



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 20TH FEBRUARY 2013 AT 3.00 P.M.

THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

MEMBERS: Councillors R. Hollingworth (Leader), Mrs. M. A. Sherrey JP (Deputy Leader), Dr. D. W. P. Booth JP, M. A. Bullivant, C. B. Taylor and M. J. A. Webb

AGENDA

1. To receive apologies for absence
2. Declarations of Interest
3. Fees and Charges 2013/2014 (Pages 1 - 20)
4. Medium Term Financial Plan 2013/2014 - 2015/2016 (Pages 21 - 42)

K. DICKS
Chief Executive

The Council House
Burcot Lane
BROMSGROVE
Worcestershire
B60 1AA

12th February 2013

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CABINET

20th February 2013

FEES AND CHARGES 2013/14

Relevant Portfolio Holder	Councillor Roger Hollingworth, Portfolio Holder for Finance, Partnerships and Economic Development
Portfolio Holder Consulted	
Relevant Head of Service	Teresa Kristunas, Head of Finance and Resources
Wards Affected	All Wards
Ward Councillor Consulted	No
Key Decision	

1. SUMMARY OF PROPOSALS

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 2013/14 – 2015/16.

2. RECOMMENDATIONS

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

3. KEY ISSUES

Financial Implications

- 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 was 3%.
- 3.2 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 2013, or as soon as practicable thereafter, dependant upon the notice period required prior to implementation.

Legal Implications

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

CABINET

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Service/Operational Implications

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

Customer / Equalities and Diversity Implications

- 3.7 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.

4. RISK MANAGEMENT

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

5. APPENDICES

Appendix A - Fees and Charges

6. BACKGROUND PAPERS

None.

AUTHOR OF REPORT

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BROMSGROVE DISTRICT COUNCIL
Environmental
Scale of Charges 1st April 2012

SERVICE CATEGORY	Agreed new charge 1st April 2012 £	VAT Treatment	Agresso Treatment	Revised Net Total	VAT to be applied	Proposed charge from 1 April 2013 £	Comments
CAR PARKS							
Bromsgrove Station							
All day	3.00	Standard	Inclusive	2.50	0.50	3.00	
Churchfields Multistorey							Car Parking fees and charges are done separately Car Parking already set - not to be increased
Not exceeding 30 minutes	0.40	Standard	Inclusive	0.33	0.07	0.40	
Not exceeding one hour	0.80	Standard	Inclusive	0.67	0.13	0.80	
Not exceeding two hours	1.60	Standard	Inclusive	1.33	0.27	1.60	
Not exceeding three hours	2.40	Standard	Inclusive	2.00	0.40	2.40	
All day	3.00	Standard	Inclusive	2.50	0.50	3.00	
Hanover Street							
Not exceeding 30 minutes	0.40	Standard	Inclusive	0.33	0.07	0.40	
Not exceeding one hour	0.80	Standard	Inclusive	0.67	0.13	0.80	
Not exceeding two hours	1.60	Standard	Inclusive	1.33	0.27	1.60	
Not exceeding three hours	2.40	Standard	Inclusive	2.00	0.40	2.40	
All day	5.00	Standard	Inclusive	4.17	0.83	5.00	
New Road							
Not exceeding 30 minutes	0.40	Standard	Inclusive	0.33	0.07	0.40	
Not exceeding one hour	0.80	Standard	Inclusive	0.67	0.13	0.80	
Not exceeding two hours	1.60	Standard	Inclusive	1.33	0.27	1.60	
Not exceeding three hours	2.40	Standard	Inclusive	2.00	0.40	2.40	
Not exceeding four hours	3.20	Standard	Inclusive	2.67	0.53	3.20	
Not exceeding five hours	4.00	Standard	Inclusive	3.33	0.67	4.00	
Parkside							
Not exceeding 30 minutes	0.40	Standard	Inclusive	0.33	0.07	0.40	
Not exceeding one hour	0.80	Standard	Inclusive	0.67	0.13	0.80	
Not exceeding two hours	1.60	Standard	Inclusive	1.33	0.27	1.60	
Not exceeding three hours	2.40	Standard	Inclusive	2.00	0.40	2.40	
Not exceeding four hours	3.20	Standard	Inclusive	2.67	0.53	3.20	
Not exceeding five hours	4.00	Standard	Inclusive	3.33	0.67	4.00	
Recreation Road North							
Not exceeding 30 minutes	0.40	Standard	Inclusive	0.33	0.07	0.40	
Not exceeding one hour	0.80	Standard	Inclusive	0.67	0.13	0.80	
Not exceeding two hours	1.60	Standard	Inclusive	1.33	0.27	1.60	
Not exceeding three hours	2.40	Standard	Inclusive	2.00	0.40	2.40	
All day	5.00	Standard	Inclusive	4.17	0.83	5.00	
Recreation Road South							
Not exceeding 30 minutes	0.40	Standard	Inclusive	0.33	0.07	0.40	
Not exceeding one hour	0.80	Standard	Inclusive	0.67	0.13	0.80	
Not exceeding two hours	1.60	Standard	Inclusive	1.33	0.27	1.60	
Not exceeding three hours	2.40	Standard	Inclusive	2.00	0.40	2.40	
Not exceeding four hours	3.20	Standard	Inclusive	2.67	0.53	3.20	
Not exceeding five hours	4.00	Standard	Inclusive	3.33	0.67	4.00	
School Drive							
Not exceeding 30 minutes	0.40	Standard	Inclusive	0.33	0.07	0.40	
Not exceeding one hour	0.80	Standard	Inclusive	0.67	0.13	0.80	
Not exceeding two hours	1.60	Standard	Inclusive	1.33	0.27	1.60	
Not exceeding three hours	2.40	Standard	Inclusive	2.00	0.40	2.40	
All day	5.00	Standard	Inclusive	4.17	0.83	5.00	
Stourbridge Road							
Not exceeding 30 minutes	0.40	Standard	Inclusive	0.33	0.07	0.40	
Not exceeding one hour	0.80	Standard	Inclusive	0.67	0.13	0.80	
Not exceeding two hours	1.60	Standard	Inclusive	1.33	0.27	1.60	
Not exceeding three hours	2.40	Standard	Inclusive	2.00	0.40	2.40	
All day	5.00	Standard	Inclusive	4.17	0.83	5.00	
Windsor Street							
Not exceeding 30 minutes	0.50	Standard	Inclusive	0.42	0.08	0.50	
Not exceeding one hour	0.10	Standard	Inclusive	0.08	0.02	0.10	
Not exceeding two hours	2.00	Standard	Inclusive	1.67	0.33	2.00	
Season Tickets (valid at long stay car parks only)							
Annual	320.00	Standard	Inclusive	266.67	53.33	320.00	
Quarterly	80.00	Standard	Inclusive	66.67	13.33	80.00	
Season Tickets (valid at Stourbridge Road car park only)							
Annual	215.00	Standard	Inclusive	179.17	35.83	215.00	
Quarterly	53.75	Standard	Inclusive	44.79	8.96	53.75	
Excess Parking Charges							
If paid within fourteen days	35.00	O/scope	N/A	35.00	0.00	35.00	
Otherwise	70.00	O/scope	N/A	70.00	0.00	70.00	
Car Park charges only apply between 8.00am to 10.00pm everyday							

