visit to the WMC ANPR Intercept Team.

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**SUPPORTING PEOPLE – FINAL APPROVAL OF 5 YEAR STRATEGY, NEW GOVERNANCE ARRANGEMENTS AND CONSULTATION ON FUTURE FINANCIAL ARRANGEMENTS**

Responsible Portfolio Holder	Councillor P. J. Whittaker
Responsible Head of Service	A. M. Coel – Strategic Housing Manager

**1. SUMMARY**

1.1 The report:

- Outlines the consultation responses received from interested parties during the consultation period, advises Members of the amendments and presents the final Supporting People 5-Year Strategy for adoption.
- Outlines the changes to governance arrangements for the Supporting People programme.
- Advises members of the consultation being carried out by the Government regarding proposed changes to the way in which the Supporting People programme is to be funded in the future and invites Members to consider supporting the recommended response.

Worcestershire have already suffered a grant cut of £1.2m since April 2003, with no allowance for inflation. The ODPM have issued a distribution formula to redistribute the overall level of funding, to be based on need, instead of legacy funding.

The full effect of the formula, as it stands, would leave Worcestershire with an annual grant of £13.7m, which is a further cut of £1.5m. The consultation offers an alternative, damped allocation, which would leave Worcestershire with an annual grant of £15.2m but after year one will suffer cuts year on year until the undamped position is reached.

**2. RECOMMENDATION**

- 2.1 That the consultation responses and the resulting changes to the Supporting People Strategy 2005 – 2010 be noted and the final Supporting People Strategy 2005 – 2010 be adopted.
- 2.2 That the changes to the Supporting People governance arrangements be noted.

- 2.3 That a response be submitted to the ODPM recommending the adoption of the alternative option, which dampens the full effect of the formula and ask that the pace of change be elongated to prevent widespread instability in housing related support within Worcestershire.

### **3.0 GENERAL BACKGROUND TO SUPPORTING PEOPLE**

- 3.1 The Supporting People programme is committed to providing a better quality of life for vulnerable people to live more independently and maintain their tenancies. The Supporting People programme in Worcestershire currently provides low level support for approximately 10,000 people. This includes older people, people with mental health issues, learning disabilities, physical disabilities, homeless, offenders, teenage parents, travellers, people with alcohol problems, people who have suffered from domestic violence, young people at risk and young people leaving care.
- 3.2 The Supporting People programme was launched in April 2003 and comprises a funding, quality monitoring and needs assessment programme for housing related support services. Prior to Supporting People, housing related support was funded in a number of different ways and was not strategically planned and co-ordinated. One of the Supporting People responsibilities is to review all these services. The Office of the Deputy Prime Minister (ODPM) require all services to be reviewed for strategic relevance, eligibility, value for money and quality of provision by 31<sup>st</sup> March 2006. The intention is that this review programme will allow authorities to reshape the Supporting People market to meet local needs and priorities.
- 3.3 The Supporting People programme is administered by the County Council on behalf of the Worcestershire Supporting People partnership, which consists of representatives of the 6 District Councils, the 3 Primary Care Trusts and West Mercia Probation Service as well as the County Council. The County Council in its role of administering authority, issues contracts to providers, makes payments and has responsibility for ensuring that the programme is effectively administered and delivered. The County Council has a key responsibility for the finances of Supporting People and the responsibility to work with its partners to deliver the best possible services within the resources available. Part of this responsibility is to ensure a robust 5-year Supporting People strategy covering the period April 2005 – March 2010 setting out the direction in which services will change and develop to meet the needs of the local area.

### **4.0 FINANCIAL BACKGROUND TO SUPPORTING PEOPLE**

- 4.1 In April 2003 the Supporting People programme began with significant additional resources. All organisations were encouraged to increase investment in housing related support through a Transitional Housing Benefit Scheme, which ran for 3 years from April 2000. It is estimated that housing related support in Worcestershire increased by approximately £5 million over this period to create an initial Supporting People budget for 2003-04 of £16.2 million.

- 4.2 Central Government judged that the increase in expenditure nationally over this period was too high. Supporting People funding has consequently been reduced in cash terms from a peak of £1.81 billion nationally in 2003-04, to £1.72 billion in 2005-06 and a planned further reduction to £1.7 billion in 2006-07. This represents a cash reduction of 6% allowing for inflation it represents real terms reductions of 12%.
- 4.3 2005-06 FINANCIAL POSITION IN WORCESTERSHIRE - The 2005-06 Supporting People grant for Worcestershire is £15.248 million. In real terms this is a 7.4% cut from the 2004/5 grant equivalent to a reduction of £1.175 million. In year savings are being achieved as it was always the intention to review the range of services inherited in April 2003 to reach a position of sustainable, cost effective high quality services. It is important to emphasise that there will be difficult decisions to be made regarding the services provided to a range of vulnerable people. These decisions will need a significant level of partnership working in order to manage rapid and far reaching change in the local supported housing sector.
- 4.4 SUPPORTING PEOPLE FUNDING; 2006-07 – The grant for 2006/07 has been announced at £14,984,000. With the anticipated roll forward of the 2005/6 unspent grant, it is anticipated that the total income for 2006/07 will be £15,884,000.

## **5.0 SUPPORTING PEOPLE 5 YEAR STRATEGY**

- 5.1 The purpose of the 5-year strategy is to examine critically the services inherited from the previous funding streams and focus them on local need and strategic priorities. The Supporting People 5-year strategy has been developed by a range of stakeholders and service users in the Supporting People partnership.
- 5.2 The Draft Supporting People 5-Year Strategy was approved for consultation when presented to the Executive Cabinet In April 2005. The draft Supporting People 5-Year Strategy had been submitted to the Office of the Deputy Prime Minister in March 2005 as a draft document which was subject to consultation.
- 5.3 The 3-month consultation period has now been held and gave interested parties the opportunity to make comment. As part of this consultation process, every District Council member was sent a copy of the Strategy with an invite to participate with the consultation, there was also a Member Consultation Event held on the 11<sup>th</sup> October 2005. Other presentations and events have also been held to engage with providers, stakeholders and service users. The deadline for comments was 14<sup>th</sup> October 2005.
- 5.4 General responses to the consultation are summarised in Appendix 1
- 5.5 Key amendments to the draft Supporting People Strategy 2005 – 2010 are Summarised in Appendix 2.

## **6.0 SUPPORTING PEOPLE CHANGES TO GOVERNANCE ARRANGEMENTS**

- 6.1 Since the introduction of Supporting People in April 2003 the ODPM has been strategically withdrawing from detailed involvement in the programme. Indeed the ODPM have written to Supporting People teams outlining the view that Supporting People needs to become part of the mainstream of Local Authority business and no longer regarded as a separate, stand alone programme. For example there is no requirement to complete a further Supporting People strategy after the current 5 year document comes to an end. The ODPM expect that Supporting People commissioning priorities will be laid out within community strategies.
- 6.2 From April 2006, the Supporting People programme will be moving into 'steady state' phase and it is therefore viewed timely to review the governance arrangements currently in place.
- 6.3 The ODPM originally set out a requirement to have a Commissioning Body and a Core Strategy Group in place. The Commissioning Body to have responsibility for decision making in relation to the programme and to ensure wider strategic links. The Strategy Group to act as Project Group in implementing the framework for the programme and to develop the Supporting People Strategy. Representation on these groups from the County Council, the six Worcestershire Local Authorities, the Primary Care Trusts and Probation. The former Corporate Director (Services) and more recently, the Council's CEO have represented Bromsgrove on the Commissioning Body and Andy Coel (Strategic Housing Manager) on the Strategic Group.
- 6.4 Partnership arrangements for Supporting People have been very successful to date. The partnership has been able to take difficult commissioning decisions to ensure that the programme and the budget remains on track to deliver the best possible services within the reducing budget available.
- 6.5 The challenge for the partnership now is to make the governance arrangements more effective and efficient whilst building on and improving the very good partnership arrangements.
- 6.6 The Commissioning Body and Strategy Group are to be merged to become a new Commissioning Body. Membership of this group does not in future need necessarily to be at Chief Executive level but should be a senior relevant member of staff designated by the Chief Executive to attend and represent the Authority. It is appropriate for the Strategic Housing Manager to be the designated officer and will ensure that the relevant officers / members are kept up to date with developments in the Supporting People programme. The changes in governance arrangements have been decided for the following reasons;
- The initial service review programme will be completed by end of March 2006 thereby reducing the work load of the groups.
  - Reduces duplication i.e. same matter was being discussed by two groups practice was often for the same Officer to attend both groups.

- Timescales between Strategy Group and Commissioning Body meetings used to cause delay to decisions, some of which may have had financial consequences to the budget.
- 6.7 There may be the need for other specific working groups reporting to the Commissioning Body. However in the context of mainstreaming the programme, it is important to identify what existing partnership groups may already fulfil such functions and strengthen the links between such groups (for example county domestic violence forum) and the Commissioning Body rather than establishing a duplicate structure.
- 6.8 During and since the implementation phase of Supporting People elected Members have been involved in the programme through individual Authority briefings and joint members' seminars. However there has not been a formalised structure to involve members in the administration of the programme. It is now intended that each Authority ensure that their leaders or appropriate portfolio holders are briefed on specific issues with adhoc joint seminars arranged to look at specific issues.
- 6.9 The Supporting People partnership in Worcestershire has to date not provided a regular place at either Strategy Group or Commissioning Body for any provider representatives. It is important that the Supporting People partnership has an effective dialogue with providers in order to consider issues of policy, practice and potential problems with service delivery. It is now intended that the Chair of the Worcestershire Supporting People Provider Forum be offered a seat at part of Commissioning Body meetings.
- 6.10 The agenda for Commissioning Body meetings will be structured into open and closed sessions. The provider representative will not be present at closed sessions which will involve any discussion of service reviews or decision making in relation to service changes. However the provider voice will add value to discussions about future direction, strategic intention and delivery of the programme locally.
- 6.11 The new Supporting People Commissioning Body should meet bi- monthly with effect from April 2006.

## **7.0 CONSULTATION ON THE FUTURE FUNDING ARRANGEMENTS FOR SUPPORTING PEOPLE**

- 7.1 **What is the distribution formula?**  
ODPM want to redistribute the overall level of funding, to be based on need as opposed to historic legacy funding. This formula moves the goal posts from the previous bid based system. They have released a distribution formula for technical consultation. The consultation period ends on 28 February 2006.
- 7.2 **What about Worcestershire?**  
The distribution formula as released redistributes £1.7bn. The full effect of the formula, as it stands, will leave Worcestershire with an annual grant of £13.7m. This is a further cut of £1.5m from the current funding level (2005-06). **However, there is an alternative option, which dampens the full effect of the formula.** This will leave Worcestershire with an annual grant of £15.2m. After year one, year on year cuts will be imposed until the undamped position is reached.



- 7.3 This significant funding cut from the full effect of the formula will result in large-scale reductions in service delivery of the Supporting People programme, and create widespread instability in the sector. It is unlikely that Worcestershire will be able to subsidise the programme from other budgets that are already thinly stretched.
- 7.4 If the funding cuts are implemented by Central Government, services for Older People and services for people with a Learning Disability are likely to be disproportionately hit. Worcestershire has already pinpointed a 40% oversupply of traditional sheltered housing in the five-year Strategy. This needs to be redirected to other services for older people (Extra Care, Assistive Technology, Enhanced Community Alarms, community-based support services), but may be the area where savings are required first. This would leave Older People increasingly having to contribute towards the cost of their wardens and call alarm services, because the programme will not be able to afford it. This is not acceptable given the priority status afforded to older people in Worcestershire. Moreover, the Worcestershire Supporting People programme will be pushed to reduce funding in the high cost high support client groups such as Learning Disability services, to opt for lower cost services.
- 7.5 It is unacceptable that Worcestershire would lose a further £1.5m on top of the £1.2m savings already made and be forced to cut back in essential services, especially when there is so much unmet need. ***Worcestershire's grant should settle at a level of £15.2m. The damped allocation of the formula is the preferred option***
- 7.6 **What is wrong with the distribution formula?**  
The distribution formula is a complex spreadsheet model. The County Councils Network (CCN) have a technical team who have been reviewing and analysing the model. They are also campaigning against the financial effect of the distribution formula on the whole County Council group. This campaign is supported by Worcestershire
- 7.7 The distribution formula appears to be inappropriately weighted in the favour of the Outer London Boroughs and the Northern Metropolitan Authorities, at the expense of more rural County Councils, like Worcestershire. The main factors causing this are a relatively high weighting for deprivation along with a very low weighting for sparsity. The model places a very high importance on the deprivation index, which has not got a strong correlation with the need for housing related support. The majority of Supporting People service users are vulnerable, but not often deprived.
- 7.8 The distribution formula does not explicitly identify a basic allocation per head for each client group. This would be a stronger methodology, in order for the basic need to be met, before any top ups are applied. The relatively high weighting for deprivation means that deprivation need is met at the expense of basic need

- 7.9 The distribution formula consultation document states that the use of density in the formula is contentious. There have been criticisms that high density in the formula is driven by low income and low employment, and therefore double counts the deprivation effect. Moreover, in large Counties such as Worcestershire, high pockets of density will be averaged out. Therefore, it should be argued that density should not be included as a component in the deprivation index.
- 7.10 The distribution formula consultation document states that the use of ethnicity in the formula is contentious. The evidence to suggest that some ethnic-minority groups would have higher need for housing related support is not strong. Therefore, it should be argued that ethnicity should not be included as a component in the deprivation index.
- 7.11 The distribution formula contains an adjustment to reflect the fact that it is more expensive to provide services where staff costs are high (e.g. London weightings) and where services are provided in a rural area, due to costs of transport. The adjustment is currently 99% in favour of staff costs, and 1% in favour of rurality. The use of a higher % for staff costs will have a negative impact on shire counties and Worcestershire. Worcestershire need to argue for 92% staff costs and 8% rurality, as used in previous formulae.
- 7.12 Whatever the resulting grant for Worcestershire settles at, given the large scale of change, it is imperative that the pace of change is long, to prevent causing widespread instability in the housing related support sector.
- 7.13 Members are asked to consider submitting a response to the ODPM recommending the adoption of the alternative option, which dampens the full effect of the formula and ask that the pace of change be elongated to prevent widespread instability in housing related support within Worcestershire.

## **8.0 Financial Implications**

- 8.1 The Supporting People 5-Year Strategy is expected to be delivered within existing Supporting People resources including any savings made through the service review process.
- 8.2 The County Council as the Administering Authority bears the full financial risk of the Supporting People programme and has the right to veto any decisions made by the Supporting People Partnership if likely to compromise the financial position of the County Council.

## **9.0 Staffing Implications**

- 9.1 5 Year Strategy - None
- 9.2 New Governance Arrangements – Less impact in terms of Officer time in attendance at meetings

## **10.0 Risks**

- 10.1 That the Supporting People Strategy cannot be delivered within the available resources.

10.2 That budget reductions may impact on key district and county based housing related support services.

10.3 That the new governance arrangements prove not to be effective

**11.0 Legal**

11.1 None

**Background Papers**

Supporting People – Draft Five Year Strategy, Supporting People Distribution - Formula Technical Consultation Paper.

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## **Question 1 Making It Happen**

*Do you think that the Worcestershire Supporting People Partnership have chosen the right strategic priorities for 2005/06 to deliver the programme and begin to achieve the vision?*

### **Criticisms**

#### **General**

- When it comes to addressing imbalances across the County, do we have sufficient data to determine the level of need for specific groups?
- Ambitious considering likely future funding cuts.

#### **Older people**

- Not supportive of move from sheltered to floating support as dilute preventative nature of the sheltered housing service and affect provision of a community resource
- Concern that floating support services will be more costly
- Need more emphasis on Extra Care provision with mixed tenure options and less institutional care

#### **Learning Disabilities**

- Need more effective referral routes for supported accommodation schemes
- Existing shared accommodation needs to be remodelled for short-term services to help the move from high dependency living to independence.
- The split between ineligible and eligible costs can make it difficult to remodel services for a higher dependency group when trying to reduce the use of institutional care.

#### **Mental Health**

- Needs to be provision made for longer term services where residents may have enduring mental health difficulties.
- Creating short term transitional services for people with learning disabilities or mental health needs is an extremely high risk 'quick fix' solution.

#### **Young People**

- Administrative process will need to be simplified for short-term interventions.

*If you disagree with some or all of the priorities, what alternative approach do you suggest?*

### **Criticisms**

- Prefer increased support for young people to be short-term priority not intermediate.
- Detailed co-ordination is required between agencies to ensure that vulnerable people do receive adequate support and don't become victims of uncoordinated eligibility criteria for Different services.
- Fast reduction in funding to Learning disabilities may cause difficulties
- More help for voluntary sector is needed
- Disagree with recommendation to split landlord and support functions as this may make some job roles no longer viable and some RSLs may choose to withdraw from providing supported housing.
- Cutting costs can only lead to increased risk amongst vulnerable people.
- Doubts in view of reduced funding that the extensions to some services will be viable.

## **Question 2 Working Together**

*How do you want to be involved in the monitoring of the Supporting People Strategy, the development of the local Supporting People programme and the development of the 2006/07 Supporting People Plan?*

- Yearly brief updates of progress.
- Inclusive Forums and Provider Forums
- Representation from Provider Forum on Strategy Group
- Through local Partnerships/Groups
- Links with other Strategies/Plans
- Consultation with service users
- Regular newsletter
- To be told the outcomes of consultation

*Can you suggest ways in which the Worcestershire Supporting People Partnership can improve the way it involves service users and service provider in all aspects of the Supporting People programme?*

- The Ask me! Consultation planner and finder on Worcestershire County Council Web is an excellent tool.
- More support for voluntary organisations is needed
- Inclusive Forum, Provider Forum and events
- Consultation with service users and local groups
- Partnership with providers to seek service user views
- Try different methods of consultation to reach other groups
- Keep it simple – forms, questionnaires etc

### **Question 3 Obstacles to Success**

*What risks or problems do you think the local supported housing sector will face as the Worcestershire Supporting People Partnership makes the changes within the timeframe set out in the Supporting People Strategy?*

- There is a considerable risk to the whole programme if central funding is cut.
- Small client groups may have significant needs but not be viewed as a priority
- Increased risks for providers may lead to withdrawal from supported housing provision, reducing diversity of providers.
- Cutting costs may affect quality
- If the appropriate support for people with learning disabilities or mental health needs is reduced this may create additional problems such as substance misuse a detrimental effect on mental health, self isolation and a reduction in life skills.
- Need to ensure accurate needs evidence and consultation
- SP Team has inadequate resources
- Regional priorities for capital allocation may affect where supported housing can be delivered and may not reflect local needs
- All partners need to be involved.

*Can you suggest ways in which stakeholders in the Supporting People programme can work together to balance change and risk?*

- Clear communication and joint planning
- Work closely with providers to manage the market.
- Joined up Commissioning Strategies across Worcestershire.
- Education and prevention should be the focus of change.

*Other comments received not using the consultation document.*

- Concern about moving from an accommodation based model of housing related support to a community-based floating support service.

## **APPENDIX 2**

In total 17 consultation responses, relatively few, have been received. The consultation responses as summarised in Appendix 1 have been useful in terms of understanding where partners, stakeholders and residents have concerns. This is particularly helpful around how the team can improve engagement with providers/users and how the team manages the impact of strategic re-modelling of services within the sector over the next 5 years.

In terms of the Strategy itself, there is general support for the key actions. There is more concern about the constraints that are imposed on the programme by the ODPM e.g. savings targets and the proposed allocations formulae and how these risks will be managed.

This has highlighted the need to ensure full engagement with partners, stakeholders and residents to enable them to express their concerns and views, influencing the way in which the Supporting People programme is taken forward during the next 5 years

It is therefore not intended that any amendments will be made to the Supporting People Strategy 2005-2010 as a result of this consultation exercise.

**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**BROMSGROVE DISTRICT COUNCIL HOUSING STRATEGY 2006 – 2011**  
**UNLOCKING THE DOOR TO MEETING HOUSING NEEDS IN BROMSGROVE**

Responsible Portfolio Holder	Cllr P.Whittaker
Responsible Head of Service	A.M. Coel

**1.0 SUMMARY**

1.1 The report:

- Brings forward the newly developed Housing Strategy Document for Members consideration.
- Sets out at Appendix I the comments received from the initial assessment made by the Housing Team at the Government Office for The West Midlands (GOWM).
- Outlines at Appendix II, the responses received from interested parties during the final consultation process.
- Presents the 5-Year Strategy (Appendix III, amended to embrace the comments received from the GOWM) for adoption.

**2. RECOMMENDATION**

- 2.1 That the comments received from the GOWM and the consultation responses to the Housing Strategy 2005 – 2010 be noted.
- 2.2 That the Housing Strategy Document as set out at Appendix III to the report be approved for formal submission to the GOWM.

**3.0 GENERAL BACKGROUND TO THE HOUSING STRATEGY**

- 3.1 Bromsgrove's new Housing Strategy 2006 – 2011 is the first to be produced by the Council since it transferred its housing stock in March 2004. The document which has been developed following thorough review and consultation upon housing issues in the District, sets out a comprehensive strategy for the Council to focus on its strategic role to meet a broad range of housing objectives. It is presented in three parts:

3.2 **PART 1** - Sets out the background to our strategy and details the local context of the District, explains how we learn, what we are doing to improve and develop our services and how we intend to monitor our progress. Tracks how national, regional and local policy has influenced the development of our strategy and the role that partnership working and extensive consultation has taken in enabling us to develop our housing priorities.

3.3 **PART 2** - Looks at three key components in the development of our strategy, the housing needs and housing market forces operating in the District, the results of the recent stock condition survey describing the physical condition of the housing and the current and projected future capital, revenue and land resources that are available from the Council, it's partners and other organisations to fund the strategic objectives for housing in the District.

3.1 **PART 3** – Details the Housing Strategy itself and the action plans that have been formulated for its delivery. It sets out from the work covered in Parts 1 and 2 how we have arrived at four key housing priorities that have been ranked in the order identified from our consultation process. These are focused on balancing the housing market, meeting housing needs and helping us to contribute to improving the social and economic infrastructure of the District. The four Housing Priorities are:

**PRIORITY 1 – ADDRESSING THE SHORTAGE OF AFFORDABLE HOUSING** - Focusing on achieving a well balanced Housing Market and a consistent and appropriate supply of affordable housing to meet urban and rural needs, making best use of planning powers and the resources available

**PRIORITY 2 – IMPROVING THE QUALITY AND AVAILABILITY OF PRIVATE SECTOR HOUSING** - To achieve sustained decent housing conditions, a strong, well managed private rented sector, improved energy efficiency of domestic homes and increased availability and accessibility of privately rented accommodation offering people more choice.

**PRIORITY 3 – ADDRESSING HOMELESSNESS** - Promoting a continued co-ordinated approach to the ongoing provision of early intervention preventative and support services for the homeless and an improved supply of permanent accommodation to reduce the use of temporary accommodation. Increased access to privately rented housing for the homeless is targeted to help achieve this and to maintain our minimal use of Bed & Breakfast accommodation. The strategy also focuses upon providing an improved standard and type of temporary accommodation where it has to be used, offering dispersed self contained housing.

**PRIORITY 4 - ASSISTING VULNERABLE GROUPS TO LIVE INDEPENDENTLY** - Aimed at enabling people who are vulnerable through age, disability or life experience to live independently, within the community. Promotion of healthy, safe and independent living through improved housing conditions, home safety & security checks and by creating the right environment through improvements and adaptations and linked action to enable older people to be discharged from hospital more rapidly through more efficient home adaptation.

3.2 **PART 4** – Concludes with the Action Plans for all four priorities detailing the link with the resources available and the arrangements that are in place to monitor our progress in implementing the strategy.



#### **4.0 Submission for approval by the Government Office For The West Midlands (GOWM)**

- 4.1 The draft strategy has been developed over a 9 month period in accordance with the government guidance and embracing extensive consultation with partners, other agencies and the community. Starting from scratch, we have developed the document and the housing priorities from the findings of the initial consultation event held last spring.
- 4.2 In order to assess our progress towards achieving 'Fit For Purpose' standard, we were able to submit the draft document to the GOWM for an initial assessment in November. The feedback from the Housing Team at the GOWM is attached at Appendix II, with the advice given in bold print. The final Draft Document (Appendix III) has now been adjusted in accordance with the advice received.
- 4.3 The draft document has recently been circulated to a wide range of consultees and a further consultation event was held on the 20<sup>th</sup> January 2006. A summary of the comments received from the final consultation process is attached at Appendix II of this report. The summary sets out the action we have taken to embrace the consultation comments received.
- 4.4 Members are asked to consider approving the strategy for final submission to the GOWM.

#### **5.0 Financial Implications**

- 5.1 The 5-Year Housing Strategy addresses the resources available and links actions accordingly. The strategy sets out projected budgets, but makes no specific commitments beyond the three year financial programme.

#### **6.0 Staffing Implications**

- 6.1 Reference is made to increased staff resources made in the Council's recent restructuring arrangements and links to specific actions.

#### **Background Papers**

Draft Five Year Housing Strategy

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**BROMSGROVE DISTRICT COUNCIL HOUSING STRATEGY – COMMENTS FROM GOWM**

ASSESSMENT AND WHAT IS EXPECTED	GOWM COMMENTS (Guidance in Bold)
<p><b>1. Corporate context.</b> <i>How well does the Strategy support and feed into the development of the council's wider community objectives?</i></p>	
<p>The Strategy should be a corporate document that feeds into and is influenced by other corporate/local strategies (e.g. the Community Strategy, the Development Plan, Supporting People, Crime and Disorder, HiMP, Homelessness).</p>	<p>Section 6: The Foundations from which we have built our housing priorities, states in detail the links that this strategy has with the Corporate Plan key objectives and the Community Plan. These are very clear to follow. The council set up a Homelessness Strategy Steering Group in 2003, page 20 explains the work of this group and this has been fed into this strategy. Page 34 describes the Supporting People's Needs Analysis for Worcestershire that the council plays a strategic part in. <b>I couldn't see a specific part of the document that covers Crime and Disorder, it is mentioned on page 14 but a brief description could be included.</b></p>
<p>There should be clear evidence of interaction between the Council and the Local Strategic Partnership, particularly on Neighbourhood Renewal issues (where relevant).</p>	<p>Page 16 and 17 explains that the LSP is steered by the Bromsgrove Partnership and the community plan theme groups that housing has an important role to play in. These LSP theme groups are developing opportunities for involvement in achieving progress towards a countrywide agreed set of proposed outcomes.</p>
<p>If a stockholding authority, the information in the Housing Strategy should incorporate the key points from the HRA Business Plan and be consistent with the Asset Management Plan and the Capital Strategy.</p>	<p>N/A – The Council transferred its housing stock to Bromsgrove District Housing Trust in March 2004.</p>

<p><b>2. Wider priorities.</b> <i>To what extent have national, regional and sub-regional housing priorities been taken into account in the Strategy?</i></p>	
<p>The Strategy should show how national housing priorities have been taken into account. If a national housing priority is not a significant issue locally, the Strategy need only, briefly, explain why this is.</p>	<p>A full description of national policies is included on page 14. Section 10 Housing Priorities for Bromsgrove, clearly shows how the four priorities that have been chosen were arrived at and the decision process behind this. They have carried out consultations with a wide number of groups and these were involved in rating the priorities for the district.</p>
<p>Evidence should be given of involvement in consideration of regional and sub-regional housing problems and priorities (e.g. as set out in the Regional Housing Statement or agreed with neighbouring authorities) and how these have been taken into account in the Strategy.</p>	<p>Regional and Sub-regional issues are covered in detail on pages 15 and 16. This makes reference to Creating Sustainable Communities in the West Midlands and the WMRHS, the WMRSS which are clearly described. Page 49 contains a table which shows clearly how the four priorities link to the wider policies and strategies. It also shows links to local corporate objectives and the level of consultation for each.</p>
<p>Contribution made by LAs in setting/identifying sub-regions/regional priorities.</p>	<p>The role of the council is set out clearly from the beginning of the document. The authority's contribution to setting/identifying sub-regional/regional priorities is set out at sections, 6, 7 and 8.</p>
<p><b>3. Partnership working.</b> <i>How well does the Strategy demonstrate effective consultation and joint working with key stakeholders, including members, and meaningful engagement with residents?</i></p>	
<p>There should a clear description of the arrangements for involving stakeholders, including members, in development and implementation of the Strategy and a list of the organisations involved.</p>	<p>The arrangements for involving stakeholders are set out in Section 7 Partnership Working and Consultation. This section lists all the key consultation and partnerships both local and countywide. Page 23 states the importance consultation has been in the development of the strategy. This included presentations, workshops, questionnaires and information on the Council's website. The Council held two workshop events on the 19<sup>th</sup> April 2005 for partners,</p>

	<p>stakeholders and residents to tell them what the housing priorities should be. The attendees were given the opportunity to vote on priorities within key theme areas. Further to the workshops, all attendees were given feedback forms so that they a final opportunity to put forward any views, comments or suggestions not covered at the workshops. Community involvement workshop events were also held by the Planning department, this concentrated on Rural Life and Housing for Everyone.</p>
<p>Evidence should be given of how the Strategy has been changed as a result of input from stakeholders/residents.</p>	<p>The results of these workshops can be found at Appendix 1. These have then been incorporated in the housing strategy. Appendix 3 provides examples of comments that were received on the feedback forms, which were made by a wide range of stakeholders including residents and West Mercia Police. <b>Question: Has this draft been show to these stakeholders for further comment? If Yes has this altered the plan in any way?</b></p>
<p>Examples should be given of the authority's enabling role and of other partnership working</p>	<p>There are many examples of partnership working on pages 20 and 21. These are also referred to within the priority sections. On page 54 "What we plan to do next" includes the integration of private sector housing officers into the team to enable a more joined up approach. Page 58 also describes the reorganisation of the private sector housing service and page 59 refers to a new post of Housing Initiatives Officer.</p>
<p>Examples of cross boundary working should be given.</p>	<p>Cross Border working is evidenced through Bromsgrove District Council working with the South HMA Co-ordination Group. The authority plays and active part in the Worcestershire Chief Housing Officers Group (CHOG) – a partnership agreement between the six Worcestershire Authorities.</p>
<p><b>4. Needs analysis.</b> <i>Is there a sound analysis of the current and likely future position on all significant aspects of housing need in all tenures and on service performance?</i></p>	

<p>The Strategy must be based on a robust up to date housing needs assessment, which is likely to use information from a range of sources, e.g. a needs survey, planning and health, demographic data.</p>	<p>Section 8 contains information about housing needs. An independent Housing Needs Survey and a Private Sector Stock Condition Survey were completed in 2004 which provided a sound basis for future housing strategy and planning work. The results of this survey are described in detail in this section. The survey explains the needs of particular groups. It concludes that an estimated additional 418 affordable dwellings per year for the next 5 years are required if all housing needs are to be met and the council has made this its main priority of the housing strategy.</p> <p>Demographic statistics for the district is contained in section 4, page 7.</p>
<p>A clear picture should be presented of the housing market(s) in the area covering current and likely future supply and demand, house prices, household incomes, household projections.</p>	<p>The Local Housing Market is described at Page 27. This includes minimum property prices and minimum rents for different property sizes in the District. There is also a table comparing household income to tenure and car ownership to tenure. The strategy also contains the future projections and expectations.</p>
<p>There should be an up to date summary of the condition of the housing stock in all tenures based on a recent stock condition survey.</p>	<p>Stock condition information is contained in pages 36 to 40. A full private sector survey was carried out in 2004 and describes the physical condition of housing stock in terms of unfit and disrepair. It also looked at energy efficiency, Decent Homes and the Housing Health and Safety Rating System. These are included in pages 37 and 38. The survey was based on a physical survey of 897 dwellings across the district. The main findings of the survey are contained in detail within the strategy.</p>
<p>Information should be presented on special needs client groups (e.g. Black and Minority Ethnic, elderly, disabled, lone teenage parents and on homelessness).</p>	<p>The strategy explains that 3% of Bromsgrove District residents are from ethnic minority communities. Page 29 lists the needs of particular groups including older people, people with disabilities. They state that 19.1% of all the District's households contain special needs members. The highest category within this is Physically Disabled. It concludes that a high number of older people and special needs households are living in unsuitable accommodation so this is one of the priorities for the Council. Homelessness is covered in detail within the strategy.</p>

	The council has utilised Homelessness Grant Funding effectively and has reduced the number of households accepted as homeless and in priority need from 238 in 2003/04 to 141 in 2004/05 (41% reduction).
Performance on key areas of service performance should be shown.	The strategy lists the authority's achievements towards the four priorities and also identifies non achievements in the four areas.
<b>5. Resources.</b> <i>Is there a realistic view of future resources including from the Approved Development Programme, regeneration schemes and contributions from partners? [Detailed data on council housing should be in the HRA Business Plan not the Strategy.]</i>	
There should be a summary of recent revenue and capital spending, with details of the various sources of funding (e.g. the ADP, capital receipts and area-based initiatives) and affordable housing delivered through the planning system (e.g. through Section106).	A summary of revenue and capital spending is contained at section 9. Future Housing Revenue income and expenditure is clearly set out. <b>Although Historic figures have not been included suggest that these may be included in a format similar to that used by South Staffs, Wychavon or Wyre Forest.</b>
An explanation should be given of how decisions are taken on the proportion of available resources to be used for housing (and within this council housing) and how this links to the authority's Capital Strategy.	The allocation of council resources is clearly described on page 41. This explains how decisions are made using a scoring process. <b>The link to the authority's Capital Strategy is less clear.</b>
Estimates should be given of expected future funding, with details of the assumptions on which figures are based. Explanations should be given of any significant changes in funding.	Revenue resources for 2005/06 are listed and capital resources for 2005/06 and also estimated figures 2006/07. <b>Again may like to look at the format used by Wyre Forest or Wychavon. It is important that we have a base line to compare with so need to include 2004/05 figures, we can then see if there are any significant changes (if there are please include explanations). Other strategies have also project past 2006/07 as far as 09 this would</b>

	<b>be useful.</b>
<b>6. Priorities For Action.</b> <i>How well is the statement of priority areas for action justified and linked to the analysis of current and likely future needs?</i>	
There should be a clear statement of priorities for action identified with an explanation of their relative importance.	The strategy clearly states that there are four priorities that Bromsgrove District Council will be concentrating on. It clearly states how these were arrived at and how they were rated in order of importance. They each have a dedicated section within the strategy and are also clearly stated in the executive summary at the beginning of the document.
Reasons for choosing priorities should be given, including evidence that they have been informed by the analysis of need and consultation with key stakeholders. In particular, it should be clear how priorities relate to corporate priorities; wider sub-regional/regional strategies and national housing priorities.	The strategy provides satisfactory evidence that the priorities have been chosen for valid reasons all of which have been included in the numerous consultation exercises that were carried out. Attendees at workshops were given the opportunity to rate issues in order of importance and the votes can be found in Appendix 1. The relationship between Housing Strategy priorities and corporate, regional and national housing priorities are clear and the links easily seen in the table on page 49.
<b>7. Analysis of Options.</b> <i>To what extent does the Strategy demonstrate proactive consideration of alternative ways of addressing priority areas for action, which takes full account of the contributions which local partners could make?</i>	
Brief explanation/justification of why certain options were chosen to meet priorities. This should include choice of partners, VFM, sources	Section 10 describes the choice and ranking of the priorities. It also states non-priorities for Bromsgrove with explanations why. They have

of funding, and the criteria used in decisions.	carried out a risk assessment on the four chosen priorities as to what the consequence would be if they didn't address the priorities. <b>The chapter may benefit from a paragraph explaining the criteria used in decision.</b>
Details should be given of how to access more detailed supporting information.	The strategy gives various references to other documents with large detail included in the strategy e.g. Housing Needs Survey, Private Sector Housing Condition Survey. <b>It may be useful to mention a link where the full documents are available.</b>

<b>8. Action Plan.</b> <i>Is there a clear action plan with SMART objectives and milestones covering both capital works and service delivery?</i>	
The Strategy must include a clear and robust Action Plan with SMART (specific, measurable, agreed, realistic and time-bound) objectives and milestones focussing on key priorities.	The action plan has been clearly structured. It states the four key priorities and lists the key targets to achieve them. It incorporates SMART objectives and milestones are included. <b>(Slight confusion over where to find definition tables as refers to page 67 when they are listed on page 71.)</b>
There should be a clear indication of how actions will contribute to meeting other service and wider corporate objectives.	The action plan contains a number of key targets that will contribute to achieving other service and wider corporate objectives. These include increased delivery of affordable housing, a balanced housing market, provision of affordable rural housing and sustained long term Decent housing. The action plan also contains other targets relating to the reduction of homelessness, planning and improving independence, health and wellbeing of the community.
The Action Plan should be explicitly linked with the expected revenue and capital resources.	The action plan includes a column titled resources this defines where the resources will come from. <b>However, no monetary value has been assigned to any of the targets. The strategy would benefit from a review which attempts to quantify more accurately the resources that will be made available to achieve individual key</b>



<p>The Strategy should include a timetable of work to be undertaken to update and develop the Housing Strategy further.</p>	<p><b>targets.</b>  <b>Some of the outcomes have dates attached, although not all. Some of the outcomes don't seem to cover all of the delivery aspects e.g when actual new affordable house units will become available.</b> Each target also has a monitoring arrangement and this is satisfactorily described in section 16.</p>
<p><b>9. Progress to date.</b> <i>To what extent does the Strategy report on progress against previous targets and objectives?</i></p>	
<p>The monitoring procedures in place to track progress on the Action Plan, including how members and service users are involved, should be described.</p>	<p>Monitoring procedures are covered in some detail in section 16 "Monitoring Our Housing Strategy Action Plans". This shows the frequency, method of review and participants involved. Page 11 has a paragraph relating to the council's achievements and service development since their last strategy. <b>Information on how members and service users are involved should be included.</b></p>
<p>The arrangements for monitoring the quality of services and user satisfaction, and how this feeds back into service planning processes, needs to be explained including examples of post scheme evaluation.</p>	<p><b>More information on this aspect would be useful.</b></p>
<p>Information should be presented on spend, outputs and outcomes achieved in recent years against objectives and targets with a clear explanation of any significant under-spends or over-spends.</p>	<p>There is some information on page 52. <b>This doesn't discuss spend and so perhaps prepare a synopsis of what objectives/targets have been achieved from the previous strategy. Including to what extent these have been met with information regarding significant under-spends or over-spends so that we can compare past with future.</b></p>

<p><b>10. Presentation / Accessibility.</b> <i>Could a non-specialist reader quickly understand the key messages in the Housing Strategy?</i></p>	
<p>To ensure that it meets the needs of a range of audiences the Housing Strategy needs to:</p> <p>be concise - around a maximum length of 30 pages (with references to how to access more detailed information, e.g. on stock condition surveys).</p>	<p>The length of this draft is currently 90 pages. Other strategies have been longer this and the format makes it easy to read. It doesn't feel like information overload. (The length could be reduced by making reference to other documents without including such long descriptions, but I found this a quick way to understand the surveys and helped to understand the reasoning behind the strategy.)</p>
<p>include a clear summary of the main points on the analysis of needs, current performance, priorities for action and the Action Plan and a contents page at the front of the document</p>	<p>There is a clear Executive Summary at the beginning of the strategy, this clearly summarises the main points of each part of the document and lists the priorities. Page 2 is the contents page and clearly signposts to the relevant part of the document.</p>
<p>be well structured and written in clear, simple language (versions in languages other than English and other formats such as Braille or via the Internet may be needed).</p>	<p>The report is well structured, easy to read and follow and uses simple language. It states that other formats will be made available.</p>
<p>provide contact details and references to other relevant documents.</p>	<p>Contact details are provided at the back of the strategy. <b>References have been made to other documents but not how the complete documents can be accessed by people.</b></p>

RESPONSES TO CONSULTATION QUESTIONNAIRE

<b>Question 1: Is there anything essential to meeting housing needs in Bromsgrove District that we have overlooked?</b>	
<b>Answered Yes</b>	4
<b>Answered No</b>	5
<b>Not Answered</b>	1
<b>Comments from those who answered 'Yes'</b>	<b>ACTION</b>
<i>'Affordable Housing Definition to include in rural areas existing buildings to be changed to small dwellings combined with workplace i.e.: Offices – IT jobs for young people to work from home which would make village houses affordable in the open housing market.'</i>	In principal, home working should be acceptable without the need for planning permission, providing it is low key. It would only become a problem if the use intensifies so that you have employment at the site, need more parking, have incoming customers/deliveries etc.  The change of use of existing buildings to small dwellings conflicts with the housing moratorium currently in place. This policy is currently under review and will be open for consultation.
<i>'Change Supplementary Planning Guidance to include 'Change of Use' for existing individual buildings in rural areas which do not intrude into the green belt.'</i>	See above.
<i>'The need to provide more affordable or smaller homes in the private sector for older people downsizing – to buy not rent.'</i>	We have included an item in the Action Plan to encourage the development of accommodation that is more attractive to older people who are under occupying properties to move into and that will better meet their needs.
<i>'Self building groups not mentioned. No affordable housing/social housing in the</i>	We have now incorporated an action in the Action Plan

<i>Parish of Bournheath – this is urgent.’</i>	to investigate the role of self build and its’ potential in meeting the needs of a section of the housing market. We will also be taking a more proactive role in raising awareness of affordable housing issues with parish councils.
<i>‘I would have said that it would have been important to include the following as key themes:</i> <ol style="list-style-type: none"> <li>1. <i>Improving Access and Choice to available RSL accommodation, i.e. refer to choice based lettings etc.</i></li> <li>2. <i>Delivering affordable housing for rent and low cost home ownership to meet a wide range of housing needs.’</i></li> </ol>	An action is already included in the Action Plan for the implementation of Choice Based Lettings and a number of Actions already included in our Action Plan address these issues.
<b>Question 2: Do you agree with our Action Plan set out in Part 4 of the Strategy? If you can suggest anything we have overlooked, please state below:</b>	
<b>Answered Yes</b>	8
<b>Answered No</b>	1
<b>Not Answered</b>	1
<b>Comments from those who answered</b>	<b>ACTION</b>
<i>‘.. in some local authorities, (Redditch and Manchester), all new affordable housing schemes must meet secured by design and the Supplementary Planning Document states this.’</i>	The draft SPD does include ‘secured by design’ standard for new affordable housing schemes but the strategy is to encourage its adoption.
<i>‘Priority 1 – SPG needs considering to deal with the potential release of large (up to 50 units) areas of land for affordable housing only.’</i>	The Council encourages and will consider all approaches for developments of this nature, but is not looking to release large areas of land at present.
<b>Question 3: Can you identify any obstacles to achieving our Action Plan?</b>	
<i>‘Financial restraints’</i>	The withdrawal of local authority social housing grant and the current planning moratorium have severely

	<p>impacted on the Councils ability to grant fund new affordable housing schemes. The Council is working with the South Housing Market Partnership in the implementation of a South Market Housing Needs Assessment to inform the RSS partial review. The Council also works closely with Registered Social Landlords to enable new affordable housing developments and supports bids to the Housing Corporation for funding.</p>
<p><i>'Re: Priority 1 – The availability and release of land, both in rural and more urban areas of the District.'</i></p>	<p>We are developing a Supplementary Planning document for affordable housing in order to review this.</p>
<p><i>'Failing to comply fully with ODPM, creating sustainable communities, regional priorities of supporting rural renaissance and the regional housing strategy core aims of economic development, rural renaissance and community cohesion on an individual basis locally.'</i></p>	
<p><i>'Lack of 'Cooperation with neighbouring areas'</i></p>	<p>We have a strong track record of partnership working and will continue to develop this.</p>
<p><i>'Any change of strategy from the ODPM'</i></p>	<p>Our action plan will be regularly monitored so that it can be reviewed to reflect changing government priorities and local needs.</p>
<p><i>'Planners take too much notice of the NIMBY's – be bold, LEAD'</i></p>	<p>The Council has already held a number of successful consultation events on proposed new developments of affordable housing, and we are planning to work more closely with parish councils in order to make them aware of local needs and the role of affordable housing.</p>
<p><i>'The Action Plan of any Housing Strategy is only as good as the monitoring mechanisms and community/stakeholder involvement employed. As policy is constantly changing and also the demands of local communities, effective monitoring and updating is required. Obstacles may be created by an inflexible Action Plan or poor updating and monitoring.'</i></p>	<p>Monitoring and managing the action plan is outlined in Section 15. Community/Stakeholder involvement is included in the Action Plan and the Homelessness Service Improvement Action Plan referred to includes an action on user involvement.</p>

<b>Question 4:</b> Do you think that the way we have written the Strategy is easy to understand?	
<b>Answered Yes</b>	8
<b>Answered No</b>	1
<b>Not Answered</b>	1
<i>'Too many pages with what seemed repeated words and lengthy'.</i>	We have tried to make this comprehensive document as accessible as possible to everyone in the community. By including charts/tables and photo's we have increased the size of the document, but we felt that we couldn't reduce its size without omitting important issues or compromising on its layout.
<i>'Could it be shorter though?'</i>	See above
<i>'Page 25, the Last Word – Feedback forms and notes of items raised not attached to documents – see appendix 3 – not taken into account?'</i>	The Last Word – Feedback forms have been taken into account. And whilst it has not been appropriate to incorporate all issues raised, where this has happened, we have explained the reason for not doing so in Appendix 3.
<i>'Could you please print in portrait, not landscape, easier to file.'</i>	We chose landscape to fit in with our other Corporate documents – the Community Plan and Corporate Plan so that they compliment each other and can easily be identified as Bromsgrove's.
<i>'Very clear and concise and easy to understand. Good use of visual information (charts, photos and maps) to break up text and illustrate key points. Often people who are reading the document find it easier to understand visual information over reams of text. Very good effort. Good linkage between community involvement and setting corporate priorities for action and this shows the community in Bromsgrove is valued.'</i>	No action required
<i>Chapter on 'Consultation' could have been 'personalised' by including a text box, with some key ideas from the Consultation events to show what was actually coming out of the Event, instead of summarising and linking to the Appendix. Also, could any</i>	We have expanded this chapter to include examples of workshop outcomes. The consultation event influenced the priorities in the Strategy and how they

<i>photos or statement of what consultation has achieved be put in place!</i>	should be ranked.
<i>Good statement of what has and has not been achieved and the Forward Plans. Also good contextual introduction.'</i>	No action required.
<b>Question 5: Do you have any other comments?</b>	
<i>'The document discriminates against individual planning applications for existing buildings for 'change of use'. Only new build applications are considered.'</i>	The Housing Strategy document does not discriminate in this way and neither does planning policy. The author of this complaint has been written to separately to reassure him of this and to encourage him to contact the planning department if he would like to discuss this matter further.
<i>'Feedback from community involvement/consultation events do not appear to have been included regarding rural needs for existing buildings change of use.'</i>	The change of existing buildings in rural areas to domestic dwellings would contravene the planning moratorium. The author of this criticism has been written to separately regarding this matter.
<i>'The affordable houses for renting must somehow be retained by BDHT otherwise the stocks will fall short again.'</i>	Certain tenants of BDHT have the Right to Buy and Right to Acquire, this is a legal right that cannot be removed, and so there is nothing we can do to reduce the loss of social housing stock in this way.
<i>'The closure of Longbridge could probably take many more families away than normal. BMW poached a lot of key car industry personnel for jobs in Germany and Cowley, Oxford. Now the Chinese want them. Bromsgrove can move carefully and cautiously now re: housing. In meantime 'spruce up' the town and country.'</i>	The Council is working with the South Housing Market Partnership in the implementation of a South Market Housing Needs Assessment to inform the RSS partial review. This process will include a review of migratory trends in and out of the District.
<i>'All villages should have short cut planning permission for low price housing.'</i>	This cannot be considered as it would undermine planning procedures which are in place with good reason.
<i>'Affordable/low price/social housing should be more defined.'</i>	
<i>'When you make permanent accommodation for homeless single people I feel it would be better to make lots of small self-contained units – each one room with en-</i>	We have visited the Redrow (£60k) homes in Rugby to investigate the potential for a similar scheme in

<i>suite – rather than each a flat with separate rooms. So more could be made out of the same amount of space, allowing more people to get a place of their own, even though it would be small.</i>	Bromsgrove. A high density housing development in Aston Fields has already been developed and ‘slim’ houses are being considered for new affordable housing schemes.
<i>I speak as a parent very much wanting my son to move out. And he very much wants to move out, even into a single room somewhere. I believe those who are homeless or in unhappy homes would rather be given a tiny place than miss out because not enough larger ones exist.’</i>	See above. We have also funded the development of a Private Tenancy Scheme through Bromsgrove Youth Homelessness Forum.
<i>‘Very good quality glossary. Sometimes non-existent in Housing Strategies these days!</i>	No action required
<i>A forward written by the Head of Strategic Housing, Corporate Director and also Council Portfolio Holder needs to be inserted into the Document.</i>	
<i>The text where used should be converted from Green to another colour. I am not convinced that the green colour is appropriate for people with sight problems. Could maroon be used in all cases?’</i>	Text to be changed to a darker green where it is printing off too light.

#### **RESPONSES RECEIVED AT CONSULTATION EVENT HELD ON 20<sup>TH</sup> JANUARY 2006**

<b>Workshop Priority 1 – Addressing the Shortage of Affordable Housing</b>	
<b>Key Issues Missing</b>	<b>ACTION</b>
<i>Self Build – Choice, Small Sites</i>	Action to investigate potential included in Action Plan.
<i>Empty sites – Make Better Use</i>	Our enabling work encourages RSL’s to locate potential brownfield development sites and we are considering the viability of a Private Sector Leasing scheme for empty properties.
<i>Meet Demand rather than Need</i>	The RSS is discouraging us from meeting demand and to concentrate on local needs.
<i>Encourage people to let when they move into residential/nursing homes.</i>	Action included to investigate potential for this and any adverse effects on income/benefits.



