



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 5TH FEBRUARY 2014 AT 6.00 P.M.

THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE

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

AGENDA

1. To receive apologies for absence
2. Declarations of Interest

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. To confirm the accuracy of the minutes of the meeting of the Cabinet held on 8th January 2014 (Pages 1 - 4)
4. Minutes of the meeting of the Audit Board held on 12th December 2013 (Pages 5 - 12)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
5. Minutes of the meeting of the Overview and Scrutiny Board held on 20th January 2014 (Pages 13 - 22)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
6. Overview and Scrutiny Feedback on the Cabinet Response to the Air Quality Task Group Report (Pages 23 - 38)

7. Fees and Charges 2014/15 (Pages 39 - 64)
8. Medium Term Financial Plan 2014/15 to 2016/17 (Pages 65 - 80)
9. 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

28th January 2014

Agenda Item 3

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY, 8TH JANUARY 2014 AT 6.00 P.M.

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

Officers: Mr. D. Allen, Mr. K. Dicks, Mrs. S. Hanley, Ms. S. Morgan,
Mrs. S. Sellers and Mr I Westmore

71/13 APOLOGIES

There were no apologies for absence.

72/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

73/13 MINUTES

The minutes of the meeting of the Cabinet held on 4th December 2013 were submitted.

RESOLVED that the minutes be approved as a correct record.

74/13 OVERVIEW AND SCRUTINY BOARD

The minutes of the meeting of the Overview and Scrutiny Board held on 16th December 2013 were submitted.

RESOLVED that the minutes be noted.

75/13 AUDIT BOARD

It was reported that the minutes of the meeting of the Audit Board held on 12th December 2013 would be submitted to the February meeting of the Cabinet.

76/13 WORCESTERSHIRE SHARED SERVICES BOARD

The minutes of the meeting of the Worcestershire Shared Services Board held on 21st November 2013 were submitted.

In relation to minute 29/13 it was proposed that a meeting be arranged between the Leader, the relevant Portfolio Holder, the Chief Executive and the

Head of Regulatory Services to discuss the impact of Worcestershire County Council budget proposals on the future resilience of the shared service.

RESOLVED that the minutes be noted.

77/13 **HOME CHOICE PLUS ALLOCATIONS POLICY REVIEW**

The Cabinet considered a report which detailed proposed amendments to the allocation scheme for determining priorities and for defining the procedures to be followed in allocating social housing provision as set out in a draft Policy.

The Portfolio Holder drew Members' attention to the one significant amendment which was being proposed, that of seeking to address concerns about local connection and how best to prioritise the housing needs of Bromsgrove residents when allocating properties in the District. It was noted that the Strategic Housing Manager was to contact the relevant Portfolio Holders at partner authorities outlining the Council's position in this regard. Should the response not be positive the Council would consider how best to proceed with promotion of local connection, particularly in the light of forthcoming guidance from the Government which would encourage local authorities to incorporate a greater preference towards housing local people.

Members were clear that the numbers of residents and properties involved were small in absolute terms but, in order to fulfil growing expectations towards localism and self-determination, a redefinition of local connection was reasonable.

RESOLVED:

- (a) that the Home Choice Plus Allocations Policy is approved to be sent out for consultation; and
- (b) that Officers report back to Cabinet on the outcome of discussions with the Home Choice Plus Partnership regarding local connection.

78/13 **MEDIUM TERM FINANCIAL PLAN 2014/15 TO 2016/17 - PRESENTATION**

Members were provided with an update on the preparation of the Medium Term Financial Plan for 2014/15 – 2016/17.

It had previously been reported that the Council needed to meet a budget shortfall of £160K for the coming year but the figure had been revised downwards to £97K. This was partly in response to recent government decisions to reconsider the allocation of the New Homes Bonus to Local Enterprise Partnerships and an accompanying reduction in the Revenue Support Grant to the Council.

The Financial Services Manager noted that the Council was looking to make use of £250K from balances and that there were two bids coming forward for consideration, these being in respect of limited free car parking and support for local cultural events.

There was brief discussion of the likely effect of the Council not proceeding with the redevelopment of the Dolphin Centre. It was suggested that the overall impact of proceeding with the scheme would be primarily limited to one-off costs near the start of the process but Members were informed of the need to remain mindful of the ongoing squeeze on the public finances.

The proposals around the sale of trade waste lists were noted and it was suggested that Officers revisit the possibility of building up this business over time to provide an ongoing income stream.

The investment of £150K over six years to support cultural events was intended to achieve wider recognition for the District, was being carried out in conjunction with Bromsgrove School and was primarily aimed at increasing footfall in the town centre. Whilst the principle was broadly supported there was a desire to see a commitment to tangible financial involvement from the School. The promotion of town centre viability was also behind the bid for free car parking on small business Saturdays but members were less convinced at the efficacy of this approach. There was a strong feeling that the money might be more usefully deployed in supporting small business development across the District.