SERVICE CATEGORY	Agreed new charge 1st April 2012 £	VAT Treatment	Agresso Treatment	Revised Net Total	VAT to be applied	Proposed charge from 1 April 2013 £	Comments
CEMETERY							
Interments in a grave							
- children aged under 1 year	FREE	N/A	N/A	Free		Free	
- children aged under 1 year (non resident)	90.00	Exempt	N/A	90.00	0.00	90.00	
- children aged 1 year - 16 years	FREE	N/A	N/A	Free		Free	
- children aged 1 year - 16 years (non resident)	130.00	Exempt	N/A	130.00	0.00	130.00	
- persons aged 17 and over	410.00	Exempt	N/A	420.00	0.00	420.00	
- extra charge for burials at 7ft.	490.00	Exempt	N/A	500.00	0.00	500.00	
- extra charge for burials at 9ft.	490.00	Exempt	N/A	500.00	0.00	500.00	
- extra charge for grave longer than 6'6" or wider than 2'0".	100.00	Exempt	N/A	100.00	0.00	100.00	
Interment in a bricked grave	P.O.A						
Interment of cremated remains	150.00	Exempt	N/A	155.00	0.00	155.00	
Exclusive rights of burial (75-year grants)							
- adult grave space	1,100.00	Exempt	N/A	1,130.00	0.00	1,130.00	
- child grave space	210.00	Exempt	N/A	220.00	0.00	220.00	
- cremated remains plot	420.00	Exempt	N/A	430.00	0.00	430.00	
Renewal of expired deed (single fee charged in all cases)							
-Burial	365.00	Exempt	N/A	375.00	0.00	375.00	
-Cremated remains	140.00	Exempt	N/A	145.00	0.00	145.00	
-Adult sized grave purchased in reserve	1,400.00	Exempt	N/A	1,440.00	0.00	1,440.00	
-Ashes grave purchased in reserve	500.00	Exempt	N/A	515.00	0.00	515.00	
-Assignment of the Exclusive Right of a full earth reserved grave from resident to non-resident	2,200.00	Exempt	N/A	2,260.00	0.00	2,260.00	
-Assignment of the Exclusive Right of a cremated remains reserved grave from resident to non-resident	840.00	Exempt	N/A	865.00	0.00	865.00	
- Disinterment of Remains - Cremated Remains	200.00	Exempt	N/A	200.00	0.00	200.00	
- Wooden cremated remains casket	70.00	Exempt	N/A	75.00	0.00	75.00	
Memorials							
- Memorial application administration fee	75.00	Inclusive	Inclusive	62.50	12.50	75.00	
- Memorial trees and plaque	285.00	Inclusive	Inclusive	237.50	47.50	285.00	
- Memorial benches (maintenance charge)	P.O.A			P.O.A.	P.O.A	P.O.A.	
-Assignment / Transfer of Exclusive Right of Burial	30.00	Exempt	N/A	30.00	0.00	30.00	
-Plaque only on existing BDC Bench (time limited to 15 years)	100.00	Inclusive	Inclusive	83.33	16.67	100.00	
Certified copy of entry	20.00	Inclusive	Inclusive	16.67	3.33	20.00	
Bird bath memorial (new memorial option)							
5 Year Lease							
- size 1 (small)	140.00	Inclusive	Inclusive	116.67	23.33	140.00	
- size 2	160.00	Inclusive	Inclusive	133.33	26.67	160.00	
- size 3	180.00	Inclusive	Inclusive	150.00	30.00	180.00	
- size 4	200.00	Inclusive	Inclusive	166.67	33.33	200.00	
- size 5 (large)	220.00	Inclusive	Inclusive	183.33	36.67	220.00	
10 Year Lease							
- size 1 (small)	240.00	Inclusive	Inclusive	200.00	40.00	240.00	
- size 2	260.00	Inclusive	Inclusive	216.67	43.33	260.00	
- size 3	280.00	Inclusive	Inclusive	233.33	46.67	280.00	
- size 4	300.00	Inclusive	Inclusive	250.00	50.00	300.00	
- size 5 (large)	320.00	Inclusive	Inclusive	266.67	53.33	320.00	
20 Year Lease							
- size 1 (small)	340.00	Inclusive	Inclusive	283.33	56.67	340.00	
- size 2	360.00	Inclusive	Inclusive	300.00	60.00	360.00	
- size 3	380.00	Inclusive	Inclusive	316.67	63.33	380.00	
- size 4	400.00	Inclusive	Inclusive	333.33	66.67	400.00	
- size 5 (large)	450.00	Inclusive	Inclusive	375.00	75.00	450.00	
Motif	50.00	Inclusive	Inclusive	41.67	8.33	50.00	
<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>							
REFUSE COLLECTION							
Trade refuse - Non-Loakable Containers - Purchase of Containers							
- 240 litre eurobins (per bin, per year)	89.84	Standard	Additional	92.54	18.51	111.10	
- 660 litre eurobins (per bin, per year)	181.77	Standard	Additional	187.22	37.44	224.70	
- 770 litre eurobins (per bin, per year)	182.85	Standard	Additional	188.34	37.67	226.00	
- 1100 litre eurobins (per bin, per year)	200.77	Standard	Additional	206.79	41.36	248.20	
- 1280 litre eurobins (per bin, per year)	200.77	Standard	Additional	206.79	41.36	248.20	
- Extra trade waste collection (per visit)	48.70	Standard	Additional	50.16	10.03	60.20	
Trade refuse - Loakable Containers - Purchase of Containers							
- 660 litre eurobins (per bin, per year)	211.35	Standard	Additional	217.69	43.54	261.30	
- 770 litre eurobins (per bin, per year)	212.35	Standard	Additional	218.72	43.74	262.50	
- 1100 litre eurobins (per bin, per year)	230.37	Standard	Additional	237.28	47.46	284.80	
Emptying of Eurobins							
- 240 litre eurobins (per bin, per year)	158.56	Outside Scope	N/A	163.32	0.00	163.40	
- 660 litre eurobins (per bin, per year)	269.53	Outside Scope	N/A	277.62	0.00	277.70	
- 770 litre eurobins (per bin, per year)	283.25	Outside Scope	N/A	291.75	0.00	291.80	
- 1100 litre eurobins (per bin, per year)	452.33	Outside Scope	N/A	465.90	0.00	465.90	
- 1280 litre eurobins (per bin, per year)	537.93	Outside Scope	N/A	554.07	0.00	554.10	
- orange sacks per roll (52 sacks per roll)	71.90	Outside Scope	N/A	74.06	0.00	74.10	
Special collections - domestic *							
- for up to 10 bags or equivalent	17.80	Outside Scope	N/A	18.33	0.00	18.40	
Special collections - commercial							
- for up to 1 tonne of waste	119.20	Outside Scope	N/A	122.78	0.00	122.80	
Litter and Dog Bins							
- 1st bin	14.80	Standard		15.24	3.05	18.30	
- additional bin in the same geographical location	6.30	Standard		6.49	1.30	7.80	
Garden Waste Collection Service	33.00	Outside Scope	N/A	35.00	0.00	35.00	Fee agreed in last years MTFP
<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)	120.80	Zero Rated	N/A	124.42	0.00	124.50	
- business premises (non-industrial) (for a contract period of 18 months)	120.80	Zero Rated	N/A	124.42	0.00	124.50	If industrial becomes standard rated
Additional charges for laying pipes							
- 0 - 15 pipes	0.00	Zero Rated	Additional	0.00	0.00	0.00	
- 16 - 30 pipes (for a contract period of 18 months)	41.80	Zero Rated	Additional	43.05	8.61	51.70	
<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>							

BROMSGROVE DISTRICT COUNCIL
WRS
Scale of Proposed Charges 1st April 2013

SERVICE CATEGORY	Agreed new charge 1st April 2012 £	VAT Treatment	Agresso Treatment	VAT to be applied	Proposed charge from 1 April 2013 £
TAXI LICENSING					
- Hackney Carriage	307.00	O/Scope	N/A	0.00	307.00
- Private Hire	280.00	O/Scope	N/A	0.00	280.00
- Private Hire Operator	290.00	O/Scope	N/A	0.00	290.00
- HC/PH Drivers Licence	92.00	O/Scope	N/A	0.00	92.00
- Mid-Term vehicle test	57.00	O/Scope	N/A	0.00	57.00
- Vehicle Re-test if MOT certificate is required	as per VOSA				
- Meter Test	23.00	O/Scope	N/A	0.00	23.00
- Conversion of vehicle licence to P/H or H/C	42.00	O/Scope	N/A	0.00	42.00
- Replacement vehicle plate	11.50	O/Scope	N/A	0.00	11.50
- Replacement Driver's Licence	7.00	O/Scope	N/A	0.00	7.00
- Trailer Test	20.00	O/Scope	N/A	0.00	20.00
- Transfer of ownership of licensed vehicle	23.00	O/Scope	N/A	0.00	23.00
- Criminal Bureau Check	44.00	O/Scope	N/A	0.00	50.00
- DVLA Check - Electronic	5.00	O/Scope	N/A	0.00	5.00
- DVLA Check - Paper	10.00	O/Scope	N/A	0.00	10.00
GENERAL LICENSING					
Licensing Act 2003					
- Gambling Act Fees - <i>see seprate tab - Gambling Fees 13-14</i>					
- Premises/Club Registration - <i>see separate tab - Fee Licensing 13-14</i>					
- Misc Licensing Act Fees - <i>see separate tab - Fee Licensing 13-14</i>					
- Annual Street Trading Consent - Food - Initial - per annum	589.00	O/Scope	N/A	0.00	1,418.00
- Annual Street Trading Consent - Food - Renewal - per annum		O/Scope	N/A	0.00	1,301.00
- Annual Street Trading Consent - Non Food - Initial - per annum		O/Scope	N/A	0.00	1,183.00
- Annual Street Trading Consent - Non Food - Renewal - per annum		O/Scope	N/A	0.00	1,064.00
- Animal Boarding	225.00	O/Scope	N/A	0.00	225.00
- Dog Breeding establishments	225.00	O/Scope	N/A	0.00	225.00
- Dangerous wild animals	225.00	O/Scope	N/A	0.00	225.00
- Pet Shops	225.00	O/Scope	N/A	0.00	225.00
- Riding Est.	225.00	O/Scope	N/A	0.00	225.00
- Sex Establishments	974.00	O/Scope	N/A	0.00	974.00
- Zoo	94.00	O/Scope	N/A	0.00	94.00
Tattooing/ ear piercing/ electolosis/ acupuncture					
- Premises	118.00	O/Scope	N/A	0.00	118.00
- Practitioners	72.00	O/Scope	N/A	0.00	72.00
Motor Salvage Operators		O/Scope	N/A		100.00
- Certified copy of register entry		O/Scope	N/A		12.00

Fees- Gambling Act 2005

Premises Licence Fees - Discretionary - VAT - O/Scope

Type of Premises Licence	Application to vary	Application to transfer	New applications	Annual fee	Copy of licence	Notification of change	Reinstatement of licence	Provisional statement
Bingo Premises	1017.00	694.00	2029.50	580.00	26.70	54.00	676.50	2029.50
Adult Gaming Centre	870.00	694.00	1158.25	580.00	26.70	54.00	676.50	1158.25
Family Entertainment Centre	672.50	550.50	1158.25	436.00	26.70	54.00	540.00	1158.25
Betting Premises (general)	870.00	694.00	1691.50	348.50	26.70	54.00	676.50	1691.50
Track	724.00	550.50	1411.50	580.00	26.70	54.00	540.00	1411.50
Temporary use notices	N/A	N/A	275.00	N/A	26.70	N/A	N/A	N/A

Permit fees - Statutory - VAT - O/Scope

Type of Permit	New applications	Annual fee	Existing Operator Grant	Renewal	Change of Name	Copy of Permit	Variation	Transfer	Notification
Family Entertainment Gaming Machine	£300	N/A	£100	£300	£25	£15	N/A	N/A	N/A
Small Society Lottery	£40	£20	N/A	£20	N/A	N/A	N/A	N/A	N/A
Club Gaming	£100*	£40	£50	£100*	£100	£15	£100	N/A	N/A
Club Gaming Machine	£100*	£40	£50	£100*	£100	£15	£100	N/A	N/A
Licensed Premises gaming machine permit	£150	N/A	£50	N/A	£25	£15	£100	£25	N/A
Prize gaming	£270	N/A	£100	£100	£25	£15	N/A	N/A	N/A
Licensed Premises gaming machine permit	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	£50

* Fee will be £200 if premises doesn't sell alcohol

Fees - Licensing Act 2003 - O/Scope

Personal Licence

The fee for a Personal Licence is £37.00

Premises Licence and Club Premises Certificate

The fees to be paid in respect of obtaining either a premises licence or a club premises certificate are as follows:

Band	A	B	C	D	E
Non- Domestic rateable value of premises	£0-£4,300	£4,301-£33,000	£33,001-£87,000	87001-£125,000	£125,001 and over
New applications and variations	£100	£190	£315	£450	£635
Annual Fee	£70	£180	£295	£320	£350

Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.

Those premises which fall into Band 'D' will be subject to two times the amount of fee payable as outlined above, whilst those premises which fall into Band 'E' will be subject to three times the amount of fee payable, **if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises**, i.e. large public houses.

Large Events

An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensible event. Please contact the Licensing Section for further details.

