



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 23RD FEBRUARY 2011 AT 4.00 P.M.

THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors R. Hollingworth (Chairman), G. N. Denaro (Vice-Chairman), Dr. D. W. P. Booth JP, Mrs. J. Dyer M.B.E., Mrs. M. A. Sherrey JP, R. D. Smith, M. J. A. Webb and P. J. Whittaker

AGENDA

1. To receive apologies for absence
2. Declarations of Interest
3. Medium Term Financial Plan 2011/2012 - 2013/2014 (Pages 1 - 40)
4. Fees and Charges 2011/2012 (Pages 41 - 54)
5. To consider any other business, details of which have been notified to the Head of Legal, Equalities 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

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

15th February 2011

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BROMSGROVE DISTRICT COUNCIL

CABINET

23rd FEBRUARY 2011

MEDIUM TERM FINANCIAL PLAN 2011/12-2013/14

Relevant Portfolio Holder	Geoff Denaro
Relevant Head of Service	Jayne Pickering
Key Decision / Non-Key Decision	

1. Summary

1.1. To provide information to enable Cabinet to recommend to Full Council the approval of the Medium Term Financial Plan to include the budget allocation for revenue and capital during the period 2011/12- 2013/14.

2. Recommendations

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

2.1.1 Approval of the high pressures as identified in Appendix A of:

2011/12 £304,000

2012/13 £239,000

2013/14 £239,000

2.1.2 Approval of the savings as identified in Appendix B of:

2011/12 £873,000

2012/13 £1,458,000

2013/14 £1,794,000

2.1.3 Approval of the income shortfalls as identified in Appendix C of:

2011/12 £622,000

2012/13 £625,000

2013/14 £625,000

2.1.4 Approval of the unavoidable pressures as identified in Appendix D of:

2011/12 £261,000

2012/13 £217,000

2013/14 £217,000

2.1.4 Approval of the high capital bids as detailed in Appendix E (i) of:

2011/12 £ 737,000

2012/13 £ 873,000

2013/14 £1,467,000

2.2 Approval of the use of balances of £323,000

2.3 Consider the recommendations from Overview and Scrutiny 1st February 2011 as detailed at Appendix G.

2.4 Approval of the Prudential Indicators as detailed in Appendix H.

3. Background

3.1. The Council on 6th January 2010 approved a medium term financial plan that included the Revenue and Capital budget requirements for 2011/12 - 2012/13. This report updates the plan by addressing identified pressures and savings together with updating the budget proposals to 2013/14.

3.2. As part of part of the approved budget process Cabinet proposed a set of 10 priorities against the Council objectives for focus of resources which were approved by Council. These approved objectives and 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 fundamental in achieving the Council's priorities.
- Financial savings have been focused on more efficient working practices and alternative methods of service delivery
- Disinvesting in non priority areas.
- Capital Projects to be proposed only if they meet the priorities of the Council

3.4 Following approval of the Council priorities officers prepared Business Plans to ensure their services were aligned to these priorities and were to be delivered in an efficient and effective way to give quality provision to the customer. As a result of these plans a number of revenue and capital bids have been identified by Heads of Service to enable services to improve.

3.5 An officer review has been undertaken of the bids and they have been classified as "High, Medium or Low" depending on the link to the Council priorities. Within the summary statement at X only those rated as "High" have been included for funding within the medium term financial plan. These bids are detailed at Appendix A (revenue) and E(i) (capital). The schedule also includes the bids that have been classed as Medium or Low for Members further consideration.

3.6 Officers have also identified a number of budget pressures that have either been deemed "unavoidable". Unavoidable includes the ongoing effects of pressures identified during 2010/11 together with any issues that have been raised as fundamental to maintaining service provision as part of the budget process. The unavoidable pressures are included at Appendix D. In addition income shortfalls that cannot be managed by

improved marketing or price increases are included at Appendix C with the aim to reduce the target to a more realistic level.

- 3.7 Savings have been proposed by Corporate Management Team who have sought to identify areas which could demonstrate:
- Additional income generation
 - Reduction to costs with no impact on service delivery
 - Alternative methods of service delivery / more efficient working practices / shared / collaborative working to realise savings
 - Reduction in cost of services which do not directly impact on the Councils priorities
- 3.8 The savings/ additional income details are shown in Appendix B.
- 3.9 As part of the review of the Financial Plan officers have included proposals to generate efficiency savings through joint working or alternative ways of providing our services. It is anticipated that due to the significant reduction in costs to be realised from shared services the 3 year plan will be brought forward into the next 12-18 months.

4. KEY ISSUES

- 4.1 On 31st January 2011 the Council received the 2 year final grant settlement from the Government. This reflected a significantly greater cut than was previously estimated and has resulted in the 4 year assumption of savings to be made now be realised over 2 years.
- 4.2 Officers have been working towards delivering £1.3m over a 4 year period through delivery of shared service and joint working arrangements together with realising efficiencies and transforming service provision. The increase in the reduction in grant will result in the current plans to share services with Redditch Borough Council to be brought forward to ensure savings are realised earlier than previously assumed.
- 4.3 The revised provisional grant settlement is as follows :

	2011/12 £'000	2012/13 £'000
Original Grant	5,047	5,047
Adjust concessionary Fares & Misc adj	-477	-477
Revised Grant	4,570	4,570
Final Settlement	3,830	3,304
Final Reduction	740	1,266
Final % Reduction	16.19%	27.70%

4.4 The current summary position includes:

- The impact of a reduction in the 2011/12 pay award to 0% - this would result in a zero pay award across the Council staff. The award has been estimated at 1% for 2012/13 and 2013/14.
- The Capital bids rated as “High” by Corporate Management Team. The impact of these proposals would ensure that the Councils services are delivered in a quality and effective way to our customers. A number of the Capital proposals are funded by Grant or reserve currently available. The remaining projects will be funded by Capital Receipts which would result in the Council entering into borrowing arrangements in 2013/14.
- All savings realised from the shared services implemented between Bromsgrove and Redditch and those resulting from the WETT arrangements.
- The anticipated savings from the sharing of HR & OD and Policy, Performance Communications and Equalities service across the Councils
- To maintain the ICT reserve of £100k for future years to ensure facilities are available to deliver improvements in technology during transformation.
- A reduction to the Council Tax in 2011/12 to 0%. The difference of the original assumption of 2.5% increase to be offset by Government Grant allocation over the 4 year period. An increase of 4.45% has been included for 2012/13 and 2.5% for 2013/14.
- The implementation of the incremental charges at the pay on foot car park
- A surplus of £46k from the Collection Fund for 2010/11 which can offset the revenue budgets for 2011/12.
- Inflation at 2.5% for general services and 5% for utility costs
- Investment interest has been estimated at 0.75%-2%
- Pension costs have been included based on the revised actuary rate of 20.8%

4.5 The revised summary position is shown below. This includes the proposed high pressures only for both revenue and capital.

	2011/12 £'000	2012/13 £'000	2013/14 £'000
Base cost of General Fund Services	12,834	12,958	13,491
Pressures – High bids & unavoidable, income shortfalls	1,187	1,081	1,081
Borrowing to fund capital programme	0	0	26
Savings (quick wins, additional income, shared services, adjustment re concessionary fares)	-2,170	-2,535	-2,878

Investment Income	-68	-105	-110
Recharge to capital programme	-100	-100	-100
Net operating expenditure	11,683	11,299	11,510
New Homes Bonus	-125	-285	-285
Area Based Grant	-135	-135	-135
Surplus from Collection Fund	-46	0	0
Government Grant	-3,830	-3,304	-3,304
Assumed Council Tax @ 0% (offset by 2.5% Gov Grant) 2011/12 & 4.45% 2012/13, 2.5% 2013/14)	-7,224	-7,575	-7,786
Funding from balances	-323	0	0
Overall Shortfall	0	0	0

4.6 The total Capital Programme to include projects approved in January 2010 and new bids is included at Appendix E(ii).

4.7 Investment Interest

An element within the overall medium term financial plan is Investment Interest. Members will be aware that due to the current financial climate a decision has been taken to hold investments in very low risk organisations which offer a lower rate of return than those institutions which may be considered as slightly higher risk. The projections contained within this report include investment increases of 0.75% to 2% by 2013/14.

The quarterly integrated finance and performance report will report the position on the investments generated by the Council and detail any changes as a result of changes to the base rate.

4.8 Balances

4.8.1 The current projected level of balances at 31.03.11 is £1.726m, assuming all costs approved are spent and the projected underspend of £323k for 2010/11 is realised. The proposed use of balances to fund the shortfall in 2011/12 of £323k would reduce the level to £1.403. The current prudent level of balances for the Council is £850k.

4.8.2 The Local Government Act 2003 requires the Chief Finance Officer to report on the adequacy of financial reserves when consideration is given to the General Fund budget requirement for the year.

4.8.3 In February 2003 CIPFA published a guidance document on Local Authority Reserves and Balances. The guidance does not prescribe the minimum level of balances to be held but recommends that consideration is given to the strategic, operational and financial risks facing the authority. During the consultation on this document it was suggested that the recommended minimum should be 5% of net expenditure and this has been followed by a number of authorities.

4.8.4 5% for Bromsgrove District Council would mean maintaining balances at or around £600k. However, just a 1% variation in gross income and gross expenditure is equivalent to £330k which would result in a significant reduction in balances. The increased pressures on limited resources as demonstrated by the projected increases in formula grant, the increases in utility costs, and the fluctuations in income receipts and interest rates together with the impact of the economy on increased service demand may impact on the delivery of services within existing budgets over the 3 year period. In addition, there will be initial costs associated with the delivery of the longer term savings as a result of joint or shared service working. These costs could be funded from general fund balances if sufficient funds were available.

4.8.5 It is therefore considered, taking the above issues into account that a general fund revenue balance of £850k is a prudent minimum level.

4.9 Fees and charges

4.9.1 A report is to be presented to this meeting to propose the fees and charges to be levied as part of the formal approval of the medium term financial plan. The income realised from any increases have been included in the proposed financial projections.

4.10 Consultation

4.10.1 The Council held another budget jury consultation exercise during the Summer and Winter 2010. During the Summer and Autumn there were four sessions, which involved looking at what the Council does and how it finances its activities, what residents felt the broad priorities of the Council should be, through to considering the actual capital and revenue budget bids and savings proposed for 2011/12. As much as possible, we mirrored the process that Members go through. There were approximately 10 jurors of mixed aged, ethnicity and socio economic background. Feedback from the Jurors has been very positive. Their feedback is attached at Appendix F.

4.10.2 Overview and Scrutiny have received a number of budget presentations over the period to ensure all Members are aware of the financial constraints facing the Council. Attached at Appendix

4.11 Capital Programme

4.11.1 As part of the Medium Term Financial Plan and Capital Strategy members approved a number of criteria in relation to the Capital Programme including:

- The capital programme is limited to £1m per annum funded from the Council's own resources (in order to maximise the investment interest);

- Cabinet give consideration to fund housing grants over and above the £1m.

4.11.2 Cabinet also approved the capital investment criteria (as part of the Capital Strategy) that a scheme should satisfy for inclusion in the capital budget as follows:

- Enable delivery of the Councils priorities
- 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.