As a final point, the potential impacts of Worcestershire County Council budget cuts were highlighted. It was noted that Officers were unable to quantify the amount of additional customer demand that would present to the District Council although Heads of Service were currently attempting to identify likely effects. It was proposed that certain local County Council colleagues be briefed on the effects of County Council budget decisions on Bromsgrove by their District counterparts and Officers.

79/13 **COUNCIL TAX BASE 2014/2015**

The Committee considered a report that set out the details of the calculation of the District's tax base for Council Tax setting purposes.

RESOLVED:

- (a) the amount calculated by Bromsgrove District Council as the Council Tax Base for the whole area for 2014/15 is approved at 34,117.95; and
- (b) the amount calculated by Bromsgrove District Council as the Council tax Base for 2014/15 for the calculation of local precepts shall be the amounts shown in the appendix to these minutes.

80/13 **WORCESTERSHIRE REGULATORY SERVICES - REMOVAL OF HEALTH AND WELLBEING FROM STATEMENT OF PARTNER REQUIREMENTS**

The Committee considered a report which sought agreement to modify the statement of partner service requirements for Worcestershire Regulatory Services (WRS) by removing the requirements in relation to health and wellbeing and health promotion. It was noted that this move would save the authority £22K per annum and would avoid duplication of this particular function.

RESOLVED:

- (a) that the statement of partner service requirements for Worcestershire Regulatory Services be modified by removing the requirements in relation to health and wellbeing / health promotion; and
- (b) that delegated authority be given to the Head of Legal, Equalities and Democratic Services, following consultation with the relevant Portfolio Holders, to make the relevant amendments to the legal agreement with the other parties.

The meeting closed at 7.13 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE AUDIT BOARD

THURSDAY, 12TH DECEMBER 2013 AT 6.00 P.M.

PRESENT: Councillors J. R. Boulter, M. T. Buxton, B. T. Cooper, S. J. Dudley (during Minute No's 17/13 to 28/13), P. A. Harrison, H. J. Jones (during Minute No's 23/13 to 33/13) and P. M. McDonald

Invitees: Mr. P. Jones (Engagement Lead) and Ms. Z. Thomas (Audit Manager), Grant Thornton

Officers: Ms. J. Pickering, Mrs. R. Bamford, Mr. J. Godwin, Mr. A. Bromage and Mrs. P. Ross

17/13 ELECTION OF CHAIRMAN

In response to Councillor P. M. McDonald the Democratic Services Officer confirmed that both the previously elected Chairman and Vice-Chairman of the Audit Board had resigned.

RESOLVED that Councillor P. A. Harrison be elected as Chairman of the Board for the ensuing municipal year.

Councillor Harrison expressed her sincere thanks to Councillor L. C. R. Mallett, Chairman of the Audit Board for the municipal year 2012/2013.

18/13 ELECTION OF VICE-CHAIRMAN

RESOLVED that Councillor B. T. Cooper be elected as Vice-Chairman of the Board for the ensuing municipal year.

19/13 APOLOGIES

No apologies for absence were received. Councillor B. T. Cooper informed the Chairman that Councillor H. J. Jones would be attending the meeting but had been delayed whilst conducting her civic duties.

20/13 DECLARATIONS OF INTEREST

No declarations of interest were received.

21/13 **MINUTES**

The minutes of the Audit Board meetings held on 14th March 2013 and 19th September were submitted.

RESOLVED that the minutes be approved as a correct record.

22/13 **GRANT THORNTON PROGRESS REPORT**

The Chairman welcomed Mr. P. Jones (Engagement Lead) and Ms. Z. Thomas (Audit Manager) from Grant Thornton to the meeting.

The Board considered the progress report for the financial year 2013/2014 from Grant Thornton.

Mr. P. Jones introduced the report and in doing so informed the Board that Grant Thornton were required to issue a detailed accounts audit plan to the Council setting out their proposed approach in order to provide an opinion on the Council's 2013/2014 financial statements. The report included a summary of emerging national issues and developments that could be relevant as a District Council. The Executive Director, Finance and Corporate Resources had agreed to prepare an action plan that addressed the issues raised in the report. The action plan to be presented to the next meeting of the Audit Board for Members to consider.

Mr. P. Jones drew Members' attention to pages 27 - 29 of the report: Emerging issues and developments, local government guidance and Potential for procurement fraud. Highlighting that the Council needed to be vigilant in their processes against fraud.

In response to Councillor P. M. McDonald, Mr. P. Jones explained that the reduction in fees, compared to the previous years, was a cost reduction due to the restructure and reduction in overheads of the Audit Commission. It was not due to a reduction in audit days. Audit procedures had evolved with audit work being streamlined in order to be more efficient. This would not affect audit standards, audits would be carried out to the same high standards. There were inherent risks in any auditing process or methodology. Working in a more focussed and efficient way would lower risks.