Exemptions

Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising **ONLY** the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.

No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising **ONLY** the provision of regulated entertainment providing that is for and on behalf of the educational institution.

There are however, a number of other fees and charges that must be paid by applicants, they are as follows:

Occasion on which fee may be payable	Fee
Application for copy of licence or summary on theft, loss etc	£10.50
Notification of change of name or address (holder of premises licence)	£10.50
Application to vary the Designated Premises Supervisor	£23.00
Application to transfer a premises licence	£23.00
Interim authority notice following death etc. of licence holder	£23.00
Application for making of a provisional statement	£315.00
Application for copy of certificate or summary on theft, loss etc	£10.50
Notification of change of name or alteration of club rules	£10.50
Change of relevant registered address of club	£10.50
Temporary Event Notices	£21.00
Application for copy of licence on theft, loss etc of temporary event notice	£10.50
Application for copy of licence on theft, loss etc of personal licence	£10.50
Notification of change of name or address (Personal Licence)	£10.50
Notice of interest in any premises	£21.00
Minor variation application	£89.00

Should you need assistance in determining which level of fee you are required to pay, please contact the Licensing Section on (01527) 881473 or (01527) 881626.
Alternatively email - licensing@bromsgrove.gov.uk

In all cases, cheques must be made payable to 'Bromsgrove District Council'

BROMSGROVE DISTRICT COUNCIL

Planning and Regeneration

Scale of Proposed Charges 1st April 2013

SERVICE CATEGORY	Agreed charge 1st April 2012 £	VAT Treatment	Revised Net total £	VAT to be applied	Proposed charge from 1 April 2013 £
PRODUCE AND RETAIL MARKET					
Farmers Market	29.00	Exempt	29.00	0.00	29.00
High Street Market - pitches 3 x 3 metres *					
- Tuesday	27.00	Exempt	27.00	0.00	27.00
- Friday	27.00	Exempt	27.00	0.00	27.00
- Saturday	32.00	Exempt	32.00	0.00	32.00
- All 3 days	80.00	Exempt	80.00	0.00	80.00
High Street Market - pitches 4.5 x 3 metres *					
- Tuesday	37.00	Exempt	37.00	0.00	37.00
- Friday	37.00	Exempt	37.00	0.00	37.00
- Saturday	42.50	Exempt	42.50	0.00	42.50
- All 3 days	112.00	Exempt	112.00	0.00	112.00
National Brand Promotions (per day)					
- Per day	50.00	Exempt	50.00	0.00	50.00
- Per 6 day week	200.00	Exempt	200.00	0.00	200.00
Market Street Sites					
- Small:					
- Per day	50.00	Exempt	50.00	0.00	50.00
- Per 6 day week	200.00	Exempt	200.00	0.00	200.00
- Large:					
- Per day	90.00	Exempt	90.00	0.00	90.00
- Per 6 day week	500.00	Exempt	500.00	0.00	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					
Market fees are staying the same because of the current economic climate					

LAND SEARCHES					
NLIS Searches					
- Standard Search Fee (LLC1 and CON29R) - RESIDENTIAL	102.00	O/Scope	102.00	0.00	105.00
- Standard Search Fee (LLC1 and CON29R) - COMMERCIAL	139.00	O/Scope	139.00	0.00	143.00
- Official certificate of search (LLC1 only)	23.00	O/Scope	23.00	0.00	24.00
- Standard enquiries (CON29R) - RESIDENTIAL	79.00	O/Scope	79.00	0.00	81.00
- Standard enquiries (CON29R) - COMMERCIAL	116.00	O/Scope	116.00	0.00	119.00
- Each additional property/parcel of land	19.40	O/Scope	19.40	0.00	20.00
Each optional enquiry (Con29 Pt2)					
- Normal enquiries (per question)	5.40	O/Scope	5.40	0.00	5.50
- Complex enquiries (per question)	10.80	O/Scope	10.80	0.00	11.00
- Combined charges with WCC (per question)	21.50	O/Scope	21.50	0.00	22.00
- Supplementary enquiries (per question)	43.00	O/Scope	43.00	0.00	44.00
Non-NLIS Searches					
- Standard Search Fee (LLC1 and CON29R) - RESIDENTIAL	102.00	O/Scope	102.00	0.00	105.00
- Standard Search Fee (LLC1 and CON29R) - COMMERCIAL	139.00	O/Scope	139.00	0.00	143.00
- Official certificate of search (LLC1 only)	23.00	O/Scope	23.00	0.00	24.00
- Standard enquiries (CON29R) - RESIDENTIAL	79.00	O/Scope	79.00	0.00	81.00
- Standard enquiries (CON29R) - COMMERCIAL	116.00	O/Scope	116.00	0.00	119.00
- Each additional property/parcel of land	19.40	O/Scope	19.40	0.00	20.00
Each optional enquiry (Con29 Pt2)					
- normal enquiries (per question)	5.40	O/Scope	5.40	0.00	5.50
- complex enquiries (per question)	10.80	O/Scope	10.80	0.00	11.00
- combined charges with WCC (per question)	21.50	O/Scope	21.50	0.00	22.00
- supplementary enquiries (per question)	43.00	O/Scope	43.00	0.00	44.00
Personal search fee	FREE		FREE	N/A	FREE
Refresher Search					
- Search updated within 6 months	35.00	O/Scope	35.00	0.00	36.00
- Search updated after 6 months	35.00	O/Scope	35.00	0.00	36.00

BROMSGROVE DISTRICT COUNCIL

Planning and Regeneration

Scale of Proposed Charges 1st April 2013

SERVICE CATEGORY	Agreed charge 1st April 2012 £	VAT Treatment	Revised Net total £	VAT to be applied	Proposed charge from 1 April 2013 £
Detailed Charges of Land Searches					
Single Con29 Question					
- Question 1(a) to (h) - RESIDENTIAL	15.50	O/Scope	15.50	0.00	16.15
- Question 1(a) to (h) - COMMERCIAL	18.60	O/Scope	18.60	0.00	19.35
- Question 1.2 - RESIDENTIAL	1.30	O/Scope	1.30	0.00	1.40
- Question 1.2 - COMMERCIAL	2.30	O/Scope	2.30	0.00	2.40
- Question 2 (a) to (d) - RESIDENTIAL	8.20	O/Scope	8.20	0.00	8.20
- Question 2 (a) to (d) - COMMERCIAL	10.30	O/Scope	10.30	0.00	10.30
- Question 3.1 - RESIDENTIAL	1.30	O/Scope	1.30	0.00	1.35
- Question 3.1 - COMMERCIAL	2.30	O/Scope	2.30	0.00	2.35
- Question 3.2 - RESIDENTIAL	2.00	O/Scope	2.00	0.00	2.00
- Question 3.2 - COMMERCIAL	3.10	O/Scope	3.10	0.00	3.10
- Question 3.3 (a) & (b) N/A	N/A	N/A			
- Question 3.4 (a) to (f) - RESIDENTIAL	4.60	O/Scope	4.60	0.00	4.60
- Question 3.4 (a) to (f) - COMMERCIAL	7.70	O/Scope	7.70	0.00	7.70
- Question 3.5 - RESIDENTIAL	1.75	O/Scope	1.75	0.00	1.80
- Question 3.5 - COMMERCIAL	2.85	O/Scope	2.85	0.00	2.90
- Question 3.6 (a) to (i) - RESIDENTIAL	6.20	O/Scope	6.20	0.00	6.20
- Question 3.6 (a) to (i) - COMMERCIAL	9.25	O/Scope	9.25	0.00	9.25
- Question 3.7 (a) to (f) - RESIDENTIAL	10.15	O/Scope	10.15	0.00	10.40
- Question 3.7 (a) to (f) - COMMERCIAL	16.00	O/Scope	16.00	0.00	16.45
- Question 3.8 - RESIDENTIAL	2.05	O/Scope	2.05	0.00	2.15
- Question 3.8 - COMMERCIAL	3.10	O/Scope	3.10	0.00	3.20
- Question 3.9 (a) to (N) - RESIDENTIAL	15.80	O/Scope	15.80	0.00	16.30
- Question 3.9 (a) to (N) - COMMERCIAL	25.80	O/Scope	25.80	0.00	26.80
- Question 3.10 (a) to (B) - RESIDENTIAL	2.25	O/Scope	2.25	0.00	2.35
- Question 3.10 (a) to (B) - COMMERCIAL	2.85	O/Scope	2.85	0.00	3.00
- Question 3.11 - RESIDENTIAL	2.25	O/Scope	2.25	0.00	2.30
- Question 3.11 - COMMERCIAL	3.25	O/Scope	3.25	0.00	3.35
- Question 3.12 (a) to (C) - RESIDENTIAL	4.50	O/Scope	4.50	0.00	4.60
- Question 3.12 (a) to (C) - COMMERCIAL	6.35	O/Scope	6.35	0.00	6.55
- Question 3.13 - RESIDENTIAL	1.15	O/Scope	1.15	0.00	1.20
- Question 3.13 - COMMERCIAL	2.25	O/Scope	2.25	0.00	2.30
Single Con29 Optional Enquiries (both Residential and Commercial)					
- Questions 4 and 5 - WCC	10.80	O/Scope	10.80	0.00	11.00
- Questions 6, 8, 9, 11 and 15	10.80	O/Scope	10.80	0.00	11.00
- Questions 7, 10, 12-14 & 16-21	5.40	O/Scope	5.40	0.00	5.50
- Question 22 (Commons - WCC)	21.50	O/Scope	21.50	0.00	22.00