4.11.3 The Capital Programmes for 2011/12 and 2012/13 were approved as part of the 3 year Financial Plan for 2010/11. The projects approved have been reviewed with the aim to reduce funding requirements whilst still maintaining service delivery. In addition the consideration of the service Business Plans has resulted in new schemes being proposed for 2011/12 – 2013/14 to meet the priorities of the Council. The proposed new bids for the Capital Programme are attached at Appendix E(i) for consideration.

4.11.4 The total of all schemes proposed to include those approved previously are included at Appendix E(ii) for Members information.

4.11.5 If Members approve the level of Capital Spend to 2013/14 the Council will be subject to borrowing during 2013/14. This cost has been included in the budget projections.

4.12 Prudential Indicators

4.12.1 Local Authorities determine their own programme of capital investment in fixed assets that are central to the delivery of quality public services. The Prudential Code was developed by Chartered Institute of Public Finance and Accountancy (Cipfa) as a professional code of practice to support local authorities in taking their decisions.

4.12.2 In order to demonstrate that the Council has fulfilled the objectives stated above, the Prudential Code sets the indicators that must be used, and

the factors that must be taken into account. However, the code does not suggest limits or ratios for these indicators, they are for the Council to set itself.

- 4.12.3 The indicators are designed to support and record local decision making in a publicly accountable manner, they are not designed for comparative performance. An assessment has been made of the indicators for the Council to ensure investment is undertaken within a robust framework. These indicators are included at Appendix G for approval.

Local Government Act 2003

- 4.13 There are a number of requirements that the Council's Section 151 Officer (the Council's designated Senior Finance Officer) has to include in the budget report. These are set out below, together with S.151 comments on each of the issues:

- a) 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: Review of general fund balances included above in report (4.8).

- b) 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 included within the report. The budget updates and considerations at previous Committee meetings have been formally recorded.

- c) 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 (4.8)

- d) The report should show the extent to which reserves are financing ongoing expenditure.

Section 151 Officer's comments: included in the report. Balances to fund 2011/12 only no further recommendations to finance ongoing expenditure.

- e) 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 Council holds adequate reserves to manage future liability and financial constraints as detailed in 4.8.

- f) The report should include a statement on the annual review of earmarked reserves showing:
- i) list of earmarked reserves
 - ii) purpose of reserve
 - iii) advice on appropriate levels
 - iv) estimated opening / closing balances
 - v) planned additions / withdrawals.

Section 151 Officer's Comments: The current reserves are reported on a regular basis through the financial monitoring reports .

5. FINANCIAL IMPLICATIONS

None other than those included in the report.

6. LEGAL IMPLICATIONS

The Council has a legal responsibility to set a balanced budget under the Local Government Act 2003.

7. POLICY IMPLICATIONS

None other than those included in the report.

8. COUNCIL OBJECTIVES

The delivery of a balanced budget demonstrates the Council's ability to fund objectives and priorities within a reasonable level of increase to residents.

9. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

9.1 The main risks and the mitigating action is included in the table below:

Risk Identified	Proposed Measures
<ul style="list-style-type: none">• Savings from Terms and Conditions proposals not realised	<ul style="list-style-type: none">• Formal consultation and negotiation with the unions has commenced and it is hoped that these discussions will support the review as proposed by officers.
<ul style="list-style-type: none">• New Homes Bonus income not realised	<ul style="list-style-type: none">• Officers have included a prudent level of income and will report progress on the consultation and

	changes to the scheme to members on a regular basis
<ul style="list-style-type: none"> • Shared Service and Transformation Savings not realised to the level anticipated 	<ul style="list-style-type: none"> • Officers have a formal plan of shared service arrangements over the next 3 years. It is assumed that this plan will be rescheduled to ensure delivery of the savings proposed.
<ul style="list-style-type: none"> • Employee related costs will be more than assumed 	<ul style="list-style-type: none"> • Figures based on known commitments and estimated future costs. Any further pressures will need to be matched by additional identified savings
<ul style="list-style-type: none"> • Pension fund contributions will be higher than expected after the next actuarial. 	<ul style="list-style-type: none"> • The financial plan will continue to be reviewed and updated annually for a three year period, based on known changes.
<ul style="list-style-type: none"> • Planned budget reductions will not be achieved 	<ul style="list-style-type: none"> • Consultation period commenced with unions to ensure savings from terms and conditions review be realised. • Close monitoring of budgets will be carried out in each financial year. Alternative savings will be identified, or contingency arrangements agreed.
<ul style="list-style-type: none"> • Government Grant revised to greater /or less than anticipated 	<ul style="list-style-type: none"> • The 2013/14 grant has been estimated as no change from 2012/13. This will be reviewed as clarity around future funding arrangements is available. Further efficiency savings will be identified to meet any shortfall in grant.
<ul style="list-style-type: none"> • Income from fees, charges and other sources will not be as high as planned. • Impact of recession has greater impact than first anticipated 	<ul style="list-style-type: none"> • Close monitoring of income budgets will be carried out in each financial year. Alternative savings will be identified or alternative methods of service delivery to generate income will be developed • Income streams to be monitored monthly with service budget holders to identify any areas of shortfall and to present action plan to redress.
<ul style="list-style-type: none"> • Timing of Capital payments may be earlier than estimated 	<ul style="list-style-type: none"> • Close monitoring of the timing and payments of capital expenditure/income will be carried out in each financial year. Alternative savings will be identified, or contingency

	arrangements agreed.
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10. CUSTOMER IMPLICATIONS

None identified.

11. EQUALITIES AND DIVERSITY IMPLICATIONS

None identified.

12. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

None other than those included in the report.

13. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

None identified.

14. HUMAN RESOURCES IMPLICATIONS

Formal consultation in relation to any proposals for sharing of services will be undertaken with unions and staff.

15. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

None identified.

16. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

None identified.

17. HEALTH INEQUALITIES IMPLICATIONS

None identified.

18. LESSONS LEARNT

None identified.

19. COMMUNITY AND STAKEHOLDER ENGAGEMENT

The Council's Budget Jury.

20. OTHERS CONSULTED ON THE REPORT

Portfolio Holder	No
Chief Executive	No

Executive Director (S151 Officer)	Yes
Deputy Chief Executive / Executive Director - Leisure, Environment and Community Services	No
Executive Director – Planning & Regeneration, Regulatory and Housing Services	No
Director of Policy, Performance and Partnerships	No
Head of Service	Yes
Head of Resources	No
Head of Legal, Equalities & Democratic Services	No
Corporate Procurement Team	No

21. WARDS AFFECTED

All wards.

22. APPENDICES

Appendix A – High, Medium and Low Pressures - Revenue
Appendix B – Additional Income Generated & Savings identified
Appendix C – Shortfalls in income
Appendix D – Unavoidable Pressures
Appendix E (i) – Capital Programme – High Bids
Appendix E (ii) – Total proposed Capital Programme
Appendix F – Budget Jury considerations
Appendix G – Overview and Scrutiny Recommendations
Appendix H – Prudential Indicators

23. BACKGROUND PAPERS

Budget timetable.
Detailed budget working papers are available from Financial Services.

AUTHOR OF REPORT

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NEW REVENUE BIDS 2011/12-2013/14

APPENDIX A

Department	Description	2011/12 £'000	2012/13 £'000	2013/14 £'000	H/M/L	COMMENT
Legal & Democratic Services	Attendance at Committee Meetings	3	3	3	H	Potential costs associated with proposed changes to terms and conditions.
Legal & Democratic Services	Equality & Diversity - new bids	5	5	5	H	New Equality and Diversity Bids
Legal & Democratic Services	Freedom of the District - Mercian	5	0	0	H	This cost relates to the granting of the freedom of the District to the Mercian Regiment in 2010/11
Environmental Services	Cemetery Tree Works	4	4	4	H	To undertake urgent remedial works on the cemetery trees to mitigate the impact of safety issues to the public
Environmental Services	Green Waste R&R - bins	12	12	12	H	To provide for replacement bins for the green waste / brown bins
Environmental Services	Green Waste R&R - fleet	80	80	80	H	To provide a reserve for future replacement vehicles for the garden waste vehicles
Planning & Regeneration	Business Start up Grant	5	5	5	H	The project would provide a £500 grant to people who start a new business and undertake a free business start up course provided by NEW College.
Planning & Regeneration	Strategy for increased employment	30	30	30	H	To ensure the Council has a robust framework in place to increase employment across the District
Business Transformation	Member ICT facilities	8	8	8	H	Linked to capital bid. The project will deliver standard ICT equipment for all Members . It was agreed by the Member Development Steering Group that this is required and will enable the correct use of ICT facilities. It will also enable members to make use of the Broadband at home and Blackberry Devices where required.
Business Transformation	MS Office & PC suite	46	46	46	H	This will enable a standard method of working across the councils (sharing calendars etc). This will also include upgrading both sites to the latest supported versions of Microsoft Office and PC operating system. Partially offset by savings on licenses (included in savings proposed) The cost includes online training.
Business Transformation	Voice over IP	18	18	18	H	Linked to capital bid - The existing VoIP phone system will be unsupported from May 2011. This budget bid covers the ongoing support and maintenance cost for the system. Cost savings of £10k for BDC will be delivered corporately as a result of not having to pay for each call made between BDC & RBC.
Community Services	Strategic Housing - Contribution towards Sub Regional Housing Market Assessment	10	0	0	H	CO1 Housing -The HMA is a key piece of research that forms the basis data for the Countywide Housing Strategy, the local strategic housing action plans, evidence to support the Council's Core Strategy, negotiations with developers on Section 106 affordable housing and HCA for development funding.
Community Services	Homelessness Support Post	15	15	15	H	To fund a part time post (£10k) within strategic housing to enable pro-active support to vulnerable members of the community who may be at risk of becoming homeless following the changes to Housing Benefits. The funding would be provided via the grant allocation from Government. In addition it is proposed there is a £5k increase to the Discretionary Housing Payment allocation to meet customers financial constraints as a further result of the impending changes in benefit entitlement.
Council Wide	Terms & Conditions - Death in Service Benefit	13	13	13	H	To provide insurance to all employees for death in service over the allocation provided as part of the Pension Scheme - proposed as part of the changes to terms and conditions
Town Centre - Planning	Dolphin Centre Replacement - Development Opportunities	50	0	0	H	To commission a review for the future replacement of the Dolphin Centre to identify scope of new facility, potential capital investment requirements, revised revenue costs Inc R&M and indicative layouts with in the available footprint. This process will allow members to make future decisions on the future of the site and will form the basis of appointing to professional team to commence the design and build stages of the project. This funding submission is in line with Royal Institute of British Architects approved design./project management scheme and would be considered as stage A.
Customer Services	Automated customer feedback	6	6	6	M	Linked to capital bid - Implementation of an automated customer feedback mechanism enables customer to provide real time feedback on their experience of contact at the time of the contact. This helps inform service delivery improvements and provides us with real time information on customer demand.
Customer Services	Customer Service excellence	4	0	0	M	This represents the cost of Customer Service Excellence assessment for both authorities. Customer Service Excellence provides public services with a practical tool for driving customer-focused change within their organisation.
Planning & Regeneration	Aftercare Service	15	15	15	M	Establish high level relationships with key strategic businesses through a programme of company visits and ensure that the companies are receiving maximum support. The purpose of the service is to embed businesses in the District and to minimise the risk of relocation
Planning & Regeneration	Careers Fair for yr 8 students	1	1	1	M	Due to the tertiary system of education in Bromsgrove, students do not receive careers advice until year 9 (first year of high school). The Careers Fair aims to foster economic ambition in young people and encourage them to think about their future opportunities