<i>Allocation of part of ADR's in advance exclusively. ? reverse 30/70%</i>	SPD on affordable housing is being developed and will be open for consultation.
<i>Promote land purchase at below value for Affordable Housing.</i>	We are encouraging the release of land for affordable housing but many landowners are waiting to see if the planning moratorium is lifted.
<i>Concern that target set for delivery of new homes is too low and reference to over supply of housing in the document may be sending out the wrong messages as may be confused with supply of affordable housing.</i>	The target has been reviewed and sections of the strategy rewritten to overcome potential for any misunderstanding.
<b>Workshop Priority 2 – Improving the Quality and Availability of Private Sector Housing</b>	
<b>Key Issues Missing</b>	<b>ACTION</b>
<i>Introduce Neighbourhood Watch Schemes for new developments.</i>	Whilst the police and community safety officers actively encourage Neighbourhood Watch schemes, they cannot be imposed on people. An action to encourage Neighbourhood Watch Schemes is included in the Community Safety Strategy.
<i>Home introduction packs 'How to run and look after your home' energy efficiently.</i>	An action has now been included in the Action Plan.
<i>Ensure smaller accommodation available via planning for both larger and small developments.</i>	Consideration of housing need and the suitability of the site for specific dwelling types forms part of the Council's 'Enabling' role for affordable housing.
<i>Publicise the energy efficiency advice centre more.</i>	An action has now been included in the Action Plan
<i>Advertise and enable solar panels etc.</i>	Requires research.
<i>Build homes geared to energy efficiency.</i>	This is an NHBC requirement but we need to consider how this can be enhanced. An action has now been included in the Action Plan
<i>Publicise Home Repair Assistance Grants more.</i>	A leaflet is to be produced for reception areas and

	CAB.
<i>Help and encouragement for downsizing for the elderly.</i>	The above leaflet will include info about the Home Move scheme.
<i>Refurb hostels into convalescence – (hospital discharge)</i>	Hostel Decommissioning Group to consider remodelling/demolishing hostels.
<i>Incentives for taking on new builders for grant work.</i>	Review procurement procedures and initiatives. Action now included in Action Plan
<i>Publicise Care and Repair.</i>	Leaflets to be distributed more widely. Action now included in Action Plan
<i>Compulsory purchase to sell on to builders/developers (empty homes).</i>	
<b>Workshop Priority 3 – Addressing Homelessness</b>	
<b>Key Issues Missing</b>	<b>ACTION</b>
<i>Rent restrictions for Housing Benefit for people in private accommodation. Use of Discretionary Housing Benefit fund to support limited to six months. Resource top up from council funds needs to be increased. Need to increase use/better ways of using.</i>	Better use of DHB included in the Action Plan
<i>Better support for vulnerable people, including over 25's – drop in centre, links for schools, links to GP? Difficult group to reach.</i>	Review the support provision v needs of vulnerable people now included in Action Plan
<b>Priority 4 – Assisting Vulnerable Groups to Live Independently</b>	
<b>Key Issues Missing</b>	<b>ACTION</b>
<i>Healthy, safe and independent living through improved housing conditions, home safety and security checks and by creating the right environment and home improvements/adaptations.</i>	This is included in the Action Plan
<i>Reduced admissions into hospital and more speedy hospital discharge.</i>	This is included in the Action Plan
<i>People being offered informed choices in which they can openly consider the risks and benefits of living independently.</i>	This is included in the Action Plan

<b>Final Thoughts – Feedback Form</b>	
<i>‘Congratulations on a well organised meeting. The four main points were discussed and suggestions made. If anything was missed out, it would be a surprise to me. Sincerely hope you are able to achieve the programme set out. Did feel it was over subscribed by Councillors, where was the general public or was I the only one?’</i>	
<i>‘Nothing in addition to what was covered at the workshop.’</i>	No action required.
<i>‘All consultation events have supported a change to planning moratorium to allow an individual family application for development of existing disused buildings for domestic use by family members i.e.: Grandparents to ensure family/social interaction, support and health care OR their children using the disused building for domestic affordable self build/conversion as a combined home and workplace. This self financing development directly assists in providing affordable housing for young and old people, adds to rural cohesion and economic growth.’</i>	This person has been written to separately regarding this issue which conflicts with the Planning moratorium.

Bromsgrove District Council

# Housing Strategy

2006 - 2011

Unlocking the door to  
meeting housing needs  
in Bromsgrove District



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## 1. EXECUTIVE SUMMARY

Bromsgrove's new Housing Strategy 2006– 2011 is the first to be produced by the Council since it transferred its housing stock in March 2004. The document which has been developed following thorough review and consultation upon housing issues in the District sets out a comprehensive strategy for the Council to focus on its strategic role to meet a broad range of housing objectives. It is presented in four parts:

**PART 1** - Sets out the background to our strategy and:

- Details the local context of the District which at the last Census had a population of 87,837 (35,168 households), an average net income of £485 per week and an increasingly ageing profile where over a quarter of households contain older people only. Being predominantly Green Belt, the District offers limited available land opportunities for the development of much needed affordable housing and due to a potential over supply of market housing is subject to a current moratoria on planning approvals.
- Explains how we learn, what we are doing to improve and develop our services and how we intend to monitor our progress. Much has already been achieved in setting up our new Strategic Housing Section, improving our understanding of the state of the housing market by carrying out Housing Needs and House Condition surveys, combating homelessness, developing our assistance to occupants of private sector housing and enabling the delivery of the North Worcestershire Care and Repair Service.
- Tracks how national, regional and local policy has influenced the development of our strategy and the role that partnership working and extensive consultation has taken in enabling us to develop our housing priorities for addressing the longer term needs and requirements of the local population.

**PART 2** - Looks at three key components in the development of our strategy:

- An overview of the housing needs and housing market forces operating in the District where affordability is a major issue preventing many, especially younger people accessing open market housing. An additional 418 affordable dwellings per annum, for the next 5 years, are required if all housing needs are to be met. The Regional Spatial Strategy expects the Council to take account of local housing needs over in-migrant needs and the Council needs to continually consider how this impacts on the estimate for additional affordable dwellings. Special consideration has been given to older person households and special needs households who are more likely to be living in unsuitable housing, to ensure that their needs are addressed in future plans for the District. A third of the total need for housing could be met by intermediate housing; therefore the provision of shared ownership and low cost home ownership could address both housing need and housing aspirations for some households. Private Sector Leasing arrangements could form part of any intermediate housing provision. Homelessness, the most severe form of housing need, forms part of the net affordable housing requirement.
- The results of the recent stock condition survey describing the physical condition of the housing stock in terms of unfit and disrepair, also focussing on various other elements such as Energy efficiency, Decent Homes and the new Housing Health and Safety Rating System. Levels of unfit were found to be much lower than national and regional averages and more dwellings considered to be 'decent' than nationally. Average SAP ratings (measure of energy efficiency) for the District were slightly higher than 2001 national and regional averages. Initiatives to promote the installation or upgrading of heating

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systems along with a programme of insulation are indicated to have the greatest impact on improving SAP rating. Better use of housing stock could be made by targeting empty homes and bringing them back into use through rent deposit and private sector leasing schemes.

- The current and projected future capital, revenue and land resources, that are available from the Council, it's partners and other organisations to fund the strategic objectives for housing in the District.

**PART 3** – Details the Housing Strategy itself and the action plans that have been formulated for it's delivery. From the work covered in Parts 1 and 2 we have arrived at four key housing priorities that have been ranked in the order identified from our consultation process and are focused on balancing the housing market, meeting housing needs and helping us to contribute to improving the social and economic infrastructure of the District. The four Housing Priorities are:

- **PRIORITY 1 – ADDRESSING THE SHORTAGE OF AFFORDABLE HOUSING**
  - Focusing on achieving a well balanced Housing Market and a consistent and appropriate supply of affordable housing to meet urban and rural needs, making best use of planning powers and the resources available
- **PRIORITY 2 – IMPROVING THE QUALITY AND AVAILABILITY OF PRIVATE SECTOR HOUSING**
  - To achieve sustained decent housing conditions, a strong, well managed private rented sector, improved energy efficiency of domestic homes and increased availability and accessibility of privately rented accommodation offering people more choice.
- **PRIORITY 3 – ADDRESSING HOMELESSNESS**
  - Promoting a continued co-ordinated approach to the ongoing provision of early intervention preventative and support services for the homeless and an improved supply of permanent accommodation to reduce the use of temporary accommodation. Increased access to privately rented housing for the homeless is targeted to help achieve this and to maintain our minimal use of Bed & Breakfast accommodation. The strategy also focuses upon providing an improved standard and type of temporary accommodation where it has to be used, offering dispersed self contained housing.
- **PRIORITY 4 - ASSISTING VULNERABLE GROUPS TO LIVE INDEPENDENTLY**
  - Aimed at enabling people who are vulnerable through age, disability or life experience to live independently, within the community. Promotion of healthy, safe and independent living through improved housing conditions, home safety & security checks and by creating the right environment through improvements and adaptations and linked action to enable older people to be discharged from hospital more rapidly through more efficient home adaptation.

Low demand and abandonment is not a key priority for Bromsgrove. Key workers have not been identified as a specific priority category as they fall within a larger group of the community who also require housing at sub market cost.

**PART 4** – Concludes with the Action Plans for all four priorities detailing the link with the resources available and the arrangements that are in place to monitor progress.

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### 3. FORWARD AND INTRODUCTION

Housing plays an important role in delivering our vision for Bromsgrove as an;

*'ATTRACTIVE, CLEAN, HEALTHY, SAFE AND PROSPEROUS DISTRICT, WHERE AN IMPROVING QUALITY OF LIFE IS ENJOYED EQUALLY BY ALL'*

On 29<sup>th</sup> March 2004, housing in Bromsgrove took a major step forward when we transferred our Council housing stock to a newly created, non profit making housing association, Bromsgrove District Housing Trust. The Large Scale Voluntary Transfer of stock provided an opportunity to enable significant service improvements for tenants and additional funding to achieve the Decent Homes Standards for which a programme of delivery is well under way.

Successful completion of the transfer now enables the Council to focus its full attention on it's Strategic Housing Role, to ensure that those in need have an opportunity to access good quality, affordable housing in a safe environment.

Since Transfer took place, we have worked hard to increase choice to housing applicants and homeless households and to promote a sense of value and belonging to communities, whatever their tenure. We are committed to ensuring that services can be accessed by all and to finding appropriate solutions to those unable to afford market housing and to addressing the more specialised needs of disabled, vulnerable and minority groups.

We have involved our local community, partners and other agencies in developing the local priorities within this five year strategy that links to regional and national priorities. We recognise that we cannot 'deliver the goods' in isolation and that partnership working is crucial to our success.

Since our previous housing strategy 2002 – 2007 was written, local authorities have been encouraged to adopt a more strategic role in planning and building homes and communities, and to intervene to ensure that all aspects of the housing market in the area operate effectively. We have therefore taken a fresh approach in developing our new housing strategy *'Unlocking The Door To Meeting Housing Needs In Bromsgrove District,'* that embraces planning and delivering homes for the whole community through strong partnership working in assessing needs, integrating housing with economic development, building relationships with providers and further engaging the local community in plans for new development. Promoting a strong, well managed private rented sector is a fundamental element to meeting housing needs. Where appropriate we will enforce standards in housing, in particular Houses in Multiple Occupation, however support and encouragement to private landlords is the key to increasing supply and choice in housing and maximising use of resources by returning back into use empty properties.

#### OUR VISION

**BROMSGROVE DISTRICT WILL BE AN ATTRACTIVE, CLEAN, HEALTHY, SAFE AND PROSPEROUS DISTRICT WHERE AN IMPROVING QUALITY OF LIFE IS ENJOYED EQUALLY BY ALL.**

#### OUR VALUES

- Putting our Citizens first
- Being honest, open & fair at all times
- Valuing and respecting people
- Demonstrating integrity and accountability
- Ensuring quality customer service
- Seeking to achieve value for money
- Working together
- Recognising the need for improvement



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We are committed to achieving the actions set out in this five year strategy. We will update the strategy action plan annually in consultation with our local community, partners and other agencies to ensure that it continues to address local needs, taking account of emerging national, regional and sub regional priorities.

We value the contribution made by our consultees and welcome any further ideas that they may have. Information on how to contact us is provided on the back cover.

We are committed to becoming an excellent housing service and to this strategy achieving 'Fit For Purpose' standard through our fresh start approach to *'Unlocking The Door To Meeting Housing Needs in Bromsgrove District'*.

**THE PURPOSE OF  
THIS HOUSING  
STRATEGY IS TO:**

**Identify the Housing  
Needs and any  
Imbalance in the  
Housing Market of the  
District**

**Set out our priorities  
and action plan for  
housing**

**Explain how these  
priorities fit within the  
Council's overall  
objectives and vision  
for the District**

**Detail the links with  
strategies of partner  
agencies and National,  
Regional and Sub  
Regional policy.**

**Identify resources and  
opportunities for  
partnership working  
and to guide partner  
agencies in identifying  
how they can assist us  
in achieving our  
strategy.**

This document is available in large print and on audio tape. If you would like it to be translated into another language please contact Amanda Glennie on 01527 881269 or email [a.glennie@bromsgrove.gov.uk](mailto:a.glennie@bromsgrove.gov.uk)

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## 4. THE LOCAL CONTEXT

### THE KEY CHARACTERISTICS OF BROMSGROVE DISTRICT

Bromsgrove District covers an area of approximately 83.8 square miles and lies to the south of the West Midlands conurbation, forming part of North Worcestershire. Whilst it is only 14 miles from central Birmingham, the Clent and Lickey Hills provide an important dividing line between the industrial Midlands and the rural landscape of North Worcestershire. The area is predominantly rural, with about 90% of the District designated as Green Belt land.

The area is well served by motorways, the M5 running north to south and the M42 /M40 to the east. Railway stations located throughout the District provide quick and frequent services to Birmingham and other parts of the Country. According to the Census 2001 74.4% of people in the District travel to work by car, whilst 46.9% of households own two or more cars or vans. The District is in the top 25 local authorities in England and Wales for both statistics.

Local people tend to look to Birmingham and the Black Country for their employment and the town has become a major commuting centre for the West Midlands.

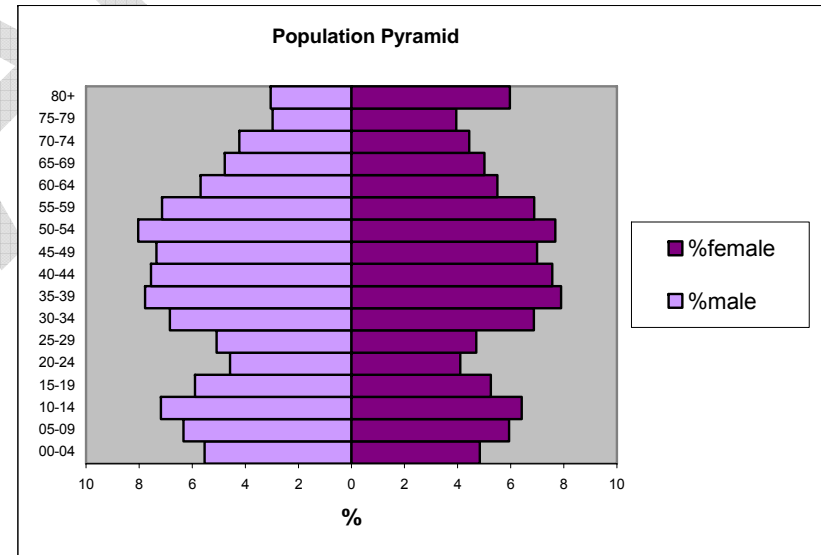
### POPULATION, PROFILE AND GROWTH

The District had a resident population of 87,837 (census 2001) and a total number of 35,168 households. 2003 mid-year estimates indicate Bromsgrove as having a population of 90,000. This is projected to increase to 92,250 by 2011. This rate of growth is above the figure for Worcestershire of 1.4%. The main centres of population in the District are the towns of Bromsgrove, Rubery, Alvechurch and Wythall. Our housing sector is largely comprised of owner occupied properties. The census 2001 records 83.4% of all properties as owner occupied which is the 11<sup>th</sup> highest figure in England and Wales. Land registry figures for the second quarter of 2004/05 suggest that the average house price in Bromsgrove is £219,946.

The number of resident households is 35,168 and the average household size is 2.44 (2001 Census). Census data also shows that 11 per cent of homes are rented from a LA/HA/social landlord and 4 per cent are rented privately.

There are 3,800 businesses. Employment is mainly in the retail, distribution, hotel, health and education, banking and business services. Unemployment was 1.7% in April 2005 however the effects of the Longbridge closure has more recently taken this figure above 2%. The Housing Needs Survey 2004 showed that the average net income was £485 per week. Households in the social rented sector have the lowest average incomes at £182 per week. This means that the affordability of market housing is becoming an acute problem for residents on lower incomes.

### The Age Profile of Bromsgrove's Population from the 2001 Census



Just over a quarter of all households in Bromsgrove contain older people only (25.2%) and a further 9.1% contain both older and non older people. The

increasing proportion of the population being older people is a key issue for Bromsgrove District.

A high proportion, 35.7%, of RSL accommodation houses older people only.

There are an estimated 6,964 households in Bromsgrove with one or more members in an identified special needs group. This represents 19.1% of all households which is well above the national average. Physically disabled is the prominent group 56.7% and frail elderly the next largest group at 37%.

### The Council Tax Register

There are approximately 4,050 households in receipt of housing and/or Council Tax benefit in Bromsgrove District which is just over 11%, one of the lowest figures in Worcestershire.

The following table shows the percentage of properties in each Council Tax Band in Bromsgrove compared to the percentages in the region and in England.

Council Tax Band	A-B	C-D	E-F	G-H
% of properties Bromsgrove	26	41	26	7
% of properties West Midlands	57	30	10	3
% of properties England	45	37	14	4

The table shows that Bromsgrove has considerably fewer properties in the lower Council Tax bands of A & B and many more properties within E – H.

Bromsgrove has an ethnic minority population of 3.3% made up of Irish (1.0%), Asian 0.8%, Mixed 0.8%, Black 0.4% and Chinese 0.3% which is low when compared to other Districts. The needs of these ethnic minority groups have been difficult to ascertain as we do not have any evidence of the existence of ethnic minority communities in the District.

### Level of Deprivation

Bromsgrove is the lowest ranking and least deprived district in Worcestershire with respect to overall deprivation<sup>1</sup> and ranks in the bottom fifth of most deprived local authorities across England. The most deprived SOA<sup>2</sup> in the district is the northern part of Sidemoor, and is ranked 8558<sup>th</sup> out of the 32,482 SOAs nationally.

### Housing Supply

The District has a significant shortfall in the supply of affordable housing against the needs identified in the recent housing needs survey and the demand from homeless applicants those in need on the Housing Needs Register.

However in terms of housing supply generally, an oversupply of housing against regional spatial allocations has resulted in no general housing development (other than affordable housing) being approved at present as the District has exceeded targets for the housing requirements set out in the Worcestershire Structure Plan. Having enough dwellings with permission to exceed the 2011 requirement, the Council has placed a moratorium on the granting of permission for new general market housing proposals.

With 90% of land in the District being designated as Green Belt together with limited availability of Brownfield sites, the Local Plan has had to remove land from the Green Belt to accommodate future growth. These areas are called Areas of Development Restraint (ADR's) and form a bank of land that is available to the Council if land is needed for new housing, employment or other uses after having first explored the use of Brownfield sites. The ADR's are unlikely to be required until after 2011 as in contrast to previous Regional Planning Guidance which required Bromsgrove to provide for migration from the urban areas, the new Regional Spatial Strategy has defined Bromsgrove as a rural area that should generally only provide for local needs.

<sup>1</sup> Using the Rank of Average SOA Score District Level Summary Measure

<sup>2</sup> SOA = Super Output Area, which is slightly smaller than ward area

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According to the Housing Needs Survey (HNS) 61.3% of households moved into Bromsgrove from outside the District putting pressure on the affordability of properties for local people in housing need.

### Rural Communities

Rural areas have faced a decline in farming and associated industries and an increased diversification of the rural economy. The affordability issue is particularly acute in villages within the District where house prices have climbed out of the reach of young people wanting to stay, work or live in rural villages. The District has seen a rise in commuting out of the area to work leading to dormitory villages and a decline in local rural facilities.

### Town Centre

Bromsgrove Town Centre continues to act as the main focus for retail activity although like many other areas, the pattern of retail activity has changed and shopping patterns have been influenced by the location of nearby shopping centres such as the Kingfisher Shopping Centre in Redditch and Merry Hill Shopping Centre in Brierley Hill.

A recent town centre study has identified a capacity for growth both in terms of shops and the underdevelopment of parts of the town centre. A town centre development brief is being drawn up that will incorporate capacity for housing within any future proposals.

New Housing Development of 9 Family Houses on a Disused Allotment Site which was the focus of Anti Social Behaviour and Fly Tipping



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## 5. LEARNING, ACHIEVING AND IMPROVING

### LEARNING

Focusing on three of the Council's core values,

- Recognising the need for improvement
- Seeking to achieve best value
- Ensuring quality customer service

It is important that we maximise our learning about our strategy and service from all sources of information.

### Previous Housing Strategies

The Council's previous Housing Strategy was published in the summer of 2002. The Government Office for the West Midlands (GOWM) identified that the Council's performance in developing its housing strategy had improved but still only rated the strategy as 'average' and suggested the following areas where performance needed improvement to reach 'Fit for Purpose' standard:

- Details of the aims and objectives of the Local Strategic Partnership (LSP)
- Examples and specific contributions towards and links between actions and national regional and sub regional priorities
- Clearer identification of partnership and cross boundary working
- Comparison of past, current and forecast performance
- Statement of priorities, how they were decided, linked to needs and a summary of recent revenue and capital spending
- Milestones within the action plan and detail of member and service user involvement in monitoring progress and outcomes.

The Council has used these comments together with the ODPM guidance upon the preparation of housing strategies in developing this document that aims to meet the 'fit for purpose' criteria.

### Comprehensive Performance Assessment

Unlike many other Council's, Bromsgrove has not yet undergone Comprehensive Performance Assessment (CPA).

Following two Corporate Governance Inspections that identified the need for the Council to improve, Bromsgrove District Council decided to request Voluntary Engagement through the Office of the Deputy Prime Minister [ODPM]. This has enabled the Council to focus its endeavours on achieving progressive improvement in the performance of the Council. As a consequence, the CPA process scheduled for September 2004 was deferred.

### Voluntary Engagement

As suggested by its name, Voluntary Engagement involves the voluntary co-operation of Members and staff and emphasises action by the Council in a process that has resulted in the development of a Recovery Plan. This is being used to drive forward a programme of change management that will result in a modernised, improved Council.

### Recovery Plan

Our request for Voluntary Engagement was accepted in September 2004 and began the process of developing the Recovery Plan. This was seen as a key priority for the Council and has subsequently been reviewed and approved by Ministers at the Office of the Deputy Prime Minister.

Allied to Recovery, the Council is committed to ongoing improvement and to achieve this has applied the Key Lines of Enquiry developed by the Audit Commission to the development of this housing strategy. They offer us an opportunity to demonstrate self awareness, assess our strengths and weaknesses, prioritise areas for improvement within our action plan and re-enforce cross departmental working.

## Learning from others

Above all the most valuable source of learning for us is to listen to others, by which we mean a broad range of partners, stakeholders, service users and community members, through ongoing consultation and involvement. We have learnt a great deal through the joint working that has taken place over the last three years in developing Bromsgrove's Homelessness strategy and more recently by applying a 'fresh start approach' to consultation on all areas of strategic housing unencumbered by the content of previous documents.

We work closely with our neighbouring authorities and learn from each other by sharing good practice and development experience. We are grateful to those authorities who have shared with us the experiences and benefits that they have gained from the CPA process.

## ACHIEVEMENTS AND SERVICE DEVELOPMENT SINCE OUR LAST STRATEGY

Since the last housing strategy was published, the Large Scale Voluntary Transfer (LSVT) of the Council's housing stock has taken place in which 3,100 dwellings were successfully transferred to the newly created Bromsgrove District Housing Trust. The transfer secures the future sustainability of the housing service for tenants and provides funding to enable the stock to be improved to Decent Homes Standard within the Government targeted period.

Eight New Flats for People with Mental Health Issues  
Completed 22<sup>nd</sup> April 2005



The Council is now able to focus upon the wider strategic housing issues and progress has been made in the following areas of service:

- Establishment of a Strategic Housing Team including new Private Sector and Housing Initiative Officer posts.
- Development of a Housing Advice Service in Partnership with Bromsgrove and District CAB.
- Completion of District-wide Housing Needs and House Condition surveys.
- Local housing needs surveys completed in five rural areas and planning permission approved for 1st rural scheme of 16 dwellings.
- Increased supply of affordable housing for rent, shared ownership and low cost purchase.
- Partnership development and launch of the North Worcestershire Care and Repair Service.
- Introduction of a range of new Discretionary Home Repair and Home Assistance Grants for the private sector.
- Development of a Homelessness Strategy and establishment of a well supported Bromsgrove Homelessness Steering Group.
- Partnership development of homelessness preventative services including:
  - Homelessness advice and support service in partnership with Bromsgrove and District CAB.
  - Floating support for young homeless.
  - Opening of a Drop-in Centre.
  - Private tenancy/rent deposit scheme.
  - Parent Support Training.
  - Mediation Service Training.
- Empty dwellings brought back into use.
- Improved standard of temporary accommodation being provided for Homeless families.

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## LEARNING AND IMPROVING THROUGH SELF ASSESSMENT PERFORMANCE MANAGEMENT, HOUSING RESEARCH AND CONSULTATION

The Audit Commission Key Lines of Enquiry for CPA provide us with a robust checklist against which to measure efficiency, relevance and progress of our strategic housing activities.

The Planning & Environment Services Department's Business Plan sets out the statutory performance indicators for Strategic Housing. The Key Targets are featured in the Action Plan in Part 4 of this Strategy and a range of key local performance indicators are being developed to drive the ongoing improvement in the standard of strategic and homelessness services.

Sound and up to date housing needs and condition survey information is key to informing this strategy. The need for consistency in approach and regularity of updating information between neighbouring authorities within a local housing market area is recognised. Close working between strategic housing officers within the South Housing Market Area is therefore now taking place to develop a greater understanding of how the local housing markets operate.

Ongoing learning and improvement is achieved through the various forms of consultation undertaken including, workshop events, Local Development Framework consultation days, Ethnic Minority Focus Group, multi agency partnership steering groups such as the Council lead Homelessness Strategy Steering Group. We also learn and benefit through the involvement and support that we give to consultation events held by neighbouring authorities and other agencies such as Supporting People forums and PCT / Social Services Framework for Older People and the Learning Disabilities Housing Needs conferences.

## HOW WE MONITOR OUR PROGRESS AND USE THE INFORMATION TO SET OUR PRIORITIES FOR THE FUTURE

The outcome and achievements regarding the key strategic housing issues is further detailed in each of the four priority areas dealt with in chapters 11, 12, 13 & 14.

The Council monitors the progress and impact of its actions through both its planning and strategic housing activities. It monitors itself against performance indicators and actions set within its service plans and monitors results detailed in survey reports such as HECA and housing condition surveys.

Residential and land availability is monitored biannually to ensure the Plan targets are met. This provides information on the balance of Greenfield / Brownfield development, conversions, redevelopment and changes of use. The data base can be used to provide information on affordable housing locations, densities and tenure type. The results of the work are reported to members and this has been particularly appropriate when considering the implementation of Supplementary Planning Guidance that has been necessary to curtail further housing permissions (other than affordable housing and other limited exceptions) until new regional targets are established. The results of the monitoring regime are used to inform County, Regional and Government bodies about housing activity and to inform local strategy development.

All development, including housing is required to accord with the Development Plan which reflects Government guidance in respect of sustainability principles and the general objectives of land use as established by the Council through its Local Plan.

The Council acknowledges that working from anecdotal data and limited research information has been a weakness in the past. In more recent years the Council has commissioned new housing needs and house condition surveys (1999/2000 and 2004/5) and recognises the importance of carrying out future survey work jointly with other authorities within the South Housing Market Area on a regular basis.

Recognition of the need for more corporate engagement has led the Council to carry out more thorough and extensive internal and external consultation and to increase staffing resources in both Planning and Housing and most recently an important step has been to integrate private sector and other residual housing functions within a Strategic Housing Section.



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Monitoring of our progress has helped us identify the urgent need to review and secure a more effective affordable housing policy through the plan policy system and develop supplementary guidance to respond to the changing dynamics of the housing market. This is being addressed through the Local Development Framework which in response to most recent housing needs research and Regional Spatial Strategy guidance places an emphasis upon meeting locally generated housing needs.

DRAFT

Lyttleton Avenue Housing Complex and Sanders Park



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## 6. THE FOUNDATIONS FROM WHICH WE HAVE BUILT OUR HOUSING PRIORITIES

It is important that our housing strategy is co-ordinated and aligned with other strategies and government policy. We believe that long term connectivity and joined up working leads to a lasting improvement in addressing housing need, rather than simply achieving a short term fix. It is important that we tackle the cause rather than the symptoms.

Therefore, in order to provide a sound basis for setting the Council's local housing priorities and action plan we have considered

- national, regional and sub regional priorities
- the Council's wider community objectives and those of it's partners
- the local housing market
- results of our recent housing need and condition surveys
- the resources available
- links with other key strategies
- feedback from consultation

In developing our plans we assess the impact of our actions on Crime and Disorder under (Sect 17 of the Crime & Disorder Act 1998), Equal Opportunities and our duty to ensure that the requirements of Ethnic Minority communities are fully embraced. The Audit Commission Key Lines of Enquiry relating to Access & Customer Care, Diversity and Value for Money are continually considered in our ongoing quest to improve the services that we provide and enable.

The Council's Housing Strategy is therefore part of a wider strategic and policy agenda and links with other plans and strategies that both influence and are influenced by the formulation of this strategy.

### NATIONAL POLICIES

The Government initially set out its strategy for housing back in 2000 when it published 'Quality and Choice – A Decent Home for All'. The key proposals paved the way for a range of initiatives promoting sustainable home ownership, developing the strategic role of local authorities, strengthened

protection for the homeless, tackling social exclusion and improving both private and social housing standards.

The Government policy that links national priorities with our local housing strategy were set out in the *Sustainable Communities Plan* launched by the Deputy Prime Minister in 2003, setting out a long term programme of action for delivering sustainable communities in both urban and rural areas. The programme is aimed at co-ordinating all levels of government and external stakeholders in delivering development that meets economic, social and environmental needs and to achieving a more balanced housing market.

In January 2005 the Government published a five year plan, '*Sustainable Communities - Homes For All*' which sets out a vision for the future where everyone, whether they be owner occupiers, first time buyers, social tenants, key workers or those who rent privately, has the opportunity of a decent home at a price that they can afford. The Council's approach to increased housing supply and extended opportunities for home ownership includes creating sustainable mixed communities. The key aims within the Government's five year strategy that underpin the development of priorities within the Bromsgrove Housing Strategy are as follows:

- **Homes Where They Are Needed Most** – To ensure that there are enough high quality homes across the whole spectrum of housing.
- **Sustainable Home Ownership** – To help more people buy or own a stake in their own home.
- **Quality and Choice for Those Who Rent** – to make sure that all social tenants and 70% or more of vulnerable people in the Private Sector have a decent home to live in.
- **Reviving Communities and Housing Markets** – To create sustainable mixed communities in both rural and urban areas, with the jobs, services and infrastructure they need to thrive.
- **Support for Those Who Need It** – To help people live independently in their own home, to tackle homelessness and cut the number of homeless persons living in temporary accommodation and make provision for the housing needs of gypsies and travellers.
- **Enhancing the Environment** – to create clean, safe and green communities, use land more responsibly and develop sustainable and energy efficient buildings.

As well as delivering a better balance between housing supply and demand and ensuring people have a decent home to live in, 'Sustainable Communities' is also about investing in neighbourhoods and improving quality of life. Housing is therefore considered within the overall picture of increasing the jobs available and economic growth of an area, encouraging community involvement and delivering better public services, schools, hospitals and transport.

A further development of the Government's strategy for tackling homelessness was the publication in June 2005 of 'Sustainable Communities: Settled Homes; changing lives' which aims to half the number of homeless living in insecure temporary accommodation by working with local authorities, voluntary sector agencies and partners. The emphasis is the introduction of a broad range of measures that tackle the causes of homelessness, prevent homelessness, provide greater support and provide more settled homes.

#### Links to Public Sector Agreement

**PSA 4 – Improve the delivery and value for money of local services.**

**PSA 5 – Achieving a better balance between housing availability and the demand for housing, whilst protecting the countryside and Green Belt.**

**PSA 7 – Bring all social housing into decent condition by 2010 with most improvement taking place in deprived areas. For vulnerable households in the private sector, including families with children, increase the proportion who live in homes that are in a decent condition.**

#### REGIONAL POLICY

Different parts of the country face differing problems and the important link between national policies and the regional, sub regional and local investment decision making process is made in – **Creating Sustainable Communities In The West Midlands** (Jan 2005) in which the ODPM set out it's achievements and intentions for housing investment in the West Midlands region. The publication identifies the long term vision for the West Midlands as

a world class region in which to invest, work, learn and live and there is genuine commitment in the region to work together on the regional priorities of:

- **Managing Housing Issues**
- **Supporting Urban and Rural Renaissance**
- **Reducing Levels of Deprivation**
- **Addressing Challenges of Crime and Drug Abuse**
- **Tackling wide Variations in Unemployment**
- **Improving Skills**
- **Modernising the Transport Infrastructure**

A number of Regional strategies reflect the theme of Sustainable Communities and link the national policies to the West Midlands. The objectives within the **Regional Economic Strategy- Delivering Advantage – West Midlands** focus the effort on the region's regeneration zones, business clusters and the high technology corridor that runs through the Bromsgrove District, created to encourage more diverse opportunities to help replace job losses associated with the closure of local manufacturing companies such as the former Rover site at Longbridge.

Closely linked in its aims is the **West Midlands Regional Spatial Strategy (WMRSS)** which incorporating the Regional Transport Strategy focuses on the amount of housing that should be built and where it should be situated within the Region. Formally adopted last year, the WMRSS promotes economic and housing growth within the Major Urban Areas and selected sub regional foci including Worcester City. Outside of these major urban areas housing allocations will reduce and allocations to the MUA will rise with the aim of reducing outward migration from the conurbation.

These regional strategies together with the key national incentives have had significant influence upon the development of the **Regional Housing Strategy for the West Midlands (RHS)**. Consistent and supportive of the vision of the WMRSS, the core aims of the Regional Housing Strategy are to:

- create mixed, balanced and inclusive communities
- assist in the delivery of Urban and Rural Renaissance

- Influence housing development to enhance economic development
- Implement Decent Homes standards in social housing and for those in vulnerable circumstances in the private sector
- Achieve social and other affordable housing
- Encourage development that improves the quality of the environment as a whole

Based upon a comprehensive evidence base and extensive consultation, the Regional Housing Strategy has developed an in depth understanding of how housing markets operate in different parts of the Region and has identified four specific market areas that have similar distinctive features based upon price, neighbourhood, property type and travel to work patterns. The four Housing Market Areas are identified as North, South, West and Central. The RHS has set out its priorities for investment and strategic intent based on the following key themes:

- New housing supply
- Affordability
- Urban Renaissance & pathways of choice
- Support for areas requiring regeneration and growth
- Rural renaissance
- Community cohesion and diversity
- Homelessness
- Supported Housing
- Asylum Seekers and Refugees
- Gypsies and Travellers
- Decent Homes
- Quality, design and sustainable construction
- Skills and training

The **Regional Allocation Strategy** targets funding from the Single Regional Housing Pot to these key priorities. As this will influence the grant funding by the Housing Corporation of Registered Social Landlords (RSL's) through it's Annual Development Programme, alternative sources of funding will have to be considered for activity outside of the RHS priority areas.

## THE SOUTH HOUSING MARKET AREA

Bromsgrove and the remaining districts of Worcestershire, together with Stratford upon Avon and Warwick make up the South Housing Market Area (SHMA). The RHS recognises that intra-regional migration from the conurbation has the biggest impact on the South HMA fuelled by high rates of owner occupation and the areas attraction to commuters and economically active households. The districts within the SHMA jointly experience major affordability issues, high levels of homelessness and low levels of social housing availability.

A South Housing Market Area Co-ordination Group has been formed drawing together local authorities and RSL's to speak and act jointly on issues facing the SHMA, develop partnership working upon housing market research and to establish and address priorities.

## LOCAL POLICY

At a local level, the **Community Plan** was published in 2003, compiled by key partners in response to extensive consultation undertaken across the District. and sets out the partner organisations visions for the Bromsgrove District and the delivery of the Plan is steered by the Bromsgrove Partnership which is made up of representatives from the public, private and voluntary sectors. Housing has an important role to play in each of the five theme groups servicing the Community Plan and the development of Local Area Agreements. Strategic Housing is represented on the 'Consider Your Environment' and 'Health and Social Wellbeing' theme groups.

## COMBATting CRIME AND DISORDER

When designing new affordable housing and regeneration schemes our strategy is to consider Sect 17 of the Crime & Disorder Act 1998 and a 'Secure By Design' approach to reduce crime, disorder, property and vehicle theft and damage. A key consideration is designing out crime, and the fear of crime, by working with RSL's, the Police Crime Risk Manager, our Community Safety Officers and the community itself in providing more secure housing, better vehicle parking facilities, lighting and a safer environment for all members of our community.

LSP - COMMUNITY PLAN THEME GROUPS	HOUSING LINKS
<p><i>Consider Your Environment</i> – conservation, biodiversity, countryside and sustainability - Chaired by the Head of Strategic Housing.</p> <p>KEY HOUSING AIM – Improve Domestic Energy Efficiency</p>	<ul style="list-style-type: none"> <li>• Assistance to homeowners and grants to improve energy efficiency and affordable warmth.</li> <li>• Planning guidance and improved design standards.</li> <li>• Use of Brownfield sites for affordable housing.</li> <li>• Promoting environmentally sustainable development.</li> </ul>
<p><i>Develop and Prosper</i> – traffic, planning &amp; economic development issues.</p> <p>KEY HOUSING AIM – Provision of Housing For All – Complete a Housing Needs Study (achieved) and meet the demand for more fit and affordable housing.</p>	<ul style="list-style-type: none"> <li>• Provision of Housing For All –</li> <li>• Completion of housing needs and condition surveys.</li> <li>• Ensure sufficient and balanced supply of affordable housing to support employment.</li> <li>• Promoting choice based lettings.</li> <li>• Town centre regeneration.</li> <li>• Promoting use of local builders /labour force with RSL's.</li> </ul>
<p><i>Feel Safe</i> – community safety, crime and disorder issues.</p>	<ul style="list-style-type: none"> <li>• Reducing homelessness and use of temporary accommodation.</li> <li>• Support to Domestic Violence Refuges</li> <li>• Home improvement grants and security checks by North Worcestershire Care and Repair Service</li> <li>• Floating support to vulnerable people ex offenders, substance misuse etc.</li> <li>• Joint working with RSL's on estate improvements.</li> <li>• Affordable housing developed on previously problematic garage sites.</li> <li>• Crime prevention liaison on new developments.</li> </ul>
<p><i>Health &amp; Social Wellbeing</i> – health promotion, NHS, social care and housing issues - Membership includes Head of Strategic Housing.</p> <p>KEY HOUSING AIM – Improving Social Care – Develop a Home Improvement Agency (achieved) and introduce Extra Care Housing Units.</p>	<ul style="list-style-type: none"> <li>• Improving Social Care</li> <li>• Development of North Worcestershire Home Improvement Agency.</li> <li>• Private Sector Housing Grants and Disabled Facilities Grants to promote independent living.</li> <li>• Promoting affordable warmth and health prevention schemes.</li> <li>• Re modelling a sheltered scheme for Extra Care Housing.</li> <li>• Addressing shortfall in affordable housing.</li> <li>• Providing support for vulnerable groups through Supporting People.</li> <li>• Improving support and better accommodation for homeless people.</li> </ul>
<p><i>Learn &amp; Grow</i> – lifelong learning, youth Groups and recreation / leisure</p>	<ul style="list-style-type: none"> <li>• Consider Build and Train Schemes.</li> <li>• Enabling local Homelessness Prevention Training for parents.</li> <li>• Support to Centrepont Homelessness Awareness training.</li> <li>• Promoting extended staff and volunteer learning and training on housing and advice with CAB, BYHF, Baseline etc.</li> </ul>

The District Council's **Corporate Plan** sets out its leading role in the future of Bromsgrove District. Strategies including this Housing Strategy are designed to deliver solutions to meet the needs of the community laid out in the

Community Plan. Our role in the Local Strategic Partnership is to strengthen existing partnerships and contribute towards better use of resources throughout the District.

The Council has objectives spanning the life of the Corporate Plan (set out in the table below) which is the broadest statement of what we wish to accomplish. **The Council's Priorities** for policy where improved results are sought are:

- To achieve Recovery by March 2007.
- To fulfil statutory duties and 'sensitive' areas adequately

**and in doing so it is acknowledged that the Council needs to invest additional resources into it's Strategic Housing function.**

As with the Community Plan, Housing plays a part in achieving all of the Council's Corporate objectives but primarily in supporting the Council's objective of achieving a 'Healthy caring and socially aware community'. To help achieve this corporate objective we identify the role of our housing strategy as providing more affordable housing and improving housing conditions, providing support to vulnerable people and combating homelessness and social exclusion.

Through the Corporate Planning Framework these priorities and objectives are spelt out in the Council's Performance Plan, used to align the Medium term Financial Plan and delivered through **Annual Service Business Plans**

The following table sets out the direct links between Community and Corporate Plan objectives and the Housing priorities identified in this Strategy.

### LOCAL AREA AGREEMENT (LAA)

The LAA is a three year agreement setting out priorities for Worcestershire that is being developed through the Worcestershire Partnership. The LSP theme groups are developing opportunities for involvement in achieving progress towards a countywide agreed set of proposed outcomes. These outcomes include energy efficiency and provision of affordable housing together with a range of other outcomes to which our housing services can play a part in achieving.

CORPORATE PLAN KEY OBJECTIVES	HOUSING LINKS
To make a major contribution towards achieving a healthy, caring and socially aware community.	<ul style="list-style-type: none"> <li>• Community involvement and partnership working.</li> <li>• Enforcing housing standards and licensing, achieving Decent Homes, funding of grants to improve housing conditions, reducing homelessness and supporting vulnerable people.</li> </ul>
To provide a clean, safe and attractive environment	<ul style="list-style-type: none"> <li>• Promoting home security, estate improvements, reducing homelessness and providing support to vulnerable and ex offenders.</li> </ul>
To protect and improve our environment and promote sustainable communities	<ul style="list-style-type: none"> <li>• Assistance to homeowners and grants to improve energy efficiency and affordable warmth. Planning guidance and improved design standards. Use of Brownfield sites for affordable housing.</li> <li>• Promoting environmentally sustainable development.</li> <li>• Support and assistance to promote independent living.</li> <li>• Rural housing initiatives.</li> </ul>
To foster and sustain a strong and expanding economy	<ul style="list-style-type: none"> <li>• Provision of Housing For All</li> <li>• Ensure sufficient and balanced supply of affordable housing to support employment.</li> <li>• Promoting choice based lettings.</li> <li>• Town centre regeneration.</li> <li>• Promoting use of local builders labour force with RSL'S</li> </ul>
To provide sustainable culture and leisure opportunities	<ul style="list-style-type: none"> <li>• Open space and play area provision with new development.</li> </ul>
To be an efficient and effective Council	<ul style="list-style-type: none"> <li>• Community involvement, partnership working and consultation.</li> <li>• Performance monitoring.</li> <li>• Housing strategy linked to Corporate Development and Recovery Plan</li> <li>• Financial and asset management.</li> </ul>

## ARRIVING AT OUR LOCAL PRIORITIES FOR HOUSING

The final stage in our journey of developing the local housing priorities for Bromsgrove takes place through local consultation with partner agencies, stakeholders and the community. Planning and Housing Consultation events give consideration to national and regional priorities in context of local needs and conditions and resources available. The consultation process is detailed in Chapter 7.

Bromsgrove District Council is a key strategic partner with other districts, the County Council, PCT and National Offender Management Service and on the **Worcestershire Supporting People Partnership**, which has developed a 5 year strategy and supports partnership cross boundary provision of support services. Closely linked is a joint approach to representation of housing within the **County Community Plan** by the Chief Housing Officers Group represented by all six districts within Worcestershire.

## CROSS REFERENCING ASSOCIATED BROMSGROVE STRATEGIES<sup>3</sup>



Eight Flats for Young People Completed May 2005



- Annual Performance Plan 2005-06
- Bromsgrove Community Safety Partnership 2005-08
- Bromsgrove Community Plan 2003-13
- Bromsgrove Medium Term Financial Plan 05/06-07/08
- Local Development Framework Statement of Community Involvement July 2005
- Corporate Plan 2005-2008
- Homelessness Strategy 2003-2008
- Bromsgrove Local Plan Jan 2004
- Draft Asset Management Plan April 2005
- Local Development Framework – Issues and Options June 2005

<sup>3</sup> Information on how to access these documents can be found on in Section 18

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## 7. PARTNERSHIP WORKING AND CONSULTATION

Intelligence is collated from a broad range of sources and organisations to provide us the evidence to best tackle key housing issues.

Bromsgrove has a good past record for working with its tenants in encouraging participation and meaningful consultation. Since Housing Transfer took place, the main responsibility for tenant participation has transferred to Bromsgrove District Housing Trust (BDHT) enabling the Council to now concentrate on wider community and partner consultation as a mainstream activity within its strategic housing role. Whilst we are keen to work jointly with BDHT on tenant consultation, this forms only a part of the consultation work we are developing with the whole community, irrespective of whether they are tenants, persons accessing homelessness services or people benefiting from the authorities private sector housing and planning services.

In our new strategic housing role, our aim is to constantly develop our consultation skills and procedures to ensure that it is a key process that is entrenched in everything we do in the development, implementation, monitoring and review of our housing strategy and plans that sit within it.

### PARTNERSHIP WORKING

The Council does not work in isolation and considers that joint working with partner organisations and stakeholders is key to success. At Bromsgrove we both consult our partners and also work with them on joint consultation exercises.

### KEY LOCAL CONSULTATION AND PARTNERSHIPS

**BROMSGROVE HOMELESSNESS STRATEGY STEERING GROUP** – was set up by the Council in 2003. The group that meets regularly to inform, drive and monitor the Homelessness Strategy Action Plan. The Council greatly appreciates the dedication of the committed membership that includes representatives from CAB, Bromsgrove Youth Homelessness Forum,

Baseline Floating Support Service, Charford Multi Agency Resource Centre, Centrepoint, Substance Misuse Action Team (SMAT), Fry Housing Trust, Bromsgrove District Housing Trust, Youth Offending Service (YOS), Social Services and the Council's Strategic Housing Officers.

The group brings all agencies involved with homeless people together with the aim of identifying their needs, developing a partnership approach to preventing homelessness and improving support services for those that become homeless.

Examples of benefits and actions that have developed as a result of the consultation and joint working include:

- Jointly agreed (and recently reviewed) action plan to address homelessness
- Joint consideration and agreement upon use of ODPM homelessness funding
- Joined up support services that also work together in providing new services such as the Teenage Parents Homelessness Prevention training which was jointly presented by CAB, Charford Multi Agency Resource Centre, SMAT and Baseline.
- Commissioning of a specialised consultation report - 'Supporting Young People in Bromsgrove' by Jackson Reed Consulting.

### The Homelessness Strategy Steering Group





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Special meetings of the group have recently been held to prioritise and feed in comments on the countywide bids being submitted for Homelessness Innovation Funding and to consider and inform BDHT in the phased replacement of hostel accommodation for the homeless with self contained, dispersed accommodation.

**HOUSING STRATEGY STEERING GROUP** is represented by the Planning, Environmental Health and Strategic Housing officers of the Council to develop and monitor the Council's Housing Strategy. Special meetings are held to consider each priority area of the strategy to which representatives of appropriate outside agencies and user groups are invited to attend.

**REGISTERED SOCIAL LANDLORD (RSL) LIAISON GROUP** - meets three times a year to offer the Council's primary RSL partners and other RSL's who own stock in the District to meet with us to promote partnership working on the provision of affordable housing and assist us in meeting general housing needs and needs of the homeless. The meetings provide the Council with feedback on our strategic and enabling progress and provide an opportunity for us to inform the RSL's of the Districts housing needs and priorities.

**BROMSGROVE DISTRICT HOUSING TRUST (BDHT) AFFORDABLE HOUSING WORKING GROUP** – is a newly set up joint working group that meets regularly to progress and monitor the affordable housing development plan associated with assets and funding held by the Council and the Transfer Housing Association (BDHT).

A product of this consultation group has been the submission of a partnership (BDC/BDHT/West Mercia HA/Social Services) bid submission for Extra Care Housing Re-modelling Grant.