BROMSGROVE DISTRICT COUNCIL

Planning and Regeneration

Scale of Proposed Charges 1st April 2013

SERVICE CATEGORY	Agreed charge 1st April 2012 £	VAT Treatment	Revised Net total £	VAT to be applied	Proposed charge from 1 April 2013 £
PLANNING POLICY					
Local Plan					
Bromsgrove District Local Plan Proposals Map (adopted 13/1/04) *	17.12	Zero Rated	FREE	0.00	FREE
Bromsgrove District Local Plan Written Statement (adopted 13/1/04) *	17.12	Zero Rated	FREE	0.00	FREE
Bromsgrove Local Plan Inspector's Report (Mar'02) *	68.36	Zero Rated	FREE	0.00	FREE
Local Development Framework					
Local Development Scheme *	11.63	Zero Rated	FREE	0.00	FREE
Statement of Community Involvement Adopted *	11.63	Zero Rated	FREE	0.00	FREE
Issues and Options Report (Core Strategy) *	11.63	Zero Rated	FREE	0.00	FREE
Longbridge AAP Issues and Options *	FREE				
Longbridge AAP Preferred Options *	FREE				
Annual Monitoring Report (published Dec'06) *	11.63	Zero Rated	FREE	0.00	FREE
Bromsgrove Town Centre Study					
Development Opportunities - Site Assessment *	39.71	Zero Rated	FREE	0.00	FREE
Strategy and Policy Formulation *	45.82	Zero Rated	FREE	0.00	FREE
Town Centre Study leaflet	FREE				
Supplementary Planning Guidance (SPGs)					
SPG1 - Residential design guide *	6.09	Zero Rated	FREE	0.00	FREE
SPG2 - Shop-fronts and advertisements PGN2 *	6.09	Zero Rated	FREE	0.00	FREE
SPG4 - Conversion of rural buildings *	6.09	Zero Rated	FREE	0.00	FREE
SPG5 - Agricultural buildings design guide *	6.09	Zero Rated	FREE	0.00	FREE
SPG6 - Agricultural bldgs and occupancy conditions *	6.09	Zero Rated	FREE	0.00	FREE
SPG7 - Extensions to Dwellings in the Green Belt	FREE				
SPG8 - Alvechurch Village Design Statement *	11.63	Zero Rated	FREE	0.00	FREE
SPG9 - Lickey & Blackwell Village Design Statement	FREE				
SPG10 - Managing Housing Supply	FREE				
SPG11 - Outdoor Play Space *	6.09	Zero Rated	FREE	0.00	FREE
Monitoring Reports					
Housing land monitoring report	23.25	Zero Rated	FREE	0.00	FREE
Employment land monitoring report	23.25	Zero Rated	FREE	0.00	FREE
Self-build housing handbook	6.09	Zero Rated	FREE	0.00	FREE
Housing Capacity Study (September 2004) *	23.25	Zero Rated	FREE	0.00	FREE
Conservation Information					
Conservation Area Leaflets	FREE				
The Chartist land plan	2.77	Zero Rated	FREE	0.00	FREE
Conservation Area Appraisals	0.00	Zero Rated	FREE	0.00	FREE
Other Publications					
Information handbook	0.00	Zero Rated	FREE	0.00	FREE

* These can be downloaded free from the Council's website: www.bromsgrove.gov.uk/localplanning.

DEVELOPMENT CONTROL	Agreed charge 1st April 2012 £	VAT Treatment	Revised Net total £	VAT to be applied	Proposed charge from 1 April 2013 £
A0/A1 size print	11.02	Standard	11.35	2.27	13.62
A2 size print	5.54	Standard	5.71	1.14	6.85
Planning Histories (per hour)	44.13	Standard	FREE	0.00	FREE
Development Management					
High Hedge Complaints	513.00	O/Scope	528.39	0.00	528.39
High Hedge Complaints - reduced for people on benefits	205.00	O/Scope	211.15	0.00	211.15
Permitted Development Enquiry					
- Householder	26.00	Standard	21.67	4.33	27.00
- Other	51.00	Standard	42.50	8.50	54.00
Pre-application advice					
Householders	43.00	Standard	35.83	7.17	43.00
- Additional Meetings	21.00	Standard	17.50	3.50	21.00
Advertisements	54.00	Standard	45.00	9.00	54.00
- Additional Meetings	27.00	Standard	22.50	4.50	27.00
Change of use	161.00	Standard	134.17	26.83	161.00
- Additional Meetings	81.00	Standard	67.50	13.50	81.00
Telecommunications	161.00	Standard	134.17	26.83	161.00
- Additional Meetings	81.00	Standard	67.50	13.50	81.00
Other	107.00	Standard	89.17	17.83	107.00
- Additional Meetings	54.00	Standard	45.00	9.00	54.00
Residential Development/ Development Site Area/Proposed Gross Floor Area					
1-4 dwellings / 0.5 ha or less / 499m2 or less	268.00	O/Scope	268.00	0.00	268.00
- Additional Meetings	107.00	O/Scope	107.00	0.00	107.00
5-9 dwellings / 0.6-0.99ha / 500-999m2	537.00	O/Scope	537.00	0.00	537.00
- Additional Meetings	107.00	O/Scope	107.00	0.00	107.00
10-49 dwellings / 1.0-1.25ha / 1,000-2,499m2	1,072.00	O/Scope	1,072.00	0.00	1,072.00
- Additional Meetings	536.00	O/Scope	536.00	0.00	536.00
50-199 dwellings / 1.26 - 2.0ha / 2,500-9,999m2	2,145.00	O/Scope	2,145.00	0.00	2,145.00
- Additional Meetings	793.00	O/Scope	793.00	0.00	793.00
200+ dwellings / 2ha or more / 10,000m2	3,217.00	O/Scope	3,217.00	0.00	3,217.00
- Additional Meetings	1,072.00	O/Scope	1,072.00	0.00	1,072.00

* 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?hlightTerm=weekly%20planning%20lists>

BUILDING CONTROL

For charges applicable from 1st April 2012, see separate tab.

BROMSGROVE DISTRICT COUNCIL - BUILDING CONTROL - APRIL 2013 - VAT AT 20%

Explanatory Notes

1) Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a Building regulations application.

The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area.

You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to contact us.

2. The charges are as follows:

a) If you apply for a 'regularisation certificate' for any unauthorised building work that began on or after 11 November 1985, you must pay a regularisation charge to cover the cost of assessing your application and all inspections.

The charge is shown on the attached tables. VAT is not payable on regularisation applications.

b) In certain cases, we may agree that you can pay charges in instalments. Ask at your building control office for details.

3. TABLE A

This shows the charges for small domestic buildings, for example, new houses and flats. You have to pay these if the total inside floor area of each building, except any garage or carport, is not more than 300m² (and the building is not more than three storeys (each basement level is counted as one storey).

4. TABLE B

If the work is more than one domestic extension being undertaken as part of the same works, you may add the total inside floor areas of all storeys of all the extensions shown on the application to work out how much you have to pay.

5. TABLE C

Applies if the extensions are more than 200m² floor area or three storey in height. They also apply to any commercial (non-domestic) work any other works which can not be placed in Tables A or B.

6. Estimated Costs

This is the reasonable commercial cost that would be charged by a building contractor to carry out the work that is in your application. There is no reduction in the estimated cost for DIY projects. This ensures fairness. The estimated cost does not include VAT, any professional fees that are paid to an architect, engineer or surveyor, and the cost of buying any land.

7. Exemptions and reductions in charges

a) If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit within 3 years of the original application date.

b) You don't have to pay charges if the work will provide access to a building or is an extension to store medical equipment or provide medical treatment facilities for a disabled person. In order to claim exemption, an application must be supported by appropriate evidence as to the nature of the disabled persons disability. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959.)

c) You do not have to pay charges for putting insulating material into an existing cavity wall, as long as it is certified to an approved standard and the work is carried out by an approved installer.

d) You do not have to pay charges for putting in an approved unvented hot-water system as long as the work is carried out by an approved installer or is part of a larger project.

e) If your application is for repetitive work, we may reduce

8) You have to pay VAT for all local authority building regulation charges, except for the regularisation charge.

Other Information

- 1) These notes are for guidance only and do not replace Statutory Instrument 2010 number 0404 which contains the full statement of the law.
- 2) These guidance notes refer to the charges that you have to pay Bromsgrove District Council
- 3) The charges may vary in different authorities. Please check with the relevant local authority.

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

Number of properties	Application Charge (Incl. VAT) £	Regularisation Charge (No VAT payable) £	Additional Charge (Incl. VAT) £
1	640.00	805.00	115.00
2	880.00	1,105.00	225.00
3 or more	Please ring for a quote	Please ring for a quote	Please ring for a quote

TABLE B: DOMESTIC EXTENSIONS TO A SINGLE BUILDING

Type of work	Application Charge Incl. VAT £	Regularisation Charge No VAT payable £	Additional Charge Incl. VAT £
Extension where the total floor area does not exceed 10m ² or the conversion of an attached garage into a habitable room	350.00	440.00	115.00
Extension where the total floor area exceeds 10m ² but does not exceed 40m ²	510.00	640.00	115.00
Extension where the total floor area exceeds 40m ² but does not exceed 60m ²	680.00	850.00	115.00
Extension where the total floor area exceeds 60m ² but does not exceed 200m ²	Please ring for a quote	Please ring for a quote	
Loft Conversion	485.00	610.00	115.00
Erection or extension of a non-exempt single storey car-port or garage not exceeding 100m ²	350.00	440.00	115.00
Window Replacement	185.00	230.00	N/A
Electrical Work	245.00	300.00	N/A
Removal of thermal element	145.00	180.00	N/A
Other domestic alterations costing less than £3,000 which are separate from but are to be undertaken at the same time as the main project	65.00	90.00	60.00

TABLE C: ALL OTHER WORKS - ALTERATIONS

Estimated cost of work	Application Charge Incl. VAT £	Regularisation Charge No VAT payable £
£0 to £5,000	250.00	310.00
£5,001 to £15,000	350.00	480.00
£15,001 and above		Please contact us

For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote

These charges have been set on the following basis:

1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months
2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.

Bromsgrove District Council

Building Control – Supplementary Charges

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).

Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.