RESOLVED that the Audit Board note the progress report for the financial year 2013/2014 and emerging issues as presented by Grant Thornton.

23/13 **GRANT THORNTON AUDIT FINDINGS 2013/2013**

The Board was asked to consider the Audit Findings report 2012/2013 from Grant Thornton.

Mr. P. Jones (Engagement Lead) Grant Thornton introduced the report and in doing so informed the Board that the report highlighted the key matters from their audit of Bromsgrove District Council financial statements for the year ended 31st March 2013. The audit findings were reported to management

and those charged with governance in accordance with the requirements of International Standard on Auditing 260 (ISA).

Ms. Z. Thomas (Audit Manager) Grant Thornton drew Members attention to page 41 of the report: Key issues arising from our audit, financial statements opinion – The accounts were well prepared with adequate supporting papers and officers were responsive to any questions raised. In addition to the work on the accounts preparation they assess their opinion on value for money. Their conclusion was that they were satisfied that the Council had put in place proper arrangements to secure economy, efficiency and effectiveness during 2012/2013.

There were two recommendations proposed by Grant Thornton, as detailed on page 36 of the report. The Financial Resilience report, as referred to in the second recommendations, to be presented to the next meeting of the Audit Board.

Further discussion followed on the Value for Money conclusion, more specifically the Medium Term Financial Plan (MTFP). The Executive Director, Finance and Corporate Resources and Mr. P. Jones responded to questions in respect of the MTFP and more detailed reporting of progress against savings plans. Mr. P. Jones highlighted that the Council had made savings, with good plans that looked forward and that the MTFP had that degree of rigour.

RESOLVED that the Grant Thornton Audit Findings Report for 2012/2013, as detailed as Appendix 1 to the report, be noted.

24/13 **HEAD OF LEISURE AND CULTURAL SERVICES - VERBAL UPDATE ON ISSUES RAISED WITH REGARD TO THE INTERNAL AUDIT MONITORING REPORT SEPTEMBER 2013**

Following on from the Audit Board meeting held on 19th September 2013, the Head of Leisure and Cultural Services provided Members with a verbal update on from the issues raised with regard to the Internal Audit Monitoring Report.

The Head of Leisure and Cultural Services informed the Board that the changes had been instigated. The banking float value had been increased and staff trained to ensure banking was carried out on a weekly basis. No low value items were purchased through petty cash anymore since the introduction of the Government Procurement Card (GPC).

With regard to the issues raised in respect of Disclosure and Barring Service (DBS), previously Criminal Records Bureau (CRB) checks. Members were informed that the requirement for a DBS check remained with the contractor. An employer must not apply for a DBS check unless the job or role is eligible for one. They must tell the applicant why they are being checked. The contractor and the Council could be challenged if DBS checks were applied for and the job or role was not an eligible one.

The Chairman thanked the Head of Leisure and Cultural Services.

25/13 **PRESENTATION FROM THE HEAD OF PLANNING AND REGENERATION**

The Chairman welcomed Mrs. R. Bamford, Head of Planning and Regeneration to the meeting.

Mrs. R. Bamford provided Members with a presentation detailing risk management for her service area. The presentation slides detailed information on the risk management principles and highlighted that good management required understanding of risks - health and safety; operational and exceptional (project related) and an on-going review of known operational risks through the Departmental Management Team. The slides detailed the three main risk areas:

- Fail to adopt a core strategy for planning policy processes at Bromsgrove
- Inability of Building Control to meet costs
 - Monitor staff workloads
 - Monitor economic recovery indicators
 - Increase market activity
- Fail to effectively manage the New Shop Front project/fund and Townscape initiative
 - Quarterly reports on expenditure to Heritage Lottery Fund

In response to Councillor P. M. McDonald, Mrs. R. Bamford agreed to provide Audit Board Members with further detail as to the market share North Worcestershire Building Control currently held. Mrs. R. Bamford further responded to Councillor P. M. McDonald and highlighted that whilst Bromsgrove District Council, Building Control Services offered surveyor, regulatory and structural advice to internal and external customers, there was no requirement for Bromsgrove District Council to regulate surveyor services offered by the private sector as they had their own regulatory body.

Mrs. R. Bamford provided Members with brief details of the specific criteria for the Heritage-led Regeneration Grant. The Bromsgrove Townscape Heritage Initiative scheme aimed to regenerate the town centre by repairing and enhancing historic properties on the High Street and Worcester Road.

The Chairman thanked the Head of Planning and Regeneration for her presentation.

26/13 **MARLBROOK TIP**

The Head of Planning and Regeneration provided Members with a verbal update with regard to Marlbrook Tip, as requested by Audit Board Members during the meeting held on 19th September 2013.

Members were informed that over tipping concerns had been raised and this was being monitored via satellite systems in order to understand the actual amount of over tipping. Public meetings had been held and minutes of those meetings were available on Bromsgrove District Council's website. Mrs. R. Bamford had met with residents with regard to the view from their properties.