**BDHT SHELTERED HOUSING REVIEW AND CHARFORD REGENERATION TEAMS** – The Councils Strategic Housing Officers are working with BDHT officers on two programmes of consultation. The first programme is reviewing with tenants and partners the way sheltered housing services are provided in the future. The second that also involves the Council's Leisure and Waste Management officers is consulting local residents living in Charford to identify estate improvements that can be considered.

**BROMSGROVE PRIVATE LANDLORDS FORUM** – is held twice yearly by the Council to provide private landlords with assistance, support and encouragement to promote the provision of privately let accommodation in the District. The Forum enables us to consult landlords to identify ways in which we can offer them support and investigate ways in which we can give them confidence to let accommodation to younger people and those on benefits.

Three clear outcomes where consultation through the Forum has influenced action have been:

- A programme of training and speakers provided by us in accordance to the priorities fed back to us by landlords responding to our consultation questionnaire identifying their support needs.
- Landlords beginning to let dwellings to younger clients receiving benefits linked to floating support and rent guarantees provided.
- Homelessness being prevented by support services intervening and negotiating with private landlords to resolve rent arrear/management problems.

**AFFORDABLE HOUSING DEVELOPMENT – LOCAL CONSULTATION**

This takes place in addition to statutory planning consultation where the Council is enabling affordable housing in close working with RSL's especially in rural areas and on developments being built on Council land. Local meetings are held allowing residents and potential new occupants to express their views, ideas and suggestions at the development design stage before a planning application is submitted.

For example: At the New Road Development in Sidemoor, the Council has responded to local residents concerns about the relocation of a play area by agreeing to delay its provision until after the housing development has been completed, and a further consultation exercise carried out.

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## COUNTYWIDE CONSULTATION AND PARTNERSHIPS

### CHIEF HOUSING OFFICERS

Within the County of Worcestershire and now increasingly involving the full SHMA sub-region, we have strong links between the housing authorities through the Chief Housing Officers Group (CHOG) which meets monthly. CHOG provides a route for the promotion of local housing issues to the Regional Housing Board, the development of Countywide strategies, together with protocols and joint provision of innovative solutions to issues such as homelessness, housing conditions and energy efficiency. The delivery of a Home Improvement Agency for North Worcestershire is a recent product of this joint partnership working.

CHOG forms the nucleus for strong links with other county wide professional groups (e.g. County & District Planning Officers Group) and service providers (e.g. Centrepont, Teenage Pregnancy and Parenting, Domestic Violence etc) with CHOG being represented at a broad range of service groups by the district council officers within its membership.

Reporting to CHOG is a range of officer groups that meet to address specific housing issues including: Rural Housing, Affordable Housing Enabling, Homelessness, Private Sector Housing and Disabled Adaptation review.

**SUPPORTING PEOPLE** – is a partnership with other Worcestershire Councils, the Health Authority and Probation Service in the development of a five year strategy for the operation, review and commissioning of support services for vulnerable groups. The Council supports this important partnership at strategic and commissioning group level.

Whilst the process has introduced a range of new floating and other support services for vulnerable or homeless people in the District, a most notable success has been the recent establishment of the North Worcestershire Care and Repair Service through the partnership of Bromsgrove, Redditch and Wyre Forest Councils.

### HEALTH AND SOCIAL CARE GROUPS

Housing, Health and Social Services work jointly through a number of groups to meet the Community Plan and service objectives for the wellbeing and support of older or vulnerable client groups. We represent the other District Councils on the Teenage Pregnancy Strategy Group, work locally with the Mental Health Action Team and consult with Redditch BC, Redditch and Bromsgrove PCT and Age Concern through the National Service Framework Local Implementation Team through annual stakeholder events.

#### Stakeholder Event



## REGIONAL AND SUB REGIONAL WORKING

**SOUTH HOUSING MARKET AREA CO-ORDINATION GROUP** –has been formed in response to the development of the Regional Housing Strategy and draws together local authorities and RSL's of Worcestershire Stratford and Warwick to consult, act and speak jointly on issues facing the South Housing Market Area (SHMA) and share information and best practice.

The objective of the group is to act jointly to ensure that the best possible outcomes are achieved to meet the housing needs of the SHMA, through a partnership approach to the development of allocation strategies, housing market assessments and closer working between Planning and Housing authorities.

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Work is already underway focusing on bidding for funding to support joint housing needs assessments and the development of sub regional choice based lettings arrangements.

### **CONSULTING ON OUR NEW HOUSING STRATEGY - UNLOCKING THE DOOR TO MEETING HOUSING NEED IN BROMSGROVE DISTRICT**

Consultation has been key to the development of this Strategy. We decided to start from scratch and consult before putting pen to paper because we believe that our residents, partners and other stakeholders can help us to achieve a better understanding of housing issues in the District and the priority they should receive.

This Housing Strategy covers the period 2005 – 2010 and we will continue to seek feedback to ensure that our strategic priorities are appropriate to the needs of Bromsgrove District residents by further consultation events and research throughout this period.

We used the following consultation techniques to try to ensure that all sections of our community had an opportunity to give us their views.

#### **THE HOUSING NEEDS SURVEY AND STOCK CONDITION SURVEY**

In January 2004 the Council commissioned a joint Housing Needs and Private Sector Stock Condition Survey of the District. The results of the survey gave us a sound assessment of housing needs across the District to inform the Council's affordable housing planning policy. It helped us to identify the levels of need for provision of additional affordable housing and where it should be provided and helped guide the Council in the development of its Private Sector Housing Strategy.

#### **PRIVATE SECTOR HOUSING STRATEGY AND POLICY CONSULTATION QUESTIONNAIRE**

In the autumn of 2004, the Council consulted its Community Panel upon the priorities and options available in respect of developing its private sector housing strategy and the introduction of a range of discretionary assistance grants under the Regulatory Reform Order 2002.

#### **THE HOUSING STRATEGY STEERING GROUP**

A steering group was established to oversee the development of the new Housing Strategy with representatives from Strategic Housing, Environmental Health, Planning and BDHT. Initial meetings helped to formulate and deliver the consultation processes which were required to identify our housing priorities. Post consultation meetings considered the outcomes of these consultation events and each priority in turn with specialists in that field being invited to contribute towards the priority which reflected their area of work. For example, for Addressing Homelessness, the Group invited Elaine Mortimore from Bromsgrove Youth Homelessness and Leah Dingley from Bromsgrove District Housing Trust to attend and for Improving the Quality and Availability of Private Sector Housing, John Gittins from the North Worcestershire Care and Repair Service was invited to attend.

#### **ETHNIC MINORITY FOCUS GROUP**

The Council commissioned a Focus Group meeting for ethnic minority groups to supplement the Housing Needs Survey. Partners of the Council and Ethnic Minority representatives from adjacent Districts attended the meeting. The group profile and key findings are set out in appendix 4.

#### **RESEARCH INTO THE HOUSING NEEDS OF YOUNG PEOPLE**

The Council jointly funded research, commissioned by Bromsgrove Youth Homelessness Forum during 2004, into the needs and aspirations of young people in the District.

#### **UNLOCKING THE DOOR TO MEETING HOUSING NEEDS WORKSHOP EVENTS APRIL 2005**

The Council held two workshop events on the afternoon and evening of 19<sup>th</sup> April 2005 for partners, stakeholders and residents to tell us what our housing priorities should be. The five workshops each discussed a key theme arising from the Housing Needs Survey:

1. Choices in Affordable Housing
2. Meeting Housing Needs

- 
3. Homelessness
  4. Equality and Diversity
  5. Private Sector Housing

Feedback sessions followed the workshops during which attendees were given an opportunity to vote on the three most important key issues identified by each workshop. The issues receiving the highest votes were:

#### **The Afternoon Session**

'Affordable Housing built in sustainable areas, offering range of choice – consideration to local people.' (31 votes)  
'Prevention – get information on support available on an early intervention basis. Education within school environment/care leaver.' (31 votes)  
Accommodation – partnership working, increasing support, move-on, affordability, impact of rural issues. (31 votes)

#### **The Evening Session**

'To provide more choice need more 'affordable housing' (18 votes).  
'Move away from hostels towards self contained units/2 bed flats (18 votes).  
Empty properties – offer service of Council renting property or separate agency (BDHT). Ready made tenants. Experience already there. Safe service for owners (18 votes).

The results were analysed and it was identified that the issues receiving the highest votes fell naturally into one of four categories. These categories became our four main priorities for this Housing Strategy. (Appendix 1)

#### **BROMOPOLY**

Workshop attendees were also asked to prioritise housing related issues set out in a board game style and the outcomes of this helped to prioritise key issues. See appendix 2.

#### **THE LAST WORD – FEEDBACK FORMS**

Workshop attendees were given feedback forms so that they could have a final opportunity to put forward any views, comments or suggestions that had not been covered during the workshops. See appendix 3.

#### **COMMUNITY INVOLVEMENT WORKSHOP EVENT**

Two community involvement workshops were held by Planning Dept with support from Strategic Housing. Attendees were invited to put forward their views on Rural Life and Housing for Everyone.

#### **WORKSHOP EVENT AND QUESTIONNAIRE JANUARY 2006**

A further workshop event was held, and a questionnaire circulated with the draft housing strategy to partners, stakeholders and residents to receive comments on the priorities set in the draft Housing Strategy.

The four workshops looked at the four priorities and considered whether there were any key issues missing, what obstacles there might be to achieving the aims, how these obstacles could be overcome and what were considered the three most important aims. We also asked consultants to complete a questionnaire and feedback form. We then reviewed the outcomes and incorporated them into the Strategy as appropriate.

#### **PRESENTATION TO PARISH COUNCIL**

A presentation was given to Bentley Pauncefoot Parish Council as they were unable to send a representative to either of the workshops.

#### **WEBSITE CONSULTATION**

The BDC Website and County 'ASK ME' consultation website were used to promote the Workshops and Ethnic Minority Focus Group events.

The key themes identified from these consultation events are:

- Affordable housing
- Private Sector Housing
- Homelessness
- Addressing the Needs of Vulnerable Groups

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## 8. IDENTIFYING HOUSING NEEDS AND UNDERSTANDING MARKET CONDITIONS

### PROFILE BASE DATA

Population	87,837 (35,168 households) (2001)
Population increase since 1991 (allowing for removal of part of District)	86,044
General Health	17% suffer from some sort of limiting long term illness
Increase in single households	2,250 increase from 1991-2001
Travel to work	84% commute out – 80% commute in
Migration Rates	3,741 households migrated into the District in the last two years.
Average earnings in Bromsgrove	Average Net Income £485 pw Median Net Income £407 pw
Economically active (employed full time)	42%
Unemployment	2.1% <sup>4</sup>
Total Housing stock	37,890
Number of empty dwellings	425 long term over 6 months
Breakdown of housing stock	
Owner Occupied	30,673
Privately Rented	1,933
RSL	3,834
Average house prices April – June 2005	Detached £295,143 Terrace £149,317 Overall Average £209,181
Increase in house prices 2002-2003	7.5%
No of applicants on Housing register	1,812 as at 30 <sup>th</sup> June 2005
No on BDHT transfer List	367 as at 22 <sup>nd</sup> Sept 2005

<sup>4</sup> Unadjusted claimant count unemployment based on 2001 Census wards using projections of the economically active population.

### HOUSING NEEDS AND CONDITION SURVEYS

A new independent Housing Needs Survey and Private Sector Stock Condition Survey were commissioned in 2004 to build upon previous work and provide a sound basis for future housing strategy and planning work.

**The Housing Needs and Private Sector Stock Condition Survey 2004** was carried out by Fordham Research. The key findings of the surveys are set out below. It is recognised that there is a need to review housing needs surveys on a three yearly basis and supplement the information annually with locally collated statistical information and data on local housing activity. It is also recognised that there is a need for the authorities within the region to move towards a co-ordinated format for the collation of housing needs and stock information, and work towards this aim is being progressed within the South Housing Market area. This can then inform sub-regional and regional strategies and provide a consistent approach to the identification of migratory trends which affect the region as a whole.

#### Housing Needs Survey 2004 – Key Findings

In total 1,138 households, from all communities and tenure types, took part in the survey. Personal interviews were used to collect information on a questionnaire that covered a wide range of issues including questions about:

- Current housing circumstances
- Past home moves
- Future housing intentions
- The requirements of newly forming households
- Income Levels

The survey estimated that around 84% of households are currently owner occupiers with around 11% living in the social rented sector.

## Local Housing Market

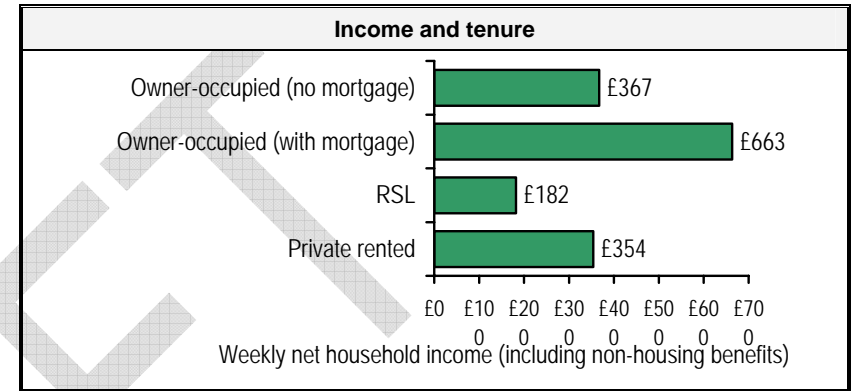
Levels of market prices and rents is a key factor in determining the cost of housing and hence affordability. A survey of local estate and lettings agents identified estimates of the minimum costs of housing to both buy and rent in the District. Properties in Hagley and Barnt Green were discounted as they were slightly more expensive than for the rest of the District. The survey suggested that prices started at around £93,500 for a one bedroom flat with private rental costs starting from around £355 per month.

Minimum property prices/rent in Bromsgrove		
Property size	Minimum price	Minimum rents
1 bedroom	£93,500	£355
2 bedrooms	£117,200	£435
3 bedrooms	£141,000	£510
4 bedrooms	£204,000	£725

The land registry data source suggested that property prices in the District are high when compared with national figures.

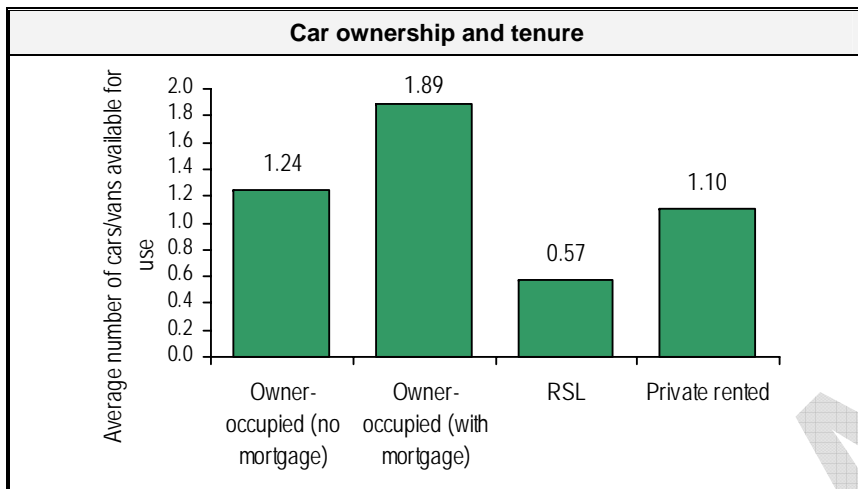
Information about minimum prices and rents from estate agents and lettings agents was used along with financial information collected in the survey to make estimates of a households' ability to afford market housing (without the need for subsidy).

The estimated average net weekly household income (including non housing benefits) was £485. There were, however, wide variations by tenure, with households living in RSL housing having particularly low incomes.



The study estimated that around a third of households lived in semi detached houses and that around a quarter of all households were solely comprised of pensioners. The study also looked at car ownership, by tenure, which is often used as an indication of wealth. The survey found large differences between the different tenure groups with owner occupiers (with mortgage) having a significantly greater level of car ownership than households in the social rented sector.





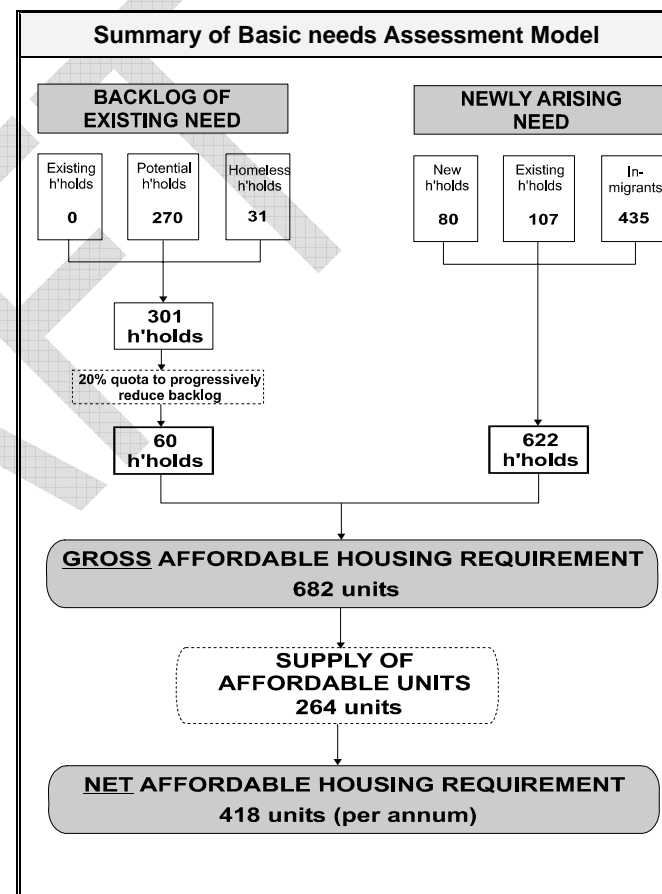
Looking at past trends and future expectations, the broad findings were:

- An estimated 16.7% of households have lived in their current home for less than two years, around 40% of previous moves having occurred within the District.
- Some 61.3% of households moved into Bromsgrove from outside the District when they last moved. Newly forming households were much more likely to have moved into the District than existing households.

In terms of future household moves, the survey estimated that 2,817 existing and 1,346 potential households need or expect to move within the next two years. In both cases a higher proportion would like to move to owner occupation than expect to do so.

### Assessing Housing Need Using the Guide Model

A household in housing need is defined as one which is living in housing that is not suitable for its requirements and who cannot afford to resolve this unsuitability within the private sector housing market.



An estimate of the need for affordable housing was made based on the 'Basic Needs Assessment Model' (BNAM). Using this methodology it was estimated that there is currently a shortfall of around 418 units of affordable housing in



the District. The data suggested that this shortfall is most acute for one bedroom properties.

Further analysis suggests that over a third of the need could theoretically be met by 'intermediate' housing, though a large proportion could only afford the cheapest intermediate category.

The survey also looked at a household's future aspirations and affordability by carrying out a Balancing Housing Markets (BHM) assessment, to consider the extent to which supply and demand are 'balanced' across tenure and property size. The BHM methodology suggests a significant shortfall of affordable housing of all sizes of accommodation, most notably two bedroom homes. It also showed a surplus in the owner occupied and private rented sector. In terms of size requirements, the information suggests that in the owner occupied sector there is a shortfall of two bedroom homes with a surplus of one, three and four bedroom accommodation.

### The Needs of Particular Groups

#### Special Needs Households

Some 19.1% of all the District's households contain special needs members. 'Physically disabled' is the largest category with special needs.

Special needs households in Bromsgrove are generally smaller than average for the District and are disproportionately made up of older persons only. Special needs households have lower than average incomes and are more likely than households overall, to be in unsuitable housing.

#### Older Person Households

Some 25.5% of households in Bromsgrove contain older persons only, and a further 9.1% contain a mix of both older and non older persons. Although the majority of older person-only households live in the private sector, a high proportion, 35.7%, of RSL accommodation houses older people-only.

Special needs categories			
Category	Number of households	% of all households	% of special needs households
Frail elderly	2,577	7.1%	37.0%
Physical disability	3,948	10.8%	56.7%
Learning disability	709	1.9%	10.2%
Mental health problem	615	1.7%	8.8%
Vulnerable young people & children leaving care	19	0.1%	0.3%
Severe sensory disability	650	1.8%	9.3%
Other	368	1.0%	5.3%

#### Key Worker Households

Analysis of key worker households found that key worker households have higher incomes than non key worker households in employment and that the majority, 92.6%, of key worker households can afford market housing in the District. Of those that can't afford market housing, intermediate housing options are only affordable for 79.6%

In terms of the need for affordable housing, the study suggests that around 18.7% of the net affordable housing requirement comes from key worker households.

#### Overcrowding and Under-occupation

The study suggested that 0.9% of all households are overcrowded and 47.4% under-occupy their dwelling. The owner occupied – no mortgage sector shows the highest levels of under-occupation and the RSL sectors the highest overcrowding. Overcrowded households tend to have low incomes (measured per person) but are just as likely to state that they need or expect to move as other households.

## Conclusions

It is estimated that an additional 418 affordable dwellings per annum, for the next 5 years, are required if all housing needs are to be met.

The Balancing Housing Markets methodology suggests a significant requirement for additional affordable housing to be provided.

The Regional Spatial Strategy expects the Council to take account of local housing needs over in-migrant needs. The Council needs to continually consider how this impacts on the estimate for additional affordable dwellings.

The high number of older person households and special needs households who are more likely to be living in unsuitable housing means that this group requires special consideration to ensure that their needs are addressed in future plans for the District.

The survey found that more people would like to move to owner occupation than would expect to do so. A third of the total need for housing could be met by intermediate housing, though a large proportion could only afford the cheapest intermediate category. Therefore the provision of shared ownership and low cost home ownership could address both housing need and housing aspirations for some households. Private Sector Leasing arrangements could form part of any intermediate housing provision.

Homelessness, the most severe form of housing need, forms part of the net affordable housing requirement.

## The Housing Needs Register

The Council maintains a **Housing Needs Register** through a service level agreement with Bromsgrove District Housing Trust. The Register provides an important source of information and forms the basis of nominations to dwellings held by five partner housing associations and includes information upon RSL tenants wishing to transfer to alternative accommodation within the District. The increasing number of households on the register is set out at below. The Council recognises the importance of offering people choice and a stake in where they live to promote more stable, viable and inclusive communities. Accordingly we are working to develop a partnership approach with Registered Social Landlords and other authorities across the South Housing Market area to research the viability of implementing a choice based lettings approach also linked into the promotion of privately rented accommodation.

<b>HOUSING NEEDS REGISTER</b>				
<b>Households on the Housing Register at 1<sup>st</sup> April</b>				
2001	2002	2003	2004	2005
1171	1344	1426	1503	1805

<b>WAITING LIST BY AGE</b>	
Age	30 June 05
Under 60 years	1264
Over 60	548
<b>Total</b>	<b>1812</b>

<b>WAITING LIST BY ETHNICITY</b>	
<b>Ethnicity</b>	<b>As at 31.04.05</b>
Any Other Ethnic group	3
Asian Other	2
Bangladeshi	1
Black African	1
Black Caribbean	11
Black Other	1
Chinese	3
Not Given	71
Indian	4
Mixed Other	3
Mixed White Asian	2
Mixed White/Black African	1
Mixed White/Black Caribbean	5
Pakistani	4
White British	1686
White Irish	7
White Other	7
<b>Total</b>	<b>1812</b>

**Rural Housing Needs Surveys** have now been carried out in five Parish Council areas all indicating significant levels of housing need that is being addressed. A summary of the findings is set out below:

<b>Parish</b>	<b>Response</b>	<b>Need</b>	<b>% Forms Returned</b>
Alvechurch	595	103	26%
Belbroughton	157	43	Not Known
Stoke Prior	463	54	Not Known
Clent	420	46	41%
Beoley	130	33	31%

### **Ethnic Minority Focus Group**

Just over 3% of Bromsgrove District residents are from ethnic minority communities. In order to ensure that the housing needs and aspirations of this group had been taken into account, a separate focus group meeting was held 27<sup>th</sup> April 2005.

The Focus Group meeting was advertised in doctors' surgeries and on the Council's web site and organisations representing ethnic groups were targeted in order to raise awareness of the meeting and invite members to attend. Representatives from the voluntary sector were also invited to attend. See appendix 4 for a full transcript of the event.

### **Key Findings**

The Focus Group identified the following issues that need to be addressed:

- Identify who the ethnic minorities are, where they are living and whether they are seeking out cultural and religious support in other areas.
- Identify whether housing services are being accessed by these groups.
- Identify what translation and interpretation services are required with regard to the ethnic profile of Bromsgrove's residents.
- Explore other ways of accessing hard to reach groups i.e. through community groups in neighbouring local authority areas.

These issues can be addressed by:

- Implementing a programme of grass roots engagement and speaking to ethnic minorities in the street to find out what their opinions, experiences and concerns are.
- Raising awareness of services and clear statements about services with well funded welcome information that is open and available to all.

- Subscription to the Ethnic Access Link service and the establishment of a partnership register, with voluntary organisations using the service for a small fee.
- Linking in with other groups such as the Redditch Pakistani Community Forum who are happy to share their experiences and guide voluntary organisations in Bromsgrove District, and the Council in grass roots engagement with ethnic minorities locally.

A research project carried out by a student placement during spring 2005 focussed on best practice methods for consulting ethnic minority communities, evaluating any areas of direct or indirect discrimination on the part of the Council and researching where ethnic minority communities live and if any spatial or economic information could be gleaned from these data sources. The project also included identifying members of ethnic minority communities and passing their details to Fordham's Research for inclusion on the Ethnic Minority Focus Group.

### Gypsies and Travellers

Interviews were conducted with three residents from the gypsy caravan site. The main findings were:

- That all three residents were happy living on the site and anticipated being there for at least the next five years.
- There was a desire for more cupboard space and heating in the brick built outhouses was identified.
- That all three residents were happy with the geographical location of the site and the size of their plots.

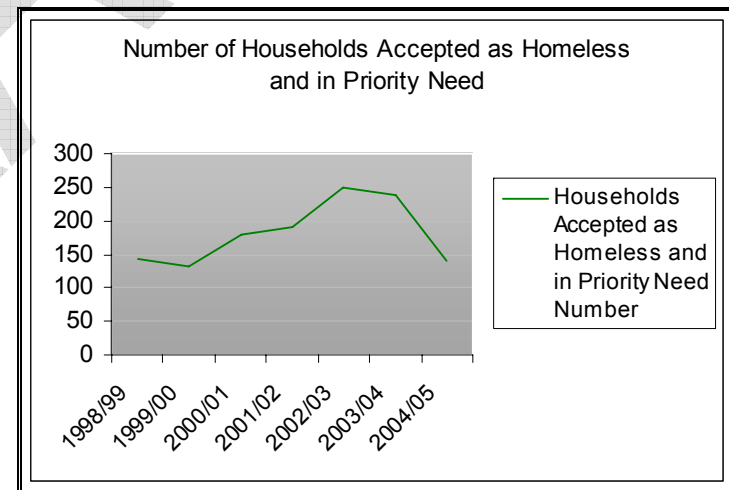
The main concern for those interviewed was prejudice from members of the non travelling community. This impacted on their ability to obtain insurance on their properties and gain employment. It was felt that a name change from Houndsfield Lane Site to Houndsfield Lane Park may help to improve employment prospects.

Conclusions regarding the general needs of Ethnic Minority Communities were as follows:

- More ethnic minority residents work in professional and managerial occupations or intermediate occupations or small employers.
- The Private Rented sector is the main type of tenure used.
- Car ownership would appear to be sacrificed for home ownership.
- Ethnic minority residents tend to live in more urban areas than rural.

### Homelessness

Homelessness statistics are under constant review as they inform our Homelessness Strategy and Action Plan. We reviewed the Homelessness Strategy Action Plan during autumn 2004 and from this review developed a new Action Plan up to 2008. The whole Homelessness Strategy is now being reviewed with a view to developing a County Homelessness Strategy. Key homelessness statistics are set out below:

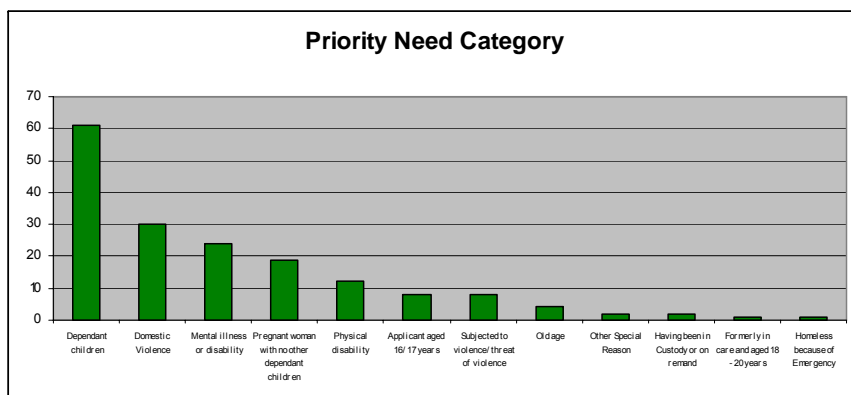


Last year, the Council piloted a specialised Homelessness Debt Advice Service through Bromsgrove and District CAB, to help prevent homelessness.

The 41% reduction in the number of households accepted as homeless and in priority need from 238 in 2003/04 to 141 in 2004/05 can be attributed to the success of this partnership and other preventative measures introduced utilising Homelessness Grant Funding.

### Priority Need Category

The highest number of applicants accepted as homeless are from those whose households contain dependant children. A significant number of applicants accepted as homeless are suffering domestic violence, have a mental illness or disability or are pregnant with no other dependant children.



### Youth Homelessness

Younger people, who have no vulnerability, are not counted in the homelessness statistics. Across the County there is a general lack of a unified monitoring system for youth homelessness and whilst there are fewer people sleeping rough in Bromsgrove District than in Birmingham or Worcester, there is a prevalence of 'sofa surfing' and staying with friends.

### Drivers of Homelessness

One of the main drivers of homelessness is where parents are no longer able to accommodate the applicants.

Drivers of Homelessness April 2004 – March 2005	
Parents No Longer Able to Accommodate	34
Other relatives or friends no longer willing or able to accommodate	19
Non violent breakdown of relationship with partner	17
Violent Breakdown of Relationship Involving Partner	31
Violent breakdown of relationship involving associated persons	3
Racially motivated Violence	0
Other forms of violence	5
Racially motivated harassment	0
Other forms of harassment	2
Mortgage Arrears (repossession or other loss of home)	6
Rent Arrears on dwelling belonging to Social Landlord	0
Rent Arrears on Private Sector Dwellings	1
Termination of Assured Shorthold Tenancy	12
Loss of Rented/Tied Accom for Other Reason	5
Required to leave National Asylum Accommodation	0
In institution or Care	2
Other	4

A significant number of applicants are homeless due to parents no longer able to accommodate (24%), violent breakdown of relationship involving partner (22%) and the ending of an assured shorthold tenancy (8.51%).

The Council recognises that it is in a fortunate position of having hostel accommodation and other temporary accommodation available for homeless families. Working closely with BDHT the Council is striving to increase the temporary accommodation available and improve the condition or decommission existing hostel accommodation. BDHT also supports the Council in dealing with homelessness by allocating more than twice the regional average of lettings to eligible homeless applicants. The work of the Homelessness Strategy Steering Group has recently been supplemented by the completion of research carried out by Jackson Read Consulting which identified the needs and preferences of young homeless

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people in Bromsgrove through a youth consultation exercise to support the anecdotal evidence that hidden homelessness is prevalent in the District. The findings (below) and recommendations have been formulated into the action plan that is driving the further development of preventative support and educational measures targeted at younger homeless or potentially homeless clients.

- Sofa surfing is prevalent amongst young people in Bromsgrove thus indicating that many young people have a support system of friends in the District
- Young females were more receptive to support than males
- Preferred type of accommodation was private rented
- Least preferred option for accommodation was hostels with shared facilities particularly where there is a mixed age group
- Few young people want to accept help to return home with the use of mediation although this may be an option for those who have not actually left home
- The vast majority of young people stated they preferred to stay in Bromsgrove
- Many young people become homeless as a result of family exclusion particularly if there is a step-parent in the family
- High cost of independent accommodation leads to homelessness
- Young people had significant reservations about staying with families they did not know so the use of Nightstop or Homeshare was unpopular
- 30% of people interviewed could see themselves becoming homeless at some point in the future

### Supporting People's Needs Analysis for Worcestershire

Information on people requiring Supported Housing or who have special housing needs has been researched in developing **the Supporting People 5 Year Strategy** together with jointly commissioned research and consultation with other agencies including the Redditch & Bromsgrove National Service Framework for Older People Steering Group, the Bromsgrove Homelessness Strategy Steering Group and the Bromsgrove Youth Homelessness Forum.

The central evidence base of need for housing related support in Worcestershire is the "Supporting People Needs Analysis for Worcestershire" carried out by Peter Fletcher Associates in 2004. The Five Year Strategy has now been produced (<mailto:supportingpeople@worcestershire.gov.uk>) with the aim of critically examining current provision, focusing on how to meet local need, identifying gaps in provision and considering strategic priorities for future service development.

Robbie's Story – BYHF Arrange an Interactive Theatre Production about the Issues that can lead to Young People Becoming Homeless 30<sup>th</sup> September 2005



A brief summary of the needs identified relating to housing support in Worcestershire are set out on Fig below:

<b>OLDER PERSONS</b>	Largest client group served by SP (35%). Severe shortage of Very Sheltered Housing in some Districts. Provisions for frail older people and those with dementia are insufficient across the County
<b>LEARNING DISABILITIES</b>	Evidence of unmet need and insufficient choice of accommodation. Identified need for around 132 supported homes over the next 5 years. Additional district based research required.
<b>MENTAL HEALTH</b>	Disparity of needs across County. Unmet need amongst those in continuing care, with substance misuse problems and younger clients. Annual need – approx 1,300 people pa Expansion of floating support recommended with at least a further 20 units in supported accommodation.
<b>PHYSICAL DISABILITY</b>	Many wards where the client group is above national average. Floating support higher than expected. Accommodation specifically for people with physical disabilities is scarce.
<b>PEOPLE WITH HIV / AIDS</b>	Currently no formal evidence of a need for housing related support.
<b>HOMELESS</b>	Significant demand – the highest being recorded in Worcester and Wyre Forest districts
<b>SUBSTANCE MISUSE</b>	Gaps in provision include a specialist service for those with alcohol dependency to offer a safe environment and offer help, support and employment advice. It is estimated that 100 – 200 people are in need of some sort of support and / or accommodation across the County. Alcohol misuse thought to be widespread and it is estimated that at least a further 10 units of supported accommodation could be filled.
<b>OFFENDERS</b>	Relatively well supported.
<b>TRAVELLERS</b>	High number of travellers. Research suggests that families being re-housed will need support with home management skills.
<b>YOUNG PEOPLE</b>	Evidence of unmet need across County amongst young people leaving care. Lack of moving on accommodation for young people from residential or intensively supported accommodation in particular for 16/17 year olds and those with complex needs.
<b>TEENAGE PARENTS</b>	Need for more floating support for teenage parents (15 – 25 units)
<b>DOMESTIC VIOLENCE</b>	Level of support currently being increased – lack of move on accommodation results in excessive stays in short term accommodation.

	May also be a need for specific service for clients also having a substance misuse problem.
<b>BME COMMUNITIES</b>	A need to consider development of floating support services to BME communities. Generally total numbers in each community are quite small.

It is widely accepted that the evidence base of need for housing related support in Worcestershire is low and it is the intention of the Supporting People Programme to maintain an accurate picture of needs across the County. Supporting People will be working with a wide range of stakeholders to ensure that strategic needs assessments are co-ordinated, jointly commissioned and incorporate user/provider perspectives.

Rural Housing Consultation Event August 2005



## Private Sector Housing Condition Survey – Key Findings

The stock condition survey, commissioned by the Council in 2004, describes the physical condition of the housing stock in terms of two main indicators: unfitness and disrepair.

Additionally, the survey focused considerable attention on various other elements relating to stock condition:

- Energy efficiency
- Decent homes
- The new Housing Health and Safety Rating System (HHSRS) – replacing the Fitness Standard in late 2005.

A physical survey of 897 dwellings was carried out. Some 90.8% of private sector housing is owner occupied, 6.2% is rented from private landlords and the remainder is rented from an RSL.

The survey identified that 36.8% of dwellings are detached houses which is much higher than the regional and national percentage.

### Disrepair

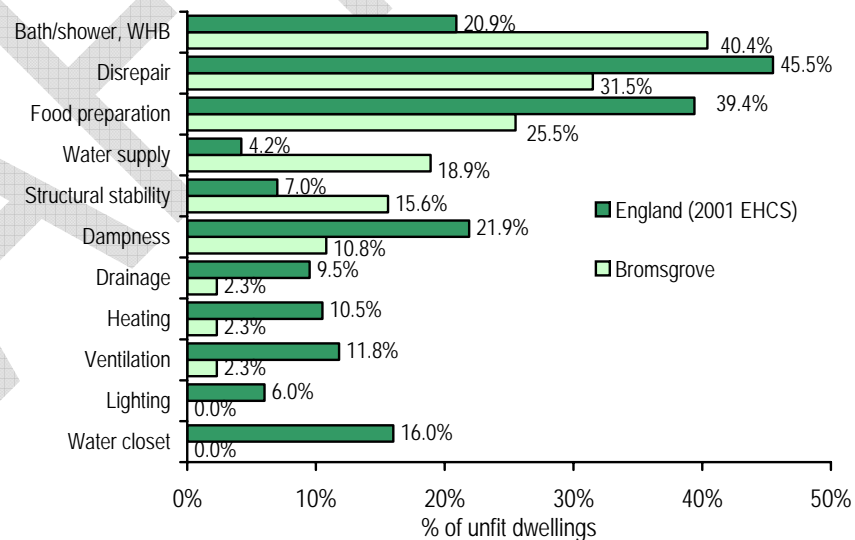
The survey studied faults to dwellings and associated repair costs. The main findings were:

- The average cost per dwelling of urgent repairs (i.e. those needing to be done within the next year) was £1,270 – £43.3m District-wide.
- The average cost per dwelling for comprehensive repairs (i.e. all work needing to be done within the next 10 years) was £4,920 totalling £168.0m District-wide. Whilst the per-household figures for urgent and basic repairs are very close to the national averages, the national average for comprehensive repairs is much lower at £3,820.
- The main problem areas (in terms of the amount needing to be spent) were external doors and windows, roofs, walls, fences, paved areas and outbuildings, and heating systems.
- Private rented older dwellings showed the highest repair costs as did vacant dwellings.

- Single pensioner, special needs and vulnerable households all show significantly higher repair costs.

### Unfitness

On the whole, private sector housing is in a good condition. An estimated 856 dwellings are unfit, accounting for 2.5% of the housing stock. This compares very favourable to an unfitness rate of 4.2% nationally and 5.8% in the West Midlands (2001 EHCS). The most common reasons for unfitness in Bromsgrove are personal hygiene amenities and disrepair.



In respect of unfitness, the survey found that:

- Private rented dwellings are most likely to be unfit as are pre-1919 dwellings.
- Vulnerable households are much more likely to be in unfit dwellings than non-vulnerable ones.



- An additional 4,087 dwellings are estimated to be 'fit but defective'; (representing 12.0% of the private sector dwelling stock) again with 'disrepair' as the key cause.

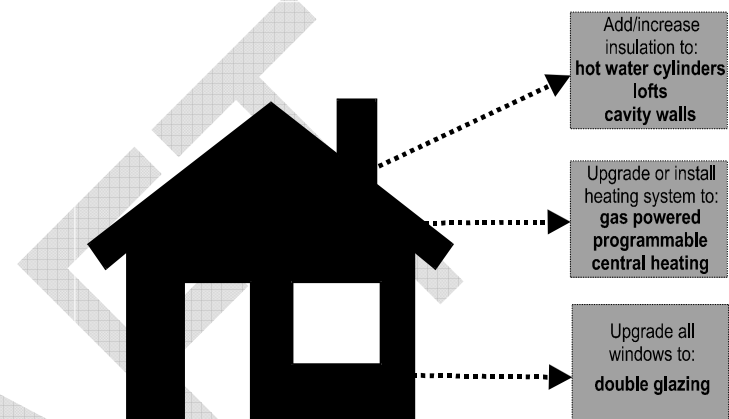
Bromsgrove Council's Strategy is to target intervention and resources available on properties which most require action and people most in need of assistance.

### Energy Efficiency

An important part of the stock condition survey is the measurement of energy efficiency. The standard assessment procedure (SAP) is the Government's recommended system for home energy rating.

- Bromsgrove has an average SAP rating of 52, which is slightly higher than the average for both England (49) and the West Midlands (48) for private sector only dwellings.
- 5.8% of dwellings have a SAP of below 30 compared with a national average of 9.8%.
- RSL and newer dwellings are the most efficient.
- Gas is the most efficient fuel source, and all forms of central heating are much more efficient than room heaters.
- Households with SAP ratings below 30 show particular characteristics of being more likely to be single and vulnerable with below average income.
- An average household is estimated to spend £461 on space and water heating producing 5.89 tonnes of CO2 per year.

### Improving Energy Efficiency



The main aims of improving energy efficiency considered by the survey were:

- Action required and costs of improving average SAP ratings to 60.
- Action required and costs of improving average SAP ratings by 30% by 1996-2010 as set out in the Home Energy Conservation Act 1995 (HECA).

Whilst good progress is being made in achieving the Government's target of 30% improvement in energy efficiency by 2010 the Council acknowledges that the rate of improvement during the final years may be more difficult to achieve. Initiatives to promote the installation or upgrading of heating systems to more efficient central heating systems along with a programme of insulation would increase the mean SAP rating from 52 to 62 (an improvement of 17.8%) at a cost of £30.5m. Whereas, a full range of measure will increase the mean SAP rating of dwellings from 52 to 63 (an improvement of 19.3%) would cost an estimated £53.6m.

## Decent Homes

The government's housing objective is 'to ensure that everyone has the opportunity of a decent home and so promote social cohesion, well being and self dependence. In 2000 the Government set a standard for 'decent homes' whereby housing should:

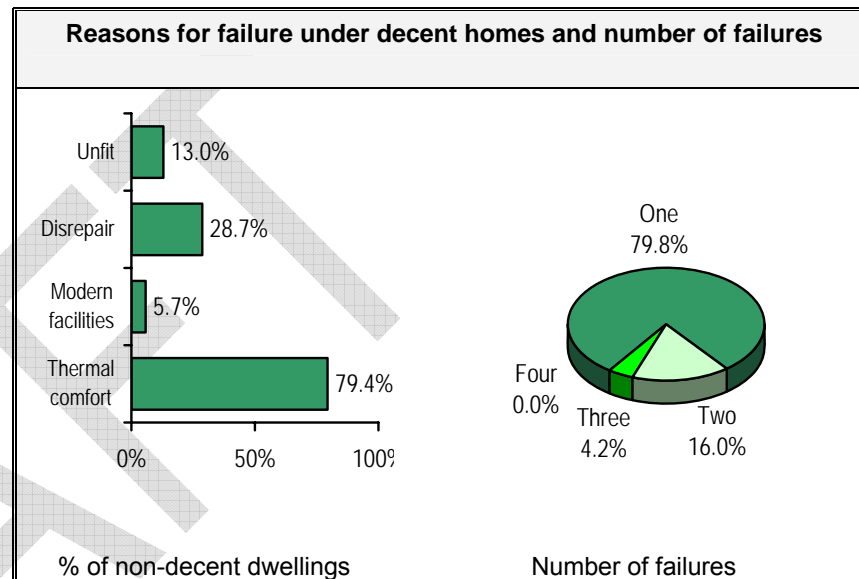
- Meet the current statutory minimum standard for housing (i.e. not unfit)
- Be in a reasonable state of repair
- Have reasonably modern facilities and services
- Provide a reasonable degree of thermal comfort

The results suggest that 19.0% of private sector dwellings failed the standard under one or more of these. This figure compares with a national estimate of 33.1%. Some of the main findings relating to 'non decent' homes were:

**79.4%** of non decent homes failed due to thermal comfort.

Around four fifths of 'non decent' homes fail on only one of the four factors. Groups with high levels of 'non decency' include private rented and pre 1919 dwellings, flats and also single person and special needs households.

- 2,074 vulnerable households (23.9%) were found to be living in non decent homes
- This group showed similar reasons for failing the standard to all households, but are somewhat more likely to fail for more than one reason, and show slightly high costs to bring their dwellings up to standard. The District-wide cost of remedying non-decent homes is £15.7m.



## Housing Health and Safety Rating System (HHSRS)

The Housing Health and Safety Rating System is the new method for looking at the condition of dwellings taking into account the potential hazards of a dwelling in relation to any persons using it, rather than a study of the fabric condition of the home.

This new method has been introduced as primary legislation under the new Housing Act 2004 and will be operative imminently.

From the basic HHSRS survey carried out it is estimated that around 6.7% of dwellings fail on this standard, a fairly typical proportion, but notably one which is above the estimated level of unfit in the District of 2.5%.

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Below are some characteristics of 'hazardous' homes:

- The main hazards in Bromsgrove relate to excessive cold and falls on stairs.
- Terraced houses appear particularly likely to be 'hazardous'.
- There is some link between unfitness and the hazard rating although a number of dwellings fail on only one of the two methods (unfitness standard or HHSRS).

### **Intervention and financial assistance**

One important issue in the stock condition survey was to consider to what extent households are able to fund any necessary improvements. The analysis looked at the total costs of repairs and energy efficiency improvements required. Some of the main findings were:

- To carry out all urgent repairs required to unfit owner-occupied dwellings would cost an estimated £3.2m.
- Households' income levels could reduce this figure to a potential demand for financial assistance of £2.1m whilst including the scope for equity release would further reduce this figure to £2.0m.
- To carry out all urgent repairs required to owner-occupied dwellings would cost an estimated £37.2m. Again, this figure could be reduced dramatically when taking into account households' income and equity levels to £18.8m and £15.8m respectively.
- In the private rented sector the total bill for carrying out all urgent repairs is estimated at £5.1m.

### **Conclusions**

The Stock Condition Survey in Bromsgrove generally shows similar dwelling conditions and energy efficiency levels to those found nationally (2001 EHCS). Some main findings were:

- Levels of unfitness were found to be much lower than national and regional averages
- More dwellings in Bromsgrove were considered to be 'decent' than nationally
- The average SAP rating for the District was slightly higher than 2001 national and regional averages, although these are likely to have risen in the intervening years
- The housing stock generally shows some very unusual characteristics, both regionally and nationally, such as a high proportions of detached houses, owner-occupied dwellings, and recently built dwellings.

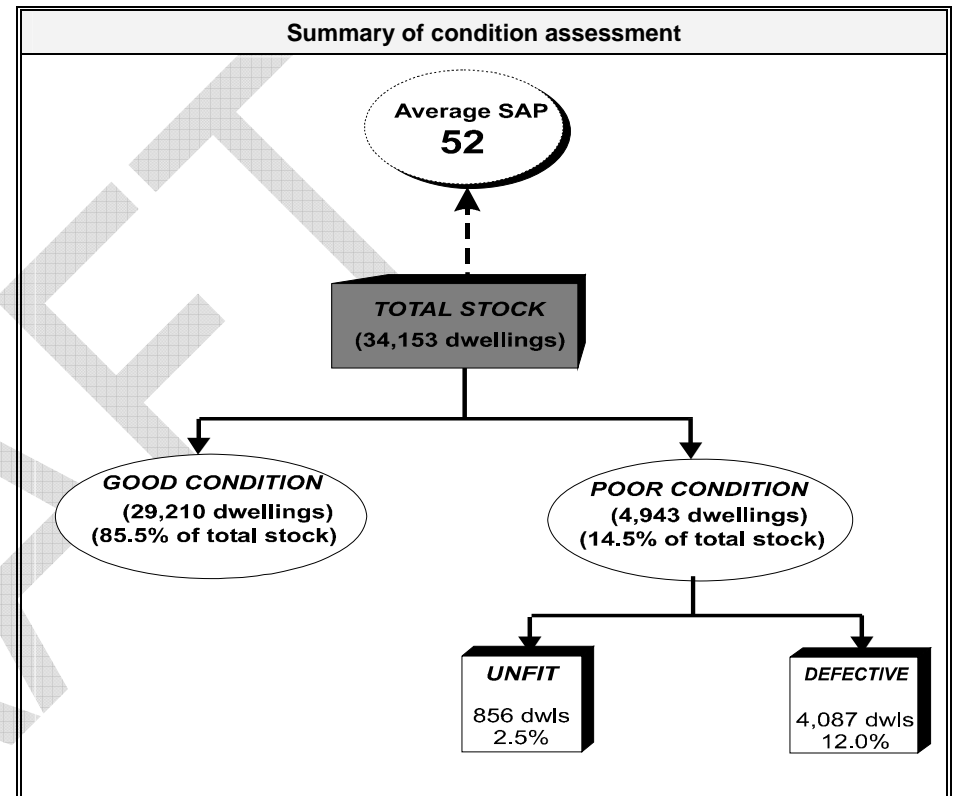
The costs of making the necessary improvements to dwelling condition and the suggested improvements to energy efficiency, may however be quite prohibitive. The Council has therefore introduced a package of measures (including both grants and the use of owners' own finances) to achieve considerable improvements to the housing stock and to prevent further deterioration. This strategy takes account of those categories where the highest incidence of unfitness/disrepair/low energy efficiency was identified:

- Private rented dwellings
- Pre-1919 stock dwellings
- End-terraced houses and flats
- Vulnerable households
- Pensioner and single person households

Initiatives to promote the installation or upgrading of heating systems along with a programme of insulation would have greatest impact on improving SAP rating. The Council's action plan includes considers the introduction of initiatives to assist households who are ineligible for Warmfront grants and cannot afford to install energy efficient heating or insulation, through a Green Loan Scheme working in partnership with Warwickshire Energy Efficiency Advice Centre.