DESCRIPTION	CHARGE (inc VAT at 20%)
<u>ARCHIVED APPLICATIONS</u>	
Process request to re-open archived building control file, resolve case and issue completion certificate	£67 administration fee
Each visit to site in connection with resolving archived building control cases	£67 per site visit
<u>WITHDRAWN APPLICATIONS</u>	
Process request	£45 administration fee
With additional fees of.....	
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee
Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee less £67 per site visit made
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £67 per site inspection made
<u>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</u>	
Process request to re-invoice inspection fee to new addressee	£45 administration fee
Optional Consultancy Services	£69.00 per hour

BROMSGROVE DISTRICT COUNCIL

Community Services

Scale of Proposed Charges 1st April 2013

SERVICE CATEGORY	Agreed charge 1st April 2012 £	VAT Treatment	Agresso Treatment	Revised Net total £	VAT to be applied	Proposed charge from 1 April 2013 £
STRATEGIC HOUSING						
Homeless persons' hostels						
- Single room (incl. 45p heating)	8.00	Exempt	N/A	8.24	0.00	8.24
- Heating	0.51	Exempt	N/A	0.53	0.00	0.53
- Two single rooms (incl. 70p heating)	12.35	Exempt	N/A	12.72	0.00	12.72
- Heating	0.82	Exempt	N/A	0.84	0.00	0.84
- Double room (incl. 70p heating)	16.91	Exempt	N/A	17.42	0.00	17.42
- Heating	1.33	Exempt	N/A	1.37	0.00	1.37
- More than one double room (incl £1.15 heating)	6.86	Exempt	N/A	7.07	0.00	7.07
- Heating	10.45	Exempt	N/A	10.76	0.00	10.76
Bed and breakfast						
- Single room	6.86	Exempt	N/A	7.07	0.00	7.07
- Two single rooms	10.45	Exempt	N/A	10.76	0.00	10.76
- Double room	10.45	Exempt	N/A	10.76	0.00	10.76
- More than one double room	14.00	Exempt	N/A	14.42	0.00	14.42
- Breakfast						
- adult	1.95	Exempt	N/A	2.01	0.00	2.01
- child	1.60	Exempt	N/A	1.65	0.00	1.65
- Storage of effects (per night)	2.00	Exempt	N/A	2.06	0.00	2.06
- RTB Plan Preparation for BDHT	100.25	Exempt	N/A	103.26	0.00	103.26
* Increased above 2.5% to maximise the amount of Government Subsidy						
Private Sector Housing						
Housing Fitness Inspections		Standard	Inclusive	0.00	0.00	101.76
Registration of Housing in Multiple Occupation		Standard	Inclusive	0.00	0.00	
per occupant first property		Standard	Inclusive	0.00	0.00	83.15
per occupant subsequent properties		Standard	Inclusive	0.00	0.00	72.59
Service and Administration of Improvement, Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004						£ 23.45 per hour + 10% Admin Charge Per Notice
Enforcement of Statutory Notices, Supervision of Work in Default, etc		Standard	Inclusive	0.00	0.00	£Actual + 10% Admin Charge
LIFELINE						
- Installation Fee	24.30	Standard	Inclusive	20.85	4.17	25.02
- Hire of equipment (per week)	1.95	Standard	Inclusive	1.67	0.33	2.01
- Monitoring charge (per week)	1.56	Standard	Inclusive	1.34	0.27	1.61
HIRE PRODUCTS						
Hire of smoke alarm per week	1.50	Standard	Inclusive	1.29	0.26	1.55
CO2 Detector per week	1.50	Standard	Inclusive	1.29	0.26	1.55
Bogus Caller Panic Button	1.50	Standard	Inclusive	1.29	0.26	1.55
Flood Detector	1.50	Standard	Inclusive	1.29	0.26	1.55
Falls Detector	1.50	Standard	Inclusive	1.29	0.26	1.55
Additional pedndant	1.50	Standard	Inclusive	1.29	0.26	1.55
Temperature extreme sensor	1.50	Standard	Inclusive	1.29	0.26	1.55

BROMSGROVE DISTRICT COUNCIL
Legal Services
Scale of Proposed Charges 1st April 2013

SERVICE CATEGORY	Agreed new charge 1st April 2012 £	VAT Treatment	Agresso Treatment	Revised Net Total	VAT to be applied	Proposed charge from 1 April 2013 £
ELECTORAL REGISTRATION						
Register Sales*						
In data form						
- basic fee	20.00	O/Scope	N/A	20.00	0.00	20.00
- for each 1,000 names or part thereof	1.50	O/Scope	N/A	1.50	0.00	1.50
In printed form						
- basic fee	10.00	O/Scope	N/A	10.00	0.00	10.00
- for each 1,000 names or part thereof	5.00	O/Scope	N/A	5.00	0.00	5.00
Marked Election Register Sales*						
In data form						
- basic fee	10.00	O/Scope	N/A	10.00	0.00	10.00
- for each 1,000 names or part thereof	1.00	O/Scope	N/A	1.00	0.00	1.00
In printed form						
- basic fee	10.00	O/Scope	N/A	10.00	0.00	10.00
- for each 1,000 names or part thereof	2.00	O/Scope	N/A	2.00	0.00	2.00
Miscellaneous Charges						
- Labels basic fee	11.25	O/Scope	N/A	11.60	0.00	11.60
- for each 1,000 properties or part thereof	5.65	O/Scope	N/A	5.80	0.00	5.80
- street list	11.25	O/Scope	N/A	11.60	0.00	11.60
- Data Property Addresses	20.50	O/Scope	N/A	21.10	0.00	21.10
- For each 1,000 properties or part thereof	1.50	O/Scope	N/A	1.55	0.00	1.55
- Confirmation letter of registration	15.35	O/Scope	N/A	15.80	0.00	15.80
- Research of registration letter	30.75	O/Scope	N/A	32.30	0.00	32.30

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

LEGAL						
- Legal work (per hour)	100.00	Standard	Additional	100.00	20.00	120.00
- RTB	180.00	O/Scope	N/A	180.00	0.00	180.00
- Consent for proposed works	105.00	O/Scope	N/A	108.00	0.00	108.00
- Retrospective Consent	110.25	O/Scope	N/A	113.60	0.00	113.60
- Issuing of consents (transfer of mortgage)	57.70	O/Scope	N/A	59.50	0.00	59.50
Section 106:						
- Private Owner	420.00	O/Scope	N/A	432.60	0.00	432.60
- Each additional unit added (up to a maximum of £1,500) *	52.50	O/Scope	N/A	54.10	0.00	54.10
- Affordable housing schemes	787.50	O/Scope	N/A	811.10	0.00	811.10
- Fee for agreeing a unilateral undertaking	300.00	O/Scope	N/A	309.00	0.00	309.00
Other Fees						
- Valuation Fee	120.00	Standard	N/A	108.33	21.67	130.00
- Fees for sale of property under Low Cost Housing Scheme	210.00	O/Scope	N/A	216.00	0.00	216.00
- Fees for purchase of additional 30% Share	105.00	O/Scope	N/A	108.00	0.00	108.00
- Fees for abortive sale/purchase of additional 30% share	10.50	O/Scope	N/A	10.80	0.00	10.80
- Fees for preparation of Deed of postponement	89.20	O/Scope	N/A	91.90	0.00	91.90
- Administration fee for the grant of licences for more than 12 months	50.00	O/Scope	N/A	51.50	0.00	51.50
- Diversion of footpath under section 257 of the Town and Country Planning Act	1,770.00	O/Scope	N/A	1,770.00	0.00	1,770.00

** Please note that for complex 106 agreements charges may be calculated based at the Law Society regional rates for legal work to reflect the time taken to complete the negotiations and drafting. Fees calculated under this provision may exceed £1500*

BROMSGROVE DISTRICT COUNCIL

Finance and Resources

Scale of Proposed Charges 1st April 2013

SERVICE CATEGORY	Agreed charge 1st April 2012 £	VAT Treatment	Revised Net total £	VAT to be applied	Proposed charge from 1 April 2013 £
LOCAL TAX COLLECTION					
- Council Tax Court Costs	59.00	O/Scope	59.00	0	59.00
- NNDR Court Costs	85.00	O/Scope	85.00	0	85.00
- Magistrates' court fee (added to both council tax and NNDR Summons)	3.00	O/Scope	3.00	0	3.00

BROMSGROVE DISTRICT COUNCIL
Leisure Services
Scale of Charges 1st April 2013

SERVICE CATEGORY	Agreed new charge 1st April 2012 £	VAT Treatment	Agresso Treatment	Revised Net total £	VAT to be applied	Proposed charge from 1 April 2013 £
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SPORTS DEVELOPMENT

Specialised Health and Exercise Classes	2.60	Standard	Inclusive	2.17	0.43	2.60
Adult Exercise Classes (requires facility hire)	2.20	Standard	Inclusive	2.50	0.50	3.00
Primary Sports Project	19.80	Standard	Inclusive	16.50	3.30	19.80
After school session	0.00	Standard	Inclusive	1.67	0.33	2.00
Sports Specific Coaching (Adults)	4.30	Standard	Inclusive	3.69	0.74	4.43
Inclusive activities	0.00	Standard	Inclusive	2.08	0.42	2.50
Adult Coach Session (requires facility hire)	3.20	Standard	Inclusive	2.75	0.55	3.30
Holiday club rate	0.00	Standard	Inclusive	1.67	0.33	2.00
Consessionary holiday club rate (school dinners)	0.00	Standard	Inclusive	0.83	0.17	1.00
Junior Sport Specific Holiday club / sport session	0.00	Standard	Inclusive	1.83	0.37	2.20
Multi Skills clubs	0.00	Standard	Inclusive	1.67	0.33	2.00
PSI Falls Prevention	0.00	Standard	Inclusive	2.08	0.42	2.50
Activity referral	0.00	Standard	Inclusive	20.83	4.17	25.00

SANDERS PARK

Tennis Courts (per court per Hour)						
- Adult	5.50	Standard	Inclusive	4.75	0.95	5.70
- Junior/Senior Citizen	4.25	Standard	Inclusive	3.75	0.75	4.50
Bowls						
- Adult (per hour)	6.15	Standard	Inclusive	5.42	1.08	6.50
- Adult (season ticket)	53.30	Exempt	N/A	45.83	0.00	55.00
- Junior (per hour)	3.25	Standard	Inclusive	2.92	0.58	3.50
- Junior (season ticket)	28.70	Exempt	N/A	25.00	0.00	30.00
- Senior Citizen (per hour)	4.30	Standard	Inclusive	3.75	0.75	4.50
- Senior Citizen (season ticket)	38.95	Exempt	N/A	33.75	0.00	40.50
Bromsgrove Town Bowling Club						
- for season (exclusive use on present basis)	2,533.80	Standard	Inclusive	2,208.33	441.67	2,650.00
- additional use, other days (per rink)	22.80	Standard	Inclusive	20.00	4.00	24.00
Putting						
- Adult	2.15	Standard	Inclusive	1.92	0.38	2.30
- Junior/Senior Citizen	1.10	Standard	Inclusive	1.00	0.20	1.20