NEW REVENUE BIDS 2011/12-2013/14

APPENDIX A

Department	Description	2011/12 £'000	2012/13 £'000	2013/14 £'000	H/M/L	COMMENT
Planning & Regeneration	Graduate Programme	1	1	1	M	The Social Science Workplace Experience Programme (SSWEP) is funded by the Economic and Social Research Council. The programme is used to access the skills and knowledge of undergraduate social science students and the programme is subject to application.
Finance & Resources	Develop and introduce Health & Well Being Programme	6	0	0	M	To improve the support given to staff in their health and well being. This should reduce the sickness and support the absence management across the Council.
Finance & Resources	Implement bureau service for payroll and improvements to BACS process	6	0	0	M	To provide an automated system for the update and consolidation of monthly information from staff to enable payment of car mileage and overtime etc. This system is currently resource intensive and it is anticipated that there will be a saving in staff time
Finance & Resources	Review recruitment procedures and roll out Recruitment Portal	6	0	0	M	To provide an automated system for the update and consolidation of monthly information from staff to enable payment of car mileage and overtime etc. This system is currently resource intensive and it is anticipated that there will be a saving in staff time
Finance & Resources	Risk Management Review	3	0	0	M	To improve the risk management processes within the Council
Finance & Resources	Stress Audit	2	0	0	M	To enable pro-active support to staff who may suffer from stress and to provide advice and support of health matters to reduce the impact of stress related sickness
Policy, Performance & Partnerships	Podcasts	1	1	1	L	By purchasing the equipment this will enable both Councils to look at extending their range of communications internally and eventually externally.
Total Bids		354	263	263		
TOTAL HIGH BIDS		304	239	239		

SAVINGS PROPOSED 2011/12 - 2013/14

APPENDIX B

Description	Department	2011/12 £'000	2012/13 £'000	2013/14 £'000
Vacant post within service - aim to absorb current workload and to address as part of shared service proposals	Legal & Democratic Services	-36	-36	-36
Release of budgets relating to Equality and Diversity Bids to be reallocated in high bids.	Legal & Democratic Services	-9	-10	-10
Increase income target to level generated in relation to Garden Waste collection	Environmental Services	-110	-110	-110
Environmental Services Review - savings realised	Environmental Services	-13	-13	-13
Trade Waste income received	Environmental Services	-10	-10	-10
Additional Income from County for running costs of the Customer Service Centre	Customer Services	-4	-4	-4
Renegotiate Strand Contract	Business Transformation	-13	-12	-12
Phone System Savings - call costs reduced	Business Transformation	-10	-10	-10
IT licences budget - to partially offset costs of MS office high bid	Business Transformation	-46	-46	-46
Savings from reducing car mileage rate to 40p - proposals under consultation	Council Wide	-18	-18	-18
Savings from withdrawing essential car user allowance - proposals under consultation	Council Wide	-89	-89	-89
Savings to be realised from Shared Services/ Transformation and efficiencies	Council Wide	-266	-934	-1,270
Improved procurement opportunities	Council Wide	-50	-50	-50
Reduction in Together Bromsgrove by one edition (£5k) and misc saving (£20k)	Policy, Performance & Partnerships	-25	-25	-25
Reduction in budgets allocated to the museum on the basis that it is sold in 2011/12	Leisure & Cultural Services	0	-10	-10
Victoria Ground Rent from current occupiers	Leisure & Cultural Services	-12	-12	-12
Sanders Park Pavilion Rent	Leisure & Cultural Services	-12	-12	-12
Allotments - increase income target to meet realistic level	Leisure & Cultural Services	-4	-4	-4
Various income generated - increase target to meet realistic level	Leisure & Cultural Services	-9	-9	-9
Market Income - additional income received	Planning & Regeneration	-10	-10	-10
Development Control - pre application fees now charged	Planning & Regeneration	-8	-8	-8
George House rental Income (lease ending April 2012)	Finance & Resources	-45	0	0
Revenues - court cost recovery (net)	Finance & Resources	-28	-28	-28
Additional Benefits Admin Grant income for 11/12	Finance & Resources	-48	0	0

TOTAL SAVINGS **-873** **-1,458** **-1,794**

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UNAVOIDABLE PRESSURES - INCOME SHORTFALLS 2011/12-2013/14

Description	Department	2011/12 £'000	2012/13 £'000	2013/14 £'000
Procurement Officer cost sharing offset by additional procurement target of £50k	Finance & Resources	17	17	17
Spadesbourne Suite income - shortfall on use of facility -officers working on marketing to improve the income generated	Finance & Resources	10	10	10
The proposal to charge for Direct Debits has not improved collection and will be addressed as part of review of the service	Finance & Resources	12	12	12
To adjust the budgets to reflect the sale of the industrial units	Finance & Resources	9	9	9
Legal Services - BDHT work reduced - officers looking at other ways of generating income	Legal & Democratic	6	6	6
Land Charges - significant shortfall due to the recession. Savings required to offset this shortfall are to be addressed as part of the shared service programme	Planning & Regeneration	80	80	80
Building Control Fees -significant shortfall due to the recession. Savings required to offset this shortfall are to be addressed as part of the shared service programme	Planning & Regeneration	37	40	40
Miscellaneous target not being achieved as result of not charging for weekly lists of planning apps (info available on line) and reduced photocopying and plan copying income.	Planning & Regeneration	4	4	4
Income no longer received for additional events held	Planning & Regeneration	10	10	10
Miscellaneous sales are no longer an income generator and non-government grant no longer received	Planning & Regeneration	6	6	6
A number of years ago we used to do tree surveys on behalf of county council and BDHT however due to staff shortages this was no longer possible and these organisations have made other arrangements. When new shared tree team is fully staffed investigation into whether we can offer this service again, will take place.	Environmental Services	5	5	5
The re-introduction of incremental charges has had a detrimental effect to the income that is achievable, and was identified as a pressure within 2010/11 with the shortfall being met from reserves. This together with the economic downturn, falling retail sales and therefore less people using the car parks nationally has resulted in the shortfall				
The shortfall reflects the position that the community has more choice regarding funeral arrangements and therefore a resulting reduction in income generated has to be reflected in the budget projections.	Environmental Services	190	190	190
	Environmental Services	10	10	10

Less people are using the chargeable bulky collection service, this may be due to re-use schemes such as Freecycle, Freegle etc. which reduce the use of landfill.		20	20	20
With the introduction of scrappage payments and the value of scrap metal people are no longer abandoning the same volume of vehicles as in previous years. There is a corresponding saving of expenditure budget for the cost of removal.		16	16	16
The rent on the transfer site currently does not rise in line with inflation therefore BDC target has increased year on year but the income does not. This will bring the figures back in line. Officers to investigate when an increase can be negotiated in future.		4	4	4
This relates to an internal reduction in both costs and income and therefore does not impact on the overall financial position of the Council.		20	20	20
continue to look for opportunities to increase contracts gained		18	18	18
This relates to the reduction in income from the Caravan Site as a result of transfer. There is a corresponding reduction in costs and therefore no impact on the overall position of the Council		51	51	51
Right to Buy - period of payback to the Council for RTB from ex Council Homes finishes in April 11 therefore not income to be realised.		30	30	30
Communications income/sales		8	8	8
Due to the economic down turn, limited capacity with in the team to support work in this area and increased budget pressure on local small and medium sized business officers have been unable to achieve the income projections made in 2008. Officers are confident the revised target is achievable based on the experienced gained over the past 2yrs of working in this field.		15	15	15
Grants no longer received		11	11	11
End of Drawdown from developer contributions		31	31	31
Reduced recharge to County if expenditure reduced		3.5	3.5	4
TOTAL UNAVOIDABLE		622	625	625

UNAVOIDABLE PRESSURES - REVENUE BUDGET

APPENDIX D

Description	Department	2011/12 £'000	2012/13 £'000	2013/14 £'000	COMMENT
Homelessness	Community Services	87	87	87	Original level of homelessness grant required to continue level of service
BDHT Management Fee	Community Services	7	7	7	If the Housing Waiting list rises above 3,500 then additional administration charges become applicable to BDHT. The list has been increasing over the past 18 months and is set to continue.
BURT	Community Services	10	10	10	Community Transport (BURT) running costs
Facilities Management	Finance & Resources	27	40	40	Build back in WETT Facilities savings
George House - Business Rates	Finance & Resources	17	17	17	Business Rates
PCI Compliance	Finance & Resources	10	10	10	To ensure the Council is compliant with legal issues relating to use of Electronic Banking Services
Revenues & Benefits - Bank Charges	Finance & Resources	8	8	8	Additional bank charges
Page					
Absent Vote Review	Legal & Democratic Services	7	0	0	There is a requirement to conduct an Absent Vote Review by January 2012 - involving writing to every current postal and proxy voter to obtain a fresh application that includes D.O.B and signature as a personal identifier in accordance with legislation
Planning & Regeneration	Core Strategy Review	50			To formally review the core strategy for the Council.
Government Connect license - link with secure email	Transformation	18	18	18	Gov Connect connection charges to connect to Government secure services, these charges are now to be met by each authority due to Gov Connect no longer providing funding. BDC use this service for the Revenue & Benefit information exchange with DWP
Increase in bring site charges	Environmental Services	6	6	6	Paper and glass recycling providers have increased their prices. Officers are investigating use of other providers with procurement
Additional Resources for Market to cover operational hours	Planning & Regeneration	7	7	7	To provide resources to cover the operational hours of the market
Operational costs for the Customer Service Centre	Customer Services	7	7	7	To fund the costs relating to energy and other services use at the CSC
TOTAL UNAVOIDABLE		261	217	217	

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NEW CAPITAL BIDS 2011/12-2013/14

APPENDIX E(i)