More work needs to be directed towards proactive inspections of properties using the new HHSRS, bringing them up to a satisfactory standard either through discretionary grants or enforcement.

Better use of housing stock could be made by targeting empty homes and bringing them back into use through rent deposit and private sector leasing schemes.



## 9. CURRENT AND FUTURE RESOURCES

### RESOURCING THE STRATEGY

Making a realistic assessment of the availability of current and future resources to support the Council's Housing Strategy is fundamental to the successful delivery of its priority aims and objectives.

### THE COUNCIL'S RESOURCES

The Large Scale Voluntary Transfer of the Council's housing stock to the newly established Bromsgrove District Housing Trust resolved the financial management difficulties formerly experienced by the Council's Housing Revenue Account falling increasingly into deficit and enabled major new investment in the social housing stock. The transfer created an injection of new resources amounting to approximately £49m over the 10 years following transfer. This allows for a sustainable housing service to be secured for tenants, the Government target for raising dwellings to Decent Homes Standard to be met and tenant's expectations in terms of home modernisation to be addressed. Within its LSVT negotiations, the Council funded an additional £5.9m investment in the housing stock and service to enable major modernisation works to be carried out in a shorter timescale and to ensure that a higher standard of management service was made available for its transferring tenants.

The Council funds its remaining housing responsibilities from both Capital and Revenue budgets. It has a continued responsibility for Strategic housing, private sector renewal, adaptations for older & disabled people, accommodating the homeless and advice & preventative services. Capital resources are used to finance grants to enable RSL's to provide a range of affordable housing, to fund the provision of Disabled Facilities Grants and Discretionary Home Repair and Assistance Grants. Revenue budgets operate to meet the day to day expenditure of providing staff, office and management costs and the provision of agency and partnership services such as the Housing Advice Service and the North Worcestershire Care and Repair Service.

Whilst the Council received a net capital receipt from LSVT of £11.9m, the transfer of the service presented a major revenue loss to the Authority in its ability to meet the cost of its fixed overheads. Accordingly the interest generated from the capital receipts held in balances will assist the Council during a period of adjustment and re-organisation. The Council's Medium Term Financial Plan allows for a phased release of capital receipts of £1,000,000 pa in addition to the use of commuted sums gained from the application of planning policy. The withdrawal of the Local Authority Social Housing Grant Scheme by the Government is disappointing and has a significant impact upon the Council's financial strategy and its ability to maximise the benefit of the capital received from the housing transfer to provide additional affordable housing.

### ALLOCATING THE DISTRICT COUNCIL'S RESOURCES

Under the Council's Medium Term Financial Plan 2005/6 - 2007/8, the planned investment of both capital and revenue funding in services comes under close scrutiny. Annually all plans and schemes involving expenditure are scored and considered against a criteria that judges their contribution towards achieving the Council's key priorities. Pressures from projected increases in demand upon services are considered and a methodical process of analysis of budgets to identify cost savings is undertaken. The process ensures that the Council makes best use of its resources closely structured to its identified priorities and operational planning process.

### DISTRICT COUNCIL REVENUE RESOURCES

Under the Medium Term Financial Plan, the total net expenditure for the District Council for 2005/6	£9,574,000
<b>Funded from:</b>	
Central Government Grant	£4,090,000
Council Tax	£5,473,000
Reserves	£11,000
Average Council Tax for District Council Services (B and D)	£156.45per month
Projected Max Council tax rise 06/07	Targeted to be within 5%

REVENUE FUNDED SERVICES (ACTUAL SPEND)	2002/3 £	2003/4 £	2004/5 £
Homelessness, housing advice, housing strategy and Private Sector Housing Renewal	357,373.17	455,672.30	580,307.47
Housing Benefit Services	322,394	371,091	380,043

REVENUE FUNDED SERVICES (PLANNED SPEND)	2005/6 (Budget) £	2006/7 Est. Planned spend £	2007/8 Est. Planned Spend £	2008/9 Est. Planned Spend £
Strategic Housing, Enabling & Private Sect	107,913	221,284	226,816	232,486
Homelessness & temp accommodation	210,117	211,468	213,600	218,148
Waiting List & Nominations	45,552	46,691	50,000	52,000
Housing Advice Service (CAB)	32,830	34,747	36,720	37,748
North Worcestershire Care & Repair Service	61,500	63,038	64,614	66,229
Gateway Women's' DV Refuge	6,458	6,619	6,784	6,954
Private Landlords Forum	513	473	485	498
Energy Efficiency – WEEAC – HECA	18,622	19,088	19,565	20,054
CAB – Core Service	68,675	70,392	72,152	73,956
Hamilton House – Single Persons Housing	Peppercorn Rent	Peppercorn Rent	Peppercorn Rent	Peppercorn Rent
<b>Total for Homelessness, housing advice, housing strategy and Private Sector Housing Renewal</b>	552,180	673,800	690,736	708,073
Housing Benefits Service	389,944	399,692	409,684	419,926

## DISTRICT COUNCIL CAPITAL RESOURCES

**Capital Receipts** – are received from Sect 106 commuted sums, the sale of land and repaid discount on former properties owned by the Council, the purchase of full equity share by owners of dwellings within the Council's Low Cost Housing Scheme (ring fenced for re-use on Low Cost Housing) and the receipt of any payments under development claw back arrangements with Bromsgrove District Housing Trust under the terms of the housing transfer. As a debt free authority, 75% of capital receipts are subject to 'pooling'. Certain categories of receipt are exempted if re-invested in affordable housing (Capital Allowance Scheme) whilst others come under short term phased 'Transitional Pooling' arrangements.

**The Council's Capital Strategy** - Whilst the Council is in Voluntary Engagement, priorities for funding focus on meeting the improvements required in its Recovery Plan and for the 2006/07 – 2008/09 Capital Programme period new capital schemes are restricted to the corporate key priorities and objectives:-

- The Recovery Plan;
- Statutory functions not being performed to an acceptable standard;
- Key Community Needs identified in the Corporate Plan and that could be pursued with the aid of a Local Area Agreement;
- 'Spend-to-Save' Schemes.

Affordable Housing features strongly in the Council's Capital Finance Strategy in terms of being both a statutory function and a key community need identified through community consultation.

An important element of the Capital Finance Strategy is to continue to seek funding from other agencies as part of the match funding process, to further stretch the use of the Council's own resources. E.g. the partnership development of the North Worcestershire Home Improvement Agency and joint working with RSL's.

Outside of these constraints, the Council will also continue to utilise the capital resources made available through the planning Section 106 obligations which

are utilised to finance schemes involving affordable social housing, leisure play areas, and public open spaces.

The actual spend set out below indicates an increasing investment in grant funding of affordable housing schemes and DFG's. Due to the nature of the affordable housing schemes and the long implementation period of many DFG works, actual spending is often lower than budgets set necessitating a carry forward and resulting in uneven annual spend. A three year programme for DFG's is now being implemented to overcome unnecessary delay in approving applications to ensure a more consistent annual spend against budgets is achieved.

CAPITAL INVESTMENT ACTUAL SPEND	2002/3 £	2003/4 £	2004/5 £
Mandatory Disabled Facilities Grants	386,691	229,922	418,687
Discretionary Home Repair and Housing Renewal Grants	None available	None available	None available
Affordable Housing Schemes	0	174,827	883,556

Planned capital investment in housing is set out in the following table that shows increased investment in DFG's and the new introduction of Discretionary Home Repair and Housing Renewal Grants. Expenditure on the grant funding of affordable housing schemes is fully committed against the capital receipts available from Sect 106 commuted sums, income from former council house and Low Cost Scheme sales that are available under pooling arrangements and a phased release of Council capital reserves.

CAPITAL INVESTMENT (PLANNED SPEND)	2005/6 £	2006/7 £	2007/8 £	2008/9 £
Mandatory Disabled Facilities Grants	355,000	675,000	646,000	663,000
Discretionary Home Repair and Housing Renewal Grants (Private Sector)	80,000	156,000	161,000	164,000

<b>Affordable Housing Schemes Total</b>	1,704,297	681,000	1,000,000	Subject to cap & S106 receipts.
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**Specified Capital Grant** – is allocated by the Government to assist local authorities to provide Disabled Facilities Grants and represents a 60% contribution towards the cost of each grant up to the capped amount of £167,000. Bromsgrove District Council contributes in excess of its 40% requirement of £66,800, by increasing this to £333,000 to meet need and thus for 2005/6 has made available a total budget of £500,000. It is assumed that Specified Capital Grant will continue to be made available.

#### BROMSGROVE LOW COST HOUSING SCHEME

During the 1990's, the Council, working in partnership with Lovell Homes, provided 288 Low Cost Houses on a Fixed Equity basis available to assist first time buyers into the housing market at 70% of market value. Whilst many owners have exercised their right to achieve full ownership the scheme remains a valuable resource to the district in meeting housing needs. Capital receipts received from occupiers purchasing full ownership are ring fenced within the Housing Capital Programme for re-investment in Low Cost type housing.

#### COUNCIL LAND HOLDINGS

The Council's land holdings are now severely depleted and all remaining developable sites that were retained at the time of housing transfer have been allocated to affordable housing schemes. Site purchase opportunities to enable the future provision of affordable housing are kept under review by the Capital Assets Project team.

#### Capital Programme funded from Council Capital Receipts

Council Funded Project	2005/6 (approved) £	2006/7 (projected) £
Mandatory Disabled Facilities Grants	500,000	666,000

Discretionary Home Repair assistance Grants	80,000	158,000
Traveller Caravan Site Improvements	8,000	5,000
Homelessness Hostel Improvements	23,000	28,000
4 houses for rent – Grafton & Foxwalks	77,000	
5 houses for rent – Ryfield Rd	95,000	
5 houses for rent – York Rd & Houndsfield Close	160,000	
12 dwellings Villiers Rd	600,000	
11 flats for shared ownership and 9 flats Low Cost Fixed Equity	485,000	
Grants to RSL's Housing to rent	140,000	35,000
Grants to RSL's Housing to rent – Purchase & Repair	100,000 (subject to projected income)	93,000
Grants to RSL's Shared Ownership	55,000 (subject to projected income)	
Grants to RSL's – Low Cost, Shared ownership or rented	58,000	200,000
Grants to RSL's DIY Low Cost (Homebuy)		75,000
Grants to BDHT – Buy backs or new build	220,000	

A number of 'ransom strips' were identified when the housing stock was transferred and are retained by the Council as a potential source of future capital income and /or as a bargaining tool through conditional release, to influence the provision of a proportion on site affordable housing in small private developments that would otherwise be below the planning threshold.

### EMBRACING ALL RESOURCES

This section moves on from looking at the Council's resources in isolation to consider the broader range of current and potential sources from partner organisations, the voluntary sector, government programmes and the private

sector that can all contribute to supporting this strategy. A brief resume of all of the resources identified is set out below:

### HOUSING CORPORATION GRANT AND REGIONAL HOUSING ALLOCATIONS

The approach to the allocation of resources to local authorities and registered social landlords (RSL's) and other delivery agents for the period 2006/08 is significantly different to the formulaic way in which it has been distributed in the past. The Regional Allocation Strategy is closely aligned to the implementation of the Regional Housing Strategy and targets amounts of the Single Regional Housing Pot funding to the key priorities. The allocation strategy makes it clear that local authorities will need to consider the use of other resources for funding of other areas of activity. The key priorities for funding are:

- Achieving Decent Homes in Social Housing where stock is retained by the Local Authority.
- Funding to help achieve Decent Homes Standard for vulnerable people living in private sector housing.
- Assistance to the issues of low demand in the Central and North housing market areas.
- Funding for affordable housing particularly in the South and, to a lesser extent, the West Housing Market areas than has traditionally been provided in the past.
- The continuation of essential activities such as the provision of Disabled Facilities Grants.
- Support (10% of the Approved Development Programme) to address Supporting People Schemes

Bromsgrove Council welcomes the encouraging recognition within the allocation priorities, of the need for more funding for affordable housing in the South Housing Market Area, to take account of the affordability issues, Green



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Belt restrictions, lack of land supply and the fewer opportunities available to provide additional affordable housing through Sect 106 agreements.

The Regional Allocations Strategy adopted in June 2005 allocates £66.1m to the South Housing Market Area being the second largest allocation (17.5%) within the Region next to the Central area (66%), the greater proportion being allocated as ADP. This allocation indicates the delivery of 2007 units from ADP over the two year period 2006 – 2008, a significant increase upon the previous two year period.

For allocation purposes local authority areas within the South Housing Market Area have been grouped into investment areas, Bromsgrove and Redditch forming the 'Commuter South' area. The Chief Housing Officers forming the South Housing Market Area Coordination Group are in the process of seeking more clarification into the thinking behind the grouping as part of their joint working upon formulating guidance to the Regional Housing Board upon allocation within the SHMA.

### **THE RESOURCES OF PARTNER REGISTERED SOCIAL LANDLORDS (RSL'S)**

The borrowing capacity of the Council's partner RSL's provides a significant contribution to the development of affordable housing.

Bromsgrove District Housing Trust (BDHT), the RSL set up by the Council and as such the main provider in Bromsgrove, is actively working with us to create a funding structure which will significantly address the Housing Strategy.

BDHT has agreed loan facilities with the Royal Bank of Scotland to invest £10 million into new affordable housing in Bromsgrove over the period 2006 to 2010. Additionally it estimates up to a further £5 million could be available through land values, sales and cash released from outperforming its Business Plan. They have also recently joined the West Mercia Housing Group development consortium and are actively pursuing Social Housing Grant (SHG) to support affordable housing schemes. A further valued source of funding is Recycled Capital Grant held by RSL's relating to income received from tenants Right to Acquire.

BDHT is also actively seeking Extra Care Housing Fund grant from Government in support of this major strategic priority in Bromsgrove and is seeking to put together a development programme of some £30 million, utilising borrowing, its own land, its own cash resources and public subsidy.

The success of this development programme is reliant upon the identification of suitable land and being able to overcome planning constraints. BDHT is actively working with local landowners and the Council's Strategic Housing and Planning Officers in order to achieve this.

### **DEVELOPER CONTRIBUTIONS**

The Council currently has Supplementary Planning Guidance in operation that places a moratoria on the approval of new development (subject to exceptions including affordable housing). When it is in a position to grant applications, it expects developers to deliver and fund a significant proportion of on site affordable housing. Supplementary Planning Guidance upon thresholds and levels of affordable housing are currently under review.

In exceptional cases the Council may agree that in lieu of housing on-site provision, the developer makes a financial contribution towards affordable housing elsewhere in the District.

### **THE RESOURCES OF VOLUNTARY AGENCIES**

The active involvement of voluntary agencies such as CAB, Bromsgrove Youth Homelessness Forum, Baseline and Charford Multi Agency Resource Centre brings forward a wealth of resources in partnership working on reducing homelessness and providing support. Independent fund raising by these organisations has enabled services such as the newly opened 'Basement Scheme' Drop in Centre for young homeless people, training and educational and awareness raising programmes.

### **ODPM HOMELESSNESS FUNDING**

The Council has been successful in bidding for ODPM Homelessness Funding over the past three years to assist in the implementation of the Homelessness Strategy Action Plan. The funding has been utilised to operate

a range of support and preventative services for the homeless. The allocation of £42,000 for 2005/06 together with a small amount of under spend from 2004/05 is being used to support the following schemes:

<b>Allocation of ODPM Homelessness Grant 05/06</b>	
Homelessness Debt Advice Service	£12,454
Baseline Drop In Centre	£10,000
Rent Deposit Scheme – under 25's	£10,000
Centrepoint Preventative Training and Education	£ 3,000
Mediation training BYHF	£ 1,500
Good Start Packs for the homeless	£ 1,000
Centrepoint Countywide Mediation Service	£ 4,000
BYHF Mediation Service	£ 3,000
Essential furnishing of temporary accommodation	£ 1,497

### **GOVERNMENT HOUSING INITIATIVES**

ODPM Homelessness Innovation Funding is being announced as this strategy is being written, making funding available to prevent and reduce homelessness and the use of temporary accommodation. Further funding is being sought to assist the introduction of a South Housing Market Choice Based Lettings scheme.

### **DELIVERY OF AFFORDABLE HOMES**

A schedule of recently provided and projected affordable homes being developed in the District is set out at appendix 5. The schedule indicates the sources of funding for each development.

### **OUR FUTURE INVESTMENT STRATEGY**

It is evident that following the sale of the housing stock and having transferred most of its diminishing land holdings to RSL's for the development of affordable housing, the Council is faced with a prospect of considerably reduced capital receipts in future years.

The Council's planning moratoria for private development and its policy of favouring 'on site' provision' in preference to accepting commuted sums indicate the likelihood of a future downturn in capital receipts from Sect 106 agreements. However, in addition to the amounts identified in the table above, additional previously negotiated Sect 106 commuted sums for provision of affordable housing are scheduled to attract a further £300,000 from 2007 onwards.

The Council is acutely aware of its diminishing resources and the ongoing increase in demand for services such as Disabled Facilities Grants towards which Government assistance is severely outstripped by actual demand for assistance. Accordingly the Council is instrumental in developing schemes that in time become self funding or that explore new sources. Whilst the Council has recently committed considerable additional funds for the allocation of discretionary private sector housing renewal grants, it has developed a repayment condition to these grants linked to fluctuations in property values, that will enable an element of future recycling of the investment.

Despite the demise of the Government's Local Authority Social Housing Grant Scheme, the Council has reviewed its investment priorities and continues to fund a Housing Capital Programme that includes a programme of allocating development grant to enable RSL's to provide affordable housing across the range of tenures (rented, Shared Ownership and Low Cost Housing). The programme reflects the identified housing needs of the district which indicates that up to one third of housing need can be met through intermediate housing options.

The Council carries out an annual appraisal of capital project options in accordance with its investment priorities.

### **OUR FINANCIAL STRATEGY FOR HOUSING**

In addition to the use of Section 106 commuted sums, the Council has made a longer term partnership commitment with BDHT to invest one million pounds of its capital receipts into social housing through the joint funding of an Extra Care housing scheme in Bromsgrove.

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In recognition of the funding being put forward by the Council, BDHT has agreed to assist the Council in replacing the use of its hostel accommodation with higher quality self contained dwellings from their housing stock for use by homeless people.

This financial strategy has the benefit of impacting upon all four of the Councils Housing Priorities:

- Priority 1 – Affordable Housing
  - By potentially releasing the hostel sites as assets for sale or re investment in the provision of additional affordable housing.
  - By potentially releasing four sites on which additional affordable housing could be built.
  - By contributing funding towards the development of 27 additional dwellings within the proposed Extra Care Housing Scheme.
  - By enabling move on from under occupied family dwellings.
- Priority 2 – Private Housing
  - By enabling low cost and shared ownership housing options to be provided within the proposed Extra Care Scheme.
- Priority 3 – Homelessness
  - By enabling the phased replacement of hostel accommodation for the homeless with self contained dwellings of a higher standard dispersed in the community.
- Priority 4 –
  - By assisting Vulnerable groups to live independently
  - By joint funding the provision of 27 additional units of extra care housing and enabling the re-modelling of 65 existing dwellings to the higher extra care standard.

## RECYCLING OUR GRANT

We intend to recycle our grant following the same model as the Housing Corporation's proposed operation of Recycled Capital Grant. So where the Council assists an RSL with grant towards affordable housing development, it

is made a condition that a proportion of any future capital receipt from the sale of a property, or 'staircasing' to a greater proportion of ownership, is recovered by the authority for re-investment in affordable housing.

The implications for the Council's Revenue Budget over the period of the strategy are mainly linked to the strengthening of the Strategic Housing Team to address the full strategic role of the Authority. Although there is recent evidence of success in preventative services reducing homelessness, the number of people, especially young and single homeless occupying temporary accommodation prior to being re-housed into permanent accommodation is increasing. Although the Council has a good record in its low use of Bed and Breakfast accommodation, the increasingly limited supply of affordable housing lettings and the unknown effects of the closure of Rover at Longbridge upon levels of homelessness, may heavily impact on revenue resources during the period of this strategy.

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## 10. HOUSING PRIORITIES FOR BROMSGROVE

### THE HOUSING PRIORITIES

1. ADDRESSING THE SHORTAGE OF AFFORDABLE HOUSING
2. IMPROVING THE QUALITY AND AVAILABILITY OF PRIVATE SECTOR HOUSING
3. ADDRESSING HOMELESSNESS
4. ASSISTING VULNERABLE GROUPS TO LIVE INDEPENDENTLY

### CHOICE AND RANKING OF THE PRIORITIES

The foundations for choosing our housing priorities are set out in the preceding chapters which detail the national, regional and sub regional policies, the resources available to us and the identified housing needs and market forces that have been taken into consideration. All of these factors were fed into the consultation process with partners and stakeholders to maximise the quality of the feedback received and the accuracy of their ranking of priorities.

The table on the following page provides an analysis of the four priorities examining the strategic, policy and evidence base referred to above, and the consultation processes involved.

Inevitably, there is overlap between the priority areas, particularly in the areas of addressing homelessness and delivering affordable housing, and also between improving private sector housing and assisting older people to live more independently.

Both our Housing Strategy Consultation event and our Local Planning Framework events have provided formal (workshop voting) and informal (Bromopoly Board Game) opportunities for consultees to express their preferences and ranking of priorities. During feedback sessions, consultees

were given an opportunity to identify the three most important issues from each workshop and vote on its priority. By analysing the votes given to each of these issues, the four priority areas emerged. All of these areas are fundamentally important to Bromsgrove Council but we felt it also important that they be ranked in priority order through the consultation process to ensure that they reflected the views and aspirations of the residents of Bromsgrove, our partners and stakeholders.

### WHAT ARE NON – PRIORITIES FOR BROMSGROVE?

The elements of the Government's Sustainable Communities Plan and Five Year Strategy for Housing that are not directly relevant to the housing market in the Bromsgrove District and therefore do not rank in our priorities, are the issues of tackling low demand and abandonment, and the Governments proposed areas of new sustainable growth.

The District experiences high levels of demand for all types of housing, the only exception being lower demand for a limited number of first floor and bedsit sheltered housing units (an issue that is being reviewed and addressed by BDHT).

Bromsgrove does not fall within the four new areas of sustainable growth identified by the Government which focus on the South East.

The Housing Needs Survey 2004 considers the issue of Key Workers but identifies that they are well placed within the larger group of the community who also require housing at sub market cost. Therefore, whilst affordability is a major issue for a large number of people unable to access market housing, key workers as an individual group have not been identified as a specific priority category. The matter will however be kept under review.

### STRATEGIC FIT

Although the ranking of our housing priorities differs to our neighbouring authorities in North Worcestershire, they do broadly mirror them. The following table examines how our four priorities link to the wider policies and strategies, local corporate objectives and sets out where they are backed up by research and supported through consultation.

<b>BROMSGROVE HOUSING PRIORITY</b>	<b>1. ADDRESSING THE SHORTAGE OF AFFORDABLE HOUSING</b>	<b>2. IMPROVING THE QUALITY AND AVAILABILITY OF PRIVATE SECTOR HOUSING</b>	<b>3. ADDRESSING HOMELESSNESS</b>	<b>4. ASSISTING VULNERABLE GROUPS TO LIVE INDEPENDENTLY</b>
<b>National Policy</b>	√	√	√	√
<b>PSA 5</b>	√	√	√	√
<b>PSA 7</b>		√		√
<b>Regional Priority</b>	√	√	√	√
<b>Sub-Regional Priority</b>	√	√	√	√
<b>Community Plan Objective</b>	√	√	√	√
<b>Corporate Priority Link</b>	√	√	√	√
<b>Sources of Identified Need.</b>	<ul style="list-style-type: none"> <li>• Housing Needs Survey 2004</li> <li>• Housing Need Register</li> <li>• Local Rural Housing Need Surveys</li> <li>• Homelessness statistics</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Needs Survey 2004</li> <li>• Homelessness Statistics</li> <li>• Demand for DFG's and discretionary private sector housing grants and energy efficiency grants.</li> <li>• Take-up through Care and Repair Service</li> <li>• Number of empty homes</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Needs Survey 2004</li> <li>• CAB assistance statistics</li> <li>• Jackson Read Survey</li> <li>• Number and Length of time spent in temp accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Housing Needs Survey 2004</li> <li>• PFA Supporting People Survey</li> </ul>
<b>Consultation</b>	<ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Housing Strategy Consultation Event</li> <li>• Local Development Framework</li> <li>• Feedback forms</li> <li>• Bromopoly</li> <li>• LDF Focus Groups</li> <li>• Ethnic Minority Focus Group</li> </ul>	<ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Housing Strategy Consultation Event</li> <li>• Customer Panel Questionnaire</li> <li>• Feedback forms</li> <li>• Bromopoly</li> <li>• Landlords Forum</li> </ul>	<ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Housing Strategy Consultation Event</li> <li>• Homelessness Steering Group</li> <li>• Feedback forms</li> <li>• Bromopoly</li> </ul>	<ul style="list-style-type: none"> <li>• Community Strategy</li> <li>• Housing Strategy Consultation Event</li> <li>• Supporting people conferences</li> <li>• National Framework for Older People Conferences</li> </ul>

## APPRAISING THE DELIVERY OPTIONS AND ASSESSING RISK

One of the major drivers of the Council's housing strategy over recent years has been the aim to achieve 'Decent Homes' standards within its public sector housing stock and to sustain good quality housing management services for Council tenants. A Housing Options Appraisal was carried out in 2000 and revisited the following year. The options considered included Arms Length Management, PFI Options, stock retention and transfer to an existing or newly formed Registered Social Landlord. Large Scale Voluntary Transfer was identified as the most appropriate option available to achieve these aims. The Council then undertook an intensive and lengthy process of consultation with its tenants culminating in a ballot in June 2003. The result of this was a clear vote of support for the transfer of their homes to Bromsgrove District Housing Trust.

Having secured the future of the Council's housing stock through transfer, the authority is now able to focus its attentions on the wider strategic role for housing. But the authority still faces financial restrictions and recognises that it cannot achieve many of its priority objectives for housing in isolation. Partnership working is recognised as the key to achieving delivery, better value for money and higher standards of service.

Accordingly in developing our action plans we carefully consider what options we have to achieve delivery. Partnership working, access to government funds or other grants, enabling and making best use of voluntary organisation resources and the long term sustainability and future self funding of schemes are methods that are considered.

Consultation exercises and working groups are put in place prior to options for major new schemes or initiatives being put forward for Member consideration.

### Examples

1. When developing the Council's Private Sector Strategy last year, Members considered eight possible options for the delivery of housing renewal grants

that offered a range of grant levels and 'claw back' repayment conditions. Members approved a grant repayment condition linked to property inflation rates where dwellings benefiting from grants are sold within a 10 year period thus enabling a degree of re-cycling of discretionary funds invested by the Council.

2. The Council has chosen Bromsgrove & District CAB as one of its partners in the delivery of value for money housing advice services after taking into account its ability to train and develop volunteers to enable short term funded services to be encompassed in the mainstream service by the time special funding expires.

A key stage in the process of choosing both priorities and the options for their delivery is any potential risk. The Council has a process in place to consider Risk Management in all of its functions. The consequences of failing to respond to needs and demands identified are considered when setting our housing priorities as highlighted in the following table.

Registered Social Landlord Liaison Meeting  
27<sup>th</sup> September 2005



HOUSING PRIORITY	CONSEQUENCE OF FAILURE IN ADDRESSING THE PRIORITY
<b>DELIVERING AFFORDABLE HOUSING TO MEET NEEDS</b>	<ul style="list-style-type: none"> <li>• Imbalance in the housing market</li> <li>• Increasing homelessness</li> <li>• Migration of economically active people from the District</li> <li>• Rural Villages becoming unaffordable and unsustainable for younger and less mobile people</li> <li>• Inability to meet duties to the homeless</li> <li>• High cost of temporary accommodation</li> </ul>
<b>IMPROVING PRIVATE SECTOR HOUSING</b>	<ul style="list-style-type: none"> <li>• Higher demand upon social sheltered and residential housing</li> <li>• Long term degeneration of housing stock</li> <li>• Properties falling into decline and having possible effect on area and crime &amp; safety issues</li> <li>• Environmental impact</li> <li>• Empty homes</li> <li>• Delayed hospital discharge</li> <li>• Impact on Health and Safety of the occupier</li> </ul>
<b>ADDRESSING HOMELESSNESS</b>	<ul style="list-style-type: none"> <li>• Increasing homelessness</li> <li>• Increasing cost of B&amp;B etc</li> <li>• Inability to meet statutory duties</li> <li>• Impact on health, safety and economic independence of the individual</li> <li>• Impact of family life and stability</li> <li>• Impact on Crime and Disorder</li> </ul>
<b>ASSISTING VULNERABLE PEOPLE TO LIVE INDEPENDENTLY THROUGH HOUSING AND SUPPORT</b>	<ul style="list-style-type: none"> <li>• More institutional care required</li> <li>• Reduced choice and quality of life</li> <li>• Increased homelessness and repeat homelessness</li> <li>• Increased vulnerability, drug, alcohol and substance misuse</li> <li>• Impact on Crime and Disorder</li> <li>• Impact on health and well being</li> </ul>



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## 11. PRIORITY 1 - ADDRESSING THE SHORTAGE OF AFFORDABLE HOUSING

The need for more affordable housing in the District is one of the main issues arising from consultation on the Community Strategy and is supported by significant evidence from the recent housing needs survey. The identified affordability issues facing people trying to access market housing in the area and demand for affordable housing is continuing to outstrip supply.

Similar to its neighbouring authorities in the South Housing Market Area (Worcestershire, Stratford & Warwick), affordability is a major issue in Bromsgrove and demand for affordable housing is high. The District is not affected by low demand or abandonment issues that are experienced in some other parts of the West Midlands Region.

The Council has a major role to play in working alongside RSL's and developers to provide a clear message about housing need and to consult and involve the community in how developments can be designed and delivered. With BDHT and our other partner RSL's we have jointly developed a testing target to deliver 400 affordable dwellings over the life of the strategy in support of which the Council has an important leadership role to play in explaining housing needs to the community and working to allay fears around development of affordable housing.

### WHAT WE ARE TRYING TO ACHIEVE

- **A balanced Housing Market**
- **A consistent and appropriate supply of affordable housing for the District that meets current and future needs and systematically reduces the backlog in unmet need.**
- **Provision of affordable rural housing to meet identified local needs and sustain rural communities.**

- **Better use and cross boundary consistency of our planning powers and the resources available to us in delivering affordable housing.**
- **Bringing back into use empty homes and make private sector renting accessible to more people.**
- **The ability to offer choice of housing tenure to meet all levels of affordability through further development of shared ownership, fixed equity resale scheme and intermediate renting options.**
- **Promote routes to owner occupancy through shared ownership and private leasing schemes.**
- **Improved partnership working and preferred partnering arrangements.**
- **More community and strategic partnership involvement in affordable housing provision to meet needs, achieve best possible value and target mutual benefits.**
- **Improvements to the community's health, security and wellbeing through the housing we provide.**
- **Better design standards that improve energy efficiency, security and usability of dwellings and minimise impact upon the environment.**

### HOW WE HAVE SET ABOUT DELIVERING ON THIS PRIORITY

The Council has delivered affordable housing in a variety of ways over the past 25 years. Historically the focus has mainly been upon provision within the urban areas of the District in accordance with the findings of previous housing needs surveys. However, to address growing concerns about housing needs in rural areas, the Council has been working in conjunction with the Countryside Agency Rural Housing Enabler who acts in an advisory role to

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parish councils and local groups on the provision of affordable housing. Advice and practical assistance is provided by the Council on local housing needs surveys and how to find sites that are most likely to be compatible with planning policy.

The close working relationships between Planning, Strategic Housing and Environmental Health departments and also with the County Council are designed to secure benefit for the community through Section 106 agreements, increase the opportunity for development of new affordable housing and to maximise the use of private sector housing in meeting housing needs.

The District has sufficient land with planning permission to meet housing targets up to and beyond 2011 and currently has a housing moratorium in operation under Supplementary Planning Guidance that restricts planning approval only to affordable housing schemes and a small number of specified exceptions.

Despite the restriction, a strong need for additional affordable housing justifies our exception to the moratorium on sites where 100% affordable housing is provided. The planning moratoria currently restricting private development constrains the ability of the Council to negotiate 'on site' provision and unfortunately excludes the cross subsidy of affordable housing by private developers.

A target of 35 new affordable dwellings was set at the time of the last strategy, consistent with the findings of the housing needs survey carried out in 2000. The target has been under achieved in recent years, however more recently a steady increase in delivery of schemes has seen the target exceeded within the first quarter of 2005/06. Prior to the moratoria being introduced, the Council had moved away from accepting financial contributions in lieu of affordable housing provision because of the shortage of sites in the district. Affordable housing 'on site' has recently been achieved on two sites although the moratoria will affect the number of mixed tenure sites coming forward in the short term. Financial contributions have, however, enabled the Council to support viable schemes through partnership working with others and the grant funding of RSL's in the development of affordable housing including sheltered accommodation over the past 15 years. Approximately 750 affordable

dwellings have been provided through RSL's and 280 Low Cost Resale Covenant dwellings provided by the Council in partnership with Lovell homes.

An emerging issue is the likelihood that the Regional Spatial Strategy will require a very limited number of market housing units in the period up to 2021. A majority of the dwellings are likely to be provided on small 'brownfield' sites where S106 possibilities do not exist. This poses future problems to adequately addressing needs for affordable housing. A revised target to achieve delivery of 250 affordable dwellings over the 5 year period of the strategy has been set taking into account the planning moratoria, the schemes currently in the pipeline and the levels of regional investment for the South Housing Market Area.

#### WHAT WE HAVE RECENTLY ACHIEVED AND NOT ACHIEVED?

##### WE HAVE:

- ✓ Achieved long term sustainability of the Council's housing stock through LSVT.
- ✓ Strengthened our Strategic Role, staff resources and joined up working with Planning and Environmental Health departments.
- ✓ Carried out an up to date Housing Needs Survey in 2004/5.
- ✓ Maintained a Housing Capital Programme providing grants to RSL's for the development of mixed tenure affordable housing matched to the needs identified.
- ✓ Developed a 3 year investment strategy with BDHT that will provide Extra Care Housing, improve temporary accommodation for the homeless, promote move on from under occupied family housing and free up and re-cycle assets for re-investment and future affordable housing provision.
- ✓ Set up a joint Strategic Housing / BDHT / West Mercia RSL Development Working Group that has formulated proposals for the development of an anticipated 50 units of accommodation on Council / BDHT Brownfield sites.

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- ✓ Improved delivery in affordable housing in 2005/6 including 20 units of shared and fixed equity low cost housing.
  - ✓ Identified rural housing needs through Parish Surveys in 5 rural areas.
  - ✓ Worked in partnership with the Parish Council, Rural Housing Enabler and an RSL in developing and consulting on the first rural housing scheme at Belbroughton, which, having gained planning permission, is going forward for funding approval.
  - ✓ Developed a local lettings criteria and allocations policy for rural housing on exception sites.
  - ✓ Improved our delivery of 'on site' affordable housing under planning powers (22 units 05/06).
  - ✓ Developed our Private Sector Housing Strategy to help promote the affordability and use of private rented housing to supplement the lack of affordable social housing.
  - ✓ Developed an Empty Homes information pack and carried out a survey of owners of empty homes identifying 30 owners interested in letting their property.
  - ✓ Introduced housing repair grants to assist in bringing back into use empty properties.
  - ✓ Provided a variety of training and information subjects for private landlords through our Private Landlords Forum.

#### **WE IDENTIFY THAT WE HAVE NOT**

- Met our targets for affordable housing in previous years
- Made best use of planning powers for on site delivery in previous year

- Reviewed our partnership arrangements with RSL's
- Made significant progress in bringing back into use empty properties identified in our survey.

#### **WHAT WE PLAN TO DO NEXT**

Our Action Plan for improving the supply of affordable housing across the District sets a target to deliver 400 additional units of affordable housing over the 5 year life of the strategy. Whilst planning guidance directs us to prioritise to meeting local needs there is a need to assist a proportion of the identified inward migration and accordingly we acknowledge that there is an annual shortfall in the supply of affordable housing of in excess of 100 units per annum. However, in setting our targets we have to assess what is achievable given the, land supply, regional housing allocation and financial constraints facing us. Our target will therefore be closely monitored and updated in response to the outcomes of both local consultation upon the Affordable Housing SPD and the national review of the Regional Spatial Strategy.

We are strengthening the effectiveness of the Housing Strategy Section by integrating private sector housing officers into the team to make it an all encompassing housing service enabling a more joined up approach to making the private rented sector more accessible. .

Given the nature of planning policy and the local housing market, the new Local Development Framework planning process will need to introduce lower affordable housing thresholds and more demanding levels of affordable housing contribution. This is due to the small scale size of sites available in the District and the increasing levels of housing need that has been identified. We are therefore in the process of developing Supplementary Planning Guidance to address these issues and to give clear guidance upon the type, size and tenure of affordable housing and the calculation of commuted sums.

Whilst we are satisfied with our partnership arrangements with RSL's we intend to review our partnership working arrangements to ensure we are getting best value and prompt action for our District.

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We have started to strengthen the housing involvement with the Local Development Framework to ensure that we are gaining the maximum cross organisational benefits and achieving full partnership potential.

The Local Development Framework (LDF) is the new plan policy process introduced by the Government in 2004. It replaces the old system of District and County Plans. The new process is guided by a Regional Strategy against which individual local planning authorities are required to develop their own plans. These will be 'built up' as a series of plans on a range of topics eventually forming a portfolio of documents to make up the new LDF.

Bromsgrove Council has been carrying out detailed consultation and investigative work with the intention of making major improvements to the Town Centre. Three initial areas have been identified for change and development briefs for the first two of these have been produced with the intention of guiding interested developers in putting forward possible improvements to the town centre.

From those taking part, in this process, a preferred developer will be chosen to implement the preferred scheme and the inclusion of affordable housing over shops is targeted within the proposals.

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## 12. PRIORITY 2 - IMPROVING THE QUALITY AND AVAILABILITY OF PRIVATE SECTOR HOUSING

Thriving housing markets are the key to the creation of sustainable communities and our work with Private Sector housing has a major impact upon the wider housing strategy. We aim to encourage more homeless people to re-locate into the private sector at their choice, and to continue to work on a partnership basis in supporting private landlords to achieve increased availability and higher standards of rented housing.

Improving the standard of private sector housing and increasing the availability and accessibility of private rented housing, especially to those on lower incomes, is identified as the Council's second housing priority. Our objectives closely overlap and assist the Councils other three housing priorities by:

- increasing the availability of private housing for rent to supplement the supply of affordable social housing,
- assisting the homeless to access private rented sector to reduce the use of temporary accommodation
- supporting vulnerable people to live independently.

As the majority of Bromsgrove residents reside in owner occupied or privately rented housing, the support to the private sector by the Council is of paramount importance in achieving a balanced housing market, long term benefits to the health and quality of life of our residents and protection of the environment.

### WHAT WE ARE TRYING TO ACHIEVE

- **Sustained long term decent housing conditions**
- **A strong, well managed private rented sector**
- **Ongoing improvement in the quality of privately rented**

### accommodation to Decent Homes Standard

#### Higher standards for healthier and safer homes

- **Environmental improvement and reduced crime**
- **Ongoing improvement to the energy efficiency of domestic homes**
- **Increased availability and accessibility of privately rented accommodation to offer people more choice**
- **Incorporation of private rented accommodation in long term plans to implement Choice Based Lettings**
- **A better understanding of the motivation and problems facing owners of empty homes to assist us in enabling them to be brought back into use**
- **Increased access to private rented accommodation available for the homeless**
- **Better support and assistance to older, disabled and vulnerable people in making home improvements and adaptations**
- **Assistance to help older and disabled people to be discharged from hospital more rapidly through more efficient home adaptations**
- **Improved communication and dialogue with private landlords in providing them with support and assistance**

### HOW WE HAVE SET ABOUT DELIVERING ON THIS HOUSING PRIORITY

Our Private Sector Housing functions include:

- Provision of Mandatory Disabled Facilities Grants (DFG's).
- Provision of Discretionary Home Repair and Assistance Grants under the Council's Private Sector Housing Strategy and Housing Assistance Policy.
- Inspection and enforcement action where necessary, of Houses in Multiple Occupation (HMO's). From April 2006, the Council will have a

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duty to take action where Category One Hazards are found under the new Housing, Health and Safety Rating System.

- Inspection, Licensing and enforcement action where necessary, of Caravan/Mobile Homes and Camping Sites.
- Dealing with issues of overcrowding, disrepair and unfitness in owner occupied and tenanted properties. From April 2006, the Council will have a duty to take action where Category One Hazards are found under the new Housing, Health and Safety Rating System.
- Promoting Energy Efficiency and Affordable Warmth.
- Promoting the availability of good quality privately rented housing to help meet housing needs.
- Reduction and bringing back into use empty homes and maintenance of an Empty Homes Register.
- Liaison with North Worcestershire Care & Repair Agency.
- Operating to the Concordat on Good Enforcement adopted by Bromsgrove Council on 20th March 2002.

### **PROVISION OF MANDATORY DISABLED FACILITIES GRANTS (DFG'S)**

Mandatory Disabled Facilities Grants are delivered to both the private and public sectors by way of means tested grants. This is a tripartite arrangement between the District Council, the Primary Care Trust and Social Services for private sector and Registered Social Landlord (RSL) dwellings. The Council commits funding within its Capital Programme well in excess of the capped level to which the Government contributes, and therefore is able to help many more disabled clients within the District.

However, in recent years, demand for grants has still outstripped resources and in conjunction with the Redditch and Bromsgrove Primary Care Trust Occupational Therapy Service, we have developed a priority-rating scheme for Disabled Facilities Grants.

The new joint partnership, 'The North Worcestershire Care and Repair Agency', now deals with the majority of the owner occupier and private tenant requests for grant aid. They carry out home assessments that also investigate the client's home safety, home suitability and any need for home repair

assistance. The BDHT tenants' requests for grant aid are undertaken by council staff.

The introduction of the Discretionary Home Move Grant has encouraged disabled clients to relocate when their current home can not be suitably adapted for their needs, or where the adaptation works would exceed the maximum grant aid of £25,000.

Bromsgrove plays an active part in the Worcestershire Disabled Adaptations Review Group, helping to formulate the new Code of Practice for Adaptations with County Social Services and the Primary Care Trust's Occupational Therapy Services. A proactive Occupational Therapists/Council/North Worcestershire Care and Repair Liaison Group also meet on a quarterly basis to discuss any problems.

### **DISCRETIONARY ASSISTANCE GRANTS**

In response to the Regulatory Reform Order 2002, the Council reviewed its Private Sector Housing Renewal Strategy in 2004 and now provides a range of Discretionary Home Repair Assistance Grants, Renovation Grants, Empty Homes Grants and Home Move Grants through the North Worcestershire Care & Repair Agency.

### **CONCORDAT ON GOOD ENFORCEMENT**

On the 20<sup>th</sup> March 2002, Bromsgrove Council adopted the "Concordat on Good Enforcement", an agreement on enforcement standards and procedures between Local Authority Associations and the Government. Any enforcement action will be fair and proportional in securing compliance and shall be in accordance with the principles of this concordat. The adoption of this concordat is also strongly advised within the draft guidance produced for the Housing Act 2004.

### **INSPECTION OF HOUSES IN MULTIPLE OCCUPATION (HMO).**

The Council already operates a voluntary registration of Houses in Multiple Occupation.

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However, the Housing Act 2004 has introduced the statutory Mandatory Licensing of certain Houses in Multiple Occupation from April 2006 (Definition - 3 or more storeys, occupied by 5 or more people forming 2 or more households). Although few in number, these housing types are typically occupied by young lower-income, single people, including some particularly vulnerable and disadvantaged groups. Government training for the new powers under the Housing Act 2004, has already been undertaken by a small number of officers.

Liaison between the six Worcestershire local councils via the Private Sector Housing Officers Group is considering developing a joint Mandatory Licensing Scheme for Worcestershire as many of the landlord property portfolios cross district boundaries, and a Worcestershire Landlord Event is currently being organised for May 2006.

We value the contribution made by the private landlords in our District and our approach to licensing will be to work with our landlords and offer support and assistance in achieving the required standards.

#### **INSPECTION OF CARAVAN & CAMPING SITES**

In the Bromsgrove District there are currently 13 licensed Permanent Residential Mobile Home Sites. On the 2<sup>nd</sup> October 2002, the Council officially adopted Local Standard Licensing Conditions based on the 1989 Model Standards for Permanent Residential Mobile Home Sites. A new survey format has been recently developed and surveys are ongoing to enable all sites to comply by October 2007.

#### **DEALING WITH ISSUES OF OVERCROWDING, DISREPAIR AND UNFITNESS IN OWNER OCCUPIED, TENANTED AND COUNCIL OWNED PROPERTIES**

Work is mainly reactive due to current resources, however the Private Sector Housing Stock Condition Survey carried out in 2004 indicates that 6.7% of the stock would fail the new Housing, Health and Safety Rating System. Proactive work including enforcement is carried out where necessary.

#### **PROMOTING ENERGY EFFICIENCY AND AFFORDABLE WARMTH**

The Environmental Strategy Unit produced an Energy Conservation Strategy for all public and private sector housing in the area, including houses in multiple occupation and certain houseboats. An initial Energy Efficiency target was set in 1996 to reduce energy consumption by 30% over a 15 year period. The September 2005 figure was 20.8% for Bromsgrove District, on target for the overall reduction of energy consumption.

In order to achieve the next five years of ongoing improvement, the Council continues to operate a variety of discount schemes for energy efficient goods, products and services, including a free phone help line, low cost insulation and promotion of the national Warm Front Scheme. This is undertaken through a variety of partnerships, including the Worcestershire Home Energy Group and the Warwickshire, Worcestershire and Coventry Energy Efficiency Advice Centre (WEEAC).

#### **PROMOTING THE AVAILABILITY OF GOOD QUALITY PRIVATELY RENTED HOUSING TO HELP MEET HOUSING NEEDS**

The Government's housing agenda prioritises the improvement of private rented housing, choice for people that have to rent, and the reduction in the use of temporary accommodation for the homeless.

Through the Bromsgrove Private Landlords' Forum, we provide advice and encouragement to private landlords. We are building our relationship with private landlords by offering them more security by linking them with the rent guarantee / rent in advance / rent deposit scheme and the tenancy support service offered through the Basement Private Tenancy Scheme. A Landlord Handbook is under development its content being based upon ideas gained from consultation with private landlords.

#### **BRINGING BACK INTO USE EMPTY HOMES**

Our affordable housing programme has supported Registered Social Landlords in bringing back into use a number of units for rent with some significant improvement to neighbourhoods.

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An Empty Homes Information Pack giving advice and assistance is sent to all owners of empty homes. Consultation carried out under our Empty Homes Initiative has recently identified 34 owners that would like to work with the Council to bring their properties back into use. However, until recently, limited staff resources have meant that effort has been focused on properties that cause nuisance to neighbours.

### WHAT WE HAVE RECENTLY ACHIEVED AND NOT ACHIEVED

#### WE HAVE:

- ✓ Commissioned and completed an up to date Stock Condition Survey.
- ✓ Developed a new Private Sector Housing Strategy and Assistance Policy and made available:
  - ✓ Discretionary Home Repair Assistance Grants
  - ✓ Discretionary Renovation Grants
  - ✓ Discretionary Empty Home Grants
  - ✓ Discretionary Home Move Grants
  - ✓ Mandatory Disabled Facilities Grants
- ✓ Introduced innovative 'claw back' arrangements to assist the long term re-cycling of discretionary grant funds.
- ✓ Commenced the provision of annual revenue funding and worked in partnership with Redditch BC and Wyre Forest DC in the joint development of the North Worcestershire Care and Repair Agency.
- ✓ Continued to provide increased Disabled Facilities Grant funding, well in excess of the capped 60% subsidy received from Central Government.
- ✓ Consulted owners of empty properties.
- ✓ Continued to provide training and support to landlords through the Bromsgrove Private Landlords Forum.
- ✓ Created a dedicated Private Sector Housing Officer post within the Council.
- ✓ Helped enable a Private Tenancy Scheme (rent deposit, rent in advance and rent guarantee scheme for under 25s).
- ✓ Prevented homelessness through joint working with private landlords.
- ✓ Enabled RSLs to bring back into use 5 units of accommodation.

- ✓ Established a joint task group and the completion of a review and scrutiny of the process for dealing with Disabled Facilities Grants. Reported to Housing and Planning Policy and Health and Leisure Scrutiny Committees.
- ✓ Trained officers on the implications of the new Housing Act 2004.