OTHER RECREATION GROUNDS AND OPEN SPACES

Football Pitch (without changing facilities)						
- adult (per game)	27.00	Standard	Inclusive	23.33	4.67	28.00
- junior (per game)	16.00	Standard	Inclusive	14.17	2.83	17.00
Changing Facilities						
- adult	39.00	Standard	Inclusive	33.50	6.70	40.20
- junior	20.00	Standard	Inclusive	17.17	3.43	20.60
Boleyn Road, Frankley						
- fairs (per day)	408.00	Exempt	N/A	421.00	0.00	421.00
- deposit	1,869.00	Exempt	N/A	1,925.00	0.00	1,925.00
Market Street Recreation Ground						
- fairs (per day)	408.00	Exempt	N/A	420.00	0.00	420.00
- deposit	1,869.00	Exempt	N/A	1,925.00	0.00	1,925.00

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

ALLOTMENTS

						Proposed Charge from 1 October 2013
<i>(Charge is for October 2013 - September 2014)</i>						
- Rent per acre equivalent to 0.404685 hectares	679.00	Exempt	N/A	950.00	0.00	950.00
- Rent per 3/4 acre equivalent to 0.303514 hectares	456.20	Exempt	N/A	638.00	0.00	638.00
- Rent per 1/2 acre equivalent to 0.202342 hectares	270.50	Exempt	N/A	378.50	0.00	378.50
- Rent per 1/4 acre equivalent to 0.101171 hectares	124.10	Exempt	N/A	174.00	0.00	174.00
- Rent per 1/16 acre equivalent to 0.25529 hectares	28.60	Exempt	N/A	40.00	0.00	40.00
- Rent per 1/32 acre equivalent to 0.01264 hectares	19.10	Exempt	N/A	27.00	0.00	27.00

SPADESBOURNE SUITE

For charges applicable from 1st April 2013, see separate tab Spadesbourne Suite.

BROMSGROVE DISTRICT COUNCIL

Bromsgrove Outdoor Events & Outdoor Fitness– Hire of Parks and Open Spaces
Fees and Charges 2013/2014

	Commercial Rates		Community Rates		Charities / Not For Profit Organisations		Fairs & Circuses Min of 3 day Hire
	Per Hour	Per Day	Per Hour	Per Day	Per Hour	Per Day	Per Day
Outdoor Event Space							
Small Attendance = 0-99	£45.00	£225.00	£17.50	£87.50	£12.50	£62.50	£350.00
Medium Attendance = 100-499	£60.00	£300.00	£22.50	£112.50	£15.00	£75.00	N/A
Large Attendance = 500-1999	£75.00	£375.00	£27.50	£137.50	£20.00	£100.00	N/A
£250 - £1500 Bond Payable							
Outdoor Fitness Session - Commercial							
Summer Fee (Apr to Sept)	N/A	£350.00	N/A	£250.00	N/A	N/A	N/A
Winter Fee (Oct to Mar)	N/A	£150.00	N/A	£75.00	N/A	N/A	N/A
Annual Fee	N/A	£400.00	N/A	£300.00	N/A	N/A	N/A

Additional Costs for Outdoor Event Space:

- Set up and Clearance charged @ 50% of applicable rate
- Any event in excess of 1999 attendees is STN

Additional Costs for Outdoor Fitness Space:

- Set up and Clearance charged @ 50% of applicable rate

BROMSGROVE DISTRICT COUNCIL - SPADESBOURNE SUITE

Scale of Charges from 1st April 2013 - VAT Exempt

Daytime Rates	Mon-Fri	Saturday	Sunday
Hourly Rate	£27.00	N/A	N/A
Half Day (max 4 hrs)	£90.00	£140.00	£170.00
Full Day (max 8 hrs)	£150.00	£250.00	£275.00
Children's Parties (max 3 hrs) (Daytime and early evenings only)	£68.00	£90.00	£130.00

Friday & Saturday Function and Party Rates	
Friday & Saturday Evenings (inc bar)	£210.00
Saturday All Day (inc bar)	£400.00
Sunday Hire	By Negotiation

All evening functions must finish by 11.30pm and the Function Suite cleared and closed by midnight.

Council Chamber	
Limited availability, week days only	
Half Day (max 4 hrs)	Full Day (max 8 hrs)
£68.00	£110.00

All rates are negotiable based on actual hours required and the type of event to be held

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MEDIUM TERM FINANCIAL PLAN 2013/14 – 2015/16

Relevant Portfolio Holder	Roger Hollingworth
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering (Exec Director)
Wards Affected	All
Ward Councillor Consulted	None specific

1. SUMMARY OF PROPOSALS

- 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 2013/14 – 2015/16

2. RECOMMENDATIONS

2.1 It is recommended that Cabinet recommend that Full Council :

- 1) the Council determines the level of Council Tax discount to be applied to the prescribed classes of dwellings as defined by the Council Tax (Prescribed Classes of Dwellings) (England) Regulations 2003 (as amended) for
 - a) Class A [“second homes with planning restriction”] be set at 0% - no discount
 - b) Class B [“second homes without planning restriction”] be set at 0% - no discount
 - c) Class C [vacant dwellings] be set at:
 - a. Where the dwelling appears in the Valuation List for the first time and it has been continuously unoccupied and substantially unfurnished since the effective date of entry into the list:
 - i. for the first 3 months from the date of entry into the list 100%
 - ii. for periods of more than 3 months and for less than 6 months 50%
 - iii. for periods of 6 months or more 0% - no discount
 - b. Where the dwelling has been unoccupied and substantially unfurnished for a continuous period of less than 6 months 50%
 - c. where the dwelling has been continuously unoccupied and substantially unfurnished for 6 months or more 0% - no discount
 - d. For the purposes of Class C when considering whether a dwelling falls within the class any period of occupation, not exceeding 6 weeks, during which it was not unoccupied and substantially unfurnished shall be disregarded.

- d) **Class D [uninhabitable dwellings] be set at 100%**
- 2) **The powers to reduce the Council Tax payable on a case by case basis , as provided by Section 13A 1(c) of the Local Government Finance Act 1992, be delegated to the Executive Director of Finance and Resources and the Revenue Services Manager;**
- 3) **authority be delegated to the Head of Legal, Equalities and Democratic Services to amend the Scheme of Delegation to Officers to implement (2) above**
- 4) **Approve the high bids and unavoidable pressures of; 2013/14 £561k as detailed in Appendix 1**
- 5) **Approve of the use of balances of £xk for 2013/14 (to be completed following approval at meeting)**
- 6) **Approve the increase in Council Tax of x% for 2013/14 (to be completed following approval at the meeting)**
- 7) **Approve the pay policy as attached at Appendix 2**

3. KEY ISSUES

Financial Implications

- 3.1 The Council's Medium Term Financial Plan (MTFP) provides the framework within which the revenue and capital spending decisions can be made over a 3 year period. It is revised and updated on an annual basis to take into account any alterations that may be required as a result of changes that impact on the Councils services.
- 3.2 As part of the review officers consider the impact of demand on service and the costs associated with this demand. This may result in additional costs (associated with maintaining current service delivery) or reductions in anticipated income revenue over the next 3 years.
- 3.3 As Members are aware there are considerable additional cost pressures facing the Council over the next 3 years as a result of a number of issues including:
- Reduction in Government Formula Grant Settlement
 - Reduction in Council Tax Benefit Grant received
 - Changes to welfare reform and the impact on the Council from residents service need
 - Transfer from Housing Benefit to Universal Credit
 - Impact of the current National Economy

- 3.4 Officers will continue to work with our partners to identify the costs that may be associated with some of these changes.

Formula Grant / Localised Business Rates

- 3.5 As Members are aware the provisional settlement that was received by the Council for 2013/14 – 2014/15 was lower than originally estimated. The table below shows the actual cut in Government Grant from 2009/10 to 2014/15 and equates to a 46% real cut in the funding received to support services.

	2010/11	2011/12	2012/13	2013/14	2014/15
Formula Grant / RSG plus Baseline Funding	£4.570m (excludes concessionary fares element)	£3.830m	£3.304m	£2.926m	£2.457m
Year on year reduction £		£0.740m	£0.526m	£0.378m	£0.469m
Year on year reduction %		16%	14%	11%	16%
Cumulative reduction £		£0.740m	£1.266m	£1.644m	£2.113m
Cumulative Reduction %		16%	28%	36%	46%

- 3.6 The Government grant we received for 2012/13 represented a cash decrease of 14% on the previous financial year.
- 3.7 The current mechanism of allocating formula grant will be replaced from April with a system of formula grant and localised business rates. As these are effectively the same pot of money for the purposes of this MTFP they will be viewed as one funding stream.
- 3.8 Localising business rates will transfer risk from central to local Government. As billing authority we will be far more exposed to reductions in the local taxbase if businesses close or rates are revalued. This places far greater pressures on the cashflow and reserves of the Council as well as the risk of greater volatility in the future levels of expected funding.
- 3.10 The Council has supported the opportunity to pool business rates with other councils to mitigate against these risks. Bromsgrove District Council will continue to pool with Greater Birmingham and Solihull Pool as this offers the greater financial benefit to the District.

- 3.11 The Government are also transferring two specific grants into the formula grant funding from 2013/14. These are for 2011/12 Council Tax Freeze Grant (£176k) and Homelessness Grant (£100k).

New Homes Bonus

- 3.11 The Council received New Homes Bonus in the current year of £366k. It is prudent to assume that in future years that this figure will increase in line with the assumed increase in taxbase of 0.5% per annum. This would raise an estimated £300k additional grant per annum until the scheme matures in 2016/17.
- 3.12 As agreed in the current MTFP any income received from New Homes Bonus grant will be utilised to offset the pressures facing the Council over the medium term.

Council Tax

- 3.13 To ensure that necessary levels of funding are available given the large reductions in government grant highlighted above, then Council Tax increases will have to be sufficient to ensure that funding is available for the services that create value to the customer have appropriate levels of financial resource.
- 3.14 The Council Tax freeze for the current financial year was funded by an additional one off government grant of £176k. It had been hoped that this would become an ongoing grant, however this grant was for 2012/13 only. So further savings and Council Tax increases have been identified as part of this MTFP to compensate in future years
- 3.15 The government have offered a grant equivalent to a 1% rise in Council Tax for 2013/14 and 2014/15 for councils who freeze their Council Tax in the next financial year. Acceptance of this freeze grant will cost the Council £140k pa once the grant ceases (assuming Council Tax would otherwise rise by 2% in 2013/14). This is in addition to the loss of spending power when the 4 year freeze grant accepted for 2011/12 is stopped in 2014/15.