Description	Department	2011/12 £'000	2011/12 £'000	2011/12 £'000	H/M/L	Commentary (link to priorities etc)
Funding for DFGs	Community Services	100	100	190	H	The Council has a statutory duty under The Housing Grants, Construction and Regeneration Act 1996) to provide mandatory Disabled Facilities Grants (DFGs) for the adaptation of homes of disabled persons. This will increase the funding available through the grant of £310k from the Government and £90k already approved to a revised allocation of £500k.
Local Authority Grant to Principal P referred Partners (BDHT / W Mercia) for the development of affordable housing in the District.	Community Services	200	0	0	H	Local authority grant budget for allocation to the Council's Principal Preferred RSL Partners to assist in the development of affordable housing in the District
Home Repair Assistance Grants	Community Services	0	0	25	H	Provision of Discretionary Home Repair Assistance Grants of up to £5,000 repayable upon sale of property or death of recipient. Provided to applicants where the owner occupiers property in need of essential repairs as determined by the Housing Act 2004 as a 'Category 1 Hazard' in order to make the property healthy, safe, wind and weatherproof.
Fleet Replacement	Environmental Services	225	741	916	H	Street Scene vehicle replacement programme - new bids - 2 Mini Sweepers(£134k - new bid), 4 mowers (£32k (£17k agreed previously)), 1 Forklift Truck (£25k - new bid), various items of small plant (£51k - new bid).
Harvest Close (Heath Close) - Enhance Play Areas	Leisure & Cultural Services	52	0	0	H	£106 Funded
Holycross Lodge - Youth Provision in Bromsgrove West	Leisure & Cultural Services	0	32	0	H	£106 Funded
Sanders Park - Enhancement of Existing Play Areas	Leisure & Cultural Services	60	0	0	H	£106 Funded
Member ICT facilities at RBC & BDC	Business Transformation	10	0	0	H	The project will deliver standard ICT equipment for all Members at BDC. It was agreed by the Member Development Steering Group that this is required and will enable the correct use of ICT facilities. It will also enable members to make use of the wireless infrastructure at the Council House
Voice Mail IP for BDC & RBC	Business Transformation	90	0	0	H	This is to maintain the current service provision and is to be funded by the reserve that has been allocated to ICT development.
Train Station Development	Planning & Regeneration	0	0	200	H	To ensure that 340 car parking spaces are available as part of the Railway Station Development
Support Services - Charge to Capital	Corporate	0	0	136	H	
Depot Drive Replacement	Environmental Services	80	0	0	M	Existing block pavements are breaking up and therefore causing a health and safety risk to all staff
BURT Bus	Community Services	32	0	0	M	Capital bid to replace the Bromsgrove Urban Rural Transport (BURT) bus. The current bus has had major mechanical and bodywork issues, resulting in an overspend on the repairs and maintenance budget. In addition the bus is now 7 years old. This service has been running for just over 12 months and is currently being evaluated as to the services impact and longer term sustainability.
Electronic claim form BDC	Finance & Resources	20	0	0	M	To enable customers to claim for benefits via the Internet to enable a more speedy response on-line benefit applications
Automated customer feedback	Customer Services	10	0	0	M	Implementation of an automated customer feedback mechanism enables customer to provide real time feedback on their experience of contact at the time of the contact. This helps inform service delivery improvements.
Solar Panels	Policy, Performance & Partnerships	20	0	0	M	To install solar panels on assets belonging to the Council with the aim to reduce future energy bills. This will have a payback of 10 years with a scheme life of 25 years giving a surplus (income and energy efficiency saving) of 33k over the remaining 15 years.
Podcasts	Policy, Performance & Partnerships	2	0	0	M	By purchasing the equipment this will enable both Councils to look at extending their range of communications internally and eventually externally.
TOTAL BIDS - CAPITAL		901	873	1,467		
TOTAL BIDS - HIGH		737	873	1,467		

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SUMMARY - CAPITAL PROGRAMME 2011/12- 2013/14 - TO INCLUDE NEW BIDS

APPENDIX E(ii)

Description	Department	2011/12 £'000	2011/12 £'000	2011/12 £'000	2011/12 £'000	H/M/L	Commentary (link to priorities etc)
Funding for DFGs	Community Services	500	500	500	500	H	The Council has a statutory duty under The Housing Grants, Construction and Regeneration Act 1996) to provide mandatory Disabled Facilities Grants (DFGs) for the adaptation of homes of disabled persons.
Local Authority Grant to Principal P referred Partners (BDHT / W Mercia) for the development of affordable housing in the District.	Community Services	200	0	0	0	H	Local authority grant budget for allocation to the Council's Principal Preferred RSL. Partners to assist in the development of affordable housing in the District
Discretionary Home Repair Assistance & Housing Renewal Grants (Private Sector Only)	Community Services	63	63	25	25	H	Provision of Discretionary Home Repair Assistance Grants of up to £5,000 repayable upon sale of property or death of recipient. Provided to applicants where the owner occupiers property in need of essential repairs as determined by the Housing Act 2004 as a 'Category 1 Hazard' in order to make the property healthy, safe, wind and weatherproof.
Fleet Replacement	Environmental Services	825	741	916	916	H	Street Scene vehicle replacement programme following an analysis of vehicle requirements and service changes, now 5 Refuse collection vehicles (£700k - agreed previously), 2 Mini Sweepers (£134k), 4 mowers (£32k), 1 Forklift Truck (£25k), various items of small plant (£51k - new bid)..
WETT Programme (Regulatory)	Planning & Regeneration	50	20	20	20	H	To fund the BDC share of costs, as approved in the Business Case, to support the transformation and improvements within the Regulatory Services Joint arrangements
Harvest House (Health Close) - Enhance Play Areas	Leisure & Cultural Services	52	0	0	0	H	£106 Funded
Hollycroses Lodge - Youth Provision in Bromsgrove West	Leisure & Cultural Services	0	32	0	32	H	£106 Funded
Sandwell Park - Enhancement of Existing Play Areas	Leisure & Cultural Services	60	0	0	0	H	£106 Funded
Member ICT facilities at RBC & BDC	Business Transformation	10	0	0	0	H	The project will deliver standard ICT equipment for all Members at BDC. It was agreed by the Member Development Steering Group that this is required and will enable the correct use of ICT facilities. It will also enable members to make use of the wireless infrastructure at the Council House
Voice over IP for BDC & RBC	Business Transformation	90	0	0	0	H	This is to maintain the current service provision and is to be funded by the reserve that has been allocated to ICT development.
Train Station Development	Planning & Regeneration	0	0	200	200	H	To ensure that 340 car parking spaces are available as part of the Railway Station Development
Support Services - Charge to Capital	Corporate	136	136	136	136	H	
Depot Drive Replacement	Environmental Services	80	0	0	0	M	Existing block pavements are breaking up and therefore causing a health and safety risk to all staff
BURT Bus	Community Services	32	0	0	0	M	Capital bid to replace the Bromsgrove Urban Rural Transport (BURT) bus. The current bus has had major mechanical and bodywork issues, resulting in an overspend on the repairs and maintenance budget. In addition the bus is now 7 years old. This service has been running for just over 12 months and is currently being evaluated as to the services impact and longer term sustainability.
Electronic claim form BDC	Finance & Resources	20	0	0	0	M	To enable customers to claim for benefits via the internet to enable a more speedy response on-line benefit applications
Automated customer feedback	Customer Services	10	0	0	0	M	Implementation of an automated customer feedback mechanism enables customer to provide real time feedback on their experience of contact at the time of the contact. This helps inform service delivery improvements.
Solar Panels	Policy, Performance & Partnerships	20	0	0	0	M	To install solar panels on assets belonging to the Council with the aim to reduce future energy bills. This will have a payback of 10 years with a scheme life of 25 years giving a surplus (income and energy efficiency saving) of 33k over the remaining 15 years.
Podcasts	Policy, Performance & Partnerships	2	0	0	0	M	By purchasing the equipment this will enable both Councils to look at extending their range of communications internally and eventually externally.
TOTAL CAPITAL		2,150	1,492	1,777	1,777		

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FEEDBACK FROM BUDGET JURY 2010

Objectives / Priorities (Summer 2010)

- ⇒ **Town Centre**
 - Better Mix of Shops
 - Development of Market(s)

- ⇒ **Economic Development**
 - Support for Businesses
 - Skills & training
 - Rovers Site

- ⇒ **Bromsgrove 'District'**
 - Transport (accessible)
 - Use of partners facilities
 - Sports Development
 - Community clean-ups

- ⇒ **Activities**
 - Traders in the Park
 - Adventure Trail
 - Paddling / Splash pools

- ⇒ **Promotion**
 - Promotion of retail offer
 - Celebrate achievements
 - Localised marketing

Options for Change (Autumn 2010)

Department	Description	2011/12 £'000	High, Medium or Low?
Finance and Resources	Confidential	(108,000)	Medium- <i>want to know more!</i>
Finance and Resources	Reserves	(100,000)	High
Various	Shared Services – WRS, HR, Policy	(323,000)	High
Policy, Performance and Partnerships	Miscellaneous Savings	(27,000)	High
Planning and Regeneration	Museum Artefacts Storage	(14,000)	High
Environmental Services	Interim Restructure	(13,000)	Already happening....

Capital Bids (Autumn 2010)

Description	Commentary	2011/12 £'000	High, Medium or Low?
Disabled Facilities Grant.	Adaptations to people's homes e.g. stair lifts.	190	High <i>They felt that this issue is only going to increase due to the population of Bromsgrove.</i>
Grant to BDHT for affordable housing.	Grant to registered social landlord to build houses.	200	High <i>They recognised the need- but what happens if the house prices drop?</i>
Home Repair Assistance Grants	Grant to vulnerable home owners for essential repairs.	63	High <i>As with the DFG, there is a demand, and the money will be returned</i>
BURT bus.	New bus to transport disabled/older residents to GPs, shops etc.	32	High <i>The need of the aging population & the rural nature of the District made this important to the jurors. They did ask if the service could be shared with RBC. Also, could there be sponsorship?</i>
ICT facilities for Councillors	Reduce paper and ability to work at home.	14	High <i>It was felt that 'investing to save' was a prudent idea. The refusal of some to move away from paper was discussed- has appropriate research been done on effectiveness?</i>
Voice over IP	Internal phone system to reduce costs.	90	Low <i>It was felt it was not urgent- had option of Skype been explored?</i>

Description	Commentary	2011/12 £'000	High, Medium or Low?
Electronic claim form.	To enable on-line benefit applications.	20	Low <i>It was felt that this was low as it referred to a universal benefit & there could be issues of IT literacy & the age of the users.</i>
Automatic Customer Feedback	To enable automatic feedback from customers in the future (GovMetric)	10	Low <i>They didn't think that it would provide good or useful feedback, & that most people would not use it. They felt there needed to be statistics to back up effectiveness.</i>

Solar Panels	To install solar panels on the Council's buildings to save energy costs.	14	Low <i>They felt as Council properties may be sold this was not viable. Also, they questioned how long it would take to payback-considering cost of installation, lifespan of building & any potential repositioning costs.</i>
Podcasts	To implement podcasts to improve information access to customers and staff.	1	High <i>They felt it would keep the troops in order! Internal communications is important during a period of change.</i>
Fleet replacement	To purchase new fleet for the environment services department	1,022	Medium <i>They asked whether savings could be made through maintenance. Also raised possibility of purchasing second-hand. They wondering whether this was the right time to be doing this & thought more information were required.</i>

Revenue Bids (Autumn 2010)

Description	Commentary	2011/12 £'000	High, Medium or Low?
Housing Market Assessment	To determine future housing needs of the District.	10	High <i>Important to do due to the changes in the housing market over previous years. They did ask if we had the capacity to do this in-house, or whether the assessment could be combined with RBC to achieve a saving.</i>
Green Waste Fleet Replacement	Replacement vehicles for green waste.	80	Low <i>Is this the right time- are they needed? See related capital bid above.</i>
Green Waste bins replacement	Replacement bins.	12	Low <i>They wanted to know why this was needed- is the issue theft or poor handling/lack of training?</i>
Cemetery tree works	Remedial work on trees.	4	High <i>They felt this was important from a health & safety point of view.</i>