#### WE HAVE NOT:

- Provided a Private Tenancy Scheme for persons over 25 years of age.
- Been able to assist the 34 owners who have expressed an interest in letting their dwelling.
- Met targets for HMO and Caravan Site inspections.
- Introduced grants for energy efficiency, where vulnerable people cannot access other similar nation wide assistance.
- Introduced a Hospital Discharge Scheme
- Fully researched private finance such as Equity Release or Loans, as an alternative or in addition to Local Authority grants.
- Collected annual statistics on the Decent Homes Standard

The Private Landlords Forum 15<sup>th</sup> November 2005





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## WHAT WE PLAN TO DO NEXT

### REORGANISATION

The private sector housing service is being reorganised under the Head of Strategic Housing to play a stronger role in assisting in achieving better performance. It has been recognised that the issue of private sector housing has been under resourced within the Council in the past and that the introduction of the Housing Act 2004 is the largest piece of housing legislation for twenty years. With this in mind, it was clear that new resources are required to provide a better service to our clients.

### EMPTY HOMES AND RENT DEPOSIT SCHEMES

The new post of Housing Initiatives Officer is being provided to focus on working with private landlords to encourage the availability of privately rented accommodation, and offering a rent deposit scheme as security for landlords. This will forge a link between BDHT Homelessness Officers and landlords to get homeless people out of temporary accommodation and into privately rented, interim settled housing.

Liaison with empty property owners to provide support and encouragement will bring much needed accommodation back into use, whether it be for sale or rent. The availability of our Empty Homes Grant is designed to encourage some to enter the private rented sector.

### HOUSING STANDARDS

A second new post of Housing Standards Officer is being provided to focus on the creation and operation of the Mandatory Licensing for certain HMO's including inspection and any required enforcement under the new Housing Health and Safety Rating System.

A fee structure for both Mandatory Licensing for certain Houses in Multiple Occupation and charges for enforcement notices and orders will be formulated and adopted.

The formulation, adoption and publication of an Enforcement Policy, will form part of the next review of the Private Sector Housing Strategy and Assistance Policy.

Under the Housing, Health and Safety Rating Standard from April 2006, where a Category 1 Hazard exists, we shall take the most appropriate enforcement action in accordance with the Housing Act 2004. In addition, where a Category 2 Hazard exists, we shall consider taking the most appropriate enforcement action should there be a persistent and permanent risk to the health, safety and or comfort of the occupiers.

For dealing with issues of overcrowding, disrepair and unfitness (Category 1 Hazards) in private properties, appropriate reactive and proactive work including enforcement where necessary, will be introduced in line with the findings of the Stock Condition Survey.

Inspections of the Caravans and Camping Sites within the district to the adopted Model Standards. Maintenance of the Registers for HMO'S, Caravan Sites and Empty Properties. Integration of 'Site Agreements' and 'Protection from Eviction' legislation for Mobile Homes from the Housing Act 2004, into the survey format for inspections.

### DISCRETIONARY ASSISTANCE GRANTS

The Assistance Policy will be reviewed with regard to the possible introduction of a new Discretionary Grant where a Category 1 Hazard is found in a property, where the owner occupier can not afford the improvements required (via a means test).

### ENERGY EFFICIENCY WITHIN PRIVATE SECTOR HOUSING

As energy conservation and affordable warmth issues form the basis of the greatest need identified within the Private Sector House Condition Survey, the role of Energy Efficiency within homes will be undertaken by the new Strategic Housing Team, under the role of the Principle Private Sector Housing Officer. Action is planned to further progress work to achieve gains towards government targets including:

- completion/submission of the annual HECA report
- internal training for frontline staff and members
- development of external partnerships
- Affordable Warmth
- encourage higher energy efficiency standards in social housing
- Home Energy Checks
- investigate funding opportunities
- promotional campaigns
- attendance to various energy efficiency groups (local + national).

It is also intended to investigate the possibility of Green Loans as per neighbouring Local Authorities, especially with regard to privately tenanted properties.

### **HOSPITAL DISCHARGE SCHEME**

The introduction of a Hospital Discharge Scheme is to be researched as part of the remit of the NW Care & Repair Agency to assist in reducing bed blocking and to provide a fast track route for adaptations to be carried out where a person is prevented from returning home.

### **LOANS AND EQUITY RELEASE RESEARCH**

The NW Care and Repair Agency are researching the use of Loans and Equity Release on behalf of the three North Worcestershire District Councils. It is anticipated that there will be a full pilot scheme before any adoption of a loan/equity type scheme and monitored through their Steering Group.

### **SUPPLY OF BUILDING CONTRACTORS**

The lack of enough suitable building contractors and tradesmen for DFG work is of a major concern as it can hinder spending the grant allocation, however, the NW Care and Repair Agency is currently attempting to recruit suitable new builders at every opportunity and will be monitored through their Steering Group. In addition, the Council will update its own Contractors List with regard to grant work.

### **DECENT HOMES STANDARD**

Public Service Agreement 7 from ODPM 2002 (Decent Homes) states that by 2010, “for vulnerable households in the Private Sector, including (vulnerable) families with children, we must increase the proportion who live in homes that are decent”.

A decent Home is one which:

- does not contain a Category 1 Hazard
- is in reasonable state of repair
- has reasonably modern facilities and services
- provides a reasonable degree of thermal comfort

Within Bromsgrove District, 19% of households are non-decent from the recent 2004 Stock Condition Survey, of which 43% are privately rented. The main failure under this standard is thermal efficiency for (79%). From the survey, energy efficiency measures and repairs to homes will help to meet the current and future demands of this standard.

The Launch of the North Worcestershire Care and Repair Service 27<sup>th</sup> July 2005



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### 13. PRIORITY 3 – ADDRESSING HOMELESSNESS

The Council provides accommodation, support, information, guidance and help for homeless people and those threatened with homelessness, and is now preventing homelessness more effectively.

Whilst homelessness is a significant problem in the District, few people are actually roofless and rough sleeping is minimal. However, a larger number of people are at risk of losing their home or have no permanent accommodation. This Authority experienced an increase of 57% in the number of households accepted as homeless and in priority need over the period 1998 – 2003. However the trend started to level off during 2003/04 and reduced significantly by 41% during 2004/05 to 141 households by the end of March 2005. The preventative measures introduced through the Homelessness Strategy have contributed to this reduction. The major causes of homelessness in the District continue to be family breakdown and eviction from the parental home.

The Council has a duty to provide accommodation for households who face homelessness through no fault of their own if they are in priority need, they have children or are considered vulnerable. Whilst increasingly, some applicants are helped to stay in their existing home through preventative measures, others have to be re-settled straight away or placed in temporary accommodation until a settled home becomes available.

Although the Council has a good record for very low use of Bed and Breakfast accommodation, the limited supply of new affordable housing, a slowing down in the supply of RSL voids and diminishing stocks as a result of the Right to Buy delay the speed at which we can re-house applicants. As a result the length of occupancy and number of clients residing in temporary accommodation is increasing.

‘Addressing Homelessness’ is therefore a priority for the Council with the focus on:

- Reducing homelessness through preventative measures

- Increasing the supply of permanent accommodation to speed up ‘move on’
- Improving the support and type of temporary accommodation offered whilst people await a more settled home.

A Comprehensive review of homelessness was carried out in 2002 and a five year Homelessness Strategy formulated. The Strategy and Action plan was reviewed in the autumn of 2004 and progress is continually monitored by the Homelessness Strategy Steering Group that is lead by the Council’s Strategic Housing Officers and strongly supported by partner organisations.

#### WHAT WE ARE TRYING TO ACHIEVE

- **A co-ordinated strategic approach to the development of preventative and support services for the homeless**
- **A sustainable customer focused service**
- **An Improved supply of permanent accommodation for the homeless**
- **Early intervention and good quality housing advice**
- **A widening range of measures that prevent homelessness**
- **Increased access to settled homes for homeless people**
- **Increased access to privately rented housing for the homeless**
- **A maintained minimal use of Bed & Breakfast accommodation**
- **Reduced use of temporary accommodation**
- **Improved standard and type of temporary accommodation where it has to be used, offering dispersed self contained housing**

- **Avoidance and prevention of repeat homelessness through housing support**
- **More choice in housing for homeless people including mortgage rescue**
- **Improved emergency facilities for the homeless**
- **Ongoing updated information on the needs of homeless households**
- **Continuously improving performance**

## HOW WE HAVE SET ABOUT DELIVERING ON THIS HOUSING PRIORITY

### HOMELESSNESS STRATEGY AND STEERING GROUP

Ensuring adequate resources and measures are in place to contain homelessness and the proactively reduction in incidents of homelessness has been a major challenge for housing services in Bromsgrove for many years. The requirements of the Homelessness Act 2002 gave our approach a new impetus when we set up the Homelessness Steering Group, carried out a thorough review and developed our Homelessness Strategy. From the outset we have been fortunate in the level of representation by other agencies and voluntary organisations who sit on our steering group and the active partnership approach that they have taken in assisting us in developing support and prevention services. The membership includes:

- Bromsgrove & District CAB
- Baseline Floating Support and Drop in Service
- Bromsgrove Youth Homelessness Forum
- Centrepoint
- Charford Multi Agency Resource Centre
- Bromsgrove District Housing Trust
- Social Services
- Substance Misuse Action Team
- Probation Service

- Cornerstone
- Youth Offending Service

The key objectives of the Homelessness Strategy are to:

- ❖ Prevent households becoming homeless through the provision of improved advice services, and closer working with the private rented sector;
- ❖ Strengthen the help available to people who are homeless or at risk of homelessness;
- ❖ Develop a more strategic approach to the development of new responses to tackle homelessness;
- ❖ Provide more choice and options for all homeless households, and provide a better range and supply of accommodation for homeless people;
- ❖ Improve the standard of facilities and services provided within temporary hostel accommodation;
- ❖ Provide specialised, temporary, emergency access accommodation;
- ❖ Provide an accessible, understanding and sustainable service for those experiencing homelessness;
- ❖ Continue to restrict the use of bed and breakfast to emergency situations where other forms of temporary accommodation are not appropriate;
- ❖ Ensure that homeless households, and those threatened with homelessness, receive appropriate support to access and/or maintain their accommodation;
- ❖ Monitor performance and review services.

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The strategy and action plan was reviewed last year and a new action plan formulated in full consultation with the steering group.

## **SUPPORT AND PREVENTATIVE SCHEMES**

Early intervention to prevent homelessness before it happens by providing support, representation and mediation is key to reducing the number of people that need re-housing and who occupy temporary accommodation. All of the partners represented on the Homelessness Strategy Steering Group play a valuable part in providing the following range of support and preventative schemes that have been introduced under the Homelessness Strategy:

- ✓ General Housing Advice Service (BDC/CAB)
- ✓ Specialist Housing Debt Advice (CAB)
- ✓ Private Tenant Scheme – Rent Deposit/advance/guarantee (BYHF)
- ✓ The Basement Voluntary Drop In Centre (BYHF)
- ✓ Mediation Service development (BYHF)
- ✓ Parenting Support Group Homelessness Prevention Training Courses (Charford Multi-agency Resource Centre)
- ✓ Education Project & Mediation (Centrepoint)
- ✓ Using theatre to raise awareness of homeless issues (BYHF)

## **ASSISTING THE HOMELESS**

Since LSVT the Council's homelessness services are managed by BDHT under a Housing Agency Agreement. These services include carrying out the Council's statutory duty to the homeless including assessing all applications, arranging medical assessments, ensuring advice and assistance is made available, issuing Homelessness decisions, securing temporary accommodation, arranging transportation and safe storage of belongings, making referrals to other authorities and where appropriate offering secure accommodation. The Council funds Bromsgrove and District CAB to provide a General Housing Advice Service over and above its core services.

These partnership arrangements were entered into after careful appraisal of the options available and chosen for their benefit in offering a comprehensive, quality service from experts not just in homelessness but also in debt management. The arrangements foster a good partnership approach between BDHT, CAB and the Council in the provision of advice and preventative services and access to experienced staff for assessment, referral and support. BDHT also offer a much higher percentage of new lettings to our homeless families than is usual across the region.

Joint strategic working with RSL's has provided more accommodation for the homeless. In particular, the partnership approach with BDHT has delivered an improved service and higher standard of temporary housing solutions for the homeless that is paving the way to the replacement of hostel accommodation in the District.

## **WHAT WE HAVE RECENTLY ACHIEVED AND NOT ACHIEVED**

### **WE HAVE:**

- ✓ Implemented a Homelessness Strategy that has now been reviewed and its action plan is monitored by the Homelessness Strategy Steering Group.
- ✓ Adopted a partnership approach to the allocation and use of ODPM Homelessness Grant.
- ✓ Enabled a range of preventative and support services to be implemented as detailed above.
- ✓ Implemented a new Housing Advice Service and specialist debt advice service in partnership with Bromsgrove & District CAB
- ✓ Continued to meet the government requirement of not placing families or households including an expectant mother into B&B accommodation except in an emergency for more than 6 weeks.
- ✓ Reduced the use of temporary hostel accommodation for homeless families.
- ✓ Grant funded RSL's to purchase and repair private self contained dwellings to offer a higher standard of temporary accommodation for homeless families.

- ✓ Exceeded our target of issuing notifications to 97% of applicants within 30 days during 2004/05 by achieving 97.71% and further improvement to 98.48% in the first quarter of 2005/6.
- ✓ Reduced the number of homeless presentations from 443 in 2003/4 to 320 in 2004/5 (reduction of 27.76%).
- ✓ Reduced the number of homeless acceptances from 238 in 2003/4 to 141 in 2004/5 a reduction of 41%.
- ✓ Reviewed our lettings policy in accordance with the Homelessness Act 2002.
- ✓ Reviewed our SLA arrangements with BDHT for the provision on homelessness / waiting list / management of temporary accommodation and nominations.
- ✓ Received in excess of our 75% nomination rights from BDHT.
- ✓ Carried out specialist consultation/research into youth homelessness in Bromsgrove (Jackson Read Consulting).
- ✓ Ensured that those who are homeless on the day are seen on that day and offered temporary accommodation.

- Restructure the Strategic Housing Team and appoint a Housing initiatives officer to bring empty homes back into use, develop a rent deposit scheme and private sector leasing scheme and link up with homelessness prevention services.

#### WE HAVE NOT:

- *Developed a rent deposit / guarantee scheme for people over 25.*
- *Developed a Private Sector Leasing Scheme*

#### WHAT WE PLAN TO DO NEXT

- Systematically replace our temporary hostel accommodation with self contained homes dispersed in the community.
- Improve performance monitoring
- Ensure that appointments are made available for a person not homeless on the day within 5 days
- Pursue a Private Tenancy Scheme for over 25 year olds and a Private Sector Leasing Scheme for homeless families.

The Opening of the Basement Project 18<sup>th</sup> February 2005



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## 14. PRIORITY 4 – ASSISTING VULNERABLE GROUPS TO LIVE INDEPENDENTLY

Suitable housing is at the heart of ensuring that people can be supported to live at home especially in terms of housing conditions and adaptability. Our fourth Housing Priority relates to the provision of housing and support services that influence the health, wellbeing and independence of a wide range of vulnerable people. The Council's Housing Strategy has an important role to play in supporting and complementing the support services provided by health, social services and other agencies towards achieving a number of local, regional and national strategies and Public Service Agreement targets including:

- Reducing homelessness
- Promoting social inclusion
- Combating discrimination
- Increasing voluntary and community involvement
- Reducing teenage pregnancy
- Improving public protection and reducing re-offending and drug related crime

The Government has set out the future direction of social care for adults of all age groups in its consultation paper 'Independence, Wellbeing and Choice' which sets out the principle that everyone in society has a positive contribution to make to that society and should have a right to control their own lives. Our Housing Strategy aims to help achieve this vision by providing services that help people to maintain independence and choice in the way their housing, support and care needs are met.

The more vulnerable groups, especially older people can face particular problems accessing information on housing, support adaptation and home maintenance grants. Whilst a major improvement has recently been made with the introduction of the NW Care & Repair Service, this fourth housing priority identifies the further actions that the District Council is taking in working strategically in partnership with Social Services, the PCT and the independent and voluntary sectors to provide well planned, cost effective and integrated services to meet the needs of a diverse community.

Overall there are an estimated 6,964 households in Bromsgrove with one or more members in an identified special needs group, which representing 19.1% of all households is above national average. The physically disabled are the predominant group, the next largest group being the frail elderly.

With some 25.2% of households in Bromsgrove containing older persons only, and a further 9.1% containing a mix of older and non-older persons, overall, this is our largest client group. Our housing needs survey indicates that 'older person only' households are slightly more likely to be comprised of only one person, providing implications for future caring patterns. Whilst the majority these households live in the private sector a high proportion of social rented housing (35.7%) houses older people only. Whilst many in this category may not be in housing need in the sense of not being able to afford market housing, many are liable to require additional care in the future whether directly or via aids and adaptations in the home.

The research carried out in the summer 2005 for the Countywide Older Peoples Strategy illustrates how much people value their independence by the overwhelming 71% of respondents interviewed who stated that they would like additional support to stay at home.

Recent research carried out by Matrix indicate considerable housing needs by persons affected by drug and alcohol misuse and all special needs housing schemes are experiencing difficulty in moving on clients into more independent accommodation. The focus of our strategy is to continue to work in close partnership with Supporting People to address the identified needs of client groups by linking the development of appropriate affordable housing in support of the priorities identified for revenue funding under the SP Strategy, and promote 'move on' accommodation to maximise the benefit for new clients of existing supported housing.

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## WHAT WE ARE TRYING TO ACHIEVE

- **Improved health and wellbeing of the community**
- **People who are vulnerable through age, disability or life experience enabled to live independently within the community**
- **Promotion of healthy, safe and independent living through improved housing conditions, home safety & security checks and by creating the right environment**
- **Support and assistance to older, disabled and vulnerable people in making home improvements and adaptations**
- **Assistance to older and disabled people to enable them to be discharged from hospital more rapidly through more efficient home adaptation**
- **Provision of appropriate housing with support to assist all special needs client groups to sustain independent living**
- **Reduced admissions into, and reduced delay in leaving hospital by providing housing and community care solutions.**
- **Prevention or delay in the need for more intensive and more expensive social care and health authority interventions**
- **Support services that complement the success of wider housing, health and social care interventions**
- **Better use of technology to support people**
- **A range of housing options in which support and care can be provided**
- **People being offered informed choices in which they can openly consider the risks and benefits of living independently**

- **Promotion of personal dignity for life**
- **A move towards seamless assessment and services**
- **Best use of existing support services by enabling move on of clients into the community**

## HOW WE HAVE SET ABOUT DELIVERING ON THIS HOUSING PRIORITY

The Government is committed to improving the delivery of health and local authority services by removing unnecessary barriers between organisations in their planning and provision of services. Bromsgrove Council is working to help achieve this aim through the Local Strategic Partnership (LSP) theme groups that are developing common priorities in preparation for delivery through Local Area Agreements on a countywide basis. We work with Health and Social Services on a number of working groups including the Local Implementation Team for Older People and working groups for Mental Health, Teenage Pregnancy and Learning Disabilities. The Head of Strategic Housing is a member of the Local Strategic Partnership theme group 'Health and Social Well Being' and now chairs the 'Consider Your Environment' both in preparation for the implementation of Local Area Agreements.

However, 'Supporting People' is the primary partnership group and is the national policy initiative designed to secure a more co-ordinated approach to the provision of services to certain groups. The SP programme has brought together previously separate streams of funding and broken down the link between tenure of accommodation and support received. There are groups of people that may, because of their condition or vulnerability, have requirements for specialised forms of housing provision, or else require support services in order to continue living an independent life in their existing home. The District Council works closely with the Supporting People administering authority for Worcestershire through membership of its Strategic and Commissioning working groups. The needs of a broad range of groups are addressed including:



- Frail elderly
- Persons with a physical disability, a learning disability or mental health problem
- Vulnerable young people and children leaving care
- Those with severe sensory disability
- The homeless
- Persons suffering domestic violence
- Substance misuse
- Travellers

As the ability of clients to 'move on' from supported housing is critical, the Council supports the needs of special needs client groups through guaranteed 'Quota Allocations'. Approximately 25% of annual lettings of one bedroom accommodation are guaranteed to clients of the following organisations:

- NCH Aftercare
- Hamilton House Single Homeless
- Fry Housing Trust – single homeless and ex offenders
- Mental Health Accommodation Action Group
- Learning Disabilities Group

The Community Plan identified the provision of a Home Improvement Agency (HIA) and the development of Extra Care Housing as two Key Aims under the theme of Health and Wellbeing. The HIA (North Worcestershire Care and Repair Service) was delivered in February 2005. Progress is being achieved towards the provision of Extra Care Housing through a partnership between the Council, Bromsgrove District Housing Trust and West Mercia Housing Group. The Council has committed £1m capital grant to the remodelling the Gilbert Court a scheme that is supported countywide.

#### WHAT HAVE WE ACHIEVED?

- The successful Large Scale Voluntary Transfer of 20 sheltered and 2 Very Sheltered housing schemes to BDHT thus sustaining and improving the service for tenants.
- Development of Bromsgrove Lifeline service into the private sector.
- Guaranteed annual lettings to a range of special needs client groups.

- Annual revenue support and accommodation for domestic violence refuge.
- Partnership working and agreed capital grant support for development of Extra Care Housing.
- Floating support services for – Homeless, mental health and generic needs.
- Capital loan support for the newly completed 7 unit accommodation for clients suffering mental illness.
- Capital grant funding of group home for persons with learning disabilities.
- Grant funding for 5 units of dispersed accommodation for persons suffering from DV
- Completed a review, through Member Scrutiny, of Disabled Facilities Grant process.
- Travellers and BME research.
- Launch of the North Worcestershire Care & Repair Service (HIA)
- Support to the development of Countywide Older Persons Strategy.
- Introduction of discretionary home improvement and adaptation grants.

#### WHAT HAVE WE NOT ACHIEVED?

- *Actual units of Extra Care Housing in the District*
- *Housing options that encourage down sizing of under occupying families.*
- *Increased use of privately let property.*
- *New units of Intermediate and respite care.*

#### WHAT WE PLAN TO DO NEXT

Our plans are focused on supporting health and social services to provide choice and independence by developing housing solutions that promote quality of life and raised personal dignity enabling people to retain choice and control over their support and care provision and independence in how they interact with leisure facilities and the community.

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We will work to help achieve the priorities identified in the emerging Worcestershire Older Persons Strategy and assist in the aim to achieve seamless assessment processes and develop Extra Care Housing.

We will continue to work to the priorities identified in the Supporting People Strategy ensuring a coordinated approach to the use of capital and revenue funding and partnership working with other authorities to develop Local Area Agreements as a mechanism for delivery.

We will continue to enable the most effective utilisation of existing support services by encouraging 'move on' to independent accommodation through guaranteed lettings and by improving access to private sector housing resources.

We will continue to encourage floating support services across the client groups and for the elderly promote support to enable stroke / minor stroke patients to stay at home and target depression and early dementia.

We plan to further develop the work of the North Worcestershire Care & Repair Service in the areas of falls prevention, home security surveys and hospital discharge.

One of the main problems facing older people, as they decide whether to move on or stay where they are living, is the lack of suitable alternatives. Not everyone wants specialist retirement housing, so in development schemes we will encourage local choice and tenure options to encourage under occupying households to down size at an earlier age.

We will continue to refine our assessment of housing and support needs for all client groups and review housing options available for travellers and ethnic minorities.

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## 15. OUR ACTION PLANS

### LINKING RESOURCES TO OUR ACTIONS

The success in being able to deliver on the actions set out below is dependent upon the ability to adequately resource the strategy. Each action has information detailing one or more sources of financial or other support inserted under the column headed 'resources'. The source is identified by reference to the following:

DETAIL OF RESOURCE	ESTIMATED RESOURCES AVAILABLE	REFERENCE No
Council Capital Receipts – General	£1m (2007/8)	1
ODPM Specified Capital Grant for Disabled Facilities Grants	Currently £268k pa	2
Council Capital Receipts Ring Fenced for Low Cost Housing	200,000 (2006/7)	3
Council Capital Receipts Ring Fenced under Pooling Arrangements	£46,000 (2006/7)	4
Council Sect 106 Capital Receipts (affordable Housing)	£90,636 (2006/7)	5
Council Existing Strategic Housing, Revenue Funded Staff and Departmental Resources	£673,000 pa	6
Council Land Holdings	Minimal – mainly ransom strips	7
Housing Corporation Grant (ADP) to RSL's	£62m for South Housing Market Area for 2006/08	8
RSL's own Capital Funding	BDHT - £10m borrowing capacity over 5 yrs	9
Recycled Capital Grant	Subject to sales	10
Regional Housing Board – Special Funding	£20k approved for SHMA hsg survey	11

Developer Contributions – Commuted Sums	Currently unavailable during planning moratoria	12
Developer – On site provision	Currently unavailable during planning moratoria	13
ODPM Homelessness Funding	Currently £42k pa	14
Other Government Initiative Funding	Subject to bidding	15
Voluntary Agency Contribution / Fund Raising		16
County Council Revenue Resources	£500k pa identified for Extra Care Hsg	17
Supporting People Revenue or Capital funding	Revenue £15.8m (06/07) for Worcestershire	18

### ACTION PLAN MONITORING ARRANGEMENTS

Details of the overall monitoring arrangements are set out in Section 16. The individual actions detailed in the Action Plan will be monitored and managed by the bodies set out below and cross references with the column entitled Monitoring Arrangements.

Monitoring Arrangement	Frequency of Review	Alpha Reference
Local Development Framework Member Working Group	Bi Monthly	A
Homelessness Strategy Steering Group	Quarterly	B
North Worcestershire Care and Repair Steering Group	Half Yearly	C
Bromsgrove Care and Repair Liaison Group	Quarterly	D
Bromsgrove Performance Management Board	Annually and Half Yearly Reports	E
Housing Strategy Steering Group	Quarterly	F

## ACTION PLAN - PRIORITY 1. - ADDRESSING THE SHORTAGE OF AFFORDABLE HOUSING

Action	Target Completion Date	Milestone	Lead Officer	Partner Organisation Involved	Resources <sup>5</sup>	Monitoring Arrangements <sup>6</sup>
<p><b>KEY TARGET</b> - With the support of BDHT and other partner RSL's, achieve delivery of 400 additional units of affordable housing over the 5 year period of the Strategy. (This target will be subject to review following consultation upon the SPD – Affordable Housing and the outcome of the Government's Review of the Regional Spatial Strategy))</p> <p><b>PSA 5</b> – To achieve a better balance between housing availability and the demand for housing, whilst protecting the countryside and Green Belt.</p>						
<p><b>Proposed Outcome - Increased delivery of affordable housing through Planning Gain</b></p>						
Develop Supplementary Planning Document for Affordable Housing relating to: <ul style="list-style-type: none"> <li>• Threshold levels</li> <li>• Percentage of affordable housing</li> <li>• Open space/play facilities</li> <li>• Location / size / type / tenure</li> <li>• Financial contributions</li> </ul>	Draft document December 2005	Completion of LDF consultation by June 06	Planning Officer	Planning Dept Strategic Housing Team Developers RSL's	6 Staff time	A, E and F
Consult on development of Supplementary Planning Document for Affordable Housing.	June 2006	Completion of LDF consultation by June 06	Planning Officer	Planning Dept Strategic Housing Team Developers RSL's	6 Staff time	A
Adopt new Supplementary Planning Document for Affordable Housing.	July 2006	Completion of LDF consultation by June 06	Planning Officer	Planning Dept Strategic Housing Team Developers RSL's	6 Staff time	A
Supplementary Planning Document – Managing Housing	July 2006	Consultation completed by May 2006	Planning Officer		6 Staff time	A
Develop a procedure within Supplementary Planning Guidance to clarify the information developers will be required to submit within Sect 106 negotiations.	June 2006		A.Coel J.Hill Planning Officer Hsg Corp RSL's	Rural Housing Enabler. Parish Councils RSL's County Enabling Group	6 Staff time	A,E,F.
Working with the County Housing Enabling Officers Group, jointly develop a common	March 2007	Enabling Group Research by	A.Coel J.Hill	Planning Officer RSL's	6 Staff time	A,E,F

<sup>5</sup> See table on page 67 for definition of numerical reference

<sup>6</sup> See table on page 67 for definition of alpha reference

template for Sect 106 agreements and develop good practice from outside the County.		June 06. Consultation with Legal Feb 07		Countywide Enabling Officers		
Carry out District and Parish Council Member training 'Understanding and raising the profile of Affordable Housing	Ongoing	Complete DC Member Training by June 2006			Staff time	E,F
Develop in-house skills of Planning Officers upon urban design and the construction of development briefs. Consider sharing services with other Council's to achieve savings.	March 2007		Head of Local Plans		Staff time  Training resources	E,F
<b>Proposed outcome – Improved partnership working and preferred partnering arrangements</b>						
Review Partnership Arrangements with RSL's and a Preferred Partners Charter.	December 2006	Good Practice model agreed by County Enabling Group Sept 06	A Coel	Housing Corporation Planning Dept RSL's Enabling Officers Group	6 Staff time	A,E,F
Formalise mechanism for assessing RSL Preferred Partners performance.	April 2007	Enabling Officers Group work plan to develop Best Practice Dec 06	A.Coel	Housing Corporation Planning Dept RSL's	6 Staff time	A,F
Strengthened representation of Strategic Housing and BDHT representation on Local Strategic Partnership.	Ongoing	Attendance on Health & Wellbeing and Chairmanship of Consider Your Environment Theme Groups.	A.Coel M.Brown (BDHT)	LSP BDHT BDC	6 Staff time	E,F
<b>Proposed Outcome –Increased choice of housing options and routes to owner occupancy</b>						
Review demand and take up of Homebuy Scheme and re-promote / consider LA funding.	April 2006		J.Hill A.Glennie	Festival Housing West Mercia Housing Group	3 Staff time Consider use of Low Cost Budget is Hsg Corp budget exhausted.	E,F
Consider implementation of Choice Based Lettings at a local or SHMA level by 2010.	September 2006		A.Coel J.Hill A.Glennie	All district authorities in SHMA Regional Housing Board BDHT	15 Staff time IT / SLA implications	E,F
Investigate the role of Self Build and its' potential in meeting the needs of a section of the housing market.	September 2007	Clarification with regard to Hsg Corp Funding being available for schemes	A.Coel J.Hill A.Glennie	RSL's Hsg Corp	Staff time  Consider use of LA Low Cost Grant	E,F
Keep under review progress on Gov't	Ongoing	Consider	A.Coel	Neighbouring	Staff time	E,F

Initiative for £60k starter homes.		suitability in event of moratoria being relaxed. Review of schemes by Enabling Officers	J.Hill A.Glennie	authorities	Land supply	
<b>Proposed Outcome – A balanced housing market – appropriate supply of affordable housing – reduced backlog of unmet need.</b>						
Progress data collection and update on SHMA Housing Needs Assessment to complement consultancy work joint funded with Regional Housing Board.	Ongoing	Initial work to inform the review of the Regional Spatial Strategy by Apr 06.	A.Coel A.Glennie	All district authorities in SHMA Regional Housing Board	11 £2k pa LA contribution to consultancy work.	E,F
Review progress on identified affordable housing sites and re-formulate and re-submit any funding or planning applications that have been unsuccessful.	Ongoing	Progress being made on planning approvals. Awaiting announcement of Hsg Corp funding	A.Coel J.Hill P.Crysell	BDHT West Mercia HA Other RSL's	8 Dependent upon Hsg Corp approval of bids for funding.	A,E,F
Continue to identify development options with BDHT through the Development Working Group and support submission to Housing Corporation Investment Clinic as appropriate.	Ongoing	Outcome of 06/08 bidding round.	A.Coel J.Hill P.Crysell	BDHT West Mercia HA	6, 8 & 9 Dependent upon Hsg Corp approval of bids for funding.	A,E,F
Develop Community/Stakeholder Event to review progress mid way through the life of the strategy.	March 2008	6 monthly RSL Liaison Group feedback			Staff time Consultation costs budgeted for.	E,F
<b>Proposed outcome – Provision of affordable rural housing to meet identified local needs</b>						
Complete affordable housing site identification consultation events in: Alvechurch, Stoke Prior, Clent, Beoley	April 2006	Alvechurch and Stoke completed.  Clent & Beoley outstanding.	A.Coel. J.Hill. Planning Officer.	BDHT West Mercia HA Rural Housing Enabler. Parish Councils RSL's	6 Staff time Consultation costs budgeted for.	A,E,F
Finalise and submit rural housing scheme applications for planning and funding at: Alvechurch Stoke Prior Clent Beoley	September 2006	Government resolution of 100% stair casing and Perpetuity issues.	A.Coel. J.Hill. Planning Officer.	Rural Housing Enabler. Parish Councils RSL's	6 & 8  Dependent upon Housing Corp Funding	A,E,F.
Review the need to carry out further Parish Council Local Housing Need Surveys to bring forward further 'Exception Sites'	Ongoing	Re – appointment of a County Rural Housing Enabler.	A.Coel. J.Hill. Planning Officer.	Rural Housing Enabler. Parish Councils RSL's	6 Staff time and availability of Rural Housing Enabler.	F
Review Right to Buy/Acquire exemption options for rural areas.	June 2006		A.Coel J.Hill		6 Staff time	F

Review long term development plans for affordable housing on ADR's, school sites and Town Centre Re-development within LDF process.	Ongoing	Re-appointment of Head of Local Plans.	RSL's A.Coel J.Hill Planning Officer	RSL's	6 Staff time	A,E,F
Review the need for a Key Worker Scheme	September 2007		A.Glennie		6 Staff time	F
Create a register of all publicly owned land suitable for the development of affordable housing and contact organisations to investigate disposals.	December 2007	Register complete by December 2006	A.Glennie		6 Staff time	A,E,F
Review progress on joint commissioning Extra Care Housing at Gilbert Court.	April 2006	Outcome of Funding Bid to Hsg Corp (03/06)  Next DOH Bidding Round (07/06)	A.Coel	BDHT West Mercia HA Social Services	1,6,8,9,15,17 & 18 BDC £1m BDHT £1.9m Hsg Corp Bid £1.9m Equity sale £1.1m Total Cost £5.9m	E,F
Incorporate affordable housing within proposed Town Centre re-development.	2008/09	Outcome of developer responses to brief and consultation.	Planning Officer		6,8 & 12 Staff Time	A,E,F
Review potential for Flats over Shops	Dec 2006		A.Coel/J Hill	RSL as manager	1,6 & 8 Staff Time	A,E,F
<b>Proposed Outcome – Empty homes brought back into use and private sector renting made more accessible</b>						
Integrate private sector housing staff into Strategic Housing Team to encourage a joined up approach to maximising the contribution of private sector housing and empty homes.	May 2006	Appointment of two new posts April 06	CEO Members Corp Director		6 Revenue resources approved	E,F
Promote countywide consideration of joint funding of a Private Lettings Scheme.	July 2006	Outcome of bid for Homelessness Innovation grant	A.Coel	Other Districts  RSL's  Homelessness Steering Group	6 & 15	B,E,F



**ACTION PLAN PRIORITY 2 - IMPROVING THE QUALITY AND AVAILABILITY OF PRIVATE SECTOR HOUSING**

Action	Target Completion Date	Milestone	Lead Officer	Partner Organisation Involved	Resources	Monitoring Arrangements
<p>KEY TARGET - To increase housing energy efficiency by 30% from 1996 - 2010</p> <p>KEY TARGET - To increase the proportion of vulnerable households achieving Decent Homes Standard to in excess of 70% by 2010.</p> <p>KEY TARGET - To return a minimum of 3 private sector dwellings into occupation each year as a result of action by the Local Authority.</p> <p>PSA 7 - For vulnerable households in the private sector, including families with children, increase the proportion that live in homes that are in a decent condition.</p>						
<p><b>Proposed Outcome – Sustained long term ‘Decent’ housing conditions, improved quality of privately rented accommodation, higher standards for healthier and safer homes.</b></p>						
Monitor performance target for achieving ongoing improvement in Decent Homes Standard	75% of vulnerable households decent by 2020	65% of vulnerable households decent by 2006. 70% by 2010	J.Ring	NW Care and Repair Agency	6 Staff Time	E,F
Review target of spending 85% of Housing Renewal Grant funds on achieving Decent Homes Standards.	85% targeted at vulnerable private sector occupying non-decent homes	Set up returns data by May 2006	J.Ring	NW Care and Repair Agency	6 Staff Time	C,D,E,F
Implement new Housing, Health and Safety Rating System for all inspections	April 2006	All training of officers complete by February 2006	J.Ring	Joint working with NW authorities	6 New staff resources approved.	E,F
Introduce Statutory Licensing registration of HMO's	April 2006	Scheme and fee structure in place by Mar 2006	J.Ring	Other Worcestershire Councils	6 Staff Time	E,F
Carry out a minimum of 4 Caravan Site inspections PA	Dec 2006		J. Ring		6 Staff Time New staff resources approved	E,F
Submit revenue bid to maintain ongoing updating of Housing Condition survey information	Next survey 2009	Tender document ready for Sep 2008  Consideration of joint survey working within the SHMA	J.Ring		6 Subject to availability of funding	E,F

Review bid for funding to carry out joint condition survey work across the SHMA	Jan 2006	Regional Housing Funding. Cross boundary agreement.	A.Coel	The other 7 Worcestershire and Warwickshire councils in the SHMA.	6 Staff Time	E,F
Update Caravan Sites Survey Forms to include new provisions under Housing Act 2004	Jan 2006	Information gathered by Dec 2005	J.Ring		6 Staff Time	E,F
Review Private Sector Renewal Strategy and Housing Assistance Policy 2004.	April 2006	Draft review by Feb 2006	J.Ring	NW Care & Repair Agency Landlord Forum Worcestershire Private Sector Officers Group	6 Staff Time	C,D,E,,F
Investigate alternative sources of funding Housing Renewal other than grants – Equity Release/ Loans etc	Dec 2006	Pilot Scheme for the council	J.Ring	Other councils within County. NW Care & Repair Agency	6 Staff Time Funding may be required for any potential pilot scheme	C,D,E,F
Introduce an Enforcement Policy and fee structure via Cabinet	March 2006	March 2006 to Cabinet	J.Ring		6 Staff Time	E,F
<b>Proposed Outcome – Improved energy efficiency of homes</b>						
Target 2% annual home energy saving PA	Target 30% by 2010	26% by Sep 2008	J.Ring	WEEAC, NW Care and Repair Agency	6 Annual grant funding to WEEAC. £156k pa Discretionary Grant Budget.	D,E,F.
Review Affordable Warmth Strategy and develop an Energy Efficiency Strategy	March 2007		J.Ring	WEEAC, NW Care and Repair Agency	6 Staff Time	E,F
Develop Home introduction packs 'How to run your home energy efficiently' and publicise energy efficiency advice centres.	March 2008		J.Ring	WEEAC, NW Care and Repair Agency	6 Staff Time	E,F
<b>Proposed Outcome – Better support and assistance to older, disabled and vulnerable people in making home improvements and adaptations, Healthier and Safer homes</b>						
Develop consultation process with Parish Councils to identify potentially vulnerable clients in rural areas.	February 2007	In house consultation completed by December 2006	J.Ring	NW Care and Repair Agency	6 Staff Time	C,D,E,F
Make a minimum of three presentations per year to Parish Council's upon the role of the NW Care & Repair Service and Bromsgrove Lifeline in supporting older and vulnerable residents.	February 2007	2 completed by October 2006	J.Ring	NW Care and Repair Agency	6 Staff Time	C,D
Collate statistics from Home Security Checks	Mar 2006	Set up collection	J.Ring	NW Care & Repair	6	C,D

procedure when home visits carried out by NW Care & Repair Agency		procedure from Care and Repair		Agency	Staff Time	
Identify potential sources of emergency heating for development of a scheme to assist older and vulnerable people.	Dec 2006	Liaison with the various interested agencies by Nov 2006	J.Ring	Age Concern. NW Care & Repair Agency	6 Staff Time	C,D,F
Introduce prioritisation of disabled facilities enquiries with County Council Social Services	June 2006	Finalise draft Code of Practice by April 2006	J.Ring	Worcs County, Borough and District Councils	6 Staff Time	C, D, E
Review Council's Contractors List in line with procurement strategy.	July 2006		J.Ring	Care and Repair Agency	6 Staff Time	E,F
Review and improve awareness of NW Care and Repair Service.	September 2006		J.Ring	Care and Repair Agency	Staff Time	E,F
<b>Proposed Outcome – Increased access to private rented accommodation for the homeless, increased choice and increased support and assistance to landlords.</b>						
Consider development of a private leasing scheme	April 2006	Decision from ODPM on Countywide bid on Homelessness Innovation Bid	A.Coel	Other Worcestershire Councils	Revenue Support. Discretionary Housing Benefit. Staff Time	E,F
Encourage the availability of privately rented accommodation and bring empty homes back into use through an officer co-ordinated provision of a rent deposit scheme and discretionary empty homes grants.	April 06 onwards	Appointment of Private Sector Housing Innovations Officer	J.Ring	BDHT Baseline	6 Staff Time New Staff Resource approved.	B,E,F
Review potential for flats over shops.	Dec 2006		A.Coel/J Hill	RSL as Manager	6, 8 & 9 Staff Time	E,F
Investigate income/benefit implications of older people letting their home when entering nursing / residential homes.	March 2008		A.Coel A.Glennie	Housing Benefits	Staff Time	E,F
Continue to deliver Private Landlords Forum meetings and training events	Ongoing	Development of LL's Handbook.	A.Coel / J.Ring	CAB Baseline Centrepoint BYHF	6 Staff Time Consultation costs budgeted for.	B,E,F

### ACTION PLAN PRIORITY 3 - ADDRESSING HOMELESSNESS

Action	Target Completion Date	Milestone	Lead Officer	Partner Organisation Involved	Resources	Monitoring Arrangements
<p><b>KEY TARGET</b> – To maintain zero usage of B&amp;B for households which include dependent children or a pregnant woman and in an emergency not exceed occupation of 6 weeks.</p> <p><b>KEY TARGET</b> – Reduce the use of temporary accommodation by 50% by 2010</p> <p><b>KEY TARGET</b> – Maintain levels of rough sleeping in the zero - &lt;10 category</p> <p><b>KEY TARGET</b> – Reduce homelessness and repeat homelessness through preventative action (Target pending)</p>						
<b>Proposed Outcome – A well co-ordinated homelessness service matched to identified needs</b>						
Encourage greater involvement from all related agencies	Ongoing	Social Services and Probation Services actively involved in the Homelessness Steering Group	A.Coel	Social Services/Probation	6 Staff Time	B,E,F
Ensure links between relevant strategies	Ongoing	Corporate Plan, Community Safety Strategy, County Teenage Pregnancy and Paternity Strategy, Every Child Matters, Health	A.Coel/A.Glennie	Homelessness Strategy Steering Group members/Community Safety/Planning	6 Staff Time	F
Monitor and review progress of the Homelessness Service Improvement Group Action Plan – in improving accessibility and quality of services to the homeless.	Ongoing	Further review following AC Inspection.		Homelessness Strategy Steering Group BDHT	6 Staff Time	E,F
Review Quota Arrangements with Mental Health, Learning Disabilities, NCH Aftercare, Fry Trust and Bromford Housing Group.	January 2006	New Quota Arrangements in place by January 2006	J.Hill/M.Brown	Mental Health, Learning Disabilities, NCH Aftercare, Fry Trust and Bromford Housing Group.	6 Staff Time	B,E,F
Consider the introduction of a contingency plan for emergencies – i.e. mortgage rescue scheme/ buy backs on a shared ownership basis.	March 2007	Results of Worcestershire Enabling Officers Research	A.Coel	RSL's/Advantage West Midlands	1,6 & 8 Staff Time Likely to be dependent upon RSL funding and	B,E,F

					LA Grant.	
Consider the implications of Section 17, Crime and Disorder Act 1998	On going	Consideration given to Section 17 for all homelessness initiatives.	A.Coel	Community Safety	6 Staff Time	B,E,F
Identify opportunities for multi agency working/multi funded projects	On going	Tap into resources of organisations who can offer quality services and value for money	A.Coel	RSL's/Social Services/BYHF/CAB	Staff Time 6	B,E,F
Encourage older people who are under-occupying properties to move into alternative accommodation that will better meet their needs as they become more frail and in need of support.	On going	Consider the needs of older people in any new developments	A.Coel	RSL's/Planning/Housing Corporation/Age Concern	6 Staff Time. Discretionary Grants available.	B,E,F
Explore the potential of the Private Sector providing solutions to homelessness through a Private Sector Leasing Scheme	Dec 2006	Scheme to be in place by Dec 2006	A.Coel	RSL's/Other Local Authorities	6 Staff Time Implementation will likely require grant funding.	B,E,F
Introduce home visits for homelessness as a prevention tool	Dec 2006	Allocate more resources towards prevention work.	J.Hill/T.Young	BDHT	6 & 14 Staff Time	B,E,F
Develop a referral protocol between BDHT and CAB for homeless applicants.	Apr 2006	Improved working relationship and customer service.	J.Hill/T.Young/P.Harrison	BDC/CAB/BDHT	6 Staff Time	B,E,F
Work with agencies to carry out a count of Rough Sleepers in the District	April 2006	Rough sleeper count carried out by March 2006	J.Hill/A.Glennie	Police/BYHF/Shelter	6 Staff Time	B,E,F
Consider the introduction of a Spend to Save Scheme	April 2006	Opportunities for more innovative approach to prevent homelessness	A.Glennie	Homelessness Strategy Steering Group	6 Subject to budget approval - £5k	B,E,F
<b>Proposed Outcome – Improved assistance to the homeless, reduced homeless applications, more people prevented from becoming homeless.</b>						
Introduce mediation service for young homeless	April 2006	Mediation service available by Apr 2005	A.Glennie	BYHF/Centrepoint	14 ODPM funding approved for Yr1	B,E,F
Consider potential to develop a floating support/preventative service to complement existing services.	Sept 2006	Scheme proposals to Supporting People by Apr 2006	A.Coel	Supporting People. Homelessness Strategy Steering Group.	Subject to Supporting People approval and allocation of ODPM	E,F

					Homelessness funding	
Develop a better working relationship with Housing Benefit Departments to 'Fast Track' urgent housing benefit claims	Nov 2005	Training of BDHT/BYHF staff to enable fast tracking of claims where arrears pose a threat to tenancy sustainment.	T.Young/ E. Mortimore/ L.Butler	Housing Benefit BDHY/BYHF	6 Staff Time  Agreed use of Discretionary Payments	B,E,F
Introduce mentoring/befriending service for young homeless people	Nov 2006	Help young people integrate into their communities and sustain their tenancies.	E.Mortimore - BYHF	BDC	14 Voluntary Time  Supporting People	B,E,F
Encourage the take up of 'Care to Learn' courses for teenage parents	On going	More teenage parents continuing with their education and able to stay with parents	A.Glennie	The Homelessness Strategy Steering Group	6 Staff Time	B,E,F
Work with Redditch and Bromsgrove PCT to develop health professionals awareness of homelessness and means of referral	Jan 2006	Better health provision for homeless people or people at risk of homelessness.	T.Young/A.Glennie S.Wall	BDC/BDHT/Centrepoint	6 Staff Time	B,E,F
Co-ordinate health professional contact with Homelessness Service through the development of a protocol for liaison and referral between health professionals and homelessness services	Feb 2006	Improved awareness of homelessness services and referrals made to appropriate agency.	S.Wall	Centrepoint/BDC/PCT	6 Staff Time	B,E,F
Hold theatre and workshop events to raise awareness of homeless issues and dispel the myths of housing availability.	Sept 2005	Improved awareness of homelessness issues of young people.	E.Mortimore	BYHF/BDC	6 & 14 Staff Time Voluntary Group availability	B,E,F
<b>Proposed Outcome – Increased supply, choice and options of affordable housing for homeless households.</b>						
Carry out a review of BDHT sheltered housing to establish whether it still meets the needs of the elderly – if not, consider change of use to temporary accommodation for homeless.	Dec 2006	More homelessness units available.	T.Young/ J.Hill	BDHT/BDC	6 Staff Time	B,E,F
Research models of good practice for the provision of a rent deposit scheme for people	Dec 2006	Increased number of units of	J. Ring	BDC/BYHF	6 Staff Time	B,E,F

over 25years.		accommodation available for homeless people.			Now post approved.	
Continue to support and develop the existing Private Tenancy Scheme run by BYHF	On going	Increased number of landlords offering more units for young homeless people.	E.Mortimore	BYHF/BDC	6 Staff Time ODPM funding	B,E,F
Review Hostel Washing and Cooking Facilities	April 2006	Consultation Event November 2005	J.Hill/T.Young	BDC/BDHT/BYHF	6 Staff Time	B,E,F
Consider improving standard of facilities in hostels to one of three standards. 1. Wash hand basins in all rooms. 2. What hand basin and private WC in each room. 3. Full ensuite facilities for rooms	April 2006	Progress on de-commissioning hostels.	J.Hill/T.Young	BDC/BDHT/BYHF	6 Staff Time	B,E,F
Continue Programme of providing more self contained independent temporary accommodation for homeless with a view to decommissioning some/all hostels.	March 2008	Consultation Event Nov 2005.	J.Hill/T.Young	BDC/BDHT/BYHF	6,1,8 & 9 Progress partly subject to availability of LA grant and BDHT unit availability.	B,E,F
Review the lack of specialist accommodation for young people only with a view to providing more intensive support, on site support and training	May 2006	Consideration by Hostel De-commissioning Group.	J.Hill, E.Mortimore	BDC,BYHF,BDHT	6	B,E,F
Identify the needs of people with learning disabilities by working with Adult Services	Aug 2006	More housing options and suitable accommodation available for this client group.	A.Glennie/S.Lennon	BDC/Adult Services/RSL/Housing Corporation	6 Staff Time	B,E,F
Identify empty properties and liaise with owners to bring back into use.	April 2006	Recruitment of Housing Initiatives Officer by April 2006	J. Ring	BDC/BYHF	6 Staff Time. New staff Resources approved.	B,E,F
BDHT to continue to work in partnership with BDC to increase the number of properties available as temporary accommodation for homeless families	On going	Reduced reliance on hostel accommodation and reduction in time spent in a hostel.	A.Coel	BDC/BDHT	1,6 & 9 LA Grant. Staff Time.	B,E,F
<b>Proposed Outcome – A more accessible, customer focused homelessness service available to all people experiencing homelessness.</b>						
Improve and develop the Council's	On going	Landlords	J. Ring	BDC	6	B,E,F

relationship with Private Landlords, explore landlord accreditation scheme and develop landlord handbook.		Handbook to be produced by April 2006			Staff Time	
Produce a leaflet specifically for young people leaving home, setting out housing issues that they need to be aware of.	April 2006	Leaflet to be produced by April 2006 so that young people can make informed choices about their housing options.	E. Mortimore	BYHF/BDC	6 Staff Time	B,E,IF
Only use B&B accommodation in emergencies or where hostel placement inappropriate	On going	Improved performance in BVPI 183a	J.Hill/T.Young	BDC/BDHT	6	B,E,F
BYHF/BDHT to become verifiers for Housing Benefit	April 2007	Meeting with Housing Benefit Manager during October 2005 to progress.	T.Young/ E. Mortimore	BYHF/BDHT/BDC	6 Staff Time	B,E,F
Consider the use of text messaging for keeping young homeless people informed of progress on their application.	April 2006	Improved communication between BDHT and young homeless people	T.Young	BDHT	1 & 6 Staff Time IT Costs	B,E,F
Produce Hostel advice packs with local info i.e.: doctors, schools, post office, and bus service. In liaison with BYHF who already produce some information	April 2006	Improved service and customer satisfaction.	T.Young	BDHT	6 Staff Time. Printing costs within existing budget.	B,E,F
Research needs for an outreach worker for people with mental health difficulties	April 2006	Mental Health manager to attend Homelessness Steering Group meeting by Jan 2006	A.Glennie	BDC	6 Progress would be subject to Supporting People funding.	B,E,F
Research health needs of homeless households and their ability to access health services	June 2006	An assessment of the issues by April 2006	A.Glennie/PCT	BDC/PCT	6 Staff Time	B,E,F
Consider introducing a Sanctuary Scheme for those suffering from Domestic Violence so that they can choose to stay at home.	April 2006	Review options by Dec 2005	J.Hill	BDC/Police/other Local Authorities	1 & 6 Subject to Budget approval £2k and floating support continuing through Supporting People.	B,E,F
<b>Proposed Outcome – A continually improving homelessness service that is based on good practice.</b>						