Council Tax Discounts

- 3.16 As members are aware approval was given by Council in January 2013 to reduce discounts currently available to second homeowners and those with short term empty properties.
- 3.17 It is proposed that an amendment to the discount for empty properties be made in relation to new build. It is recommended that any new build be exempt from Council Tax liability for the first 3 months and then

charged 50% for the next 3 months with full charge payable after 6 months.

- 3.18 In addition it is proposed that a property must be occupied for a minimum of 6 weeks before a period of discount can be applied for.

Transformation

- 3.19 The significant reductions in funding are not anticipated to improve for a number of years and therefore officers have looked at alternative ways to deliver savings whilst improving services to the community. As previously reported the services provided by the Council are undergoing transformational change using a different approach to assessing the value provided by the service. This work will focus on the purpose of services to the community and will aim to realise savings and protect those services that create value to our customers.

- 3.20 As reported previously officers will continue to review the financial position of the authority within a framework of financial principles. These are:

- Reduce Waste in a system (Stop it now)
- Design a new system to reduce waste and cost
- Reduce the costs associated with enabling service provision rather than those that create the value to the customer.

- 3.21 There are 3 levels of costs associated with services delivered by the Council;

- Create Value – these are the costs to deliver front line service, those which create real value to the customer
- Add Value – these costs provide support to those services on the front line. They add value to the customer but do not directly deliver the service
- Enable – there are a number of costs that relate to the enabling functions across the Council. These include the management and support services that provide advice and support to the services who add and create value. As part of the financial principles officers are looking at the ratio of the cost of the enabling function compared with those that create value with the aim to align resources to those that provide the most value to our customers.

- 3.22 Any additional income currently generated that delivers more than the target revenue has been built into the projections as a revised target to achieve.

- 3.23 Savings currently identified include :

- General underspends offered up as future savings
- Extension of sharing for services currently not shared across the Bromsgrove area

- Improved efficiencies within services and renegotiation of contracts
- Savings realised from transformation of services and driving out waste

3.24 Officers have also identified a number of budget pressures that have either been deemed “unavoidable”. Unavoidable includes the ongoing effects of pressures identified during 2012/13 together with any issues that have been raised as fundamental to maintaining service provision as part of the budget process. In addition income shortfalls that cannot be managed by improved marketing or price increases have been addressed during the budget planning. These pressures are detailed in Appendix 1 and include :

- Shortfall in car parking income £200k resulting from a significant reduction in income from fixed penalty notices together with a decline in the use of the car parks
- Reduction in funding from Worcestershire County Council in relation to funding for the customer service centre (HUB) of £22k.
- Shortfall in Land Charge income £44k resulting from external providers ability to provide this service
- Shortfall on Planning and Building Control income £153K due to the current economic climate and the reduction in the number of planning and building applications received
- Travellers and Gypsy Accommodation Assessment – as part of the National Planning Policy Framework an assessment needs to be carried out to identify need across the District. (£14k)
- Bridge Repairs – as members are aware the bridge in the Town Centre is in urgent need of repair (£8k)

Financial Position

3.25 The current summary position at 3.26 includes the financial impact of the above in addition to the following assumptions:

- 1% pay award in relation to inflationary increase. This will be subject to the National negotiation that the Council is signed up to.
- General inflationary increases in relation to contract arrangements
- Inclusion of the provisional settlement for 2013/14 & 2014/15
- 3% increase in fees and charges (where appropriate)
- Potential costs of the development of Parkside with the County Council
- Potential costs of a new Leisure Centre of £12m from 2014/15 (this will be subject to formal feasibility appraisal and member agreement)
- An estimation of the New Homes Bonus income

BROMSGROVE DISTRICT COUNCIL

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- Additional income estimated in relation to the Business Rates receivable by the Council

3.26 Based on the pressures and savings identified the revised position is shown below.

	2013/14 £'000	2014/15 £'000	2015/16 £'000
Base cost of General Fund Services	11,820	11,433	11,043
Pressures – High bids & unavoidable, income shortfalls	561	448	-25
Savings (quick wins, additional income, shared services, transformation)	-947	-838	180
Net Departmental Expenditure	11,433	11,043	11,198
Borrowing to fund capital programme	75	373	1,049
Investment Income	-67	-58	-58
Recharge to capital programme	-25	-25	-25
New Homes Bonus	-687	-860	-985
Business Rate Retention	-1,525	-1,572	-1,572
Net Business Rate Growth	-176	-176	-176
Council Tax Freeze Grant	-71	-71	-
Surplus from Collection Fund	-28	-	-
Government & Transitional Grant	-2,269	-1,777	-1,441
Assumed Council Tax @ 0% 2013/14 & 2.5% for 2014/15, 2015/16)	-6,515	-6,669	-6,860
Overall Shortfall (0% Council Tax 2013/14)	145	208	1,130
Net additional Income from 1.9% increase in Council Tax	-54	-55	-130
Revised Shortfall (1.9% Council Tax 2013/14)	91	153	1,000

3.27 The Council has a statutory responsibility to set a balanced budget for 2013/14. In addition there must be an assessment of how the Council will demonstrate financial resilience in the longer term to 2015/16.

3.28 The initial position as detailed above reflects the shortfall that would result from a 0% increase in Council Tax and accepting the Council Tax Freeze Grant of 1%. This shortfall would have to be met from balances as further savings have not yet been identified.

3.29 The revised position reflects the financial shortfall if Members approved an increase in Council Tax of 1.9% (therefore foregoing the 1% freeze

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grant). This shows a significant reduction in the level of balances required over the 3 year period.

3.30 The impact on the General Fund Balances resulting from the 2 options would be:

	0% Increase - Funding from Balances £'000	Year End Balance £'000	1.9% increase - Funding from Balances £'000	Year End Balance £'000
Balance 2012/13		2,500		
2013/14	145	2,355	91	2,409
2014/15	208	2,147	153	2,256
2015/16	1,130	1,017	1,000	1,256

3.31 If Members recommended funding the 3 year shortfall solely from balances following a 0% increase in Council Tax this would reduce the level to a limited position of financial resilience for the Council in the current financial climate. The level following a 1.9% increase would remain within the S151 recommendation of balances available and officers would continue to deliver savings to increase the level of future balances. As Members are aware there remain a number of financial risks including; further losses of Government Grant, reduction in Business Rates , additional Council Tax benefit claimants , loss of future contracts.

3.32 There will be a continuing focus on transforming service delivery to reduce waste and to ensure that the funding available is aligned to the services that create value to the community of Bromsgrove.

Capital Programme

3.33 The Capital Programme is a 3 year rolling programme and officers are currently working to ensure that the level of expenditure falls within the current estimated project allocation. The plan currently includes :

- Replacement of Fleet
- Redevelopment of Parkside School
- S106 funded Leisure schemes
- Disabled Facilities Grants
- Provision of new Leisure Centre

Pay Policy

- 3.34 The Localism Act requires English and Welsh local authorities to produce a Pay Policy Statement ('the statement'). The Act requires the statement to be approved by Full Council and to be adopted by 31st March 2013 for the financial year 2013/14. The Pay Policy Statement for the Council is included at Appendix 2

The statement must set out policies relating to—

- (a) the remuneration of its chief officers,
- (b) the remuneration of its lowest-paid employees, and
- (c) the relationship between—
 - (i) the remuneration of its chief officers, and
 - (ii) the remuneration of its employees who are not chief officers.

The provisions within the Localism Act bring together the strands of increasing accountability, transparency and fairness in the setting of local pay

Legal Implications

Local Government Act 2003

- 3.35 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 (3.26).

- 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 (3.26)

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

Section 151 Officer's comments: included in the report. Proposal to utilise balances over 3 year period to support financial position of the Council.

- 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 3.26..

- 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 .

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

Service / Operational Implications

- 3.37 The MTFP will enable services to be maintained and, where achievable, improvements to the community.

Customer / Equalities and Diversity Implications

- 3.38 The impact on the customer has been mitigated due to the savings being realised by reduction of waste in the services and ensuring that all service that create value to the customer are resourced.

4. RISK MANAGEMENT

- 4.1 To mitigate the risks associated with the financial pressures facing the Authority regular monitoring reports are presented to both officers and Members to enable proactive action being undertaken to address any areas of concern.

5. APPENDICES

Appendix 1 – Unavoidable Pressures / bids and income shortfalls
Appendix 2 – Pay Policy

AUTHOR OF REPORT

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Unavoidable Expenditure Pressures / Income Shortfalls & Revenue Bids 2013/14 - 2015/16 Expenditure Pressures

Description	Department	2013/14 £'000	2014/15 Y?N?	2015/16 Y/N?	Commentary (link to priorities etc)
Community Right to Bid	Corporate	20	Y	Y	To provide funds for any claims by private landlords in relation to Assets of Community Value.
Local Plan	Planning	30	40	N	Cost of Local Planning Enquiry 2013/14 & 2014/15
Establishment General	Finance	17	Y	Y	Additional costs of employee liability insurance
Bridge Repairs Town Centre		8	N	N	Costs associated with repairs to footbridge by Bus Station in Town Centre
Gypsy/Traveller Review	Community	14	N	N	Funding to provide a formal assessment of need in line with National Planning Policy Framework
IDOX EDMs	Planning	21	N	N	This is to meet legislation and it is a spend to save
Utilities	Leisure	2	Y	Y	Additional utility costs over that estimated
Individual Elector Register	Legal		20	N	To fund the development of the Individual Elector Register
TOTAL UNAVOIDABLE (Pressures)		112	60	0	

Revenue Bids

Electronic Document Management System	Planning	20	N	N	To support the implementation of a new document management system that will enable access via the planning portal for the public as defined in legislation. It is estimated that this will generate savings of £20k in 2014/15.
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Unavoidable Income Shortfall

Description	Department	2013/14 £'000	2014/15 Y?N?	2015/16 Y/N?	Commentary (link to priorities etc)
Reduction in car parking income reduction of funding from Worcs HUB	Environmental customer	200	Y	Y	Despite the work being undertaken by Wychavon on enforcement the income from car parking is estimated to continue to reduce in 2013/14
Building Control	Planning	48	Y	Y	Reduction in Funding from Worcestershire County Council
Development Control	Planning	105	Y	Y	Reduction in income due to the Economic Climate
Economic Dev	Planning	10	Y	Y	Reduction in income due to the Economic Climate
Land Charges	Planning	44	Y	Y	Income for events/exhibitions Reduction in income due to service being available from a number of sources
TOTAL UNAVOIDABLE (income shortfall)		429	0	0	

TOTAL

561 60 0

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BROMSGROVE DISTRICT COUNCIL PAY POLICY STATEMENT

Introduction and Purpose

1. Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as authority thinks fit”. This pay policy statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. It shall apply for the financial year 2013 – 2014 and each subsequent financial year, until amended.
2. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;
 - a. the methods by which salaries of all employees are determined;
 - b. the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
 - c. the Committee(s) responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and for recommending any amendments to the full Council
3. Once approved by the full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis, in accordance with the relevant legislation prevailing at that time.