Description	Commentary	2011/12 £'000	High, Medium or Low?
MS Office Upgrade	Upgrades to prevent unsupported software.	46	High <i>Unavoidable- however, could we look into a special purpose vehicle? Has the potential reduction in staffing numbers been taken into account?</i>
Gov Connect connection charges	Mandatory charge from Central Government to connect to them.	18	High <i>Unavoidable- however, do we get it back if they fail?</i>
Core Strategy review	Mandatory inspection rate.	50	High <i>Unavoidable- the amount charged by any government appointed inspector is too much though!</i>
Aftercare services	Support to new businesses locating in the District.	15	High <i>Important given current financial climate.</i>
Business start up grant	Additional monies for business start up grants, linked to New College.	5	High <i>Important given current financial climate.</i>

Description	Commentary	2011/12 £'000	High, Medium or Low?
Careers Fair YR8 Students	To foster economic ambition amongst our children.	1	High <i>Positive move given that schools focus is on the academic.</i>
Graduate Programme	Undergraduate placement in Planning Team.	1	High <i>They felt this was a great idea but that the possibilities around apprenticeships should also be explored.</i>
Risk Mgmt Review	To improve risk management processes.	3	Low <i>They felt people are much more informed on risk now & they should suggest improvements</i>
Bureau service for payroll	An automated system for staff to make car mileage and overtime claims.	6	Medium <i>Effective management is important but could we not just use Excel & keep receipts?</i>
Stress Audit	Identification of staff suffering from stress, with support aimed at reducing sickness.	2	Low <i>Everyone is in the same position- can savings be justified? Also, only captures one point in time, so how useful is it during a period of change. Sickness should be reduced through good management.</i>

Health and Well Being programme	Increase support to staff to reduce sickness.	6	Low <i>Everyone is in the same position- can savings be justified? Sickness should be reduced through good management- but who manages the managers?</i>
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Description	Commentary	2011/12 £'000	High, Medium or Low?
Recruitment Portal	Automatic job advertising and recruitment.	6	Low <i>Is electronic really the best way? Can people access it?</i>
Freedom of the District – Mercian's	Granting freedom to Mercian Regiment.	5	High <i>Important to recognise their contribution.</i>
E&D Bids	New bids that support vulnerable groups.	5	High <i>They felt that it was a relatively small amount that can have a positive effect for the community & the Council's reputation/relations.</i>
Customer Service Excellence	Accreditation scheme for customer service.	4	Medium <i>Whilst they felt it would be a good thing as it could drive change & be good publicity, as so few District Councils have it, is it worth it?</i>
Review Energy Consumption	Review energy consumption at Depot.	2	High <i>This is important- is there competition for providers (vfm)</i>

Further options for change (Autumn 2010)

- They felt a focus on systems thinking in the year ahead was the best way of achieving savings- it would also allow for consultation over the next year on potential service reduction.
- They also felt that it was appropriate to reduce reserves, but only during this year as plans for future reductions are made.

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APPENDIX G

NOTES FROM THE O&S MEETING 1ST FEBRUARY 2011

RECOMMENDED:

- (a) that the following Revenue Bids for 2011/12 - 2013/14 be reprioritised to “medium” pending the receipt of further information:
- i) Transformation – Member ICT facilities
 - ii) Transformation – MC Office and PC suite
 - iii) Transformation – Voice over IP
 - iv) Leisure and Culture – Options appraisal for new leisure facility;
and
- (b) that the following Capital Bids for 2011/12 - 2013/14 be reprioritised to “medium” pending the receipt of further information:
- i) Community Services – Local Authority Grant to Principal Preferred Partners
 - ii) Transformation – Member ICT facilities at RBC and BDC
 - iii) Transformation – Voice over IP for BDC and RBC
 - iv) Environmental Services – Depot Drive Replacement.

RESOLVED that the Draft Medium Term Financial Plan for 2011/12 - 2013/14 be noted and that relevant Heads of Service respond to the matters referred to in the preamble above.

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APPENDIX H

PRUDENTIAL INDICATORS

1. Balance Sheet and Treasury Position

1.1. The underlying need to borrow for capital purposes, as measured by the Capital Financing Requirement (CFR)¹, together with Balances and Reserves, are the core drivers of Treasury Management Activity. The estimates, based on the current Revenue Budget and Capital Programmes, are:

	31/03/2011 Estimate £m	31/03/2012 Estimate £m	31/03/2013 Estimate £m	31/03/2014 Estimate £m
CFR	0	0	0	0.907
Balances & Reserves	5.208	3.190	2.203	2.079
Cumulative Net Borrowing Requirement/(Investments)	5.208	3.190	2.203	1.172

1.2. The Council's level of physical debt and investments is linked to these components of the Balance Sheet. The current portfolio position is set out at **Appendix A**. Market conditions, interest rate expectations and credit risk considerations will influence the Council's strategy in determining the borrowing and investment activity against the underlying Balance Sheet position. The Council will ensure that net physical external borrowing² (i.e. net of investments) will not exceed the CFR other than for short term cash flow requirements.

Estimates of Capital Expenditure:

1.3. It is a requirement of the Prudential Code to ensure that capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax.

Capital Expenditure	2010/11 Approved £m	2010/11 Revised £m	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m
General Fund	2.465	4.568	2.633	1.372	1.131

¹ The Capital Financing Requirement measures the Council's underlying need to borrow for capital purposes.

² This is a key indicator of prudence and should not exceed the Capital Financing Requirement. As the CFR represents the level of borrowing for capital purposes, and revenue expenditure cannot be financed from borrowing, net physical external borrowing should not exceed the CFR other than for short term cash flow requirements.

Total	2.465	4.568	2.633	1.372	1.131
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1.4. Capital expenditure is expected to be financed as follows ³:

Capital Financing	2010/11 Approv ed £m	2010/1 1 Revis ed £m	2011/12 Estimat e £m	2012/13 Estimat e £m	2013/1 4 Estima te £m
Capital receipts	1.877	3.573	2.058	0.967	0.224
Government Grants and Contributions	0.588	0.995	0.485	0.405	
Major Repairs Allowance					
Revenue contributions			0.090		
Total Financing	2.465	4.568	2.633	1.372	
Supported borrowing					
Unsupported borrowing					0.907
Total Funding					0.907
Total Financing and Funding	2.465	4.5668	2.633	1.372	1.131

Incremental Impact of Capital Investment Decisions:

1.5. As an indicator of affordability the table below shows the impact of capital investment decisions on Council Tax. The incremental impact is calculated by comparing the total revenue budget requirement of the current approved capital programme with an equivalent calculation of the revenue budget requirement arising from the proposed capital programme.

Incremental Impact of Capital Investment Decisions	2010/11 Approve d £	2011/12 Estimat e £	2012/13 Estimat e £	2013/14 Estimate £
Increase in Band D Council Tax	0.01	0.19	0.11	0.76

1.6. The estimate for interest receipts is £68k. The ratio of financing costs to the Council's net revenue stream⁴ is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet borrowing costs. The ratio is based on costs net of investment income.

Ratio of Financing	2010/11	2010/1	2011/1	2012/13	2013/14
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³ The element to be financed from borrowing impacts on the movement in the Capital Financing Requirement. An increase in the CFR in turn produces an increased requirement to charge MRP in the Revenue Account.

⁴ The Capital Financing Requirement measures the Council's underlying need to borrow for capital purposes.

Costs to Net Revenue Stream	Approved %	1 Revised %	2 Estimate %	Estimate %	Estimate %
General Fund	0.56	0.72	0.60	0.93	0.73

2. **Borrowing and Rescheduling Strategy**

2.1. The Council's balance of Actual External Debt at 31/03/10 (gross borrowing plus other long-term liabilities) is shown in Appendix A. This Prudential Indicator is measured in a manner consistent for comparison with the Operational Boundary and Authorised Limit.

2.2. The **Authorised Limit** sets the maximum level of external borrowing on a gross basis (i.e. not net of investments) and is the statutory limit determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

Authorised Limit for External Debt	2010/11 Approved £m	2010/11 1 Revised £m	2011/11 2 Estimate £m	2012/11 3 Estimate £m	2013/11 4 Estimate £m
Borrowing	6.5	2.5	3.5	4.5	5.5
Other Long-term Liabilities	0.0	0.0	0.0	0.0	0.0
Total	6.5	2.5	3.5	4.5	5.5

2.3. The **Operational Boundary** links directly to the Council's estimates of the CFR and estimates of other cashflow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst case scenario but without the additional headroom included within the Authorised Limit.

Operational Boundary for External Debt	2010/11 Approved £m	2010/11 1 Revised £m	2011/11 2 Estimate £m	2012/11 3 Estimate £m	2013/11 4 Estimate £m
Borrowing	5.5	1.5	2.5	3.5	4.5
Other Long-term Liabilities	0.0	0.0	0.0	0.0	0.0
Total	5.5	1.5	2.5	3.5	4.5

2.4. The Executive Director of Finance and Resources has delegated authority, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long-term liabilities. Decisions will be based on the outcome of financial option

appraisals and best value considerations. Any movement between these separate limits will be reported to the next meeting of the Cabinet.

3.5 The following Prudential Indicators allow the Council to manage the extent to which it is exposed to changes in interest rates. The upper limit for variable rate exposure has been set to reflect the Council's debt and investment activity which is of a short term nature and therefore has a natural exposure to interest rate changes.

	2010/11 Approved £m or %	2010/11 Revised £m or %	2011/12 Estimate £m or %	2012/13 Estimate £m or %	2013/14 Estimate £m or %
Upper Limit for Fixed Interest Rate Exposure	100%	100%	100%	100%	100%
Upper Limit for Variable Interest Rate Exposure	100%	100%	100%	100%	100%

3.6 The Council will also limit and monitor large concentrations of fixed rate debt needing to be replaced.⁵ Limits in the following table are intended to control excessive exposures to volatility in interest rates when refinancing maturing debt. Any borrowing undertaken by Bromsgrove District Council arises due to cash flow movements and is of a short term nature as such any borrowing undertaken will have a maturity date within 12 months.

Maturity structure of fixed rate borrowing	Lower Limit for 2011/12 %	Upper Limit for 2011/12 %
under 12 months	0.00%	100.0%
12 months and within 24 months	0.00%	100.0%
24 months and within 5 years	0.00%	100.0%
5 years and above	0.00%	100.0%

4 **Investment Policy and Strategy**

⁵ This Prudential Indicator is calculated as the amount of projected borrowing that is fixed rate maturing in each period as a percentage of total projected borrowing that is fixed rate. The maturity of borrowing is determined by reference to the earliest date on which the lender can require payment. The TM Code of Practice (Guidance Notes page 12) recommends that the Maturity Structure of fixed rate borrowing is to be broken down into several ranges if significant debt is held in periods in excess of 10 years.