Monitor and Review the service provided by CAB/BDHT	Quarterly Outcomes report Quality sample testing on CAB	Monitoring and customer satisfaction data.	J.Hill	BDC/BDHT/CAB	6 Staff Time	B,E,F
Monitor and review the 16/17 joint protocol	Annually		S.Wall	CAB/BDHT/BDC/BYHF/Centrepoint	6 Staff Time	B,E,F
Monitor BDHT's performance in processing Homelessness applications	Quarterly monitoring and quality testing	Ensure that at least 97% of applications are processed within 33 days	J. Hill	BDC/BDHT	6 Staff Time	E,F
Monitor Homelessness Prevention	Quarterly Outcomes reports.	Reduced homelessness	J. Hill	BDC/CAB/BDHT	6 Staff Time	B,E,F
Monitor levels and reasons for homelessness reported by CAB and BDHT	Quarterly	Better understanding of Homelessness	J. Hill	BDC/CAB/BDHT	6 Staff Time	B,E,F
Monitor user feedback and review service provision as appropriate	Quarterly	Improved service	J. Hill	BDC/CAB/BDHT	6 Staff Time. Consultation budget.	B,E,F
Continue Ethnic Monitoring	Quarterly	Identify use of the service and whether it is reflective of Bromsgrove Districts' community profile.	J. Hill	BDC/CAB/BDHT	6 Staff Time	B,E,F
Annual report to Cabinet on Action Plan progress	Annually	Raising awareness of homelessness issues/successes with Members	A.Coel/A.Glennie	BDC	6 Staff Time	B,E,F
Benchmarking of homelessness services – Cost and quality.	On going	Benchmarking with Worcestershire authorities.	A.Glennie	South Housing Market Authorities	6 Staff Time Input from other authorities.	B,E,F
Review the success of parenting courses	April 2006	Review parenting course and whether we want them to continue.	A.Glennie	BDC/Charford Multi Agency Resource Centre	6 Staff Time	B,E,F
Continue to review the provision for Teenage Parents	On going	Attend County Teenage Paternity and Pregnancy Group	A.Glennie	Supporting People/BDC/other LA's in County/ Support providers	6 Staff Time	B,E,F

**ACTION PLAN PRIORITY 4 – ASSISTING VULNERABLE GROUPS TO LIVE INDEPENDENTLY**

Action	Target Completion Date	Milestone	Lead Officer	Partner Organisation Involved	Resources	Monitoring Arrangements
<p><b>KEY TARGET - Provision of 92 units of Extra Care Housing during lifetime of the Strategy.</b></p> <p><b>KEY TARGET – To contribute to other organisations strategies including reducing domestic violence, reducing hospital admissions due to falls, assisting to speed up hospital discharge and reduce crime and disorder,</b></p>						
<p><b>Proposed Outcome – Improved independence and health &amp; wellbeing of the community through the provision of more appropriate supported housing solutions for people with particular needs</b></p>						
Jointly commission an Extra Care Housing Scheme including Respite and Intermediate care facilities. (27 new units and remodelling of 65 existing dwellings)	April 2008	Approval of Government funding. Approval of Hsg Corp funding.	A.Coel	BDHT West Mercia Housing Group. Housing Corporation. County Social Services. Supporting People.	1,6,8,9 & 15  BDC £1m BDHT £1.9m Hsg Corp Bid £1.9m Equity sale £1.1m Total Cost £5.9m	B,C,D,E,F
Support and encourage inclusion of 'Lifetime Home Standards' in all new affordable housing development.	Ongoing		A.Coel	All RSL's Housing Corp	8,9,10,11,13 Staff Time	E,F
Work in partnership to develop a method of assessing and addressing the needs of migrant and traveller communities.	Dec 2006	SHMA Housing Needs Survey / consultancy results.	A.Glennie	County Council. Other District Councils. Gypsy Council.	6 Staff Time RHB & joint Council funding for SHMA Housing Needs work	E,F
Carry out an options assessment upon the Travellers Caravan Site and consider proposals for housing of older migrant and Travellers communities.	July 2006	Availability of Housing Corporation grant for new provision.	J.Hill	BDHT. Other selected RSL. Housing Corporation. County Council.	6 Staff Time	E,F
Continue to work with the County Supporting People Partnership to: <ul style="list-style-type: none"> <li>Deliver services that improve independence and quality of life, prevent homelessness and make communities safer.</li> <li>Review and commission schemes to ensure strategically planned,</li> </ul>	Ongoing	Approval of Supporting People 5 Year Strategy	A.Coel	Supporting People. County Council. Other DCs. PCT. Probation Service.	6  Subject to Supporting People Revenue Grant for Worcestershire.	B,E,F

good quality and cost effective services prevail.						
<b>Proposed outcome – Improved independence, health &amp; wellbeing – improved home safety and security – reduced admissions and reduced delay in leaving hospital.</b>						
Support North Worcestershire Care & Repair Service to develop a wider range of low level support services including: <ul style="list-style-type: none"> <li>Home Security Survey for clients.</li> <li>Hospital Discharge Scheme.</li> <li>Emergency heating facility for vulnerable people</li> </ul>	April 2007		J. Ring	Redditch BC. Wyre Forest DC. PCT. Supporting People.	6 & 18 £61.5k pa BDC revenue contribution.	C,D,E,F
Work with Bromsgrove Lifeline and the Worcestershire Telecare Group to promote the alarm service and develop schemes to help people remain independent in their home.	Ongoing	Success of Countywide bid for Government funding.	A.Coel		6 & 15 Staff Time DOH grant for innovation.	C,D,E,F
<b>Proposed Outcome – Reduced occurrence in domestic violence, safer environment and increased choice.</b>						
Develop proposals for a Sanctuary Scheme for Domestic Violence.	April 2006	Council approval.	J.Hill	Community Safety Partnership.	1 & 6 Subject to budget approval £2k	B,E,F
<b>Proposed outcome – More choice, more sustainable rural communities.</b>						
Meet local rural housing needs for older people by incorporating appropriate dwellings in new build.	Ongoing	Housing needs survey results. Housing Corp Grant. Planning permission.	A.Coel J.Hill	RSL's Housing Corp	1, 6, 8 & 9 Staff Time. Consultation costs budgeted. Housing Corp Grant.	A,E,F
<b>Proposed outcome – Better use of existing housing stock by freeing up family accommodation – More choice of appropriate housing solutions for older people.</b>						
Consider 2 bedroom bungalow accommodation and Shared ownership options for older people in RSL development to promote early move on.	Ongoing		A.Coel J.Hill	RSL's Housing Corp	1, 6, 8 & 9 Staff Time. Housing Corp Grant.	A,E,F

## 16. MONITORING OUR HOUSING STRATEGY ACTION PLANS

### MONITORING OUR PROGRESS

Our Housing Strategy has been produced in accordance with analysis of housing need and supply, extensive consultation and partnership working with our community and statutory, voluntary and commercial organisations. Continual monitoring and management of our progress is essential and we have therefore incorporated the monitoring and review of our strategy into our management and performance structures.

Our Action Plans for each of the four priority areas are seen as working documents that will be reviewed regularly by the strategic housing officers and members and used as a framework within which our service delivery, progress, performance and housing officer development can be measured.

The document will be used to guide and complement service business plans and will be used to promote ongoing consultation and review of progress and re-prioritisation where necessary to reflect changing circumstances. Our review timetable is set in the following table.

The Council's Performance Management Board will monitor the Action Plan through the Department Business Planning Process and each officer identified as managing an action, will be responsible for that action's progress.

A community stakeholder event is planned to take place midway through the life of the Strategy to assess community perception of the progress of our Strategy and to take account of changing trends, needs and aspirations. In respect of our customer services to those experiencing homelessness and in housing need, we have set up two specialist improvement steering groups, with action plans to address customer access, quality of services and standard of temporary accommodation.

Frequency	Method of Review	Participants
<b>Quarterly</b>	Review of progress against Action Plans	Head of Strategic Housing Lead Officers Identified Partners
<b>Annually</b>	Consultation Reconsider Priorities Adjust Actions	Head of Strategic Housing Lead Officers Identified Partners
<b>Annually</b>	Publish an updated monitoring report	Head of Strategic Housing Lead Officers Identified Partners
<b>Every 2.5 Years</b>	Community/Stakeholder Event	Residents, Members, Partners and other Stakeholders, Head of Strategic Housing and Lead Officers

If you would like to help us to monitor and facilitate the ongoing development of our housing strategy by joining the Housing Strategy Steering Group, please contact our Housing Policy & Research Officer on (01527) 881269.

## 17. GLOSSARY

Abbreviation/Term	Definition
ADP – Approved Development Programme	Annual programme of investment in housing association developments by the Housing Corporation
ADR	Area of Development Restraint.
Affordability	A measure of whether households can access and sustain the cost of private sector housing
Affordable Housing	Subsidised housing provided by an organisation allocating on the basis of need. Dwellings normally made available for rent but may also include subsidised home ownership, such as shared ownership, where a Registered Social Landlord (orLA) retains an interest
ASBO – Anti Social Behaviour Order	A community based order applied for in the name of the community and for the benefit of the community
BDHT – Bromsgrove District Housing Trust	The largest social landlord in the district and the RSL to which the Council transferred its housing stock under LSVT
Best Value	A system to ensure that councils provide the best possible services at the best possible value
BHM – Balancing housing markets	Ensuring match between housing need and supply in terms of tenure and property size
BME – Black Minority Ethnic	A group within the community of particular origin
Brownfield	A site that has previously been used
BVPI – Best Value Performance Indicator	Statutory performance measures that councils have to set a target for and publish results
CADPOG – County & District Planning Officers Group	County professional group of officers involved in planning services
Capital expenditure	Expenditure on assets that provide a use or benefit over a number of years
Capital receipt	The proceeds from the sale of land or other assets
Cash incentive scheme	A grant allowing existing tenants to purchase a new home on the open market
CHOG – Chief Housing Officers Group	A partnership between chief housing officers within Worcestershire to benchmark and address cross boundary issues
Choice based lettings	A system enabling applicants to have a greater choice in the allocation process for social rented accommodation
CIH – Chartered Institute of Housing	Professional body representing housing professions
CPA – Comprehensive Performance Assessment	A government process for assessing how well councils perform
Decent homes standard	The government's target to ensure that all social housing meets a basic standard by 2010
DFG – Disabled Facilities Grant	A grant from the Council to provide specialist adaptations for disabled people
Disrepair	A property requiring significant repair or improvement
EAGA – Energy Action Grants Agency	An organisation which manages the national Warm Front grant scheme
GOWM – Government Office for the West Midlands	Regional representatives of government
Greenbelt	Land designated for protection from development
HMO – House in Multiple Occupation	A property containing two or more separate households
Housing Association	A non-profit making organisation providing homes for those in housing need
Housing Corporation	A government organisation that funds and regulates housing association
HIP – Housing Investment Programme	Annual monitoring by the Office of the Deputy Prime Minister of Local Authority housing programmes. Used to inform funding allocations
Housing Needs Survey	A local comprehensive survey of the housing related needs within the district, commissioned by the Local Authority, and used to inform the Local Authorities plans
Housing register	A voluntary register of people requesting assistance with securing affordable housing to meet their needs operation by BDHT
Intermediate housing	Subsidised or part ownership schemes for housing e.g. shared ownership, shared equity, resale covenant or low cost affordable housing
Key worker	A person whose continued employment in an area is key to the local economy or local services
LASHG – Local Authority Social Housing Grant	Grant paid by a council to a housing association to enable the provision of new affordable housing
LDF – Local Development Framework	Comprises a series of Local Development Documents that provide the local planning authority's policies and proposals for meeting the community's economic, environmental and social aims for the future of their area, where this affects the development of land

Local PSA – Local Public Service Agreement	Stretch targets agreed with Government which lead to financial rewards based on outcomes
LSP – Local Strategic Partnership	A partnership of agencies and community representatives involved in developing and implementing an area's community plan
LSVT – Large Scale Voluntary Transfer	Transfer of housing stock from a Local Authority, to a Registered Social Landlords on the basis of a positive vote by tenants
MUA	Major Urban Area
Nomination agreement	An agreement between a council and its partner housing associations re re-house people from the housing register
ODPM – Office of the Deputy Prime Minister	The government department responsible for housing, planning and local government issues
Older People	As defined in the State Pension Scheme - Men over 65 and women over 60 years of age.
PCT – Primary Care Trust	New organisational structures replacing the former Health Authority
PI – Performance Indicator	A measure of performance against a pre-set target
PPG3	Government guidance on planning issues relating to housing
Private sector landlord	A landlord renting a home at market prices
PSR – Private Sector Renewal	Raising property standards within the owner/occupied and privately rented sector
Ransom Strip	Piece of Land that Prevents a Development from Proceeding
RHB – Regional Housing Board	A partnership of representatives form the key regionally based housing organisations, tasked with identifying the needs of the region and putting in place a strategy to meet these needs.
RHS – Regional Housing Strategy	The regional framework for housing in the West Midlands
RPG – Regional Planning Guidance	The regional framework for planning in the West Midlands
RSL – Registered Social Landlord	A non-profit making organisation providing homes for those in housing need
RSS – Regional Spatial Strategy	Provides a spatial framework to inform the preparation of local development documents, local transport plans and regional/sub-regional strategies and programmes that have a bearing on land-use activities
SAP – Standard Assessment Procedure	The method used to assess the energy efficiency of a property
Section 106 agreements	Agreements between a council and developers negotiated as part of the planning process
SHG – Social Housing Grant	A grant paid by the Housing Corporation to a housing association to enable the provision of new affordable housing
SOA	Super Output Area
Social inclusion	Ensuring that no-one is disadvantaged from accessing services due to their personal circumstances
Special needs	Particular client groups whose needs are above average due to their needs e.g. the elderly, the disabled or those suffering from mental illness
Subsidy	The provision of financial subsidy towards the capital or running costs of a project or service
SPG – Supplementary Planning	Planning guidance that supplements the Local Plan
Supported Housing	Housing providing care and support services for people with special needs
Sustainable development	Where the environmental impact of new development takes into account transport, landscape, wildlife, energy efficiency, waste disposal, community safety and social inclusion issues
Unfit dwellings	Dwellings that lack basic amenities or are in such a state of disrepair that they are unfit for habitation
WMRA – West Midlands Regional Assembly	Regional strategic partnership made up of 100 voluntary members. Responsible for developing and co-ordinating a strategic vision for improving the quality of life within the region

## 18. How to Access Documents Linked to This Housing Strategy

Document Name	Website Link at <a href="http://www.bromsgrove.gov.uk">www.bromsgrove.gov.uk</a>	Telephone Contact Details
Annual Performance Plan 2005-06	<a href="http://www.bromsgrove.gov.uk/media/pdf/t/o/AnnualPerformancePlan2005-2006.pdf">http://www.bromsgrove.gov.uk/media/pdf/t/o/AnnualPerformancePlan2005-2006.pdf</a>	Senior Policy Officer 01527 881668
Bromsgrove Community Safety Partnership 2005-08	<a href="http://www.bromsgrove.gov.uk/media/pdf/6/1/SAFETY_STRATEGY_PLAN.pdf">http://www.bromsgrove.gov.uk/media/pdf/6/1/SAFETY_STRATEGY_PLAN.pdf</a>	Community Safety Manager 01527 881486
Bromsgrove Community Plan 2003-13	<a href="http://www.bromsgrove.gov.uk/media/pdf/i/b/Comm_Plan2003-2013.pdf">http://www.bromsgrove.gov.uk/media/pdf/i/b/Comm_Plan2003-2013.pdf</a>	Senior Policy Officer 01527 881668
Bromsgrove Local Plan Jan 2004	<a href="http://www.bromsgrove.gov.uk/media/pdf/b/r/Adopted%20Local%20Plan%20January%202004.pdf">http://www.bromsgrove.gov.uk/media/pdf/b/r/Adopted%20Local%20Plan%20January%202004.pdf</a>	Planning Officer 01527 881325
Bromsgrove Medium Term Financial Plan 05/06-07/08	<a href="http://www.bromsgrove.gov.uk/media/pdf/g/6/Cabinet_02022005.pdf">http://www.bromsgrove.gov.uk/media/pdf/g/6/Cabinet_02022005.pdf</a>	Principal Accountant 01527 881290
Corporate Plan 2005-2008	<a href="http://www.bromsgrove.gov.uk/media/pdf/r/b/BDC_CorporatePlan2005-2008.pdf">http://www.bromsgrove.gov.uk/media/pdf/r/b/BDC_CorporatePlan2005-2008.pdf</a>	Senior Policy Officer 01527 881668
Draft Asset Management Plan April 2005		Property and Facilities Manager 01527 881415
Homelessness Strategy 2003-2008	<a href="#">Bromsgrove District Council - Homelessness Strategy</a>	Housing Research and Policy Officer 01527 881269
Local Development Framework Statement of Community Involvement July 2005	<a href="http://www.bromsgrove.gov.uk/media/pdf/f/r/Statement%20of%20Community%20Involvement.pdf">http://www.bromsgrove.gov.uk/media/pdf/f/r/Statement%20of%20Community%20Involvement.pdf</a>	Planning Officer 01527 881325
Local Development Framework – Issues and Options June 2005	<a href="http://www.bromsgrove.gov.uk/media/pdf/i/c/Issues%20and%20Options%20(Full).pdf">http://www.bromsgrove.gov.uk/media/pdf/i/c/Issues%20and%20Options%20(Full).pdf</a>	Planning Officer 01527 881325
The Housing Needs Survey 2004		Housing Research and Policy Officer 01527 881269
The Private Sector Stock Condition Survey 2004		Private Sector Housing Officer 01527 881439

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**BROMSGROVE DISTRICT COUNCIL**

**EXECUTIVE CABINET**

**22ND FEBRUARY 2006**

**PARKING OPERATION OVERVIEW**

Responsible Portfolio Holder	Councillor Mrs. M. A. Sherrey J.P.
Responsible Head of Service	Michael Bell

**1. SUMMARY**

- 1.1 This report proposes a parking strategy for the District, and reviews and then proposes enhancements to the current operation.

**2. RECOMMENDATIONS**

- 2.1 That the draft parking strategy specified in section 3 is approved and adopted. (Appendix A)
- 2.2 That the cost of an excess charge notice is increased to £60, but reduced to £30 should payment be received by the Council within the 14 days after the issue of the excess charge, and that the Car Parking Order is amended to reflect this change.
- 2.3 That an administration charge of £30 is made for the issue of any concessionary permit for those aged 60 or over. All the terms and conditions of use listed in schedule 3 of appendix B are approved and adopted.
- 2.4 That the charge for annual and quarterly permits is raised to £300 (£75 per quarter), with a reduced charge of £200 (£50 per quarter) being made for permits issued for use on the Stourbridge Road car park, and that the terms and conditions of use listed in schedule 4 of appendix B are approved and adopted.
- 2.5 That staff permits are introduced to the Car Parking Order, and that the terms and conditions of use listed in schedule 5 of appendix B are approved and adopted.
- 2.6 That the revised Car Parking Order as listed in appendix B is approved and adopted.
- 2.7 That the proposed tariff listed in 11.3 is approved and adopted.
- 2.8 That the adoption of recommendations 2.2 to 2.8 inclusive is implemented from 1<sup>st</sup> May 2006.

## **PROPOSED PARKING STRATEGY**

### **3. BACKGROUND**

- 3.1 Bromsgrove District Council's parking strategy is aimed at tackling the worst problems of peak hour traffic congestion, widening travel choices and ensuring adequate levels of parking are provided to sustain a vibrant economy
- 3.2 It will need to examine the current provision of parking, identify any areas for improvement, then formulate a comprehensive parking strategy for the District. The strategy will need to incorporate the following;
- The results of the extensive customer satisfaction and compliance surveys undertaken in 2004.
  - An assessment of national, regional, and local policies (including the Local Transport Plan 2 or LTP2), and strategies and their impact on parking provision.
  - The Council's corporate objectives, and the objectives of other sections within the Council.
  - The application of e-government / customer service requirements in terms of integration, development and future planning within the District, and to ensure that all future developments allow for sufficient expansion potential of ICT systems.
  - The adoption of future parking management systems will comply with e-government / customer service requirements.
- 3.3 The customer satisfaction and compliance surveys raised a number of important issues. Those negative areas which were felt to be relevant to the Council, and for which a significantly high number of comments were received, were;
- Prices were too high (Officers believe this is addressed by the introduction of a half hour charge and modification to the tariff banding. Although the current all day tariff is half the County average.)
  - The hours of operation were too long (It would be appropriate to consider this once other changes to the operation have been implemented)
  - Sunday charging was unnecessary (This should be considered once other changes have been implemented)
  - The layout of the Recreation Road South car park was unsatisfactory ( Signage and car park layout need to be considered as part of the overall parking strategy).
  - A half hour ticket should be available (This is included within the proposed tariff banding)
  - The level of availability of the attendants was felt to be inadequate ( Re-banding of the tariffs may change the patrolling regime utilising staff more effectively)
- 3.4 The provisional LTP 2 produced by Worcestershire County Council includes two policies relating to parking. These are;
- PARK1 – Work with District Councils to ensure that Decriminalised Parking Enforcement (DPE) is rolled out across the County by 2011. A further report will be made available on this subject at a later date.
  - PARK2 – Work with District Councils and private car park operators to ensure that car parking management is co-ordinated with other transportation activities, that parking charges are co-ordinated to achieve the objectives of the LTP strategy, and that information on car park occupancy is shared and disseminated to the public.

- 3.5 PARK2 will require a review of parking charges so that they reflect the cost of local travel such as bus travel. It also suggests that the provision of real time parking information through car park signage should be considered.
- 3.6 Planning Policy Guidance, or PPGs, also provide guidance for parking operators as follows;
- PPG3 – states that local authorities should allow a lower level of off-street parking, and also seek to reduce car dependence.
  - PPG11 – states that a regional transport plan should provide guidance on the approach to be taken to standards for the provision of off street parking.
  - PPG13 – aims to reduce the demand for transport by encouraging the greater integration of transport and land use planning.
- 3.7 The Corporate Aims which can be considered relevant to parking are;
- To provide a clean, safe, and attractive environment
  - To protect and improve our environment, and promote sustainable communities
  - To foster and sustain a strong an expanding economy
  - To provide sustainable culture and leisure opportunities
  - To be an efficient and effective Council
- 3.8 The values described in the Corporate Plan of “putting our citizens first” and “ensuring quality customer service” are extremely important in the context of car parking with well in excess of one million customers per year.
- 3.9 Officers would advise that any future review of parking should consider the occupancy levels of short stay parking (which is provided close to the town centre) and long stay parking (which is provided furthest from the town) with the aim being to achieve just less than full occupancy for each car park at peak times.
- 3.10 A draft parking strategy and associated timetable are provided at Appendix A.

#### **4. CAR PARKING OPERATION REVIEW BACKGROUND**

- 4.1 This report has been produced to review the parking operation in Bromsgrove in line with the proposed Draft Parking Strategy. The specific areas under review are;
- Signage, markings, equipment, and standards of illumination.
  - Excess charges and the appeals process
  - Permits
  - The car parking order
  - Tariff

#### **5. SIGNAGE, MARKINGS, EQUIPMENT, AND STANDARDS OF ILLUMINATION**

- 5.1 Best practice amongst parking operators is to have a minimum standard of signage in every car park. This is similar to the standards required for Safer Car Parking awards and is as follows:
- Signage at the entrance stating who the operator is and the name of the car park.
  - Signage at the entrance / machines indicating the hours of operation and charges applicable.
  - Details of the owner /operator and how to contact them.

- Details of the terms and conditions of use.
  - Clear and visible signage should be provided to identify entrances, exits, payment machines / meters and parking zones.
- 5.2 The current signage at car parks is low visibility and unsuitable for use in hours of darkness. It therefore needs replacing and illuminating.
  - 5.3 Several of the current entrance signs are inadequately positioned making it possible to enter a car park without passing a sign that indicates that payment is required. This creates difficulties for officers when enforcing the parking regulations.
  - 5.4 There is a need to replace signage when charges for disabled drivers are introduced.
  - 5.5 Proposed signage for all car parks has been included in Appendix C. The examples of proposed signage are blue text on a white background. They include the words 'Please' and 'Thank You', include the car parking charter, and also contain contact details for the parking section. It is also proposed that they contain alternative parking and travel options.
  - 5.6 Also included in Appendix C are details where officers believe additional pay and display machines should be included, where standards of illumination could be improved, and finally where works need to be carried out to allow access for the disabled.
  - 5.7 Officers would also recommend that limited signage is introduced on the Catshill and Alvechurch car parks to advise drivers of the terms and conditions of use of these car parks.
  - 5.8 The use of one machine per car park has a direct impact on the ability of the car parking section to generate revenue, and in times of machine failure drivers are able to park without payment on six car parks. The purchase of additional machines to ensure that there is always one machine available for drivers to make payment would pay for itself within two years.

## **6. EXCESS CHARGES AND THE APPEALS PROCESS**

- 6.1 The number of excess charges issued during the year 2004/2005 was 6,738. The number issued during the year 2003/2004 was 7,436. Officers have implemented clear written guidelines to aid attendants in carrying out this role. Attendants are required to photograph every offence which allows them to account for their decision to issue an excess charge, and to give the offender the opportunity to comply with the car parking order if the offender is present.
- 6.2 There are also clear guidelines for senior officers who adjudicate on appeals to give a more consistent approach to decisions on appeals, and generally speaking drivers who can show that there was no intent to avoid payment are looked upon favourably. The appeals process has been more rigidly developed and adhered to since the appointment of the Transport Administration Officer, and this has been reinforced by the introduction of advice and guidance from the Local Government Ombudsman in 2004.

- 6.3 An excess charge currently costs £30, but this figure is reduced to £10 if payment is made within the seven days after the date the excess charge is issued. This figure, and the timescale for payment, has remained unchanged since 1997.
- 6.4 The compliance survey conducted during the current year showed a compliance rating of 86% for the Recreation Road South car park. The estimated compliance rating listed in the car parking review submitted to Members in 1997 was rated as 85%. Therefore, it can be seen that the compliance rating has remained largely unchanged since 1997 and is considered to be low.
- 6.5 Officers believe that the introduction of keypads to combat the swapping of tickets will lead to an increase in compliance of 5%.
- 6.6 Officers believe that the lack of compliance is directly linked to the low level charged for excess charge notices in comparison with the perceived high price for a ticket. Attendants have reported that they hear customers remarking that it “is only a ten pounds”. Officers believe that this attitude is prevalent among several drivers using the car parks.
- 6.7 Officers are mindful of the publicity surrounding enforcement operations, particularly with regard to any income generated by parking fines. Therefore it is important that officers make it clear that any proposed increase in the amount of excess charge is solely intended to raise compliance.
- 6.8 The seven day reduced payment period does not give the offender a significant amount of time in which to pay or appeal, and the adoption of a longer amount of time in which the reduced charge could be received would address this issue.
- 6.9 Officers believe that a more reasonable amount for an excess charge is £60, with this figure being reduced to £30 if payment is received by the Council within 14 days from the date of issue. The advantages of this amount being adopted are;
- It would act as a greater deterrent and would almost certainly reduce the number of excess charges issued.
  - It would allow offenders more time in which to make a payment at the reduced rate.
  - It would be in accordance with the rate currently charged by Birmingham City Council, Wychavon District Council, and Worcester City Council, and matches the amount currently charged by several local authorities responsible for Decriminalised Parking Enforcement.
  - It would allow greater opportunities for partnership working with other parking enforcement agencies and the possibility of reducing overheads by either shared service provision in the form of a combined Worcestershire parking office, or the contracting out of back office systems to another operator.
  - It would reduce the number of refunds processed and the associated loss in man hours.
  - Charging a different sum for Excess Charge Tickets would reduce the opportunity for this partnership working.

## 7. CONCESSIONARY PERMITS

- 7.1 There were over 5600 concessionary permits in circulation as of December 2004 as detailed in the following table:

<b>Concessionary Permits</b>	<b>Unit Cost</b>	<b>No</b>	<b>Total</b>
Residents aged 60-65	£ 5.15	1025	£ 5,278.75
Residents aged over 65	£ -	3935	£ -
Replacement Permits	£ -	618	£ -
Temporary Permits	£ -	21	£ -
Bus Pass holder Permits	£ 30.00	31	£ 930.00
		<b>5630</b>	<b>£ 6,208.75</b>

- 7.2 Other car park operators recognise it as good practice to limit the issue of permits to a set percentage of the total number of spaces available, with a figure of 20% being seen as an average. The number of permits issued by Bromsgrove is approximately 430% of the number of spaces available.
- 7.3 The type of permit employed was changed in June 2004 to a design which offers clear advantages over those employed previously.
- 7.4 The use of permits at peak times reduces the number of spaces available for paying customers and therefore reduces admission charge revenue. Officers have noted that during the hours from 1100 to 1400 anything from 30% to 50% of spaces are occupied by permit holders. Officers believe that this has a negative impact on admission charge revenue.
- 7.5 The lack of control exercised in the issue of permits was raised in the car parking report in 1996 when around 3 000 were in circulation, and the continued lack of control has seen the number issued nearly double. Officers recommend an urgent review of the numbers of permits issued.
- 7.6 The uncontrolled issue of permits in the current manner actively encourages dependency on the car (in direct conflict with national and regional policies and strategies).
- 7.7 Officers believe that there is an extremely strong case for the introduction of controls for the issue of concessionary permits. Methods of control which can be brought in to address this issue are listed below:

Charging of a reasonable fee for Permits.

Reducing the days that Permits can be used (Sunday through to Wednesday)

Reducing the car parks where Permits may be used.

Increasing charges for the 60 and 65 age group permit.

In the first instance it is believed that the introduction of an administration charge for permits will reduce the number in circulation and provide greater control over managing the car parks.

7.8 The revised and suggested terms and conditions of use of concessionary permits are laid out in schedule 3 of Appendix B.

## **8. ANNUAL AND QUARTERLY PERMITS**

8.1 There are over 120 purchased permits in circulation amongst residents and workers in Bromsgrove as detailed in the chart below:

<b><u>Purchased Permits</u></b>	<b><u>Unit Cost</u></b>	<b><u>No</u></b>	<b><u>Total</u></b>
Annual	£ 205.63	46	£ 9,458.98
Quarterly	£ 51.41	71	£ 3,650.11
Replacement	£ -	10	£ -
		127	<b>£ 13,109.09</b>

8.2 Other car park operators recognise it as good practice to limit the issue of permits to a set percentage of the total number of spaces available, with a figure of 20% being seen as an average. The total number of permits issued by Bromsgrove is approximately 430% of the number of spaces available, and the number of annual and quarterly permits is 9.5% of the number of spaces available.

8.3 Officers believe that there is a strong case for the review of the cost of these permits, and that permits for use in all long stay car parks should be charged at £300 per annum, whilst a reduced price permit costing £200 per annum should be made available for residents and businesses in the town who wish to make use of the Stourbridge Road car park. This would address the problem of affordable parking for local businesses and residents, and would make use of spare capacity.

8.4 The revised and suggested terms and conditions of use of annual and quarterly permits are laid out in schedule 4 of Appendix B.

## **9. STAFF PERMITS**

9.1 Staff permits are not formally recognised by the Car Parking Order – this should be addressed in any updated version. Officers believe that staff permits should be available to officers who fall into two categories; essential car users who may need to use pay and display car parks during the course of their duties, or those drivers who work in offices where they need to make use of a specific pay and display car park.

9.2 Officers believe that the use of staff permits should be reviewed as part of the Parking Strategy

9.3 The revised and suggested terms and conditions of use of staff permits are laid out in schedule 5 of Appendix B.

## **10. THE CAR PARKING ORDER**

- 10.1 The Car Parking Order is the legal document which governs the use of the car parks listed within it. The current version has been amended a number of times and it is unclear when it was initially first written. The document contains a number of discrepancies and duplicated provisions, and officers believe that it is poorly written and laid out. Furthermore, officers do not believe that it currently reflects the needs of the Council, or that it is accessible to members of the public.
- 10.2 The proposed changes to the Order have been included as a draft version in Appendix B and are summarised below. The existing order is at Appendix D;
- A more organised and structured layout.
  - Clear and updated instructions on who is entitled to use spaces for the disabled, taxi or private hire vehicle spaces, and spaces which have a restricted waiting time.
  - The provision for charging of disabled drivers as already agreed on 12/05/2004 by Executive Cabinet (although enforcement of this will be delayed until the shopmobility facility is operational). The order must be amended prior to enforcement.
  - The inclusion of concessionary permits for the disabled under exceptional circumstances by the officer(s) designated by the Council.
  - Introduction of wording which allows for the introduction of a pay on foot system without further amendment to the Order.
  - The introduction of the terms and conditions of permits as Schedules to the Order to allow flexibility in any future amendments.
  - The introduction of the rate of excess charge as a Schedule to the Order to allow flexibility in any future amendments.
  - The increase in time during which a reduced rate of payment of an excess charge may be expected by the Council.
  - Clarification of the procedure for the removal of vehicles. Members should be aware that this provision would only be used in extreme circumstances.
  - The removal of various duplicated and irrelevant sections and paragraphs.
  - The inclusion of staff permits in the Order.

## **11. TARIFF**

- 11.1 The amount the Council charges for parking should reflect the level of demand placed on that parking place or car park. With this in mind, officers would recommend that the amount charged should encourage occupancy levels as close to, but not exceeding, 100% of occupancy as possible.
- 11.2 The car parks which currently experience 100% occupancy on a regular basis are Recreation Road South, Windsor Street, New Road, Hanover Street, Bromsgrove Station, and Parkside. All other car parks have capacity at peak times which can be utilised.



11.3 The following chart details the proposed changes to the tariff;

		Current	Proposed
<b>Churchfields Multi</b>	1 Hour	£0.70	£0.60
	2 Hours	£1.00	£1.20
	3 Hours	£1.20	
	4 Hours	£2.00	
	All day		£2.10
<b>Dolphin Centre</b>	1 Hour	£0.70	
	2 Hours	£1.00	
	All day	£1.50	
<b>Hanover Street</b>	1 Hour	£0.70	£0.60
	2 Hours	£1.00	£1.20
	All day	£1.50	£2.10
<b>New Road</b>	30 minutes		£0.30
	1 Hour	£0.70	£0.60
	2 Hours	£1.00	£1.20
<b>Parkside</b>	30 minutes	£0.40	£0.30
	1 Hour	£0.70	£0.60
	2 Hours	£1.00	£1.20
	3 Hours	£1.20	
	4 Hours	£2.00	
<b>Rec Road North</b>	1 Hour	£0.70	£0.60
	2 Hours	£1.00	£1.20
	All day	£1.50	£2.10
<b>Rec Road South</b>	30 minutes		£0.30
	1 Hour	£0.70	£0.60
	2 Hours	£1.00	£1.20
	3 Hours	£1.20	
	4 Hours	£2.00	
<b>School Drive</b>	1 Hour	£0.70	£0.60
	2 Hours	£1.00	£1.20
	All day	£1.50	£2.10
<b>Stourbridge Road</b>	1 Hour	£0.50	£0.60
	2 Hours	£0.60	£1.20
	All day	£1.00	£2.10
<b>Windsor Street</b>	30 minutes		£0.30
	1 Hour	£0.70	£0.60
	2 Hours	£1.00	£1.20
<b>Bromsgrove Station</b>	All day	£1.00	£2.10

11.4 The proposed tariff would flatten the current tariffs charged, and officers believe it would provide a more equitable distribution of charges. The current long stay charge of £1.50 is around half the County average charge for long stay parking and does not reflect the current maximum charge for bus travel (which is a maximum £2.80 on services provided by First Midland Red Bus Ltd). The need to consider the costs of other forms of travel when setting parking tariffs is mentioned in paragraphs 3.7, 3.8, and 3.9. Officers would recommend a gradual movement of the long stay tariff towards a fee that is similar to the maximum bus fare charged.

**12. FINANCIAL IMPLICATIONS**

12.1 **SIGNAGE** - The cost of the introduction of the signage, markings, equipment and illumination as specified in section 16 would be around £50k. There is currently no budget provision for this work.

12.2 The proposed changes in signage should be implemented at the same time as other approved items in this report to reduce costs and any inconvenience for the customer. It is likely that the proposed changes in signage would have a small impact in increasing admission charge revenue but this increase can only be assumed. Officers have assumed that an increase of 1% in compliance on the car parks would lead to a net increase in revenue of around £10 000 in admission charge revenue.

- 12.3 The proposed purchase of six additional machines including installation is likely to cost around £20k. The amount lost through machine failures during the current financial year is likely to exceed £10k, and on that basis there is a strong spend to save case for the purchase and installation of additional machines. The budget for servicing and maintaining these machines would need to increase by £700 per machine per year. Budgetary provision for the replacement of these machines should also be made so that funding of replacement machines is already provided. The additional revenue cost of capital outlay and contribution to the renewals and repairs fund would equate to £3k per annum.
- 12.4 **EXCESS CHARGE INCREASE** - The cost of the increase in the amount of the excess charge would be around £300 to produce new excess charge notices, for which a budget already exists. Signage in every car park would also need to be amended to reflect this change, but if carried out at the same time as the other recommendations no extra charge would be incurred. However, if Members decided not to adopt the new minimum standard of signage as laid out in section16 it would cost around £8k to amend the current signage.
- 12.5 The cost of implementing an increase in the amount of an excess charge is negligible and can be met through existing budget provision. Officers would expect to see an immediate increase in excess charge revenue as a result of implementing the increase, and a gradual increase in the level of compliance and therefore admission charge revenue. Assumptions are based on the experience of other councils.
- 12.6 The level of drivers who purchase a ticket (or are otherwise entitled to park without payment) on every car park operated by the Council is difficult to assess, and there is no clear way of estimating this accurately. Therefore, the following calculations are based on the assumption that there is currently a 91% compliance rating. Similarly, the effect of increasing the rate of the excess charge notice amount is difficult to assess, and therefore officers have supplied a sliding scale of possible changes to the estimated admission charge revenue.

<u>Compliance Level</u>	<u>Budgeted Admission Charge Revenue</u>	<u>Projected Annual Increase</u>
91%	£ 942,250	£ -
95%	£ 983,668	£ 41,418
100%	£ 1,035,440	£ 93,190

12.7 The effect of such an increase on excess charge revenue is difficult to predict, but if the number of excess charges issued was halved and the rate of recovery remained the same, then excess charge revenue would increase by approximately £40 000. The following table shows the anticipated revenue for the number issued as a percentage of the current rate of issue.

<u>Percentage Issued On Current Rate</u>	<u>Projected Excess Charge Revenue</u>	<u>Annual Increase</u>
100%	£216,240	£144,160
90%	£194,616	£122,536
70%	£151,368	£79,288
50%	£108,120	£36,040
30%	£64,872	-£7,208

12.8 **PERMITS** – The introduction of standard charges for all concessionary permits issued will almost certainly have three effects; a decrease in the number issued, an increase in revenue for the sale of permits, and an increase in admission charge revenue from the freeing up of some spaces for paying customers. The amount to which these three effects will occur is difficult to assess, but the cost of implementing these changes is considered to be negligible.

12.9 The amount of revenue generated through admission revenue as a result of a reduced number of permits being used is dependant on the number issued, and it is not possible to accurately predict this. However, income can only increase as a result of the introduction of this recommendation.

12.10 The introduction of the enhanced rate for purchased and quarterly permits would lead to an increase of around £6k on the current rate. The effect of the introduction of a cheaper permit for the Stourbridge Road car park is difficult to predict, but is aimed more at the provision of less expensive parking for customers than raising revenue.

12.11 The introduction of staff permits into the Car Parking Order would not generate any income for the Council.

12.12 **THE CAR PARKING ORDER** – The cost of the introduction of the proposed changes would be negligible.

12.13 **TARIFF** – The proposed changes to the tariff would be of a negligible cost if this change was implemented at the same time as the introduction of the new signage. The changes are intended to manage the use of the car parks in line with the strategy and also to increase customer satisfaction levels. Officers would anticipate that there will be an increase in car park usage as a result of the reduced tariff, introduction of a 30 minute ticket, and a general improvement in provision of the service overall. However, this increase is open to debate.

12.14 Assuming that;

- the number of drivers displaced from those short stay car parks where the three and four hour tickets were rescinded moved to use of the nearest long stay car parks,

- the number of drivers currently making use of the Churchfields Multi Storey car park three and four hour tickets instead purchased an all day ticket,
  - the number of drivers making use of the half hour tickets was one half of those who would normally purchase a one hour tickets, with the remaining half still purchasing a one hour ticket,
  - the number of drivers making use of the Stourbridge Road and Station car parks remained unchanged despite the rise in tariff,
  - and that the number of drivers purchasing a long stay ticket remained unchanged despite the rise in tariff,
- then officers estimate that the admission charge revenue would decrease.

12.15 However, the removal of the three and four hour tickets on the Recreation Road South and Parkside car parks would lead to an increase in available spaces at peak times.

### **13. LEGAL IMPLICATIONS**

13.1 The Council has an obligation under Section 17 of the Crime and Disorder Act 1998 to “exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area.”

13.2 Officers believe the continued lack of adequate signage and a more reasonable tariff is a direct contributory factor in the level of confrontation between parking attendants and offenders. Officers also believe that the provision of clearer signage and a more reasonable tariff will reduce the possibility of assaults being committed on staff, and will go a long way in minimising the risk to Council staff. On that basis, there is a strong case for the adoption over the long term of the improved signage as detailed in appendix C.

#### **Contact officer**

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**Proposed Strategic Aims**

***The parking service is operated at no overall cost to the Council, with any surplus being used to fund the CCTV and shopmobility functions.***

***The Council will review the parking service (and any charges for that service) annually in line with occupancy patterns, customer satisfaction surveys, income, and the following objectives;***

- ***To reduce traffic congestion and pollution by reducing trips made by the private car***
- ***To enhance the vitality of the District by maintaining an adequate supply of attractive and accessible parking for visitors and shoppers***
- ***To promote sustainable transport choices for those with or without access to a car***
- ***To provide guidance on parking within the District.***

***The Council will work in partnership with the County Council and Police in the adoption and management of on-street parking enforcement<sup>^</sup>.***

***The Council will seek to improve the operational efficiency and security of car parks, and will ensure that all future procurement meets with e-government and customer service requirements.***

***The Council will seek to ensure that all future planning developments take into account the need to comply with e-government requirements.***

***The Council will enforce Car Parking Orders\* by regular and active management patrols of all parking places.***

***The Council will work with the County Council to introduce residents parking zones.***

<sup>^</sup>the words "adoption and" should be removed after any proposed adoption of Decriminalised Parking Enforcement (DPE).

\*the words "Car Parking Orders" should be replaced with the words "Traffic Regulation Orders" after any proposed adoption of DPE.

# Parking Section Strategic Forward Plan 2005 - 2010

Importance  Low  Medium  High

2005 / 2006	April	May	June	July	August	September	October	November	December	January	February	March
Review of parking operation and management system.												
Investigate possibility of DPE for the District.												
Carry out follow up to customer satisfaction and complinace surveys.												
Consideration of any proposed changes to the current tariff and charging systems											Fixed timescale	
2006 / 2007	April	May	June	July	August	September	October	November	December	January	February	March
Review of parking operation 2005/2006		Including staff parking										
Carry out follow up to customer satisfaction and complinace surveys.												
Consideration of any proposed changes to the current tariff and charging systems											Fixed timescale	
2007 / 2008	April	May	June	July	August	September	October	November	December	January	February	March
Review of parking operation 2006/2007												
Carry out follow up to customer satisfaction and complinace surveys.												
Consideration of any proposed changes to the current tariff and charging systems											Fixed timescale	
2008 / 2009	April	May	June	July	August	September	October	November	December	January	February	March
Review of parking operation 2007/2008												
Carry out follow up to customer satisfaction and complinace surveys.												
Consideration of any proposed changes to the current tariff and charging systems											Fixed timescale	
2009 / 2010	April	May	June	July	August	September	October	November	December	January	February	March
Review of parking operation 2008/2009												
Carry out follow up to customer satisfaction and complinace surveys.												
Consideration of any proposed changes to the current tariff and charging systems											Fixed timescale	



**DISTRICT COUNCIL OF BROMSGROVE**  
**THE ROAD TRAFFIC REGULATION ACT 1984**

**THE DISTRICT COUNCIL OF BROMSGROVE**  
**(OFF-STREET PARKING PLACES) ORDER 2005**

**DISTRICT COUNCIL OF BROMSGROVE**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE DISTRICT COUNCIL OF BROMSGROVE  
(OFF-STREET PARKING PLACES) ORDER 2005**

The Council of the District of Bromsgrove (hereinafter referred to as "the Council") in exercise of their powers under Sections 35(1) and (3) of the Road Traffic Regulation Act 1984 and of Part IV of Schedule 9 to the Act of 1984 and of all other powers enabling them in that behalf and with the consent of the County Council of Worcestershire as required by Section 39(3) of the Act of 1984 and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the Act of 1984, and the Freight Transport Association and the Road Haulage Association in accordance with Regulation 6 of the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996, hereby make the following Order:-

***Part 1 : General***

1. The Order shall come into operation on Saturday 1<sup>st</sup> January 2005 and may be cited as the District Council of Bromsgrove (Off-Street Parking Places) Order 2005.
2. The District Council of Bromsgrove (Bromsgrove) (Off-Street Parking Places) Consolidation (Variation) Order 2004 made under Section 35 (1) and (3) of the Road Traffic Regulation Act of 1984 is hereby revoked.
3. In this Order, except where the context otherwise requires, the following expressions have the following meanings:

Expression	Meaning
"driver"	Means, in relation to the vehicle being left in a parking place, the person driving the vehicle at the time it was left in the parking place.
"the Act of 1984"	Means the Road Traffic Regulation Act 1984.
"owner"	Has the same meaning as in the Act of 1984.
"parking place"	Means any area of land specified by name in Column 1 of Schedule 1 of this order.
"parking bay"	Means any area of a parking place which is provided for the leaving of a vehicle and indicated by markings on the surface of this parking place.
"prescribed position"	Means in the case of a vehicle fitted with a front windscreen, the ticket is exhibited on the dashboard of the vehicle with the front clearly visible. In the case of a vehicle not fitted with a windscreen, the ticket is exhibited in a conspicuous position on the vehicle with the front clearly visible.
"disabled person's badge"	Means a badge issued by a local authority in accordance with the provisions of regulations made under section 21 of the Chronically Sick and Disabled Persons Act 1970 or a card issued by a member state of the European Union in compliance with 89/376/EC – Council recommendation of 4 <sup>th</sup> June 1998 on a parking card for people with disabilities.
"order"	Means this order, and any schedule included with this order.