Members were advised that officers would have to follow legal guidance in respect of any enforcement action and once an enforcement notice was issued the public would be kept informed. In response to Councillor B. T. Cooper, Mrs. R. Bamford explained that any similar future applications received would be determined by Worcestershire County Council using the skills, expertise and legal guidance of officers at Worcestershire County Council.

27/13 **FINANCE MONITORING REPORT**

The Board were asked to consider the Finance Monitoring Report for the period April to September 2013.

The Executive Director, Finance and Corporate Resources presented the report and in doing so asked Members if they required any revisions to the format of the report. Members agreed that individual savings should be included in future reports.

The report provided details of the financial information across the Council. The aim was to ensure that savings identified had been delivered as recommended by the Council's External Auditors, Grant Thornton.

The table as detailed on page 74 of the report showed the position for the Council for the period April to September 2013 (Quarter 2, 2013/2014). The majority of services showed slight variances to budget. This demonstrated that identified savings had been delivered across the Council. It was proposed that for future reports the corporate savings would be allocated across the services to enable a clearer position statement. This would be actioned for April – December 2013, Quarter 3 and a report to be presented to the next meeting of the Board.

The Executive Director, Finance and Corporate Resources responded to Councillor P. M. McDonald with regard to the concerns he had highlighted in respect of the level of service and an unawareness of local knowledge or previous history of areas within the district from Worcestershire Regulatory Services (WRS) officers. The Executive Director, Finance and Corporate Resources stated that as a member of the WRS Management Board she would be interested to hear his concerns in more specific detail and would then raise his concerns with WRS Management Board members. Councillor B. T. Cooper informed the Board that the Overview & Scrutiny Board has recently established a WRS Joint Scrutiny Task Group.

RESOLVED:

- (a) that the current financial position on revenue and service underspends be used to offset the savings requirements in Corporate Services, be noted; and
- (b) that as detailed in the preamble above individual savings be incorporated into future Finance Monitoring Reports to the Board.

28/13 **INTERNAL AUDIT MONITORING REPORT**

The Board considered a report which detailed the monitoring report on internal audit work and performance as at 31st October 2013.

Mr. A. Bromage, Service Manager, Worcestershire Internal Audit Shared Service introduced the report and in doing so drew Members' attention to Appendix 3 of the report - 'High' and 'Medium' Priority Recommendations Summary. The Executive Director, Finance and Corporate Resources informed Members that the error with regard to the audit accounts not being requested, as detailed on page 87 of Appendix 3, had now been highlighted to the Acting Head of Community Services and the audit accounts had now been requested.

The Service Manager informed Members that as detailed at Appendix 1 to the report, a significant amount of days would be allocated to the Core Financial Systems to be audited in quarters 3 and 4 in order to maximise the assurance provided for the Annual Governance Statement and Statement of Accounts. Members were assured that Internal Audit was on target to deliver the Audit Plan by March 2014.

RESOLVED that the monitoring report of internal audit work and performance as at 31st October 2013 be noted.

29/13 **PROVISIONAL INTERNAL AUDIT PLAN 2014/2015**

The Board considered a report which detailed the Internal Audit Operational Provisional Plan and the key performance indicators for the Worcestershire Internal Audit Shared Service for 2014/2015.

Mr. A. Bromage, Service Manager, Worcestershire Internal Audit Shared Service introduced the report and in doing so informed Members that the Internal Audit Plan for 2014/2015 was a risk based plan which took into account the adequacy of the Council's risk management, performance management and other assurance processes. At the request of the Audit Board a provisional plan of work was therefore provided to Audit Board Members to enable Members to have a positive input into the audit work programme for 2014/2015.

RESOLVED:

- (a) that the Internal Audit Operational Provisional Plan for 2014/2015 be noted; and
- (b) that the key performance indicators for the Worcestershire Internal Audit Shared Service for 2014/2015 be noted.

30/13 **BENEFITS FRAUD UPDATE - QUARTERS 1 AND 2 2013/2014**

The Board considered a report which detailed the performance of the Benefits Services Fraud Investigation service for the period 1st April to 30th September 2013, quarters 1 and 2, 2013/2014.

The Executive Director, Finance and Corporate Resources informed Members that the Head of Customer Access and Financial Support had been unable to attend the meeting due to illness, so she would present the report in her absence.

The Executive Director, Finance and Corporate Resources highlighted that report provided performance information for the team from 1st April to 30th September 2013. The Fraud Team comprised a manager, two investigation officers and a support officer. All of the team had completed the nationally recognised best practice qualifications in Professionalism in Security (Pins) appropriate to their role.

The report detailed that 77 fraud referrals were received and considered for investigation by the team during quarters 1 and 2. 24 of the referrals had come from data-matching. 44 investigations were closed during the period and fraud or error was established in 31 of these. The Executive Director, Finance and Corporate Resources responded to Members' questions with regard to sanctions and explained that the team would always look at the recovery costs associated with prosecutions and that individual circumstances had to be taken into account prior to a decision being made on the most appropriate sanction.