- 4.1. Guidance from CLG on Local Government Investments in England requires that an Annual Investment Strategy (AIS) be set.
- 4.2. The Council's investment priorities are:
- security of the invested capital;
 - liquidity of the invested capital;
 - an optimum yield which is commensurate with security and liquidity.
- 4.3. Investments are categorised as 'Specified' or 'Non Specified' investments based on the criteria in the CLG Guidance. Potential instruments for the Council's use within its investment strategy are contained in Appendices C and D. The Executive Director of Finance and Resources, under delegated powers, will undertake the most appropriate form of investments in keeping with the investment objectives, income and risk management requirements and Prudential Indicators. Decisions taken on the core investment portfolio will be reported to the Audit Board meeting.
- 4.4. Changes to investment strategy for 2011/12 include:
- AAA-rated Variable Net Asset Value (VNAV) Money Market Funds
 - T-Bills
 - Local Authority Bills
 - Term deposits in Sweden
 - Maximum duration for new term deposits 2 years
- 4.5. The Council's current level of investments is presented at Appendix A.
- 4.6. The Council's in-house investments are made with reference to the outlook for the UK Bank Rate and money market rates.
- 4.7. In any period of significant stress in the markets, the default position is for investments to be made with the Debt Management Office or UK Treasury Bills. (The rates of interest from the DMADF are below equivalent money market rates, but the returns are an acceptable trade-off for the guarantee that the Council's capital is secure.)
- 4.8. The Council selects countries and the institutions within them (see Appendix C), for the counterparty list after analysis and careful monitoring of:
- Credit Ratings (minimum long-term A+ for counterparties; AA+ for countries)
 - Credit Default Swaps (where quoted)
 - GDP; Net Debt as a Percentage of GDP
 - Sovereign Support Mechanisms/potential support from a well-resourced parent institution
 - Share Prices (where quoted)
 - Macro-economic indicators
 - Corporate developments, news and articles , market sentiment.

4.9. The Council and its Treasury Advisors, Arlingclose, will continue to analyse and monitor these indicators and credit developments on a regular basis and respond as necessary to ensure security of the capital sums invested.

4.10. The UK Bank Rate has been maintained at 0.5% since March 2009, and is anticipated to remain at low levels throughout 2011/12. Short-term money market rates are likely to remain at very low levels for an extended period which will have a significant impact on investment income.

4.11. To protect against a lower for longer prolonged period of low interest rates and to provide certainty of income, 2-year deposits and longer-term secure investments could be considered against the context of the Council's balance sheet. The longer-term investments will be likely to include:

- Term Deposits with counterparties rated at least A+ (or equivalent)
- Supranational Bonds (bonds issued by multilateral development banks): Even at the lower yields likely to be in force, the return on these bonds will provide certainty of income against an outlook of low official interest rates.

4.12. The Council has placed an upper limit for principal sums invested for over 364 days, as required by the Prudential Code. This limit is to contain exposure to the possibility of loss that may arise as a result of the Council having to seek early repayment of the sums invested.

4.13.

No 12	Upper Limit for total principal sums invested over 364 days ⁶	2010/11 Approved £m	2010/11 Revised £m	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m
		2.0	2.0	2.0	2.0	2.0

5. Outlook for Interest Rates

5.1 The economic interest rate outlook provided by the Council's treasury advisor, Arlingclose Ltd, is attached at Appendix B. The Council will reappraise its strategy from time to time and, if needs be, realign it with evolving market conditions and expectations for future interest rates.

6. Balanced Budget Requirement

6.1. The Council complies with the provisions of S32 of the Local Government Finance Act 1992 to set a balanced budget.

7. 2011/12 MRP Statement⁷

⁶ Please make allowance within this Indicator for amounts invested for 1 year, i.e 365/366 days.

⁷ The Annual MRP Statement is subject to Council approval and may therefore be reported separately to Council instead of being incorporated into the TMSS.

7.1. The Local Authorities (Capital Finance and Accounting)(England)(Amendment) Regulations 2008 (SI 2008/414) place a duty on local authorities to make a prudent provision for debt redemption. Guidance on Minimum Revenue Provision has been issued by the Secretary of State and local authorities are required to “have regard” to such Guidance under section 21(1A) of the Local Government Act 2003.

7.2. The four MRP options available are:

Option 1: Regulatory Method

Option 2: CFR Method

Option 3: Asset Life Method

Option 4: Depreciation Method

7.3. The Council’s CFR at 31st March 2011 is expected to be nil in relation to capital expenditure funded from borrowing and therefore there is no requirement to charge MRP in 2011/12.

8. **Monitoring and Reporting on the Treasury Outturn and Prudential Indicators**

Treasury activity is monitored quarterly and reported internally to Cabinet and the Performance Monitoring Board. The Prudential Indicators will be monitored through the year by the Executive Director of Finance and Resources and reported as under :

The Executive Director of Finance and Resources will report to the Performance Monitoring Board and Cabinet on treasury management activity / performance and Performance Indicators as follows:

(a) Quarterly against the strategy approved for the year.

(b) The Council will produce an outturn report on its treasury activity no later than 30th September after the financial year end.

(c) The Audit Board will be responsible for the scrutiny of treasury management activity and practices.

9. **Other Items**

Training

CIPFA’s Code of Practice requires the Executive Director of Finance and Resources to ensure that all members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities.

Responsibility for the scrutiny of the Treasury Management function will rest with the Audit Board. The Executive Director of Finance and Resources will ensure that adequate training is provided for all relevant Members during the Financial Year.

Investment Consultants

The CLG's Guidance on local government investments recommend that the Investment Strategy should state:

- Whether and, if so, how the authority uses external contractors offering information, advice or assistance relating to investment and
- How the quality of any such service is controlled.

The Council uses external consultants, Arlingclose for information and advice relating to investments. Updated information is received and monitoring undertaken by regular meetings and reports between the Executive Director of Finance and Resources and representatives from Arlingclose.

BROMSGROVE DISTRICT COUNCIL

CABINET

Date 23rd February 2011

FEES AND CHARGES 2011/12

Relevant Portfolio Holder	Councillor Geoff Denaro
Relevant Head of Service	Teresa Kristunas, Head of Finance & Resources
Non-Key Decision	

1. **SUMMARY OF PROPOSALS**

- 1.1 To set out the fees and charges to be levied on services provided by the Council as used as the basis for income targets in the Medium Term Financial Plan 2011/12 – 2013/14.

2. **RECOMMENDATIONS**

- 2.1 It is recommended that Cabinet approve the fees and charges as presented in Appendix A.

3. **BACKGROUND**

- 3.1 The Medium Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. The guideline increase provided to Heads of Service in order to undertake the review was 3 – 5% or more if comparison with other local authorities demonstrate that a high charge is appropriate.

4. **KEY ISSUES**

- 4.1 Heads of Service and service managers have assessed the level of fees and charges based on a guideline 3 – 5% increase. The proposed fees and charges are set out in Appendix A.
- 4.2. The standard rate of VAT increased from 17.5% to 20.0% from 1st January 2011. The charges set out in Appendix A take account of this increase.
- 4.3. It is proposed that the revised fees and charges will be advertised to the public within approved deadlines with a start date of 1st April 2011, or as soon as practicable thereafter, dependant upon the notice period required prior to implementation.

5. **FINANCIAL IMPLICATIONS**

CABINET

Date 23rd February 2011

5.1 It is estimated that the proposed charges will generate additional income of £188k. A number of service areas have experienced reductions in income levels and these have been identified in the budget report.

6. **LEGAL IMPLICATIONS**

6.1 There are no legal implications.

7. **POLICY IMPLICATIONS**

7.1 There are no policy implications.

8. **COUNCIL OBJECTIVES**

8.1 The increase in fees and charges will enable resources to be made available to fund the priority areas in the district.

9. **RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS**

9.1 There is a risk the if fees and charges are not increased that income targets will not be achieved and the cost of services will increase.

10. **CUSTOMER IMPLICATIONS**

10.1 The implementation of the revised fees and charges will be notified in advance to the customer to ensure that all users are aware of the new charges and any concessions available to them.

11. **EQUALITIES AND DIVERSITY IMPLICATIONS**

11.1 None.

12. **VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT**

12.1 None.

13. **CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY**

13.1 None.

14. **HUMAN RESOURCES IMPLICATIONS**

BROMSGROVE DISTRICT COUNCIL

CABINET

Date 23rd February 2011

14.1 There are no human resource implications.

15. **GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS**

15.1 Monitoring will be undertaken to ensure that income targets are achieved.

16. **COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998**

16.1 None.

17. **HEALTH INEQUALITIES IMPLICATIONS**

17.1 Not applicable.

18. **LESSONS LEARNT**

18.1 None.

19. **COMMUNITY AND STAKEHOLDER ENGAGEMENT**

19.1 None.

20. **OTHERS CONSULTED ON THE REPORT**

Portfolio Holder	Yes
Chief Executive	Yes
Executive Director (S151 Officer)	Yes
Executive Director – Leisure, Cultural, Environmental and Community Services	Yes
Executive Director – Planning & Regeneration, Regulatory and Housing Services	Yes
Director of Policy, Performance and Partnerships	Yes
Heads of Service	Yes
Head of Finance & Resources	Yes
Head of Legal, Equalities & Democratic Services	Yes
Corporate Procurement Team	Not applicable

21. **WARDS AFFECTED**

All.

BROMSGROVE DISTRICT COUNCIL

CABINET

Date 23rd February 2011

22. **APPENDICES**

Appendix A – Fees and Charges

23. **BACKGROUND PAPERS**

None.

AUTHOR OF REPORT

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Tel: 0.1527 881748

BROMSGROVE DISTRICT COUNCIL
Scale of Charges 1st April 2011

SERVICE CATEGORY	Charge from 1st April 2010 £	Proposed charge 1st April 2011 £
<u>ELECTORAL REGISTRATION</u>		
<u>Register Sales*</u>		
In data form		
- basic fee	20.00	20.00
- for each 1,000 names or part thereof	1.50	1.50
In printed form		
- basic fee	10.00	10.00
- for each 1,000 names or part thereof	5.00	5.00
<u>Marked Election Register Sales*</u>		
In data form		
- basic fee	10.00	10.00
- for each 1,000 names or part thereof	1.00	1.00
In printed form		
- basic fee	10.00	10.00
- for each 1,000 names or part thereof	2.00	2.00
<u>Miscellaneous Charges</u>		
- Labels basic fee	10.51	11.00
- for each 1,000 properties or part thereof	5.26	5.50
- street list	10.51	11.00
- Data Property Addresses		20.00
- For each 1,000 properties or part thereof		1.50
- Confirmation letter of registration		15.00
- Research of registration letter		30.00
<i>*This charge is determined by the Representation of the People Regulations 2001</i>		
<u>LAND SEARCHES</u>		
<u>NLIS Searches</u>		
- Standard Search Fee (LLC1 and CON29R) - RESIDENTIAL	95.00	99.00
- Standard Search Fee (LLC1 and CON29R) - COMMERCIAL		135.00
- Official certificate of search (LLC1 only)	22.00	22.00
- Standard enquiries (CON29R) - RESIDENTIAL	73.00	77.00
- Standard enquiries (CON29R) - COMMERCIAL		113.00
- Each additional property/parcel of land	18.00	18.90
Each optional enquiry (Con29 Pt2)		
- Normal enquiries (per question)	5.00	5.25
- Complex enquiries (per question)	10.00	10.50
- Combined charges with WCC (per question)	20.00	21.00
- Supplementary enquiries (per question)	40.00	42.00
<u>Non-NLIS Searches</u>		
- Standard Search Fee (LLC1 and CON29R) - RESIDENTIAL	95.00	99.00
- Standard Search Fee (LLC1 and CON29R) - COMMERCIAL		135.00
- Official certificate of search (LLC1 only)	22.00	22.00
- Standard enquiries (CON29R) - RESIDENTIAL	73.00	77.00
- Standard enquiries (CON29R) - COMMERCIAL		113.00
- Each additional property/parcel of land	18.00	18.90
Each optional enquiry (Con29 Pt2)		
- normal enquiries (per question)	5.00	5.25
- complex enquiries (per question)	10.00	10.50
- combined charges with WCC (per question)	20.00	21.00
- supplementary enquiries (per question)	40.00	42.00
Personal search fee	22.00	FREE
<u>Refresher Search</u>		
- Search updated within 6 months		34.00
- Search updated after 6 months		34.00