“parking”	Means leaving a vehicle stationary whether the driver leaves the vehicle or not, but excluding such times as the vehicle is stationary in order to avoid a collision or by reason of circumstances beyond the driver’s control.
“permit”	Means any or all of the types of permit which may be issued by the Council under any schedules to this order and shall be understood depending on the context.
“ticket machine”	Means a device, provided by the Council on or near to the parking place, which issues parking tickets for payment.
“in writing”	Includes transmission by facsimile or electronic mail, and any other means resulting in a permanent record.

**Part 2 : Use of Parking Places**

4. Each parking place may be used subject to the following provisions of this Order on such days and during such hours as are specified in relation to that Parking Place in column 3 of Schedule 1.
5. Each parking place may be used subject to the following provisions of this order where vehicles are of the following class;
  - a) Motor cars, motor cycles, and invalid carriages all as defined in Section 136 of the Act of 1984,
  - b) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods.
  - c) Any other class of vehicle as specified in column 2 of Schedule 1.
6. No person shall, except with the permission of the Council or authorised person operating on behalf of the Council, drive a vehicle onto a parking place except for the purpose of parking the vehicle in accordance with the provisions of this order, or for the purpose of departing from that parking place.
7. Wherever parking bays are provided, vehicles shall be positioned wholly within the markings denoting the parking bay.
8. No vehicle shall be allowed to remain in a car park for longer than the maximum time permitted for that parking place in column 5 of Schedule 1.
9. No vehicle shall return to any parking place until after the expiry of the time specified in column 6 of Schedule 1.
10. The driver of a motor vehicle using a parking place shall stop the engine as soon as the vehicle is parked within a parking bay, and shall not start the engine except when about to change the position of the vehicle in or depart from the parking place.
11. Except with the consent in writing of the Council, no person shall use a vehicle while it is in a parking place, in connection with the sale of any article to persons in or near the parking place, or in connection with the selling or offering for hire of their skill or services.
12. No person shall drive a vehicle in a parking place specified in paragraph 5 of this order or additionally specified in column 2 of Schedule 1;
  - a) unless he or she is the holder of a licence authorising him or her to drive a motor vehicle of its class or description on a road, or

- b) unless he or she is the holder of a provisional driving licence and is accompanied in the vehicle by a person holding a licence of the type mentioned in (a) above
  - c) unless the vehicle is licensed in accordance with the provisions of Section 1 of the Vehicle Excise And Registration Act 1994 and unless there is in relation to the use of the vehicle by the driver such policy of insurance as complies with the requirements of Part VI of the Road Traffic Act 1988 or any re-enactment thereof
  - d) at a speed exceeding 10 miles per hour
13. If in any case owing to the presence of a vehicle in a parking place an accident occurs whereby personal injury is caused to a person other than the driver of that vehicle or damage is caused to a vehicle other than that vehicle or to any other property whatsoever (including the parking place) the driver of the vehicle shall stop and if required so to do by any officer, agent or servant of the Council or any other person having reasonable grounds for so requiring give his or her name and address and also the name and address of the owner and the identification marks of the vehicle and his or her certificate of insurance.
14. Except as may be authorised in writing by the Council, no person shall use any part of the parking place or any vehicle left in the parking place:
- a) for sleeping or camping purposes;
  - b) for eating or cooking purposes; or
  - c) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place.
15. No person shall use a parking place as means of passage proceeding from one road to another.
16. Where in a parking place signs are erected or surface markings are laid for the purpose of:
- a) indicating the entrance to or exit from the parking place; or
  - b) indicating that a vehicle using the parking place shall proceed in a specified direction within the parking place,
- no person shall drive or cause or permit to be driven any vehicle (i) so that it enters the parking place otherwise than by an entrance, or leaves the parking place otherwise than by an exit, so indicated, or (ii) in a direction other than that specified, as the case may be.
17. In a parking place no person shall:
- a) erect or cause or permit to be erected any tent, booth, stand, building or other structure without the written consent of the Council; or
  - b) light or cause or permit to be lit any fire.
18. Where in a parking place signs are erected or surface markings are laid for the purpose of indicating that a particular parking bay is for the use of a disabled person's vehicle, no person shall cause a vehicle to be parked in such a parking bay unless the vehicle displays a disabled person's badge in accordance with the terms and conditions of issue.
19. Where in a parking place signs are erected or surface markings are laid for the purpose of indicating that a particular parking bay is only to be used for a minimum period of time, and the return of vehicles is indicated as being prohibited a specific amount of time, no person shall cause a vehicle to be parked in such a parking bay for any longer than the time specified or permit the vehicle to return in less time than is specified.

20. Where in a parking place signs are erected or surface markings are laid for the purpose of indicating that a particular parking bay is only to be used by a taxi or private hire vehicle, no person shall cause a vehicle to be parked in such a parking bay unless that vehicle is a taxi or private hire vehicle.
21. Where in a parking place signs are erected or surface markings are laid for the purpose of indicating that a particular parking bay is only to be used by drivers who are visiting a particular premises, or using a particular service, no person shall cause a vehicle to be parked in such a parking bay unless that person is visiting that particular premises, or using that particular service.

**Part 3 : Initial Charge For Use Of Parking Places**

22. The following vehicles left in a parking place shall be exempt from the payment of any charge specified in column 4 in Part I of Schedule 1 to this order;
  - a) vehicles displaying a permit issued and used in accordance with the terms and conditions thereof as specified in any Schedule of this order
  - b) vehicles owned and operated by the police, fire and ambulance services when attending an emergency in the vicinity of the parking place.
23. When a vehicle is left in the parking place during the charging hours as specified in column 3 of Schedule 1, the driver of such vehicle shall immediately become liable to pay the charge specified in column 4 of Schedule 1.
24. The charge shall be paid by the insertion of an appropriate fee;
  - a) in the case of the pay and display car parking places on entry to the car park
  - b) in the case of pay on leaving parking places on leaving the car park into the apparatus or device provided being an apparatus or device approved in accordance with Section 35(3) of the Act and the provisions of Section 47(5) of the Act shall apply in respect of such apparatus.
25. Any ticket issued at a pay and display parking place shall in the case of a vehicle fitted with a front windscreen be exhibited on the dashboard of that vehicle with the details of the parking charge facing forwards in such a way as to be clearly visible for checking purposes, and in the case of a vehicle not fitted with a windscreen shall be exhibited in a conspicuous position on the vehicle in respect of which it was issued. A vehicle shall not be left in a parking place if it displays an out of date or expired ticket.
26. No vehicle shall display a parking ticket that has previously been displayed on another vehicle.

**Part 4 : Excess Charge For Use Of Parking Places**

27. Where a vehicle is;
  - a) left in a pay and display parking place without the display of a valid ticket, or:
  - b) left in a pay and display parking place for a period longer than that for which payment has been made in accordance with the foregoing provisions or for longer than the maximum period allowed for that parking place as specified in column 5 of Schedule 1, or:
  - c) parked in a space reserved for another class of vehicle, or:
  - d) is used in contravention of any of the articles listed in part 2 of this Order,an additional charge (hereinafter known as the “excess charge”) as specified in Schedule 2 shall be payable.

28. In the case of a vehicle in respect of which an excess charge may have been incurred it shall be the duty of the officer to inform the driver that he has incurred an excess charge by preparing a notice, which shall include the following particulars;
- a) the registration mark of the vehicle, or where the vehicle is being used under a trade licence, the number of the trade plate carried by the vehicle;
  - b) the offence for which the excess charge has been issued which may be one or more of 27a, 27b, 27c, or 27d;
  - c) a statement that the excess charge is required to be paid;
  - d) the manner in which and the time within which the excess charge should be paid; and,
  - e) a statement that it is an offence under Section 35A(1) of the Act for the driver of a vehicle who has left the vehicle in a parking place to fail to pay the excess charge.
29. The notice shall be;
- a) attached to the vehicle in a conspicuous position, or;
  - b) given to the person presenting himself as the driver of the vehicle.
30. If payment of the excess charge is made so as to be received on or before the fourteenth day following the day it was incurred the charge shall be abated to half the standard excess charge and payment of such abated sum shall fully discharge liability for paying the excess charge.
31. Where a notice has been affixed to a vehicle in accordance with the provisions of paragraph 29 of this Order, no person other than the driver shall remove the notice from the vehicle unless authorised to do so by the driver.
32. Where:-
- a) An excess charge has been incurred under the provisions of paragraph 27 of this Order, and
  - b) notice of incurring the excess charge has been given or affixed as provided in paragraphs 28 and 29 of this Order, and
  - c) the excess charge has not been duly paid in accordance with paragraph 28d of this Order
- and where in the following provisions of this Order reference is made to the "excess charge offence" this shall mean an offence under Section 35A (1) of the Act of 1984 in not complying with the provisions of this Order by failing to pay the excess charge.
33. After a period of at least 28 days after the date on which the excess charge notice was issued, a notice shall be sent to the registered owner of the vehicle and shall give particulars of the excess charge and shall provide that, unless the excess charge is paid before the expiry of the period specified therein, the person on whom the notice is served:-
- a) is required, before the expiry of that period, to furnish to the Council by or on behalf of whom the notice was served a statement of ownership (as defined in Part 1 of Schedule 8 of the Act of 1984).
  - c) is invited, before the expiry of that period, to furnish to the Council a statement of facts (as defined in Part II of Schedule 8 of the Act of 1984)
34. If, in any case where:-
- a) a notice under paragraph 33 of this Order has been served on any person, and

- b) the excess charge specified in the notice is not paid within the period specified therein

the person so served fails without reasonable excuse to comply with the notice by furnishing a statement of ownership he shall be liable on summary conviction to a fine (or in the case of a second or subsequent conviction to a fine not exceeding) those figures as set out in Schedule 2 to this Order.

35. If, in compliance with or in response to a notice under paragraph 33 of this Order, any person furnishes a statement which is false in a material particular, and does so recklessly or knowing it to be false, he shall be liable on summary conviction to a fine (or in the case of a second or subsequent conviction to a fine not exceeding) those figures as set out in Schedule 2 to this Order.

36. Subject to the provisions of this Order:-

- a) for the purpose of institution of proceedings in respect of the excess charge offence against any person as being the owner of the vehicle at the relevant time, and
- b) in any proceedings in respect of the excess charge offence brought against any person as being the owner of the vehicle at the relevant time

it shall be conclusively presumed that he was the driver of the vehicle at that time and accordingly that acts or omissions of the driver of the vehicle at that time were his acts or omissions.

37. Paragraph 32 of this Order shall not apply to any person unless the notice referred to in paragraph 33 of this Order has been served on the registered owner within six months of the date of issue of the excess charge notice.

38. If a person who has been served a notice in accordance with paragraph 33 of this Order was not the owner of the vehicle at the relevant time, and furnishes the Council with a statement of ownership to that effect in compliance with the notice, then paragraph 31 shall not apply to that person.

#### ***Part 5 : Removal Of Vehicles***

39. If a vehicle is left in a parking place in contravention of the provisions of the Order, and the vehicle;

- a) is causing an obstruction
- b) is owned or operated by a person who has repeatedly committed excess charge offences which at the time of the current contravention remain unpaid
- c) is used in contravention of any of the provisions listed in this Order

then a person authorised in that behalf by the Council may remove the vehicle or arrange for it to be removed from that parking place.

40. On seeking to recover from the Council any vehicle which has been removed in accordance with paragraph 39 of this Order the owner of the vehicle shall pay the Council any unpaid excess charges outstanding for that vehicle at that time, and any further charges which have been incurred by the Council, or any persons so authorised by the Council, in the removal and storage of the vehicle.

41. Any person removing or altering the position of a vehicle by virtue of paragraph 39 of this Order may do so by towing or driving the vehicle or in such other manner as he may think necessary and may take such measures in relation to



**THE DISTRICT COUNCIL OF BROMSGROVE (OFF-STREET PARKING PLACES) ORDER 2005**  
**Schedule 1 – Parking Places**

<b><u>1. Parking Place</u></b>	<b><u>2. Class of Vehicles Permitted</u></b>	<b><u>3. Hours and days of Operation</u></b>	<b><u>4. Charges</u></b>	<b><u>5. Maximum Waiting Period Allowed</u></b>	<b><u>6. Minimum Time In Which Return Is Prohibited</u></b>
Bromsgrove Station	Solely as specified in Paragraph 5 of the Order	0800 – 2200 everyday	All day £2.10	N/a	N/a
Churchfields Multi Storey	Levels 1 and 2; solely as specified in Paragraph 5 of the Order Levels 3,4,5, and 6; vehicle in excess of 3 tonnes	0800 – 2200 Monday to Saturday 0900 – 1630 Sunday	Up to 1 hour £0.60 Up to 2 hours £1.20 All day £2.10	N/a	N/a
Hanover Street	Solely as specified in Paragraph 5 of the Order	0800 – 2200 everyday	Up to 1 hour £0.60 Up to 2 hours £1.20 All day £2.10	N/a	N/a
New Road	Solely as specified in Paragraph 5 of the Order	0800 – 2200 everyday	Up to 30 minutes £0.30 Up to 1 hour £0.60 Up to 2 hours £1.20	2 hours	2 hours
Parkside	Solely as specified in Paragraph 5 of the Order	0800 – 2200 everyday	Up to 30 minutes £0.30 Up to 1 hour £0.60 Up to 2 hours £1.20	2 hours	2 hours
Recreation Road North	Solely as specified in Paragraph 5 of the Order	0800 – 2200 everyday	Up to 1 hour £0.60 Up to 2 hours £1.20 All day £2.10	N/a	N/a
School Drive	Solely as specified in Paragraph 5 of the Order	0800 – 2200 everyday	Up to 1 hour £0.60 Up to 2 hours £1.20 All day £2.10	N/a	N/a
Stourbridge Road	Solely as specified in Paragraph 5 of the Order	0800 – 2200 everyday	Up to 1 hour £0.60 Up to 2 hours £1.20 All day £2.10	N/a	N/a
Recreation Road South	Solely as specified in Paragraph 5 of the Order	0800 – 2200 everyday	Up to 30 minutes £0.30 Up to 1 hour £0.60 Up to 2 hours £1.20	2 hours	2 hours
Windsor Street	Solely as specified in Paragraph 5 of the Order	0800 – 2200 everyday	Up to 30 minutes £0.30 Up to 1 hour £0.60 Up to 2 hours £1.20	2 hours	2 hours
Dolphin Centre	Solely as specified in Paragraph 5 of the Order	0800 – 2200 everyday	Up to 1 hour £0.60 Up to 2 hours £1.20 All day £2.10	N/a	N/a
Catshill	Solely as specified in Paragraph 5 of the Order	0000 – 2359 everyday	No charges	N/a	N/a
Alvechurch	Solely as specified in Paragraph 5 of the Order	0000 – 2359 everyday	No charges	N/a	N/a

**THE DISTRICT COUNCIL OF BROMSGROVE (OFF-STREET PARKING  
PLACES) ORDER 2005**

**Schedule 2 – Excess Charge And Fines**

<b><u>Excess Charge or Fine</u></b>	<b><u>Relating to</u></b>	<b><u>Amount</u></b>
Rate of excess charge	Paragraph 26	£60
Failing to comply with notice as specified in paragraph 32	Paragraph 33	£100
Furnishing a statement which is false in a material particular, and doing so recklessly or knowing it to be false	Paragraph 34	£100



**THE DISTRICT COUNCIL OF BROMSGROVE (OFF-STREET PARKING PLACES) ORDER 2005**  
**Schedule 3 – Concessionary Permits**

1. In this Schedule, except where the context otherwise requires, the following expressions have the following meanings;

<b>'The Council'</b>	means the Council of the District of Bromsgrove.
<b>'Car park'</b>	means any off-street parking place provided by the Council for members of the public.
<b>'Permit'</b>	means a written or printed form of ticket issued by the Council in accordance with and subject to the conditions of the scheme.
<b>'Authorised vehicle'</b>	means the vehicle displaying the permit with the registration number which is inscribed on the face of the permit.
<b>'Prescribed fee'</b>	means the fee which the Council has set.
<b>'Holder'</b>	a person to whom the permit has been issued.

2. The Council may issue to residents aged 60 years or over one concessionary permit for use on one vehicle which is owned by the applicant provided that the prescribed fee of £30 has been paid.
3. In exceptional circumstances residents who are disabled and who have difficulty in paying parking fees may also apply in writing to a designated officer requesting a concessionary permit. Permits issued in this manner are done so at the discretion of the designated officer.
4. The applicant is required to provide proof of ownership with a vehicle log book at the point of application, or in the case of a lease car, a lease agreement which specifies that the applicant is the leaseholder.
5. The Council will print the vehicle registration number shown on the log book onto the face of the permit.
6. The vehicle registration number printed on the permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
7. The permit shall only be considered to be valid if it is securely fixed to the windscreen of the authorised vehicle at the time of parking. Holders should not affix the permit so that it obscures their vision.
8. The concessionary permit shall be valid in all Council pay and display car parks at all times until expiry providing a space is available and the person in control of the vehicle complies in all respects to the regulations and directions in place in the car park at that time.
9. No pass shall be valid over the maximum waiting time permitted in that parking place.
10. The Council in their absolute discretion may refuse to issue a permit to any person without giving any reason for such refusal, and similarly may withdraw, or invalidate in writing, the permit at any time without giving reason for such withdrawal or invalidation.
11. The holder of the permit does not acquire any right in respect of the use of any car park (other than not having to make any payment to park) which are not enjoyed by other members of the public using the car park.

**THE DISTRICT COUNCIL OF BROMSGROVE (OFF-STREET PARKING  
PLACES) ORDER 2005**

**Schedule 3 – Concessionary Permits**

12. Any vehicle parked on the car park will be parked entirely at the owners risk and all permits issued by the Council are strictly on the basis that the Council shall have no liability for any loss or damage to any such vehicle or its contents with the exception of such loss or damage due to an act or omission on the part of the Council.

**THE DISTRICT COUNCIL OF BROMSGROVE (OFF-STREET PARKING PLACES) ORDER 2005**

**Schedule 4 – Annual And Quarterly Permits**

1. In this Schedule, except where the context otherwise requires, the following expressions have the following meanings;

<b>'The Council'</b>	means the Council of the District of Bromsgrove.
<b>'Car park'</b>	means any off-street parking place provided by the Council for members of the public.
<b>'Permit'</b>	means a written or printed form of ticket issued by the Council in accordance with and subject to the conditions of the scheme.
<b>'Authorised vehicle'</b>	means the vehicle displaying the permit with the registration number which is inscribed on the face of the permit.
<b>'Prescribed fee'</b>	means the fee which the Council has set.
<b>'Holder'</b>	a person to whom the permit has been issued.

2. The Council may issue to applicants one permit for use on one vehicle which is used by the applicant provided that the prescribed fee has been paid.
3. The vehicle registration number printed on the permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
4. The permit shall only be considered to be valid if it is securely fixed to the windscreen of the authorised vehicle at the time of parking. Holders should not affix the permit so that it obscures their vision.
5. The permit shall only be valid in the Council pay and display car park printed on the front of the permit at all times until expiry providing a space is available and the person in control of the vehicle complies in all respects to the regulations and directions in place in the car park at that time.
6. The Council in their absolute discretion may refuse to issue a permit to any person without giving any reason for such refusal, and similarly may withdraw, or invalidate in writing, the permit at any time without giving reason for such withdrawal or invalidation.
7. The holder of the permit does not acquire any right in respect of the use of any car park (other than not having to make any payment to park) which are not enjoyed by other members of the public using the car park.
8. Any vehicle parked on the car park will be parked entirely at the owners risk and all permits issued by the Council are strictly on the basis that the Council shall have no liability for any loss or damage to any such vehicle or its contents with the exception of such loss or damage due to an act or omission on the part of the Council.
9. The amount charged for the permit which is valid for a particular parking place is specified below;

<u>Car Park</u>	<u>Cost Per Permit</u>
All long stay car parks	£300
Stourbridge Road only	£200

10. An annual or quarterly permit holder may surrender a season ticket to the Council at any time

**THE DISTRICT COUNCIL OF BROMSGROVE (OFF-STREET PARKING  
PLACES) ORDER 2005**

**Schedule 4 – Annual And Quarterly Permits**

- (1) A season ticket holder who surrenders a season ticket to the Council before it has become valid shall be entitled to a refund of the fee paid in respect thereof.
- (2) A season ticket holder who surrenders a season ticket to the Council after it has become valid shall be entitled to a refund of one twelfth of the fee paid in respect thereof for each complete month of the period specified thereon as the period during which it shall be valid which remains unexpired at the time when the season ticket is surrendered to the Council.

**THE DISTRICT COUNCIL OF BROMSGROVE (OFF-STREET PARKING PLACES) ORDER 2005**  
**Schedule 5 – Staff Permits**

1. In this Schedule, except where the context otherwise requires, the following expressions have the following meanings;

<b>'The Council'</b>	means the Council of the District of Bromsgrove.
<b>'Car park'</b>	means any off-street parking place provided by the Council for members of the public.
<b>'Permit'</b>	means a written or printed form of ticket issued by the Council in accordance with and subject to the conditions of the scheme.
<b>'Authorised vehicle'</b>	means the vehicle displaying the permit with the registration number which is inscribed on the face of the permit.
<b>'Prescribed fee'</b>	means the fee which the Council has set.
<b>'Holder'</b>	a person to whom the permit has been issued.

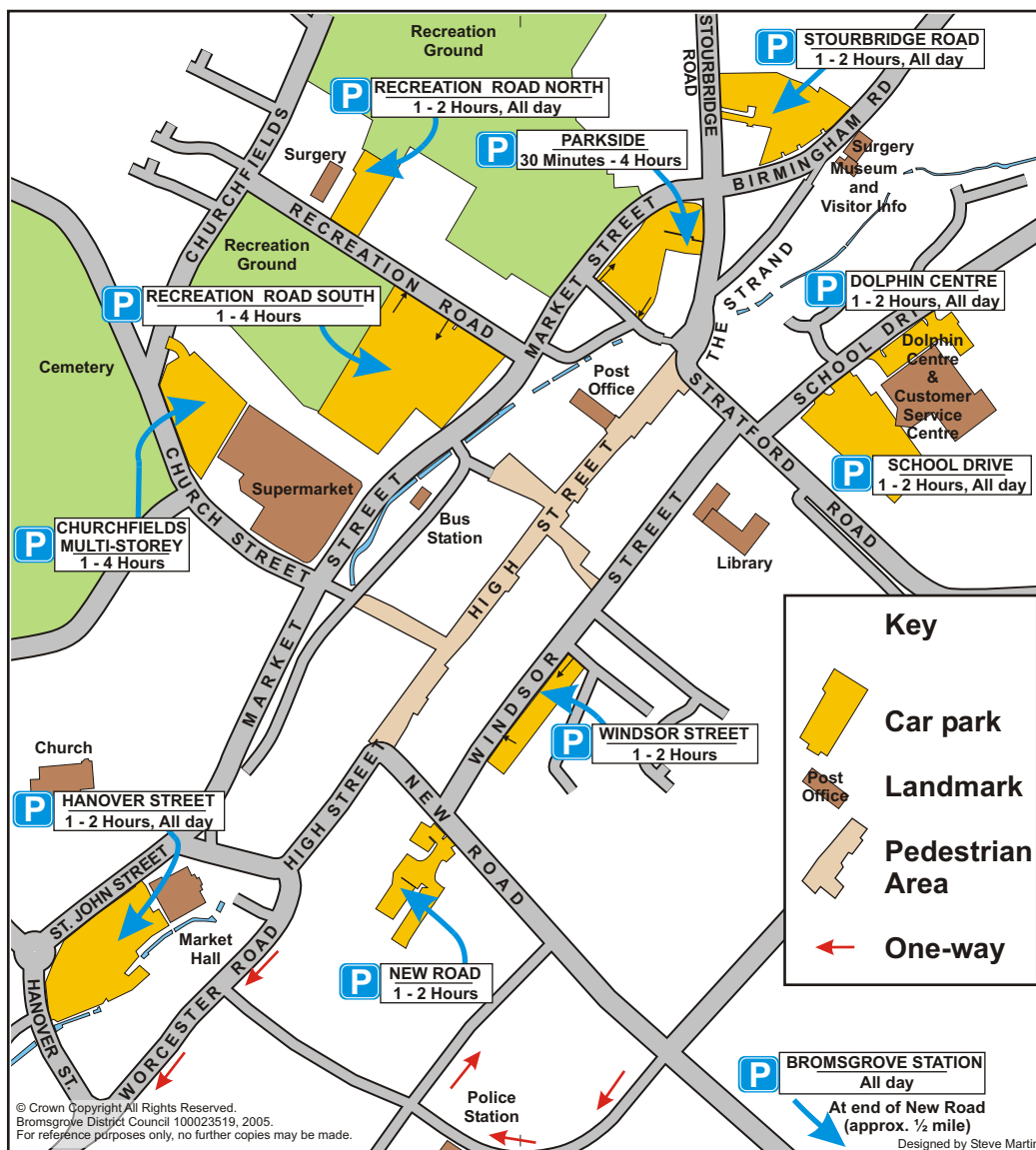
2. The Council may issue to members of staff one permit for use on one vehicle which is operated by the applicant provided that the prescribed fee has been paid.
3. Members of staff who are essential car users (and may need to make use of Council car parks during the course of their duties) may apply for staff permits through their appropriate Head / Director of Service. The application will need to state the name of the member of staff, the fact that they are an essential car user, the registration number of the vehicle to be used, and the date on which the permit is to be used from.
4. Members of staff who require the use of a Council operated car park if they would not otherwise have access to adequate parking facilities may apply for staff permits through their appropriate Head / Director of Service. The application will need to state the name of the member of staff, the car park that they wish to use, the registration number of the vehicle to be used, and the date on which the permit is to be used from.
5. The vehicle registration number printed on the permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
6. The permit shall only be considered to be valid if it is securely fixed to the windscreen of the authorised vehicle at the time of parking. Holders should not affix the permit so that it obscures their vision.
7. The permit shall only be valid in Council pay and display car parks printed on the front of the permit at all times until expiry providing a space is available and the person in control of the vehicle complies in all respects to the regulations and directions in place in the car park at that time.
8. The holder of the permit does not acquire any right in respect of the use of any car park (other than not having to make any payment to park) which are not enjoyed by members of the public using the car park.
9. Any vehicle parked on the car park will be parked entirely at the owners risk and all permits issued by the Council are strictly on the basis that the Council shall have no liability for any loss or damage to any such vehicle or its contents with the exception of such loss or damage due to an act or omission on the part of the Council.

**THE DISTRICT COUNCIL OF BROMSGROVE (OFF-STREET PARKING  
PLACES) ORDER 2005**  
**Schedule 5 – Staff Permits**

10. The permit shall only be valid if the member of staff is engaged solely on Council business. The use of a permit for other than official Council duties may lead to disciplinary action, withdrawal of the permit, and enforcement of an excess charge.
11. Members of staff who are not eligible for staff permits but who are obliged to make use of Council operated car parks through the course of their duties may purchase a parking ticket at the time of parking and have the fee paid for this ticket reimbursed through a mileage claim.



## Bromsgrove District Council Community Safety & Engineering



# Car Parks Signage, Markings, Equipment and Illumination Review

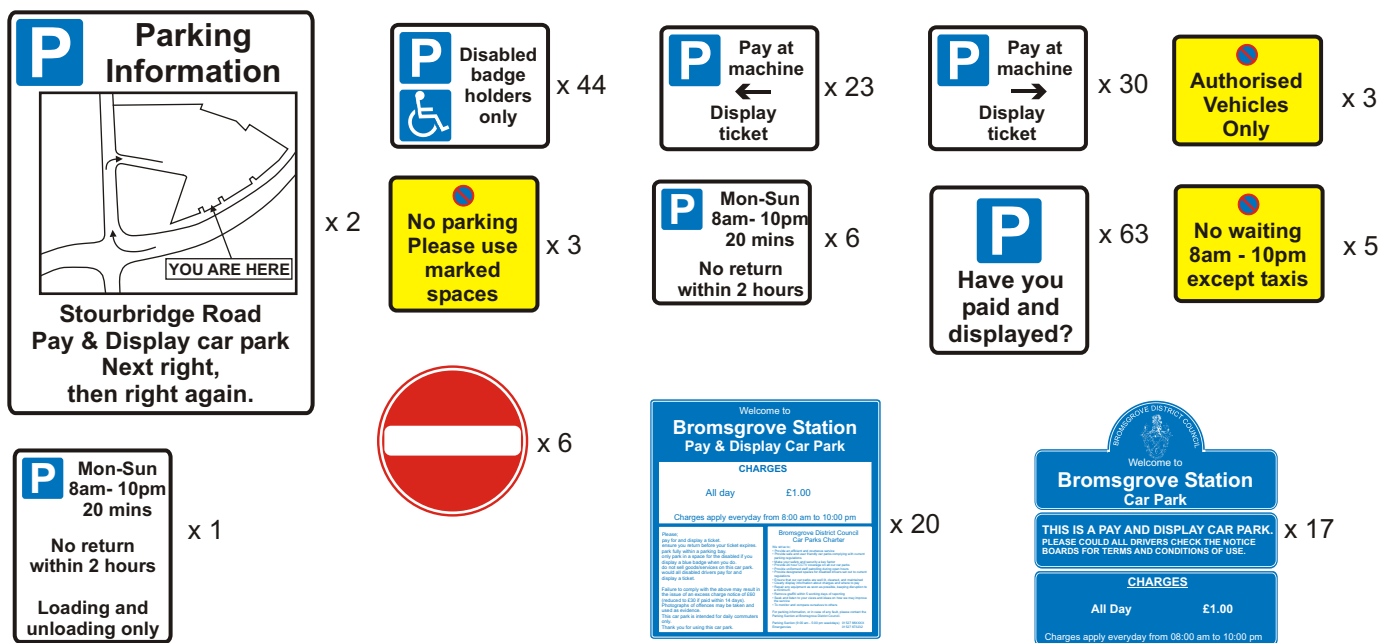
February 2005

# Car Parks Signage, Markings, Equipment and Illumination Review

This review has been conducted with a view to providing the best possible pay and display parking system for users of the car parks in Bromsgrove.

Each car park is represented on the following pages in map form, along with the suggested signage for that car park. There are also notes denoting whether additional pay and display ticket machines are required, whether these will need resiting due to DDA requirements, whether new floor markings are required, and whether additional illumination is required. Any other items for consideration are also included.

The following signs and works would be required;



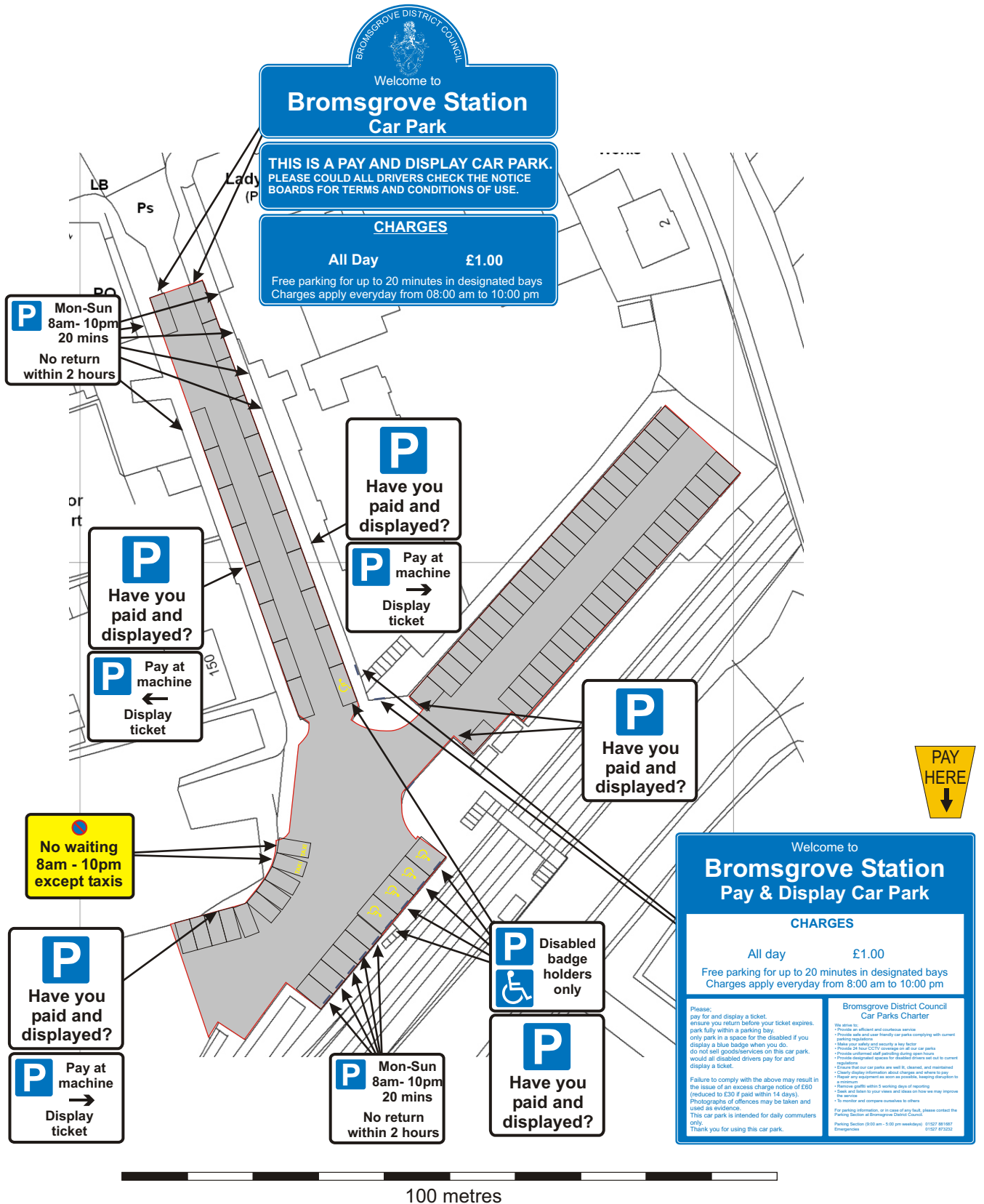
Additional work;

5 lighting columns, 9 rubber bollards, almco barriers, various resurfacing work, 5 additional machines. siting of various poles, relocation of various machines to comply with DDA, additional lighting for each notice board, and other ground maintenance works as required.

The maps used are not fully to scale - this is approximate only. The signs indicated are only indicative and may not represent the final product used. © Crown Copyright All Rights Reserved. Bromsgrove District Council 100023519, 2005. For reference purposes only, no further copies may be made.



# Bromsgrove Station Proposed Signage



Number of standard spaces:	66	Provision for motorcycles:	Yes
Number of spaces for the disabled:	5	CCTV coverage:	Yes
Number of limited time waiting spaces:	11	Provision for recycling:	No
Number of spaces for taxis	2	Height barriers:	Part only
Number of Pay and Display machines:	2	Spaces per p & d machine:	35.5

# Churchfields Multi Storey Proposed Signage

Suggested Entrance Signage To Replace Existing



Welcome to

## Churchfields Multi Storey Car Park

**THIS IS A PAY AND DISPLAY CAR PARK.**  
PLEASE COULD ALL DRIVERS CHECK THE NOTICE BOARDS FOR TERMS AND CONDITIONS OF USE, AND FOR OPENING TIMES.

**CHARGES**

Up to 1 hour	70p
Up to 2 hours	£1.00
All Day	£1.50

No vehicles permitted over 2.1 metres high  
No vehicles permitted over 4.8 metres long  
No vehicles permitted over 2.5 tons

Suggested Machine Signage To Replace Existing



Welcome to

## Churchfields Multi Storey Pay & Display Car Park

**CHARGES LEVEL 1**

Up to 1 hour	70p
Up to 2 hours	£1.00
All Day	£1.50

Charges apply everyday from 8:00 am to 10:00 pm Monday to Saturday, and 8:00 am to 4:00 pm Sundays.

Please:  
pay for and display a ticket.  
ensure you return before your ticket expires.  
park fully within a parking bay.  
only park in a space for the disabled if you display a blue badge when you do.  
do not sell goods/services on this car park.  
would all disabled drivers pay for and display a ticket.

Failure to comply with the above may result in the issue of an excess charge notice of £60 (reduced to £30 if paid within 14 days).  
Photographs of offences may be taken and used as evidence.  
Please note that your car will not be released if it is left when the car park is closed.

Thank you for using this car park.

**Bromsgrove District Council Car Parks Charter**

We strive to:

- Provide an efficient and courteous service
- Provide safe and user friendly car parks complying with current parking regulations
- Make your safety and security a key factor
- Provide 24 hour CCTV coverage on all our car parks
- Provide uniformed staff patrolling during open hours
- Provide designated spaces for disabled drivers set out to current regulations
- Ensure that our car parks are well lit, cleaned, and maintained
- Clearly display information about charges and where to pay
- Repair any equipment as soon as possible, keeping disruption to a minimum
- Remove graffiti within 5 working days of reporting
- Seek and listen to your views and ideas on how we may improve the service
- To monitor and compare ourselves to others

For parking information, or in case of any fault, please contact the Parking Section at Bromsgrove District Council.

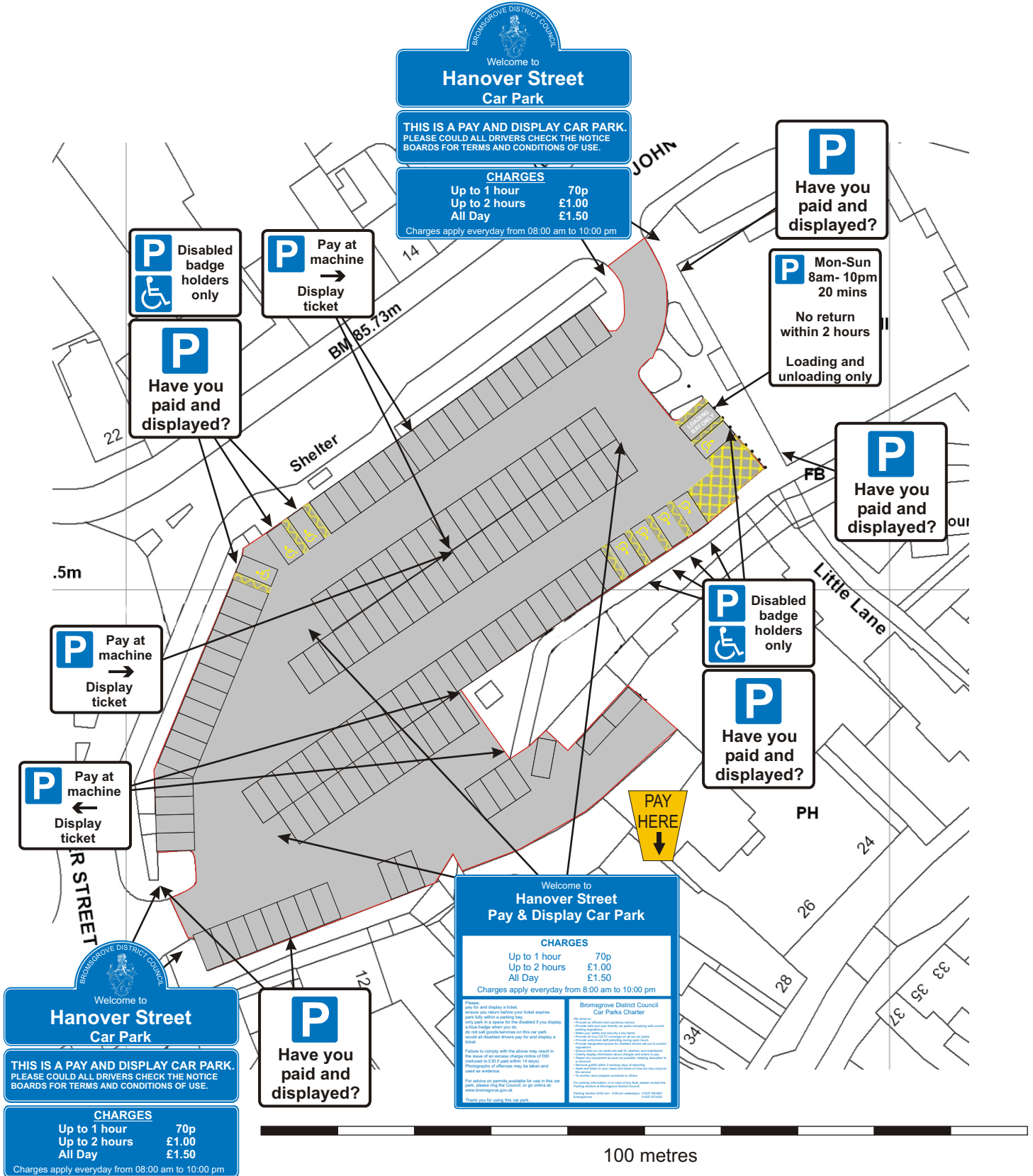
Parking Section (9:00 am - 5:00 pm weekdays) 01527 881687  
Emergencies 01527 873232

Number of standard spaces:	296
Number of spaces for the disabled:	13
Number of limited time waiting spaces:	0
Number of spaces for taxis	0
Number of Pay and Display machines:	6

Provision for motorcycles:	No
CCTV coverage:	Yes
Provision for recycling:	No
Height barriers:	Yes
Spaces per p & d machine:	51.5

# Hanover Street Proposed Signage

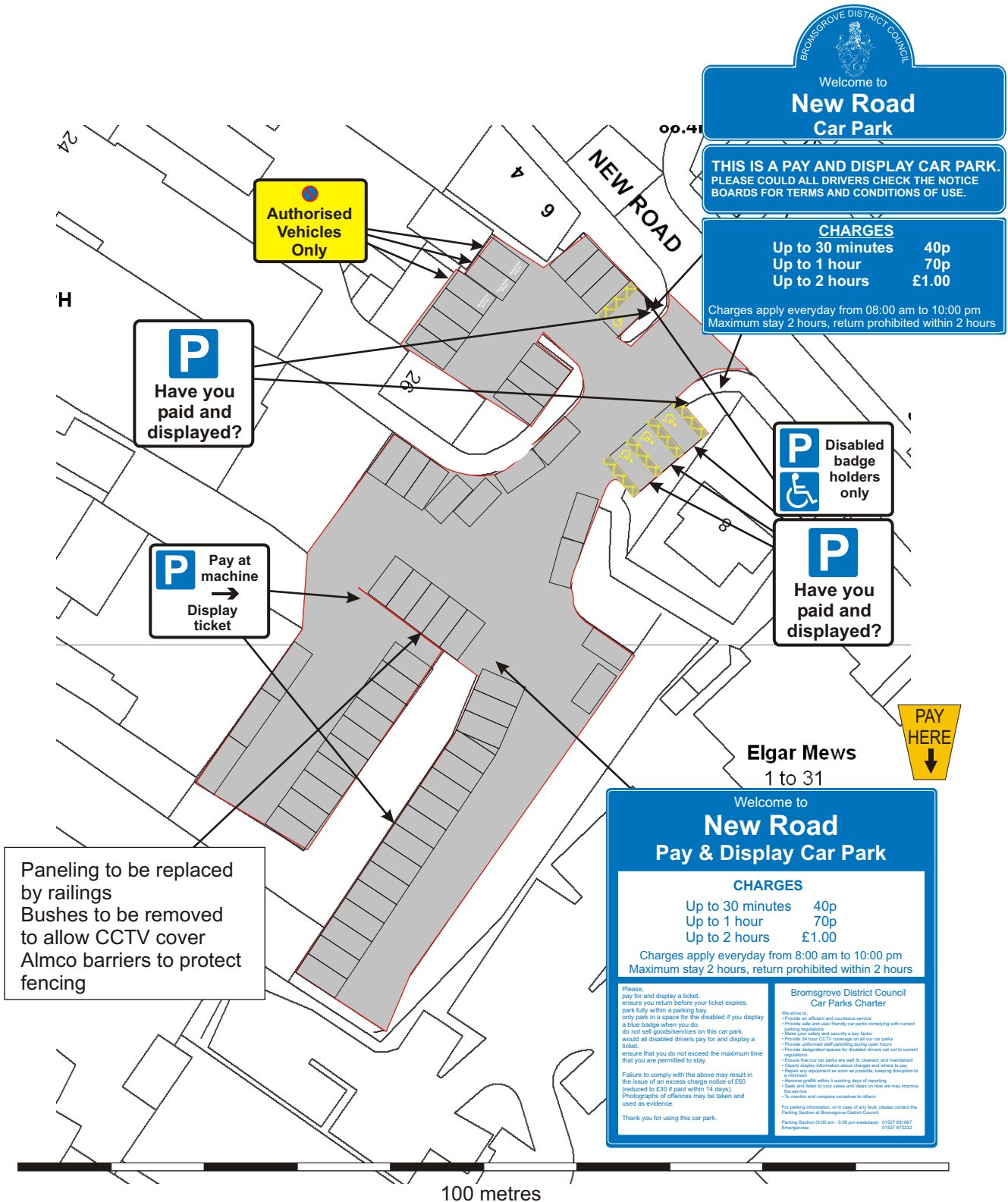
\*Additional illumination required, 1 x lamp, introduction of 9 rubber bollards



Number of standard spaces:	127	Provision for motorcycles:	No
Number of spaces for the disabled:	8	CCTV coverage:	Yes
Number of limited time waiting spaces:	1	Provision for recycling:	Yes
Number of spaces for taxis	0	Height barriers:	Yes
Number of Pay and Display machines:	2	Spaces per p & d machine:	67.5

# New Road Proposed Signage

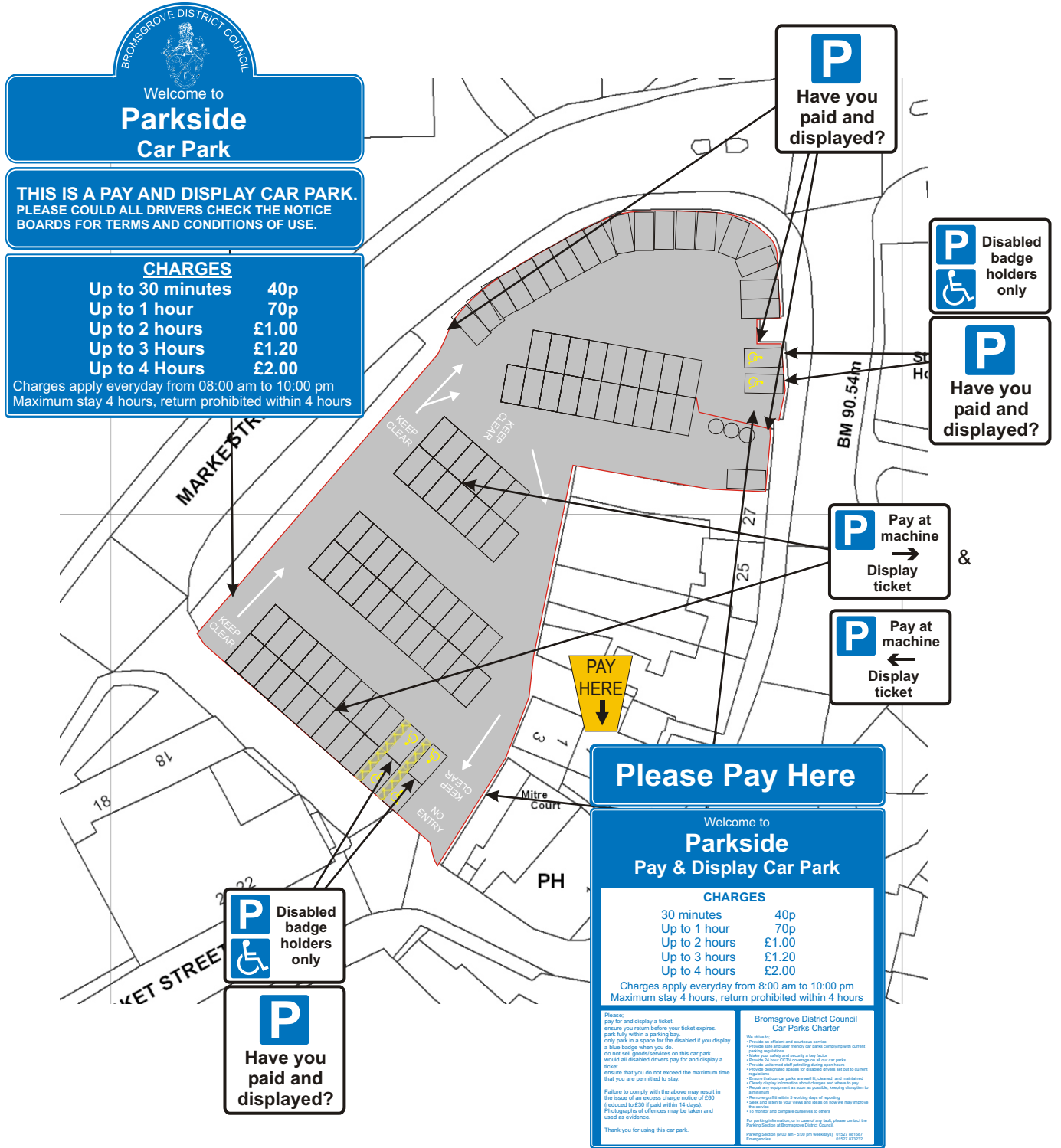
\* Additional machine required, machines require siting at ground level with easy access, introduction of almco barriers



Number of standard spaces:	54	Provision for motorcycles:	No
Number of spaces for the disabled:	4	CCTV coverage:	Yes
Number of restricted spaces:	3	Provision for recycling:	No
Number of spaces for taxis	0	Height barriers:	No
Number of Pay and Display machines:	1	Spaces per p & d machine:	58

# Parkside Proposed Signage

\*Additional machine required, spaces lost in corner due to reshaping, recycling provision moved.