RESOLVED that the Benefits Services Fraud Investigation report for the period 1st April to 30th September 2013 be noted.

31/13 **CORPORATE FRAUD - STAFF SURVEY RESULTS - WHISTLEBLOWING PROCEDURE - VERBAL UPDATE**

Following on from the Audit Board meeting held on 14th March 2013, the Executive Director, Finance and Corporate Resources provided Members with a verbal update on the staff survey and the results of the staff survey, in respect of the specific questions asked on the Council's whistleblowing procedure.

The Executive Director, Finance and Corporate Resources provided Members with a brief update, highlighting that the full results of the staff survey were not yet available.

Over 800 individual comments in addition to the tick box and rating responses had been received.

The staff survey highlighted the following:

- Approximately 40% of staff polled responded to the survey.
- 78% felt that they were able to meet the needs of the customers (both internal and external) on a daily basis.
- 76% of the respondents felt that they had the opportunity to do what they do best on a daily basis.
- 50% said that they did not get regular feedback from their manager about how they were doing.
- 45% of respondents said that they did not have regular team meeting.

Following on from the staff survey a steering group, consisting of staff and union representatives, had been set up to look at the following main themes:

- Communication
- Management
- ICT
- Working Environment

The Executive Director, Finance and Corporate Resources responded to Councillor M. T. Buxton and explained that there was a framework in place with regard to staff supervision, which included regular team meetings and regular one-two-one staff meetings. Managers were aware of this framework.

In response to Members it was

RESOLVED that written detailed reports be presented to future meetings of the Board.

32/13 **RISK MANAGEMENT MONITORING GROUP - VERBAL UPDATE**

The Executive Director, Finance and Corporate Resources provided Members with a brief verbal update with regard to the recent Risk Management Monitoring Group. The Executive Director, Finance and Corporate Resources informed Members that she was now responsible for developing Risk Management with support from the Financial Services Manager. The Terms of Reference had been agreed and Insurance Claim statistics were looked at during the Risk Management Monitoring Group meeting on 10th October 2013. The Corporate Risk Register was closely monitored by the Corporate Management Team (CMT).

In response to Members it was

RESOLVED that written detailed reports be presented to future meetings of the Board.

33/13 **AUDIT BOARD WORK PROGRAMME 2013/2014**

The Board considered the Work Programme for 2013/2014.

RESOLVED that the Work Programme be updated to include the items discussed and agreed by the Board during the course of the meeting.

The meeting closed at 8.10 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

MONDAY, 20TH JANUARY 2014 AT 6.00 P.M.

PRESENT: Councillors P. Lammas (Chairman), R. J. Laight (Vice-Chairman), C. J. Bloore, B. T. Cooper, R. L. Dent, K. A. Grant-Pearce, H. J. Jones, L. C. R. Mallett, S. P. Shannon, C. J. Spencer, C. J. Tidmarsh and L. J. Turner

Invitees: Councillor C. B. Taylor

Officers: Ms. J. Pickering, Ms. A. Scarce and Ms. J. Bayley

73/13 APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillor J. M. L. A. Griffiths.

74/13 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

Councillor C. J. Spencer declared a Disclosable Pecuniary Interest as a member of Bromsgrove Arts Centre Trust in respect of Item No. 8. As such Councillor Spencer withdrew from the meeting and took no part in its consideration and voting thereon.

75/13 MINUTES

The minutes of the Overview and Scrutiny Board meeting held on 16th December 2013 were submitted.

RESOLVED that the minutes be approved as a correct record.

76/13 AIR QUALITY TASK GROUP RESPONSE TO CABINET

Councillor S. P. Shannon, Chairman of the Task Group, explained that the group had reconvened in December 2013 to discuss in detail the response that had been received from the Cabinet in respect of their recommendations.

A few, minor alterations had been made to the group's recommendations, though the majority remained the same. Members had added further information to support the recommendations and, where appropriate, had provided details about how funding could be obtained to cover the costs involved in delivering the actions detailed in the group's recommendations.

During consideration of this item the Portfolio Holder for Planning, Core Strategy, Regulatory and Strategic Housing, Councillor C. B. Taylor, was invited to comment on the Task Group's response. He acknowledged that the group's findings remained worthy of note, though suggested that he would need to seek further specialist advice in respect of the feasibility of recommendation 7. Councillor Taylor advised the Board that he intended to discuss a number of the proposals with the Chairman of the Worcestershire Shared Services Joint Committee. He also confirmed that he was intending to sign the two letters referred to in the group's final report.

The potential for Bromsgrove District Council to apply for funding in any future rounds of the Defra Air Quality Grant Programme was also briefly debated. Councillor Shannon explained that the Council had been eligible to apply for up to £1 million of funding the previous year. It was suggested that applications for funding from this grant programme in future years would help the Council to secure the funding needed to pay for some of the actions identified in the group's final report.