SERVICE CATEGORY	Charge from 1st April 2010 £	Proposed charge 1st April 2011 £
<u>Detailed Charges of Land Searches</u>		
<u>Single Con29 Question</u>		
- Question 1(a) to (h) - RESIDENTIAL	15.00	15.10
- Question 1(a) to (h) - COMMERCIAL	18.00	18.15
- Question 1.2 - RESIDENTIAL	1.00	1.25
- Question 1.2 - COMMERCIAL	2.00	2.25
- Question 2 (a) to (d) - RESIDENTIAL	8.00	8.00
- Question 2 (a) to (d) - COMMERCIAL	10.00	10.00
- Question 3.1 - RESIDENTIAL	1.00	1.25
- Question 3.1 - COMMERCIAL	2.00	2.20
- Question 3.2 - RESIDENTIAL	2.00	2.00
- Question 3.2 - COMMERCIAL	3.00	3.00
- Question 3.3 (a) & (b) N/A	N/A	N/A
- Question 3.4 (a) to (f) - RESIDENTIAL	4.50	4.50
- Question 3.4 (a) to (f) - COMMERCIAL	7.50	7.50
- Question 3.5 - RESIDENTIAL	1.50	1.70
- Question 3.5 - COMMERCIAL	2.50	2.75
- Question 3.6 (a) to (i) - RESIDENTIAL	6.00	6.00
- Question 3.6 (a) to (i) - COMMERCIAL	9.00	9.00
- Question 3.7 (a) to (f) - RESIDENTIAL	9.00	9.90
- Question 3.7 (a) to (f) - COMMERCIAL	15.00	15.60
- Question 3.8 - RESIDENTIAL	2.00	2.00
- Question 3.8 - COMMERCIAL	3.00	3.00
- Question 3.9 (a) to (N) - RESIDENTIAL	14.00	15.40
- Question 3.9 (a) to (N) - COMMERCIAL	24.50	25.20
- Question 3.10 (a) to (B) - RESIDENTIAL	2.00	2.20
- Question 3.10 (a) to (B) - COMMERCIAL	2.50	2.80
- Question 3.11 - RESIDENTIAL	2.00	2.20
- Question 3.11 - COMMERCIAL	3.00	3.15
- Question 3.12 (a) to (C) - RESIDENTIAL	4.00	4.40
- Question 3.12 (a) to (C) - COMMERCIAL	6.00	6.20
- Question 3.13 - RESIDENTIAL	1.00	1.10
- Question 3.13 - COMMERCIAL	2.00	2.20
<u>Single Con29 Optional Enquiries (both Residential and Commercial)</u>		
- Questions 4 and 5 - WCC	10.00	10.50
- Questions 6, 8, 9, 11 and 15	10.00	10.50
- Questions 7, 10, 12-14 & 16-21	5.00	5.25
- Question 22 (Commons - WCC)	20.00	21.00

SERVICE CATEGORY	Charge from 1st April 2010 £	Proposed charge 1st April 2011 £
TAXI LICENSING		
- Hackney Carriage	298.00	298.00
- Private Hire	272.00	272.00
- Private Hire Operator	282.00	282.00
- HC/PH Drivers Licence	89.00	89.00
- Mid-Term vehicle test	55.00	55.00
- Vehicle Re-test if MOT certificate is required	as per VOSA	as per VOSA
- Meter Test	22.50	22.50
- Conversion of vehicle licence to P/H or H/C	41.00	41.00
- Replacement vehicle plate	11.00	11.00
- Replacement Driver's Licence	6.50	6.50
- Trailer Test	19.50	19.50
- Transfer of ownership of licensed vehicle	22.00	22.00
- Criminal Bureau Check	37.00	37.00
- DVLA Check	5.00	5.00
LEGAL		
- Legal work (per hour)	92.25	96.85
- RTB	180.00	180.00
- Consent for proposed works		105.00
- Retrospective Consent	105.00	110.25
- Issuing of consents (transfer of mortgage)	55.00	57.70
Section 106:		
- Private Owner	400.00	420.00
- Each additional unit added (up to a maximum of £1,500) *	50.00	52.50
- Affordable housing schemes	750.00	787.50
Other Fees		
- Valuation Fee	120.00	120.00
- Fees for sale of property under Low Cost Housing Scheme	175.00	210.00
- Fees for purchase of additional 30% Share	100.00	105.00
- Fees for abortive sale/purchase of additional 30% share	10.00	10.50
- Fees for preparation of Deed of postponement	85.00	89.20
- Administration fee for the grant of licences for more than 12 months		50.00
- Diversion of footpath under section 257 of the Town and Country Planning Act	1770.00	1,770.00
* Please note that for complex 106 agreements charges may be calculated based at the current hourly rate for legal work to reflect the time taken to complete the negotiations and drafting. Fees calculated under this provision may exceed £1,500		
GENERAL LICENSING		
Licensing Act 2003		
- Gambling Act Fees - see separate tab - Gambling Fees 10-11		
- Premises/Club Registration - see separate tab - Fee Licensing 10-11		
- Misc Licensing Act Fees - see separate tab - Fee Licensing 10-11		
- Annual Street Trading Consent - per annum	552.00	575.00
- Occasional Street Trading Consent - per day	25.00	26.00
- Animal Boarding	215.00	220.00
- Dog Breeding establishments	215.00	220.00
- Dangerous wild animals	215.00	220.00
- Pet Shops	215.00	220.00
- Riding Est.	215.00	220.00
- Zoo	87.00	92.00
- Game Dealers	0.00	0.00
Tattooing/ ear piercing/ electolosis/ acupuncture		
- Premises	112.00	115.00
- Practitioners	68.00	70.00

SERVICE CATEGORY	Charge from 1st April 2010 £	Proposed charge 1st April 2011 £
CAR PARKS		
Bromsgrove Station		
All day	3.00	3.00
Churchfields Multistorey		
Not exceeding 30 minutes	0.40	0.40
Not exceeding one hour	0.70	0.80
Not exceeding two hours	1.40	1.60
Not exceeding three hours	2.10	2.40
All day	3.00	3.00
Hanover Street		
Not exceeding 30 minutes	0.40	0.40
Not exceeding one hour	0.70	0.80
Not exceeding two hours	1.40	1.60
Not exceeding three hours	2.10	2.40
All day	3.00	5.00
New Road		
Not exceeding 30 minutes	0.40	0.40
Not exceeding one hour	0.70	0.80
Not exceeding two hours	1.40	1.60
Not exceeding three hours	2.10	2.40
Not exceeding four hours	2.80	3.20
Not exceeding five hours	3.50	4.00
Parkside		
Not exceeding 30 minutes	0.40	0.40
Not exceeding one hour	0.70	0.80
Not exceeding two hours	1.40	1.60
Not exceeding three hours	2.10	2.40
Not exceeding four hours	2.80	3.20
Not exceeding five hours	3.50	4.00
Recreation Road North		
Not exceeding 30 minutes	0.40	0.40
Not exceeding one hour	0.70	0.80
Not exceeding two hours	1.40	1.60
Not exceeding three hours	2.10	2.40
All day	3.00	5.00
Recreation Road South		
Not exceeding 30 minutes	0.40	0.40
Not exceeding one hour	0.70	0.80
Not exceeding two hours	1.40	1.60
Not exceeding three hours	2.10	2.40
Not exceeding four hours	2.80	3.20
Not exceeding five hours	3.50	4.00
School Drive		
Not exceeding 30 minutes	0.40	0.40
Not exceeding one hour	0.70	0.80
Not exceeding two hours	1.40	1.60
Not exceeding three hours	2.10	2.40
All day	3.00	5.00
Stourbridge Road		
Not exceeding 30 minutes	0.40	0.40
Not exceeding one hour	0.70	0.80
Not exceeding two hours	1.40	1.60
Not exceeding three hours	2.10	2.40
All day	3.00	5.00
Windsor Street		
Not exceeding 30 minutes	0.40	0.50
Not exceeding one hour	0.80	1.00
Not exceeding two hours	1.60	2.00
Season Tickets (valid at long stay car parks only)		
Annual	300.00	320.00
Quarterly	75.00	80.00
Season Tickets (valid at Stourbridge Road car park only)		
Annual	200.00	215.00
Quarterly	50.00	53.75
Excess Parking Charges		
If paid within fourteen days	35.00	35.00
Otherwise	70.00	70.00
Car Park charges apply between 8.00am to 10.00pm everyday		

SERVICE CATEGORY	Charge from 1st April 2010 £	Proposed charge 1st April 2011 £
SPORTS DEVELOPMENT		
Specialised Health and Exercise Classes		2.50
Adult Exercise Classes (requires facility hire)	2.00	2.10
Primary Sports Project	18.00	19.35
Community Sports Coach Session	18.00	19.35
Sports Specific Coaching	4.00	4.10
Multi Sports Coaching	3.55	3.75
Adult Coach Session (requires facility hire)		3.00
SANDERS PARK		
Tennis Courts (per court per Hour)		
- Adult	6.60	6.95
- Junior/Senior Citizen	4.00	4.25
Bowls		
- Adult (per hour)	5.80	6.00
- Adult (season ticket)	50.00	52.00
- Junior (per hour)	3.00	3.15
- Junior (season ticket)	26.00	28.00
- Senior Citizen (per hour)	4.00	4.20
- Senior Citizen (season ticket)	36.00	38.00
Bromsgrove Town Bowling Club		
- for season (exclusive use on present basis)	2400.00	2,472.00
- additional use, Sundays (per rink)	31.50	33.10
- additional use, other days (per rink)	21.00	22.05
Putting		
- Adult	2.00	2.10
- Junior/Senior Citizen	1.00	1.05
OTHER RECREATION GROUNDS AND OPEN SPACES		
Football Pitch (without changing facilities)		
- adult (per game)	26.00	27.30
- junior (per game)	15.00	15.45
Changing Facilities		
- adult	36.00	37.80
- junior	19.00	19.55
Boleyn Road, Frankley		
- fairs (per day)	360.00	396.00
- deposit	1650.00	1,815.00
Market Street Recreation Ground		
- fairs (per day)	360.00	396.00
- deposit	1650.00	1,815.00
<i>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.</i>		
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.)		
- Rent per acre equivalent to 0.404685 hectares	640.00	659.20
- Rent per 3/4 acre equivalent to 0.303514 hectares	430.00	442.90
- Rent per 1/2 acre equivalent to 0.202342 hectares	255.00	262.65
- Rent per 1/4 acre equivalent to 0.101171 hectares	117.00	120.50
- Rent per 1/16 acre equivalent to 0.25529 hectares	27.00	27.80
- Rent per 1/32 acre equivalent to 0.01264 hectares	18.00	18.55
SPADESBOURNE SUITE		
For charges applicable from 1st April 2010, see separate tab Spadesbourne Suite.		