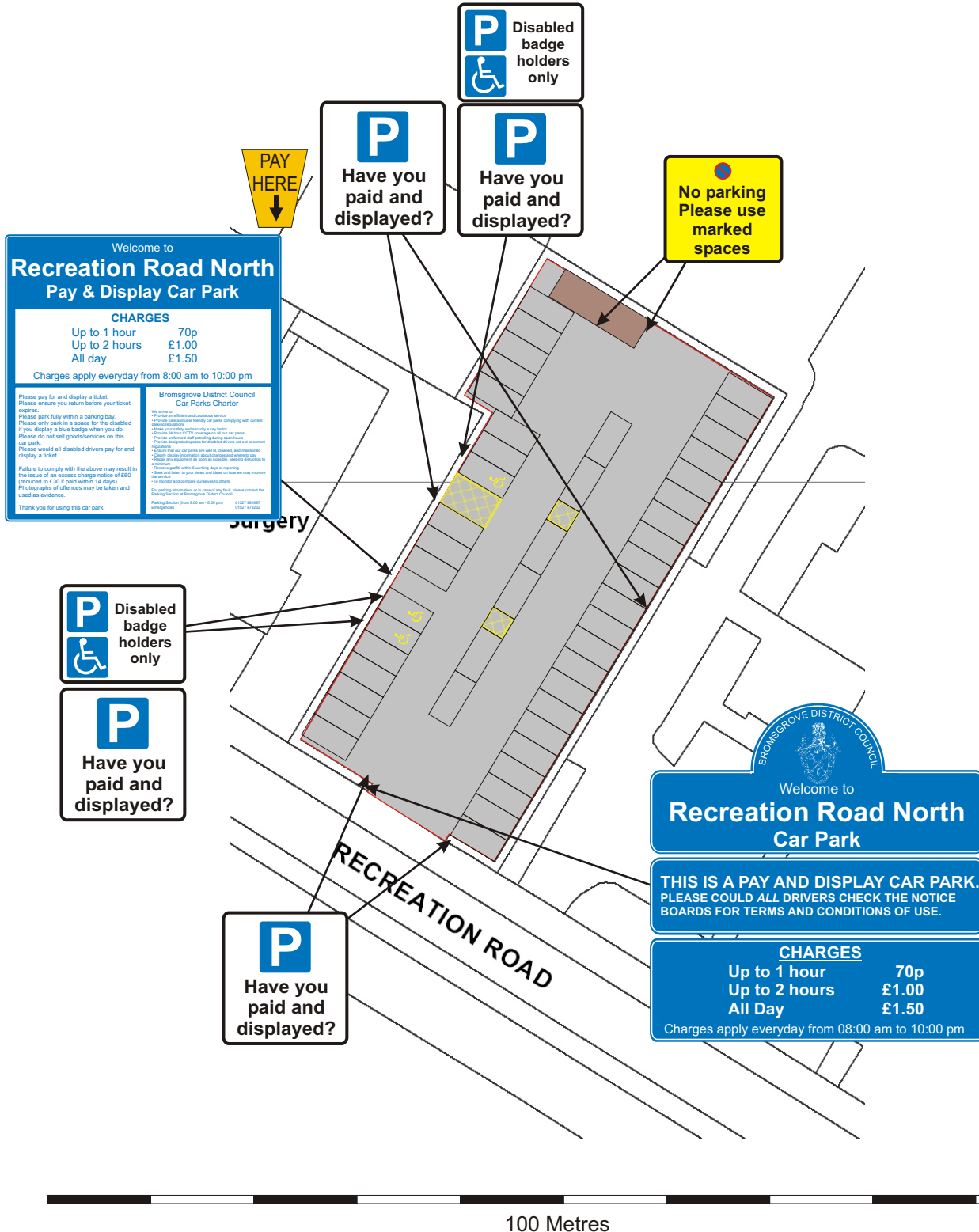


100 metres

Number of standard spaces:	89	Provision for motorcycles:	Yes
Number of spaces for the disabled:	6	CCTV coverage:	Yes
Number of limited time waiting spaces:	0	Provision for recycling:	Yes
Number of spaces for taxis	0	Height barriers:	No
Number of Pay and Display machines:	1	Spaces per p & d machine:	95

# Recreation Road North Proposed Signage

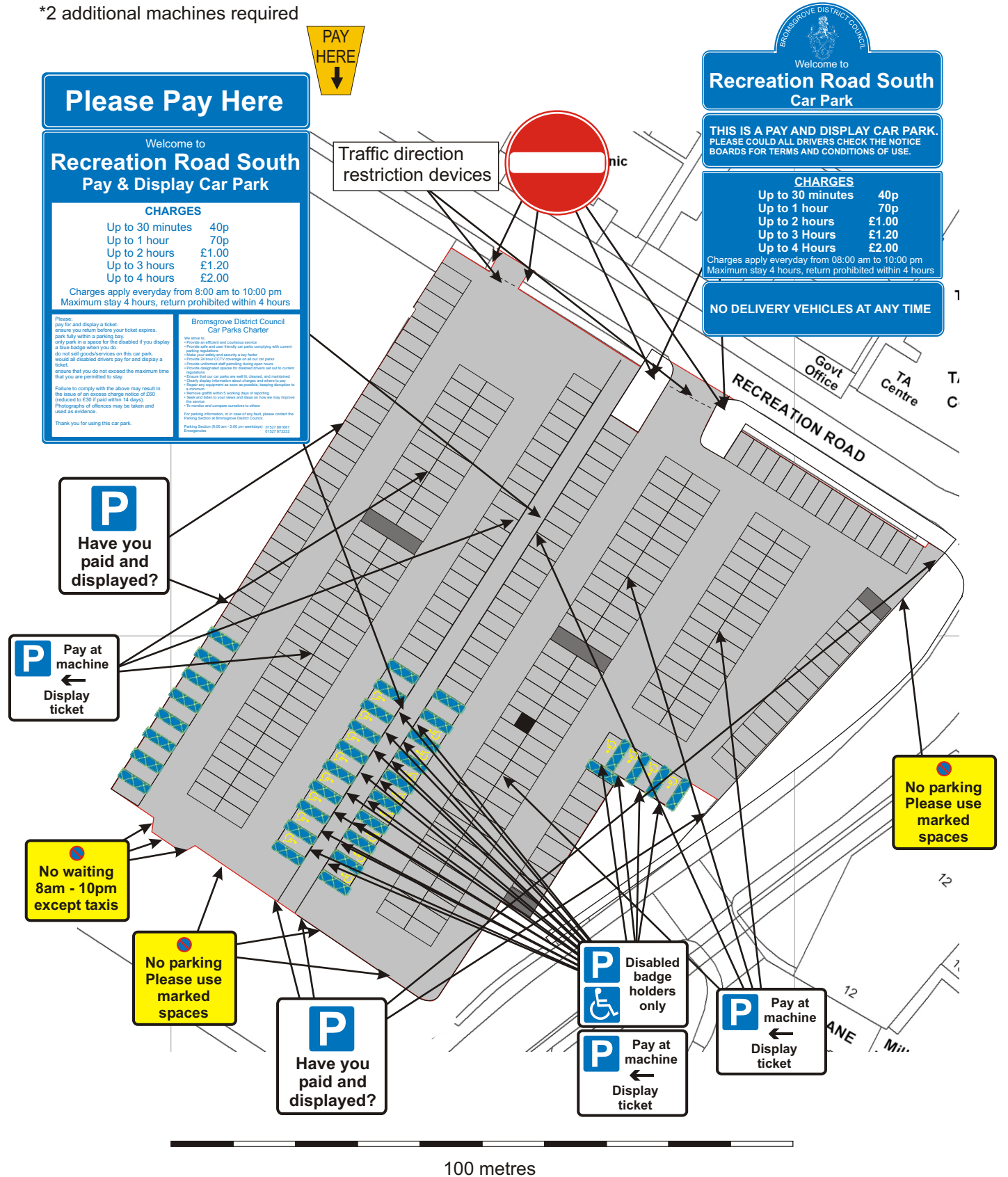
\*Additional illumination required, 4 x lamps.



Number of standard spaces:	43	Provision for motorcycles:	No
Number of spaces for the disabled:	3	CCTV coverage:	Yes
Number of limited time waiting spaces:	0	Provision for recycling:	No
Number of spaces for taxis	0	Height barriers:	No
Number of Pay and Display machines:	1	Spaces per p & d machine:	46

# Recreation Road South Proposed Signage

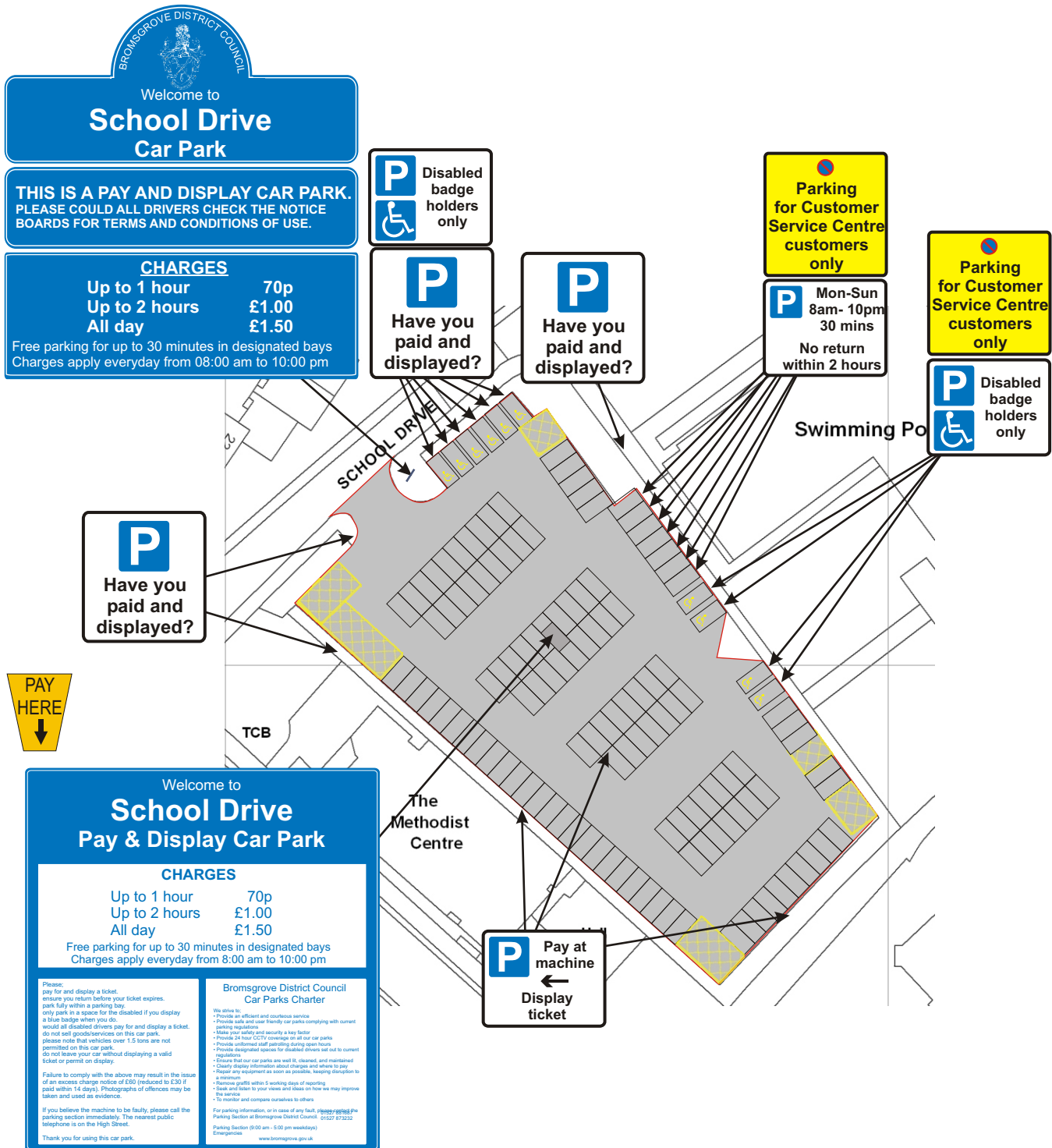
\*2 additional machines required



Number of standard spaces:	279	Provision for motorcycles:	No
Number of spaces for the disabled:	20	CCTV coverage:	Yes
Number of limited time waiting spaces:	0	Provision for recycling:	Yes
Number of spaces for taxis	Bay	Height barriers:	Yes
Number of Pay and Display machines:	2	Spaces per p & d machine:	158.5

# School Drive Proposed Signage

\*Additional machine required, machines require siting at ground level for DDA.



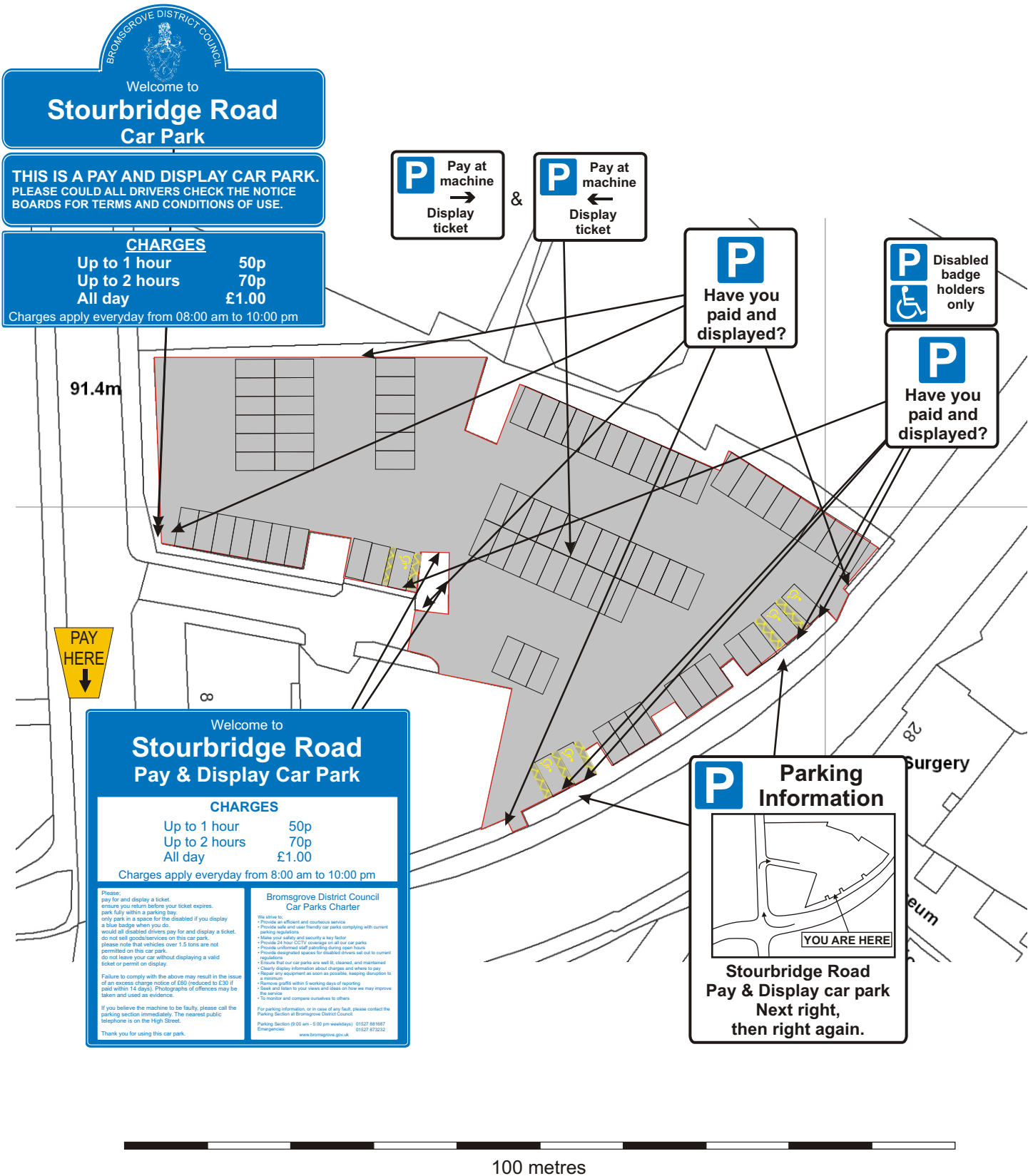
100 Metres

Number of standard spaces:	111	Provision for motorcycles:	No
Number of spaces for the disabled:	6	CCTV coverage:	Yes
Number of limited time waiting spaces:	11	Provision for recycling:	Yes
Number of spaces for taxis	0	Height barriers:	No
Number of Pay and Display machines:	1	Spaces per p & d machine:	117



# Stourbridge Road Proposed Signage

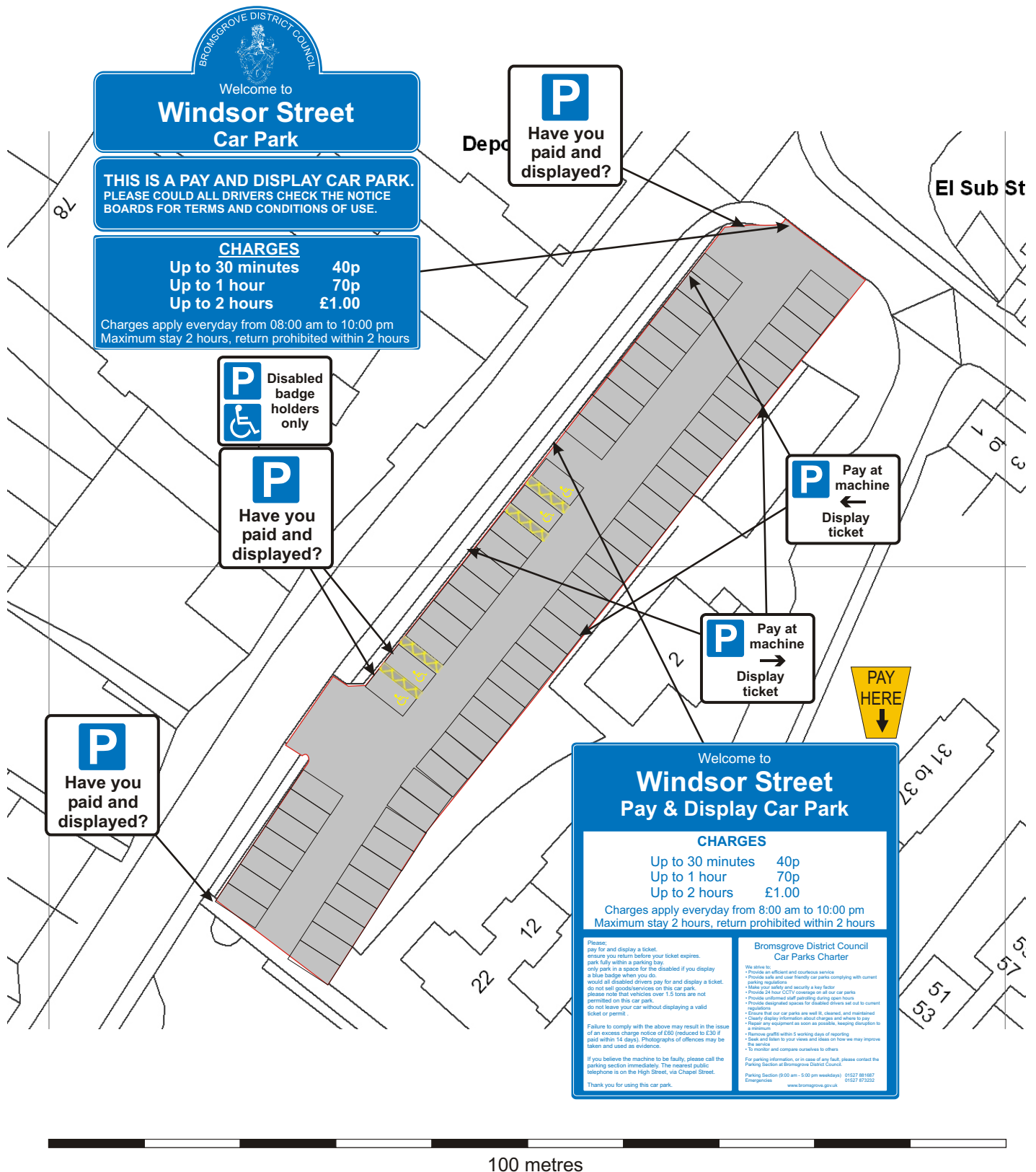
\*Additional machine required, machines need siting on ground level for DDA, space acquired from removal of curb.



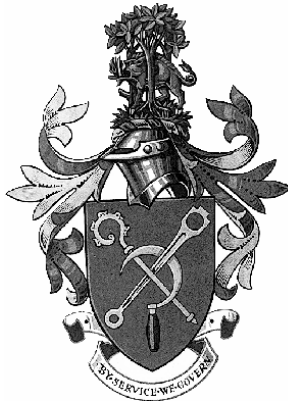
Number of standard spaces:	78	Provision for motorcycles:	No
Number of spaces for the disabled:	5	CCTV coverage:	Yes
Number of limited time waiting spaces:	0	Provision for recycling:	Yes
Number of spaces car park for taxis	0	Height barriers:	No
Number of Pay and Display machines:	1	Spaces per p & d machine:	83

# Windsor Street Proposed Signage

\*Additional machine required



Number of standard spaces:	62	Provision for motorcycles:	No
Number of spaces for the disabled:	4	CCTV coverage:	Yes
Number of limited time waiting spaces:	0	Provision for recycling:	No
Number of spaces for taxis	0	Height barriers:	Yes
Number of Pay and Display machines:	1	Spaces per p & d machine:	67



**DISTRICT COUNCIL OF BROMSGROVE**  
**THE ROAD TRAFFIC REGULATION ACT 1984**

**THE DISTRICT COUNCIL OF BROMSGROVE**  
**(BROMSGROVE) (OFF-STREET PARKING PLACES)**  
**CONSOLIDATION (VARIATION) ORDER 2004**

**DISTRICT COUNCIL OF BROMSGROVE**

**ROAD TRAFFIC REGULATION ACT 1984**

**THE DISTRICT COUNCIL OF BROMSGROVE  
(BROMSGROVE) (OFF-STREET PARKING PLACES)  
CONSOLIDATION (VARIATION) ORDER 2004**

The Council of the District of Bromsgrove (hereinafter referred to as "the Council") in exercise of their powers under Sections 35(1) and (3) of the Road Traffic Regulation Act 1984 (hereinafter referred to as "the Act of 1984") and of Part IV of Schedule 9 to the Act of 1984 and of all other powers enabling them in that behalf and with the consent of the County Council of Worcestershire as required by Section 39(3) of the Act of 1984 and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 of the Act of 1984, and the Freight Transport Association and the Road Haulage Association in accordance with Regulation 6 of the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996, hereby make the following Order:-

**PART 1**

**GENERAL**

1. This Order shall come into force on Thursday, 1st April 2004 and may be cited as the District Council of Bromsgrove (Bromsgrove) (Off-Street Parking Places) Consolidation(Variation) Order 2004.
2. The District Council of Bromsgrove (Bromsgrove) (Off-Street Parking Places) Consolidation (Variation) Order 2003 made under Section 35 (1) and (3) of the Act of 1984 is hereby revoked.
3. In this Order except where the context otherwise requires, the following expressions have the meanings hereby respectively assigned to them:-
  - [a] "driver", in relation to a vehicle waiting in a parking place, means the person driving the vehicle at the time it was left in the parking place;
  - [b] "owner" in relation to a vehicle means the person in whose name the vehicle was registered under the Vehicle (Excise) Act 1971 on the date on which the vehicle was left in the parking place in question, or, in respect of a vehicle which is the subject of a hiring agreement, means the person in possession of the vehicle under that agreement.
  - [c] "parking place" means any area of land specified by name in column 1 of the Schedule to this Order provided by the Council under Section 32 (1) of the Act of 1984 for use as a parking place; and
  - [d] "prescribed position" means, in relation to Article 7 (3) and Article 25 (1) (d) of this Order
    - (1) In the case of a vehicle fitted with a front windscreen, the ticket is exhibited on the nearside of the dashboard with the payment details clearly visible.

- (2) in the case of a vehicle not fitted with a front windscreen the ticket is exhibited in a conspicuous position on the vehicle with the payment details clearly visible.
- [e] "partner" in relation to Article 7 (6) to this Order means the spouse of that person and shall include common law husband and wife where persons are living together as husband and wife.

**PART II**  
**USE OF PARKING PLACES**

4. Each area of land specified by name in column 1 of Part I of the Schedule to this Order may be used, subject to the following provisions of this order, as a parking place for such classes of vehicles, in such positions and on such days and during such hours and on payment of such charges as are specified in relation to that area in the said Schedule.
5. (1) Where in Part I of the Schedule to this Order a parking place is described as available for vehicles of a specified class or in a specified position the driver of a vehicle shall not (except with the consent in writing of the Council) leave it or permit it to wait in that parking place:-
- \* unless it is of the specified class; or
  - \* in a position other than that specified. (For the avoidance of doubt, no driver (except for emergency vehicles) shall be permitted to park on any double yellow lines within the confines of any of the Council's Car Parks); or
  - \* for a period longer than the maximum period permitted for waiting as specified in the Schedule to this Order.
6. When a vehicle has left a parking place after being left or waiting therein the driver thereof shall not within the period specified in Part I of the Schedule to this Order in relation to that parking place after its leaving permit it to be left or wait again in that parking place.
7. (1) The driver of a vehicle using a parking place shall on causing the vehicle to wait or be left in the parking place pay the appropriate charge in accordance with the Scale of Charges specified in column 7 of Part I of the Schedule to this Order; provided that no charge shall be payable by the driver of a vehicle left or caused to wait in that parking place to which the provisions of Article 26 of this Order apply.
- (2) The charge referred to in the last preceding paragraph shall be payable by the insertion of an appropriate coin or coins into the apparatus or device provided, being an apparatus or device approved in accordance with Section 35(3) of the Act of 1984, and the provisions of Section 47 (5) of the Act of 1984 shall apply in respect of such apparatus.
- (3) (a) The driver of a vehicle shall attach any ticket issued, on payment of the charge referred to in paragraph (1) of this Article to the vehicle in the prescribed position and shall cause the ticket to be exhibited in that position at all times, while the vehicle is parked in a parking place.

- (b) A ticket shall only be valid if it has been purchased from a ticket machine in the parking place where the vehicle is left;

PROVIDED THAT:

- (i) a ticket purchased in any short stay parking place designated in Part I of the Schedule to this Order shall be valid in any other short stay parking place as so designated; and
  - (ii) it is exhibited on the vehicle in accordance with paragraph (3) of this article; and
  - (iii) the period of time left unexpired on the ticket does not exceed the maximum period specified in column 6 of Part I of the Schedule to this Order for that parking place.
- (4) When a ticket has been exhibited on a vehicle in accordance with the provisions of paragraph (3) of this Article no person, not being the driver of the vehicle shall remove the ticket from the vehicle unless authorised to do so by the driver.
- (5) The owner of a vehicle may, on application to the Council, purchase an annual or a quarterly season ticket at a cost as set out in Part II of the Schedule to this Order. The season tickets shall be valid only in the Hanover Street and St. John Street (part), Recreation Road (North), School Drive and Stourbridge Road Car Parks (the long stay car parks). It shall be valid at all times until expiry.
- (6) Vehicle owners or their partners resident in the District, who have reached sixty years of age may apply to the Council for a Concessionary season ticket at an annual cost as set out in Part II of the Schedule to this Order (free to those who have reached sixty-five years of age). The concessionary season ticket shall be valid in all the Council's public car parks at all times until expiry, except that no pass shall be valid over two hours at Windsor Street and New Road car parks. The holder of a Disabled car badge may also apply for a free season ticket.
- (7) Notwithstanding the provisions in this Article relating to the purchase of a season ticket in respect of a vehicle, the Council may, at their absolute discretion, discontinue the sale of such season tickets at anytime.
8. (1) If a vehicle is caused to wait or is left in a parking place:-
- [a] without the driver thereof having paid an appropriate charge in accordance with Article 7 of this Order, or
  - [b] for longer than the period for which payment was made in accordance with the provisions of Article 7 of this Order, or
  - [c] and the vehicle is other than one, or a specified class; or in a position other than that specified; or
  - [d] is used for a purpose in contravention of articles 10, 11 or 21 of this Order

**AN ADDITIONAL** amount as set out in Part II of the Schedule to this Order (which additional sum is hereinafter referred to as the "excess charge") shall

be payable.

(2) Where:

[a] an excess charge has been incurred under the provisions of paragraph (1) of this Article; and

[b] the excess charge has been paid in accordance with the provisions of paragraph (5) of this Article

the amount of the excess charge shall be abated as set out in Part II of the Schedule to this Order.

(3) In the case of a vehicle in respect of which an excess charge may have been incurred, it shall be the duty of an Officer or Servant authorised by the Council in that behalf to attach to the vehicle in a conspicuous position a notice which shall include the following particulars:-

[a] the registration mark of the vehicle or, where the vehicle is being used under a trade licence, the number of the trade plate carried by the vehicle;

[b] a statement that an excess charge is required to be paid;

[c] the manner in which, and the time within which the excess charge should be paid; and

[d] a statement that it is an offence under Section 35A (1) of the Act of 1984 for the driver of a vehicle who has caused the vehicle to wait or be left in a parking place to fail duly to pay the excess charge.

(4) Where a notice has been attached to a vehicle in accordance with the provisions of paragraph (3) of this Article, no person not being the driver of the vehicle, a police constable in uniform or a traffic warden, shall remove the notice from the vehicle unless authorised to do so by the driver.

(5) The excess charge shall be paid to the Council either by cheque, Bankers Draft, money order or postal order which shall be delivered to or sent by post so as to reach the Council not later than 4.30 p.m. on the seventh day following the day on which the excess charge was incurred or by payment in cash in person, at the Council House not later than as aforesaid. Provided that, if the said seventh day falls upon a day on which the Council is closed, the period within which payment of the said charge shall be made to the Council shall be extended until 4.30 p.m. on the next full day on which the Council is open.

(6) Where:-

[a] An excess charge has been incurred under the provisions of paragraph (1) of this Article, and

[b] notice of incurring the excess charge has been given or affixed as provided in paragraph (3) of this Article, and

[c] the excess charge has not been duly paid in accordance with paragraph (5) of this Article

and where in the following provisions of this Article reference is made to the "excess charge offence" this shall mean an offence under Section 35A (1) of the Act of 1984 in not complying with the provisions of this Order by failing to pay the excess charge.

- (7) Subject to the following provisions of this Article:-
- (a) for the purposes of institution of proceedings in respect of the excess charge offence against any person as being the owner of the vehicle at the relevant time, and
  - (b) in any proceedings in respect of the excess charge offence brought against any person as being the owner of the vehicle at the relevant time

it shall be conclusively presumed (notwithstanding that that person may not be an individual) that he was the driver of the vehicle at that time and accordingly that acts or omissions of the driver of the vehicle at that time were his acts or omissions.

- (8) Paragraph (7) of this Article shall not apply in relation to any person unless, within the period of six months beginning on the day on which the notice of the incurring of the excess charge was given or affixed as mentioned in paragraph (2) above, a notice under paragraph (11) has been served on him by or on behalf of the Council.
- (9) If a person on whom a notice under paragraph (11) below is served in accordance with paragraph (8) above was not the owner of the vehicle at the relevant time, paragraph (6) above shall not apply in relation to him if he furnishes a statement of ownership to that effect in compliance with the notice.
- (10) The presumption in paragraph (7) above shall not apply in any proceedings brought against any person as being the owner of the vehicle at the relevant time if, in those proceedings, it is proved:-
- (a) that at the relevant time the vehicle was in the possession of some other person without the consent of the accused; or
  - (b) that the accused was not the owner of the vehicle at the relevant time and that he has a reasonable excuse for failing to comply with the notice under paragraph (11) below served on him in accordance with paragraph (8) above.
- (11) A notice under this part of this Article shall give particulars of the excess charge and shall provide that, unless the excess charge is paid before the expiry of the period specified therein, the person on whom the notice is served:-
- (a) is required, before the expiry of that period, to furnish to the Council by or on behalf of whom the notice was served a statement of ownership (as defined in Part 1 of Schedule 8 of the Act of 1984).



(b) is invited, before the expiry of that period, to furnish to the Council a statement of facts (as defined in Part II of Schedule 8 of the Act of 1984)

(12) If, in any case where:-

(a) a notice under paragraph (11) of this Article has been served on any person, and

(b) the excess charge specified in the notice is not paid within the period specified therein

the person so served fails without reasonable excuse to comply with the notice by furnishing a statement of ownership he shall be liable on summary conviction to a fine (or in the case of a second or subsequent conviction to a fine not exceeding) those figures as set out in Part II of the Schedule to this Order.

(13) If, in compliance with or in response to a notice under paragraph (11) of this Article, any person furnishes a statement which is false in a material particular, and does so recklessly or knowing it to be false, he shall be liable on summary conviction to a fine (or in the case of a second or subsequent conviction to a fine not exceeding) those figures as set out in Part II of the Schedule to this Order.

(14) Where a notice under this Article has been served on any person in respect of any excess charge:-

(a) Payment of the charge by any person before the date on which the proceedings are begun for the excess charge offence or, as the case may be, for an offence under paragraph (12) above, in respect of a failure to comply with the notice shall discharge the liability of that or any other person for the excess charge offence or, as the case may be, for the offence under paragraph (12) of this Article.

(b) Conviction of any person of the excess charge offence shall discharge the liability of any other person for that offence and the liability of any other person for an offence under paragraph (12) of this Article in respect of a failure to comply with the notice; and

(c) Conviction of the person so served of an offence under paragraph (12) of this Article in respect of a failure to comply with the notice shall discharge the liability of any person for the excess charge offence;

but, except as provided by this part of this Article nothing in this article shall affect the liability of any person for the excess charge offence.

9. The driver of a motor vehicle using a parking place shall stop the engine as soon as the vehicle is in position in the parking place, and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking place.

10. Except with the consent in writing of the Council, no person shall use a vehicle while

it is in a parking place, in connection with the sale of any article to persons in or near the parking place or in connection with the selling or offering for hire of his skill or services.

11. Except with the consent in writing of the Council, no person shall use a vehicle while it is in a parking place in connection with the sale of ice cream or any other item of food or drink to persons in or near the parking place.
12. Subject to the proviso hereto, when a vehicle is left in a parking place in contravention of the provisions of this Order, a person authorised in that behalf by the Council may remove the vehicle or arrange for it to be removed from that parking place; provided that a person authorised in that behalf by the Council may instead alter or cause to be altered the position of the vehicle in order that its position shall comply with the provisions of this Order.
13. The driver of a vehicle shall not permit that vehicle to wait in a parking place unless the vehicle is licensed in accordance with the provisions of Section 1 of the Vehicles (Excise) Act 1971 and unless there is in relation to the use of the vehicle by the driver such a policy of insurance as complies with the requirements of part VI of the Road Traffic Act 1988.
14. A person shall not drive a vehicle into a parking place unless:-
  - [a] he or she is the holder of a licence authorising him or her to drive a motor vehicle of its class or description on a road, or
  - [b] he or she is the holder of a provisional driving licence and is accompanied in that vehicle by a person holding a licence of the type mentioned in [a] above.
15. If in any case owing to the presence of a vehicle in a parking place an accident occurs whereby personal injury is caused to a person other than the driver of that vehicle or damage is caused to a vehicle other than that vehicle or to any other property whatsoever (including the parking place) the driver of the vehicle shall stop and if required so to do by any officer, agent or servant of the Council or any other person having reasonable grounds for so requiring give his or her name and address and also the name and address of the owner and the identification marks of the vehicle and his or her certificate of insurance.
16. Vehicles are admitted to the parking places described in Part I of the Schedule to this Order on condition that the Council shall not be liable for loss or damage to any vehicle, any part thereof, or any accessory thereto, or anything in or on or about any vehicle howsoever such loss or damage is caused.
17. The driver of a motor vehicle using a parking place shall not sound any horn or other similar instrument except when about to change the position of the vehicle in or to depart from the parking place or otherwise in order to alert another driver to a hazardous situation.
18. No person shall, except with the permission of the Council or any person duly authorised by the Council, drive any vehicle in a parking place other than for the purpose of causing the vehicle to be left or to wait in the parking place in accordance with the provisions of this Order or for the purpose of departing from the parking place.
19. No person shall in a parking place wantonly shout or otherwise make any loud noise

to the disturbance or annoyance of users of the parking place or residents of premises in the neighbourhood.

20. No person shall in a parking place use any threatening abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned.
21. Except as may be authorised in writing by the Council, no person shall use any part of the parking place or any vehicle left in the parking place:-
  - [a] for sleeping or camping purposes;
  - [b] for eating or cooking purposes; or
  - [c] for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable that vehicle to depart from the parking place.
22. No person shall use a parking place as means of passage proceeding from one road to another.
23. Where in a parking place signs are erected or surface markings are laid for the purpose of:-
  - [a] indicating the entrance to or exit from the parking place; or
  - [b] indicating that a vehicle using the parking place shall proceed in a specified direction within the parking place, no person shall drive or cause or permit to be driven any vehicle (i) so that it enters the parking place otherwise than by an entrance, or leaves the parking place otherwise than by an exit, so indicated, or (ii) in a direction other than that specified, as the case may be.
24. In a parking place no person shall:-
  - [a] erect or cause or permit to be erected any tent, booth, stand, building or other structure without the written consent of the Council; or
  - [b] light or cause or permit to be lit any fire.
25. The following vehicles left in a parking place shall be exempt from any limitation on time and from the payment of any charge specified in column 6 or 7, as the case may be, in Part I of the Schedule to this order subject to the exceptions in Article 7(6) to this order;
  - [a] an invalid carriage;
  - [b] a vehicle issued to a disabled person by the Department of Health and Social Security in lieu of an invalid carriage;
  - [c] a vehicle left by the driver thereof, who is a person who on account of his severe physical disability has been given a notice in writing by the Council that he is exempt from any such charge or limitation on time, if the notice is displayed on the vehicle in a conspicuous position;
  - [d] a disabled persons vehicle which displays in the prescribed position a

Disabled Persons Badge issued by any Local Authority in accordance with the provisions of the Disabled Persons (Badges for Motor Vehicles) Regulations 1982 or a badge having effect under those Regulations as if it were a disabled persons badge;

- [e] vehicles owned and operated by the police, fire and ambulance services when attending an emergency in the vicinity of the parking place.
  - (f) A vehicle which displays a Concessionary season ticket issued in accordance with Article 7(6) of this order provided that the vehicle is driven by the person to whom the Concessionary season ticket was issued or their partner if they have reached the qualifying age.
26. Where in a parking place signs are erected or surface markings are laid for the purpose of indicating that a particular parking bay is for the use of a disabled person's vehicle, no person shall cause a vehicle to be parked in such a parking bay unless the vehicle is a vehicle which is exempt from any limitation on time and from the payment of any charge specified in column 6 or 7, as the case may be, of Part I of the Schedule to this Order, pursuant to Article 25 hereof.
27. Any person removing or altering the position of a vehicle by virtue of Article 12 of this Order may do so by towing or driving the vehicle or in such other manner as he may think necessary and may take such measures in relation to the vehicle as he may think necessary to enable him to remove it or alter its position, as the case may be.
28. When a person authorised by the Council removes or makes arrangements for the removal of a vehicle from a parking place by virtue of Article 12 of this Order, he shall make such arrangements as may be reasonably necessary for the safe custody of the vehicle.
29. On seeking to recover from the Council possession of a vehicle removed from a parking place in pursuance of Article 12 of this Order the owner of the vehicle shall pay to the Council the sum as set out in Part II of the Schedule to this Order.
30. (1) Any person duly authorised by the Council may suspend the use of a parking place or any part thereof whenever he considers such suspension reasonably necessary:-
- [a] for the purpose of facilitating the movement of traffic or promoting its safety;
  - [b] for the purpose of any building operations, demolition or excavation in or adjacent to the parking place, or the maintenance, improvement or reconstruction of the parking place, the laying, erection, alteration, removal or repair in or adjacent to the parking place of any sewer or of any main, pipe or apparatus for the supply of gas, water or electricity or any telegraphic line or traffic sign;
  - [c] for the convenience of occupiers of premises adjacent to the parking place on any occasion of the removal of furniture from one office or dwelling house to another or the removal of furniture from such premises to a depository or to such premises from a depository;
  - [d] on any occasion on which it is likely by reason of some special

attraction that any street will be thronged or obstructed; or

- [e] for the convenience of occupiers of premises adjacent to the parking places at times of weddings or funerals, or on other special occasions;
- [f] to enable the parking place to be used for or in connection with Civic Ceremonies, or for Road Safety, Religious, Charitable, Sporting or Educational purposes;
- [g] to enable the parking place to be used for or in connection with some special occasion or event not otherwise provided for in this Article.

- (2) A police constable in uniform may suspend for not longer than twenty-four hours the use of a parking place or any part thereof whenever he considers such suspension reasonably necessary for the purpose of facilitating the movement of traffic or promoting its safety.
- (3) Any person suspending the use of a parking place or any part thereof in accordance with the provisions of paragraph (1) or paragraph (2) of this Article shall thereupon place or cause to be placed within the parking place or that part thereof, the use of which is suspended in accordance with this Article, a notice indicating that the use thereof is suspended and that waiting by vehicles is prohibited.
- (4) The Council at their discretion may suspend the use of any part of a parking place and thereafter may designate that part of such parking place to be reserved for the parking of vehicles engaged in the operations of the Council, the Worcestershire County Council, the Police, the Post Office, any voluntary or other organisation or any statutory undertaking and any part of a parking place so designated shall be marked so as to identify that it is reserved for vehicles engaged in such operations.
- (5) No person shall cause or permit a vehicle to be left or to wait:-
  - (a) in a parking place or any part thereof during such period that the use of the parking place is suspended or during such period as there is in or adjacent to a parking place or any part thereof a notice placed in pursuance of paragraph (3) of this Article; or
  - (b) in any part of a parking place marked as being designated by the Council in pursuance of paragraph (4) of this Article.
- (6) The Council may by resolution close either permanently or for any specified period of time either the whole or any part of any parking place specified in Part I of the Schedule to this Order, whereupon for the period of the closure, if not permanent, the order shall cease to have effect in respect of the parking place to which the resolution applies for the specified period, and if permanent, permanently.

31. A season ticket holder may surrender a season ticket to the Council at any time.

- (1) A season ticket holder who surrenders a season ticket to the Council before it has become valid shall be entitled to a refund of the fee paid in respect thereof.



## SCHEDULE

### PART I

Name of parking place	Position in which vehicles may wait	Classes of vehicles	Day of operation of parking place	Hours of operation of parking place	Maximum period for which vehicle may wait	Scale of charge	Period within which vehicle may not return to parking places
1	2	3	4	5	6	7	8
<b>SHORT STAY CAR PARKS (GROUP A - MAXIMUM STAY 2 HOURS)</b>							
Windsor Street New Road	Except for vehicles outside the classes of vehicles defined in column 3 of this schedule the parking of which is expressly authorised by the Council in writing wholly within a parking bay with the exception of vehicles of a type described in Article 25 (1) (e) of this Order (emergency vehicles) which may park in any position necessary to deal with an emergency upon which they are attending. In the case of vehicles outside the classes of vehicles defined in the said column 3 hereto the parking of which is expressly authorised by the Council in writing as directed by the Council.	Except as may be expressly authorised by the Council in writing, motor cars as that expression is defined in Section 136 (2), motor cycles as that expression is defined in Section 136 (4), and invalid carriages as that expression is defined in Section 136 (5) of the Act of 1984; motor vehicles not exceeding 30 cwts, unladen weight constructed or adapted solely for the purpose of carrying goods; and vehicles of a type described in Article 25 (1) (e) of this Order.	All days	All Hours	2 Hours	In respect of vehicles parked during the hours of 8.00 a.m. to 10.00 p.m. daily, 70p (inclusive of Value Added Tax) for a period not exceeding 1 hour; 90p (inclusive of Value Added Tax) for a period not exceeding 2 hours; provided that on no occasion shall a vehicle be allowed to wait for a period exceeding two hours.	2 Hours

Name of parking place	Position in which vehicles may wait	Classes of vehicles	Day of operation of parking place	Hours of operation of parking place	Maximum period for which vehicle may wait	Scale of charge	Period within which vehicle may not return to parking places
1	2	3	4	5	6	7	8
<b>SHORT STAY CAR PARKS (GROUP B - MAXIMUM STAY 4 HOURS)</b>							
Parkside	As above	As above	As above	As above	4 Hours	In respect of vehicles parked during the hours of 8.00 a.m. to 10.00 p.m. daily, 40p (inclusive of Value Added Tax) for a period not exceeding 30 mins; 70p (inclusive of Value Added Tax) for a period not exceeding 1 hour; 90p (inclusive of Value Added Tax) for a period not exceeding 2 hours; £1.20 (inclusive of Value Added Tax) for a period not exceeding 3 hours; and £2.10 (inclusive of value added tax) for a period not exceeding 4 hours.	None
Churchfields (multi-storey) Recreation Road (South)	As above	As above	As above	As above	4 Hours	In respect of vehicles parked during the hours of 8.00 a.m. to 10.00 p.m. daily, 70p (inclusive of Value Added Tax) for a period not exceeding 1 hour; 90p (inclusive of Value Added Tax) for a period not exceeding 2 hours; £1.20 (inclusive of Value Added Tax) for a period not exceeding 3 hours; and £2.10 (inclusive of Value Added Tax) for a period not exceeding 4 hours.	None



Name of parking place	Position in which vehicles may wait	Classes of vehicles	Day of operation of parking place	Hours of operation of parking place	Maximum period for which vehicle may wait	Scale of charge	Period within which vehicle may not return to parking places
1	2	3	4	5	6	7	8
<b>LONG STAY CAR PARKS (GROUP A)</b>							
Recreation Road (North)	As above	As above	As above	As above	No limit	In respect of vehicles parked during the hours of 8.00 a.m. to 10.00 p.m. daily, 70p (inclusive of Value Added Tax) for a period not exceeding 1 hour; 90p (inclusive of Value Added Tax) for a period not exceeding 2 hours; and £1.40 (inclusive of Value Added Tax) for a period in excess of 2 hours.	None
School Drive	As above	As above	As above	As above	As above	As above	As above
Hanover Street	As above	As above	As above	As above	As above	As above	As above
<b>LONG STAY CAR PARKS (GROUP B)</b>							
Stourbridge Road	As above	As above	As above	As above	As above	In respect of vehicles parked during the hours of 8.00 a.m. to 10.00 p.m. daily, 50p (inclusive of Value Added Tax) for a period not exceeding 1 hour; 60p (inclusive of Value Added Tax) for a period not exceeding 2 hours; and 80p (inclusive of Value Added Tax) for a period in excess of 2 hours).	As above
<b>LONG STAY CAR PARKS (GROUP C)</b>							
Bromsgrove Station	As above	As above	As above	As above	As above	In respect of vehicles parked during the hours of 8.00 a.m. to 10.00 p.m. £1.00 (inclusive of Value Added Tax) per day or any part thereof.	As above

Name of parking place	Position in which vehicles may wait	Classes of vehicles	Day of operation of parking place	Hours of operation of parking place	Maximum period for which vehicle may wait	Scale of charge	Period within which vehicle may not return to parking places
1	2	3	4	5	6	7	8
<b>LONG STAY CAR PARKS (GROUP B)</b>							
Stourbridge Road	As above	As above	As above	As above	As above	In respect of vehicles parked during the hours of 8.00 a.m. to 7.00 p.m. Mondays to Saturdays inclusive, 40p (inclusive of Value Added Tax) for a period not exceeding 1 hour; 50p (inclusive of Value Added Tax) for a period not exceeding 2 hours; and 60p (inclusive of Value Added Tax) for a period in excess of 2 hours.	As above
Bromsgrove Station	As above	As above	As above	As above	As above	In respect of vehicles parked during the hours of 8.00 a.m. to 7.00 p.m. Mondays to Saturdays inclusive, £1.00 (inclusive of Value Added Tax) per day or any part thereof.	As above

**PART II**

<u>Reference</u>	<u>Subject</u>	<u>Cost</u>
Paragraph 7 (5) " "	Season Ticket (Annual) Season Ticket (Quarterly)	£175 (plus Value Added Tax) £43.75 (plus Value Added Tax)
Paragraph 7 (6)	Concessionary Season Ticket (for persons over 60 but under 65 years of age)	£5.15
Paragraph 8 (1) " 8 (2) " 8 (3)	Excess Charge Excess Charge (if paid within 7 days) Excess Charge referred to above to be quoted on notice to be served.	£30 (for each offence) £10 £30 (abated to £10 if paid within 7 days)
Paragraph 12	Fine for non-compliance with notice (re statement of ownership and statement of facts)	Not exceeding £50, or not exceeding £100 for a second or subsequent conviction.
Paragraph 13	Fine for provision of false information.	(as above)
Paragraph 25 (2)	Concessionary Travel Permit	£5.15
Paragraph 29	Cost of recovery of possession of vehicle.	£45 removal costs, plus £6 per day storage fee.