RESOLVED that the Overview and Scrutiny Board agree the recommendations in conjunction with the additional information and pass the report to Cabinet for its further consideration.

77/13 **BUDGET PRESENTATION**

The Executive Director for Finance and Corporate Resources delivered a presentation on the Council's budgetary position as of 20th January 2014 (Appendix 1).

During the delivery of this presentation the following points were highlighted for Members' consideration:

- The Council's budget for the period 2014/15 – 2016/17 had not yet been set. £100,000 of savings still remained to be identified.
- In addition to reductions to the Government grant there had also been a decrease in the amount that the Council received from the Department for Work and Pensions (DWP) in the form of housing benefit.
- Heads of Service had been working to identify potential savings. Many of these savings would be achieved through service reviews and from job vacancies.
- The budget was being planned in accordance with the Council's strategic purposes.
- Every effort was being made to minimise the impact of budget savings on the delivery of frontline services.
- Officers were attempting to identify savings that could be made to enabling services, or services which were not delivered directly to the customer.
- The borrowing costs that had been taken into account by Officers included the costs for Parkside and the costs for a new leisure centre, though Officers recognised that no decision had yet been taken by Members in respect of a new leisure centre.

- A Council Tax increase of 1.9% had been proposed by Officers. This would mean that the local authority would not be eligible to apply for the Council Tax freeze grant.
- The Council would need to meet additional pension costs of £154,000 for 2015/16 – 2016/17.
- The Council's balances were £3 million at the date of the meeting. Officers were keen to maintain balances of at least £1.1 million going forward. There was therefore the potential for £700,000 to be used from balances to help to meet the Council's budgetary requirements over the following 3 year period.
- Heads of Service had been assessing the potential impact of the proposed County Council cuts on services delivered by the district Council. This would include considering the potential increase in demand for district Council services as a result of the removal or reduction of County Council services due to funding cuts.
- A tool had been developed to enable Officers to compare the fees charged by the Council to deliver services with other local authorities in the country and to identify the potential for changes to be made to the Council's current charging levels.

Following the presentation Members raised a number of further points for discussion:

- The arrangements for spending funding secured through the budget bid for economic and cultural events over the following six year period. Members were advised that it was anticipated that this process would be facilitated by Officers rather than in the form of grants to local Voluntary and Community Sector (VCS) organisations. Officers would continue to consider the best way to manage the funding.
- The potential impact of the Longbridge development and internet shopping on custom in Bromsgrove town centre as well as on revenue for the Council from car parking charges. Members were advised that at present the Council was anticipating that a similar amount in revenue would be generated from parking fees in the following financial year.
- The potential impact of efficiency savings for enabling services on frontline services. Officers urged Members to notify senior managers of any instances where cuts to enabling services were observed to have a negative impact on frontline services.

RESOLVED:

- (a) that a further update on the Council's budget for the period 2014/15 – 2016/17 be provided for the Board's consideration on 24th February; and
- (b) that the report be noted.

78/13 **SAVINGS MADE IN RESPECT OF SHARED SERVICES REPORT**

The Executive Director for Finance and Corporate Resources presented a report detailing the savings that had been achieved by the Council as a result of entering into shared services with neighbouring local authorities.

During the presentation of this report the following matters were outlined for Members' consideration:

- The savings that had been realised from shared services had been detailed for the period 2010/11 – 2013/14.
- In the early years of the process savings had been made through the introduction of a shared management team and a small number of shared services, such as Electoral Services.
- In 2012/13 agreement had been secured for a larger number of services to be shared and this had enabled the Council to achieve significant savings.
- Redundancy costs for staff who had left during this period had been particularly high in 2010/11 and 2012/13 mainly due to the fact that a number of long-serving staff aged 50 years or older had left the organisation in these years and they had been entitled to significant pay outs.
- The recent changes to the Corporate Management Team structure had enabled the Council to achieve further savings, to an estimated £2.369 million by January 2014.

At the end of the presentation a number of additional issues were raised for discussion:

- There remained some services that were not yet shared (below senior manager level). Therefore the Council could explore the potential to share these services with other local authorities.
- It was possible that if more shared service agreements were negotiated the Council would need to meet additional one off costs at a later date.
- The costs involved in working with Vanguard and savings achieved through service transformation had not been provided as the focus of the report had been on the financial implications to the Council of delivering shared services.
- Savings accrued from deleting posts when creating the shared services continued to be taken into account as part of the Council's figures for budgetary savings. The extent to which these savings could continue to be incorporated into the Council's calculations and alternative budget arrangements that could be taken into account were discussed.

RESOLVED that the report be noted.

79/13 **JOINT WRS SCRUTINY TASK GROUP**

Councillor R. J. Laight, Chairman of the Task Group, provided an update on the work of the Joint Worcestershire Regulatory Services (WRS) Task Group.