Legislative Framework

4. In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010 and where relevant, the Transfer of Undertakings (Protection of Earnings) Regulations. With regard to the equal pay requirements contained within the Equality Act, the Council ensures there is no pay discrimination within its pay structures and that all pay differentials can be objectively justified through the use of equality proofed Job Evaluation mechanisms. These directly relate salaries to the requirements, demands and responsibilities of the role.

Pay Structure

5. The Council’s pay and grading structure comprises grades 1 – 11. These are followed by grades for Managers 1 - 4, Head of Service 2, Head of Service 1, Director, Executive Director, Deputy Chief Executive and then Chief Executive; all of which arose following the introduction of shared services with Redditch Borough Council and which specifically accommodate the joint management team for shared services.
6. Within each grade there are a number of salary / pay points. Up to and including grade 11 scale, at spinal column point 49, the Council uses the nationally negotiated pay spine. Salary points above this are locally determined. The Council’s Pay structure is set out below.

Scale	Spinal Column Points		Nationally determined rates	
			Minimum £	Maximum £
1	4	9	12,145	13,589
2	9	14	13,589	15,725
3	13	17	15,444	16,830
4	17	22	16,830	19,621
5	21	25	19,126	21,519
6	25	30	21,519	25,472
7	30	36	25,472	30,011
8	35	40	29,236	33,661
9	39	43	32,800	36,313
10	42	46	35,430	38,961
11	45	49	38,042	41,616
Manager 1	Hay evaluated	42%	51,000	53,600
Manager 2	Hay evaluated	43.7%	53,600	55,800
Manager 3	Hay evaluated	45.6%	55,800	57,750
Manager 4	Hay evaluated	47.1%	57,750	60,600
Head of Service 1	Hay evaluated	50%	61,250	63,750
Head of Service 2	Hay evaluated	60%	73,500	76,500
Director	Hay evaluated	67%	82,000	85,000
Executive Directors	Hay evaluated	72.5%	89,000	92,500
Deputy Chief Executive	Hay evaluated	80%	98,000	102,000

Chief Executive	Hay evaluated		122,500	127,500
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7. All Council posts are allocated to a grade within this pay structure, based on the application of a Job Evaluation process. Posts at Managers and above are evaluated by an external assessor using the Hay Job Evaluation scheme. This scheme identifies the salary for these posts based on a percentage of Chief Executive salary. Posts below this level (which is the majority of employees) are evaluated under a different Job Evaluation process. Where posts are introduced as part of a shared service, and where these posts are identified as being potentially too 'large' and 'complex' for this majority scheme, they will be double tested under the Hay scheme, and where appropriate, will be taken into the Hay scheme to identify levels of pay.
8. In common with the majority of authorities the Council is committed to the Local Government Employers national pay bargaining framework in respect of the national pay spine and annual cost of living increases negotiated with the trade unions.
9. There have been no increases in the national pay spine since April 2009. There have been no increases to the pay rates for the Chief Executive or Chief Officers since April 2008.
10. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community; delivered effectively and efficiently and at all times those services are required.
11. New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.
12. For staff not on the highest point within the salary scale there is a system of annual progression to the next point on the band, which can be made subject to satisfactory performance.

Senior Management Remuneration

13. For the purposes of this statement, senior management means 'chief officers' as defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary as at 1st April 2013.

14. Bromsgrove District Council is managed by a senior management team who manage shared services across both Redditch Borough and Bromsgrove District Councils. All of the posts listed below have been job evaluated on this basis, with the salary costs for these posts split equally between both Councils.

Title	% of Chief executive salary	Pay range (minimum)	Pay range (maximum)	Incremental points	Average Cost to Bromsgrove District Council
Chief Executive	100%	£122,500	£127,500	3	£62,500
Director of Leisure, Environment and Community Services. (Also Deputy Chief Executive / Executive Director (Council 'lead officer'))	80%	£98,000	£102,000	3	£50,000
Director of Planning and Regeneration, Regulatory and Housing Services	72.5%	£89,000	£92,500	3	£45,375
Director of Finance and Resources. (Also section 151 Officer and Council 'lead' officer)	72.5%	£89,000	£92,500	3	£45,375
Head of Customer Services	50%	£61,250	£63,750	3	£31,250
Head of Planning and Regeneration	60%	£73,500	£76,500	3	£37,500
Head of Business	60%	£73,500	£76,500	3	£37,500

Transformation					
Head of Legal, Equalities and Democratic Services	60%	£73,500	£76,500	3	£37,500
Head of Resources	60%	£73,500	£76,500	3	£37,500
Head of Environmental Services	60%	£73,500	£76,500	3	£37,500
Head of Leisure and Cultural Services	60%	£73,500	£76,500	3	£37,500
Head of Community Services	60%	£73,500	£76,500	3	£37,500

Recruitment of Chief Officers

15. The Council's policy and procedures with regard to recruitment of chief officers is set out within the Officer Employment Procedure Rules as set out in the Council's Constitution. When recruiting to all posts the Council will take full and proper account of its own equal opportunities, recruitment and redeployment Policies. The determination of the remuneration to be offered to any newly appointed chief officer will be in accordance with the pay structure and relevant policies in place at the time of recruitment. Where the Council is unable to recruit to a post at the designated grade, it will consider the use of temporary market forces supplements in accordance with its relevant policies.
16. Where the Council remains unable to recruit chief officers under a contract of service, or there is a need for interim support to provide cover for a vacant substantive chief officer post, the Council will, where necessary, consider and utilise engaging individuals under 'contracts for service'. These will be sourced through a relevant procurement process ensuring the council is able to demonstrate the maximum value for money benefits from competition in securing the relevant service. The Council does not currently have any Chief Officers under such arrangements.

Performance-Related Pay and Bonuses – Chief Officers

17. The Council does not apply any bonuses or performance related pay to its chief officers. Any progression through the incremental scale of the relevant grade is subject to satisfactory performance which is assessed on an annual basis

Additions to Salary of Chief Officers (applicable to all staff)

18. In addition to the basic salary for the post, staff may be eligible for other payments under the Council's existing policies. Some of these payments are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties. The list below shows some of the kinds of payments made.
- a. reimbursement of mileage. At the time of preparation of this statement, the Council pays an allowance of 45p per mile for all staff, with additional or alternative payments for carrying passengers or using a bicycle;
 - b. professional fees. The Council pays for or reimburses the cost of one practicing certificate fee or membership of a professional organisation provided it is relevant to the post that an employee occupies within the Council.

- c. long service awards. The Council pays staff an additional amount if they have completed 25 years of service.
- d. honoraria, in accordance with the Council's policy on salary and grading. Generally, these may be paid only where a member of staff has performed a role at a higher grade;
- e. fees for returning officer and other electoral duties, such as acting as a presiding officer of a polling station. These are fees which are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda;
- f. pay protection – where a member of staff is placed in a new post and the grade is below that of their previous post, for example as a result of a restructuring, pay protection at the level of their previous post is paid for the first 12 months. In exceptional circumstance pay protection can be applied for greater than 12 months with the prior approval of the Chief Executive.
- g. market forces supplements in addition to basic salary where identified and paid separately;
- h. salary supplements or additional payments for undertaking additional responsibilities such as shared service provision with another local authority or in respect of joint bodies, where identified and paid separately;
- i. attendance allowances (payable to certain employees who meet relevant criteria)

Payments on Termination

- 19. The Council's approach to discretionary payments on termination of employment of chief officers prior to reaching normal retirement age is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007
- 20. Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the full Council or relevant elected members, committee or panel of elected members with delegated authority to approve such payments.
- 21. Redundancy payments are based upon an employee's actual weekly salary and, in accordance with the Employee Relations Act 1996, will be up to 30 weeks, depending upon length of service and age.

Publication

- 22. Upon approval by the full Council, this statement will be published on the Council's website. In addition, for posts where the full time equivalent salary is at least £50,000, the Council's Annual Statement of Accounts will include a note on Officers Remuneration setting out the total amount of:
 - a. Salary, fees or allowances paid to or receivable by the person in the current and previous year;
 - b. Any bonuses so paid or receivable by the person in the current and previous year;
 - c. Any sums payable by way of expenses allowance that are chargeable to UK income tax;
 - d. Any compensation for loss of employment and any other payments connected with termination;
 - e. Any benefits received that do not fall within the above.

Lowest Paid Employees

- 23. The Council's definition of lowest paid employees is persons employed under a contract of employment with the Council on full time [37 hours] equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1st April 2013, this is £12145.00 per annum.

24. The Council also employs Apprentices (or other such categories of workers) who are not included within the definition of 'lowest paid employees' (as they are employed under a special form of employment contract; which is a contract for training rather than actual employment).
25. The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.
26. The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that "it would not be fair or wise for the Government to impose a single maximum pay multiple across the public sector". The Council accepts the view that the relationship to median earnings is a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.
27. The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as 1:10.5 and; between the lowest paid employee and average chief officer as 1:6.4. The multiple between the median (average) full time equivalent earnings and the [Chief Executive] is [1:5.1] and; between the median (average) full time equivalent earnings and average chief officer is [1:3.3].
28. As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

Accountability and Decision Making

29. In accordance with the Constitution of the Council, Cabinet and Overview and Scrutiny Board are responsible for decision making in relation to the recruitment, pay, terms and conditions and severance arrangements in relation to employees of the Council.

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