SERVICE CATEGORY	Charge from 1st April 2010 £	Proposed charge 1st April 2011 £
PRODUCE AND RETAIL MARKET		
Farmers Market	29.00	29.00
High Street Market - pitches 3 x 3 metres *		
- Tuesday	26.00	27.00
- Friday	26.00	27.00
- Saturday	31.00	32.00
- All 3 days		80.00
High Street Market - pitches 4.5 x 3 metres *		
- Tuesday	36.00	37.00
- Friday	36.00	37.00
- Saturday	41.00	42.50
- All 3 days		112.00
National Brand Promotions (per day)		
- Per day		50.00
- Per 6 day week		200.00
Market Street Sites		
- Small:		
- Per day		50.00
- Per 6 day week		200.00
- Large:		
- Per day		90.00
- Per 6 day week		500.00
* Please note an additional charge may apply if electricity is required for the market stalls, for more information please contact the Town Centre and Economic Development Manager		

CEMETERY		
Interments in a grave		
- children aged under 1 year	FREE	FREE
- children aged under 1 year (non resident)		90.00
- children aged 1 year - 16 years	FREE	FREE
- children aged 1 year - 16 years (non resident)		130.00
- persons aged 17 and over	372.00	390.00
- extra charge for burials at 7ft.	130.00	100.00
- extra charge for burials at 9ft.	182.00	100.00
- extra charge for grave longer than 6'6" or wider than 2'0".	80.00	80.00
Interment in a bricked grave	507.00	P.O.A
Interment of cremated remains	142.00	145.00
Exclusive rights of burial (75-year grants)		
- adult grave space	1015.00	1,045.00
- child grave space	181.00	195.00
- cremated remains plot	374.00	400.00
Renewal of expired dede (single fee charged in all cases)		
-Burial	270.00	335.00
-Cremated remains	132.00	135.00
-Adult sized grave purchased in reserve		1,400.00
-Ashes grave purchased in reserve		500.00
-Assignment of the Exclusive Right of a full earth reserved grave from resident to non-resident		2,090.00
-Assignment of the Exclusive Right of a cremated remains reserved grave from resident to non-resident		800.00
Memorials		
- Memorial application administration fee		75.00
-Memorial trees and plaque	231.25	280.00
-Memorial benches (maintenance charge)	0.00	P.O.A
-Assignment / Transfer of Exclusive Right of Burial	27.50	30.00
-Plaque only on existing BDC Bench (time limited to 15 years)	55.00	70.00
Certified copy of entry	38.75	25.00
<i>The interment and exclusive right fee is trebled* in all cases where the deceased does not have a Bromsgrove address, unless the grave was purchased by the deceased whilst living in Bromsgrove</i>		
<i>Where there is a dispute Bromsgrove District Council may require the family to provide proof of residence of the deceased</i>		

SERVICE CATEGORY	Charge from 1st April 2010 £	Proposed charge 1st April 2011 £
REFUSE COLLECTION		
Trade refuse - Non-Loakble Containers		
- orange sacks per roll (52 sacks per roll)	68.00	70.10
- 240 litre eurobins (per bin, per year)	235.00	242.30
- 660 litre eurobins (per bin, per year)	427.00	440.25
- 770 litre eurobins (per bin, per year)	441.00	454.70
- 1100 litre eurobins (per bin, per year)	618.00	637.15
- 1280 litre eurobins (per bin, per year)	699.00	720.65
- Extra trade waste collection (per visit)	46.13	47.55
Trade refuse - Locakble Containers		
- 660 litre eurobins (per bin, per year)	456.00	470.15
- 770 litre eurobins (per bin, per year)	469.00	483.55
- 1100 litre eurobins (per bin, per year)	646.00	666.00
Special collections - domestic *		
- for up to 10 bags or equivalent	16.50	17.40
Special collections - commercial		
- for up to 1 tonne of waste	112.75	116.25
Litter and Dog Bins		
- 1st bin	13.99	14.40
- additional bin in the same geographical location	5.92	6.10
Garden Waste Collection Service		
	30.00	31.00
<i>* For larger bulky items such as garden sheds please contact us regarding the charge for this as prices may vary depending on size and quantity</i>		
CESSPOOL EMPTYING		
Per 4,500 litres or part thereof		
- domestic premises (for a contract period of 18 months)	112.75	117.80
- business premises (for a contract period of 18 months)	112.75	117.80
Additional charges for laying pipes		
- 0 - 15 pipes	0.00	0.00
- 16 - 30 pipes (for a contract period of 18 months)	39.00	40.75
<i>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)</i>		
LOCAL AIR POLLUTION CONTROL (LAPC)		
LOCAL AUTHORITY INTEGRATED POLLUTION PREVENTION AND CONTROL (LA-IPPC)		
Advice should be sought from the Chief Environmental Health Officer.		

SERVICE CATEGORY	Charge from 1st April 2010 £	Proposed charge 1st April 2011 £
PLANNING POLICY		
Local Plan		
Bromsgrove District Local Plan Proposals Map (adopted 13/1/04) *	15.90	16.70
Bromsgrove District Local Plan Written Statement (adopted 13/1/04) *	15.90	16.70
Bromsgrove Local Plan Inspector's Report (Mar'02) *	63.55	66.70
Local Development Framework		
Local Development Scheme *	10.80	11.35
Statement of Community Involvement Adopted *	10.80	11.35
Issues and Options Report (Core Strategy) *	10.80	11.35
Longbridge AAP Issues and Options *	FREE	FREE
Longbridge AAP Preferred Options *	FREE	FREE
Annual Monitoring Report (published Dec'06) *	10.80	11.35
Bromsgrove Town Centre Study		
Development Opportunities - Site Assessment *	36.90	38.75
Strategy and Policy Formulation *	42.55	44.70
Town Centre Study leaflet	FREE	FREE
Supplementary Planning Guidance (SPGs)		
SPG1 - Residential design guide *	5.65	5.90
SPG2 - Shop-fronts and advertisements PGN2 *	5.65	5.90
SPG4 - Conversion of rural buildings *	5.65	5.90
SPG5 - Agricultural buildings design guide *	5.65	5.90
SPG6 - Agricultural bldgs and occupancy conditions *	5.65	5.90
SPG7 - Extensions to Dwellings in the Green Belt	FREE	FREE
SPG8 - Alvechurch Village Design Statement *	10.80	11.35
SPG9 - Lickey & Blackwell Village Design Statement	FREE	FREE
SPG10 - Managing Housing Supply	FREE	FREE
SPG11 - Outdoor Play Space *	5.65	5.90
Monitoring Reports		
Housing land monitoring report	21.55	22.60
Employment land monitoring report	21.55	22.60
Self-build housing handbook	5.65	5.90
Housing Capacity Study (September 2004) *	21.55	22.60
Conservation Information		
Conservation Area Leaflets	FREE	FREE
The Chartist land plan	2.60	2.70
Conservation Area Appraisals	0.00	0.00
Other Publications		
Information handbook	0.00	0.00
* These can be downloaded free from the Council's website: www.bromsgrove.gov.uk/localplanning .		

SERVICE CATEGORY	Charge from 1st April 2010 £	Proposed charge 1st April 2011 £
DEVELOPMENT CONTROL		
A0/A1 size print	10.25	10.75
A2/A3 size print	5.13	5.40
Planning Histories (per hour)	41.00	43.05
Service Request Charge (per 15 mins)	10.00	10.50
Sale of weekly planning lists *	N/A	N/A
OS Maps	20.00	25.00
Development Management		
High Hedge Complaints	500.00	500.00
High Hedge Complaints - reduced for people on benefits	200.00	200.00
Permitted Development Enquiry		
- Householder	25.00	25.00
- Other	50.00	50.00
Pre-application discussion		
Householders	40.00	40.00
- Additional Meetings	20.00	20.00
Advertisements	50.00	50.00
- Additional Meetings	25.00	25.00
Change of use	150.00	150.00
- Additional Meetings	75.00	75.00
Telecommunications	150.00	50.00
- Additional Meetings	75.00	75.00
Other	100.00	100.00
- Additional Meetings	50.00	50.00
Residential Development/ Development Site Area/Proposed Gross Floor Area		
1-4 dwellings / 0.5 ha or less / 499m2 or less	250.00	250.00
- Additional Meetings	100.00	100.00
5-9 dwellings / 0.6-0.99ha / 500-999m2	500.00	500.00
- Additional Meetings	100.00	100.00
10-49 dwellings / 1.0-1.25ha / 1,000-2,499m2	1000.00	1000.00
- Additional Meetings	500.00	500.00
50-199 dwellings / 1.26 - 2.0ha / 2,500-9,999m2	2000.00	2000.00
- Additional Meetings	750.00	750.00
200+ dwellings / 2ha or more / 10,000m2	3000.00	3000.00
- Additional Meetings	1000.00	1000.00
* These can be downloaded free from the Council's website: http://bromsgrove.whub.org.uk/home/bdcindex/bdc-planning/bdc-planning-applications/bdc-planning-recent-applications.htm?highlightTerm=weekly%20planning%20lists		
BUILDING CONTROL		
For charges applicable from 1st April 2010, see separate tab Building Regulations		
STRATEGIC HOUSING		
Homeless persons' hostels		
- Single room (incl. 45p heating)	7.46	7.80
- Heating	0.48	0.50
- Two single rooms (incl. 70p heating)	11.46	12.05
- Heating	0.75	0.80
- Double room (incl. 70p heating)	11.46	12.05
- Heating	0.75	0.80
- More than one double room (incl £1.15 heating)	15.71	16.50
- Heating	1.24	1.30
Bed and breakfast		
- Single room	6.38	6.70
- Two single rooms	9.73	10.20
- Double room	9.73	10.20
- More than one double room	13.00	13.65
- Breakfast		
- adult	1.81	1.90
- junior over 11 years	1.46	1.55
- junior under 11 years	1.13	1.20
- Storage of effects (per night)	1.81	1.95
- HMO Licensing Fees	350.53	368.05
- RTB Plan Preparation for BDHT	93.17	97.80

SERVICE CATEGORY	Charge from 1st April 2010 £	Proposed charge 1st April 2011 £
LIFELINE		
- Installation Fee	22.11	23.71
- Hire of equipment (per week)	1.78	1.91
- Monitoring charge (per week)	1.42	1.53
- Pendent	51.25	54.96
- Wrist Strap	3.08	3.30
- Extension Lead	6.31	6.77
- Lifeline unit	173.80	186.37
- Power supply	28.96	31.05
LOCAL TAX COLLECTION		
- Council Tax Court Costs	59.00	59.00
- NNDR Court Costs	85.00	85.00
- Magistrates' court fee (added to both council tax and NNDR Summons)	3.00	3.00