Members were advised that two meetings of the group had taken place since the last update had been provided. During the first of these meetings, on 18th December 2013, Members had interviewed the Head of Regulatory Services together with a number of senior WRS Officers. The discussions had been full

and frank and a lot of detail had emerged about the operation of WRS services.

At the second meeting Members had considered a written response to a number of questions that had been set for the consideration of members of the WRS Management Board. The group had also interviewed a representative of the Board.

A further three meetings were scheduled to take place together with a visit to Wyatt House, the base for WRS. The group was aiming to complete their investigations by the end of April 2014.

80/13 **ARTRIX OUTREACH PROVISION TASK GROUP**

The Chairman of the Task Group, Councillor Shannon, outlined the work of the group.

There had been two meetings of the group since the last meeting of the Overview and Scrutiny Board. At the first of these meetings Members had interviewed the Council's Arts and Events Officer and Arts and Events Manager. At the second meeting the Chairman of the Artrix Operating Trust and Councillor Spencer, in her role as a Council representative on that trust, had been interviewed.

Councillor Shannon explained that in line with the group's terms of reference Members had been investigating the funding provided by the Council to the Artrix. This had been undertaken both to ensure that the Council received value for money, that the services which were included within the Service Level Agreement (SLA) were delivered to a satisfactory level and that outreach services were provided to customers in greatest need of receiving those services.

Councillor Shannon commented that he was disappointed that at the previous meeting of the Board Members who had not been appointed to the Task Group had commented on the progress of the review. He expressed concerns that this indicated that some of the content of the Task Group meetings had been shared with other Members outside the meetings and he reminded all Members that Task Group meetings were supposed to be treated as private and confidential.

Finally Councillor Shannon requested that, as the review had commenced slightly later than anticipated and the group was consequently a little behind schedule, the deadline for completion of the review be extended from February to April 2014.

RESOLVED that the deadline for completion of the Artrix Outreach Provision Task Group be extended to April 2014.

81/13 **CABINET WORK PROGRAMME 1ST FEBRUARY 2014 TO 31ST MAY 2014**

The Board considered the Cabinet Work Programme for the period 1st February to 31st May 2014.

82/13 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

Members considered the Overview and Scrutiny Work Programme and noted that the update on flood prevention work in the district, which had been due to take place during the meeting, had been postponed. Officers had suggested this delay was due to a number of Worcestershire County Council budgetary cuts potentially impacting on the service causing imminent changes to strategic service arrangements. As a consequence it had been suggested that an update be provided for the Board's consideration in February on flood prevention projects that the team were delivering to be followed by a further report focusing on the strategic level in June 2014.

Councillor B. T. Cooper, the Council's representative on the Health Overview and Scrutiny Committee (HOSC), confirmed that there had been no meetings of the Committee over the festive period. The following meeting was due to take place on 22nd January 2014.

The meeting closed at 7.06 p.m.

Chairman

BUDGET POSITION 2014/15

2014/15 POSITION

	£'000
Original Estimate:	
Budget	11,340
Funding	(11,180)
Estimated Shortfall	160

2014/15 POSITION

	£'000
Estimated Shortfall	160
Current Position :	
Additional Pressures;	
Further reduction in Government Grant	33
Net Pressures to Budgets	
• borrowing costs	
• County funding reduced	
• Savings Identified (service reviews)	224
Bids	156
Less:	
Council Tax Base & Collection Surplus	-136
Additional New Homes Bonus	- 90
Proposed Use of Balances (Bid + Borrowing)	-250
REVISED GAP	£97K

2015/16 – 2016/17

	£'000
Shortfall 2015/16	686
Shortfall 2016/17	966

Bids

- £6k re free car parking in Bromsgrove Town Centre to support small business Saturday
 - £25k pa for 6 years to promote Bromsgrove Economy via Cultural events to include:
 - International Young musicians Festival
 - Arts Events
- To be funded from balances over 6 years (£150k) to be reviewed annually to promote investment in the District and increase footfall

Balances

- Currently £3m
- Draw down to fund £150k bid for Economic investment in the District via cultural events
- Draw down £945k from 2014/15 – 2016/17 to fund borrowing costs of new Leisure Centre (Business case to be approved)
- Estimated Balances £1.8m
- Insufficient Balances to meet 3 year estimated shortfall

Next Steps

- Impact of County Funding cuts
- Identify Further Savings
- Reducing Cost of Enabling the Council
- Review Income generation where possible
- Review budgets to Strategic Purposes
- Council Tax setting February 2014

DEPARTMENT	£'000
SHARED MGT TEAM	335
PAYROLL	40
CCTV	81
ICT	50
POLICY	40
LEISURE	20
COMMUNITY SERVICES	121
CUSTOMER SERVICES	29
ENVIRONMENTAL SERVICES	30
FINANCIAL SERVICES	50
LEGAL & DEMOCRATIC SERVICES	38
PLANNING & REGENERATION	31
SECRETARIAT	12
	877

CABINET – 5th February 2014

AIR QUALITY TASK GROUP – FINAL REPORT

Further Comments for Consideration by Cabinet

1. BACKGROUND INFORMATION

The Air Quality Task Group Report was presented by the Chairman of the Overview and Scrutiny Board (in the absence of the Task Group Chairman) at the Cabinet meeting held on 2nd October for its consideration.

A response from Cabinet was considered at the Overview and Scrutiny Board meeting held on 18th November 2013. The Chairman of the Task Group and Members who were present at that meeting expressed disappointment that a number of recommendations had not been approved. Following discussion it was agreed that due to the significance of air quality to public health in particular, that the feedback from Cabinet should be considered in further detail and that the Air Quality Task Group should reconvene, as its Members had the expertise required, to assess the response in detail.

2. RECOMMENDATION

This report is the result of the meeting of the Air Quality Task Group held on 20th December 2013 and the Overview and Scrutiny Board asks Cabinet to consider these responses and

That Cabinet, following consideration of the additional information, agrees the recommendations in conjunction with those comments.

3. COMMENTS

For ease of reference, the responses from Cabinet are highlighted in **green** and the further comments and responses from the Air Quality Task Group are highlighted in **blue**.

Recommendation 1

(Arising from the 2007 report)

It should be noted that these recommendations, from the 2007 Task Group Report, had been agreed by Cabinet at that time, but upon investigation by the current Task Group, appeared to not have been implemented.

Recommendation 1 – Low Emission Zones

Further consideration be given for LEZs to be included within the Air Quality Action Plan.

This was not supported in view of the likely finance implications.

The Task Group request that, should funding be available (for example as part of project bid under recommendation 5 of this report) then Low Emission Zones be considered.

Recommendation 7 – Town Centre Redevelopment

That a representative from Worcestershire Regulatory Services to be included within the membership of the Town Centre Redevelopment Group.

It was reported that the Town Centre Redevelopment Group was no longer in existence.

The Task Group notes that the Town Centre Redevelopment Group is no longer in existence and would request that a representative of WRS be included within the membership of the Town Centre Steering Group, or which ever such group is responsible for the Town Centre development.

Recommendation 8 – High Street and The Strand

Although not declared as an Air Quality Management Area the continued monitoring of the air quality at Davenal House should take place and consideration be given to alterations to the traffic lights.

It was noted that monitoring was on going but it was felt that changes to the traffic lights would be costly at this stage.

It is acknowledged that the changes to the traffic lights in this area would be costly, however the Task Group request that consideration should be given to including this within any changes which take place following the commencement of the highways work in relation to the Sainsbury's project.

Recommendation 17 – Taxi Ranks

Regular reminders are given to taxi drivers in respect of leaving their engines running whilst waiting for the next fare at a taxi rank.

This was approved.

The Task Group request that following approval of this recommendation, WRS regularly report back to the O&S Board to ensure that this is implemented.

Recommendation 2

- (a) that separate Air Quality Action Plans be produced for the four AQMAs in Bromsgrove district in order to address the particular circumstances in each location
- (b) that the Action plans contain specific targets and detail projected timeframes and all actions should be implemented within those timescales

This was not agreed as it was felt that the overall a County Air Quality Action Plan would be sufficient.

The Task Group noted the response and although disappointed, acknowledged that it was unlikely that separate Action Plans would be implemented. However it wished to make the following comments:

1. Would a single Action Plan be sufficient as each area was very different and had its own specific needs?
2. One of the advantages of having individual Action Plans was that it gave residents and Parish Councils more opportunity to be involved and to take “ownership” of the problems within their area together with raising awareness of air quality.

The Task Group therefore request that Cabinet reconsider this recommendation taking into account the comments above.

Recommendation 3

That a separate Air Quality Steering Group should be established in respect of the AQMAs in Bromsgrove district.

It was not agreed that a separate Group was required as it was felt that the single Steering Group would be sufficient.

Although acknowledging that it was unlikely that there would be separate Air Quality Action Plans, the Members wished to recommend that there was a separate Air Quality Action Plan Steering Group for Bromsgrove District as it has the largest number of AQMAs in the County and as previously mentioned each area is very different with its own specific needs. This would allow for more local involvement from both residents and Parish Councils and as detailed at Recommendation 2, raise local awareness and give “ownership” to the local communities.

The Task Group therefore request that Cabinet reconsider this recommendation.

Recommendation 4

That the Overview and Scrutiny Board be provided with regular progress reports from the Air Quality Steering Group.

This is not applicable if the separate Steering Group is not set up. It was suggested as an alternative that the Annual report to DEFRA also be submitted to the Overview and Scrutiny Board at no additional cost.

The Task Group recommend that if the Cabinet reconsider recommendation 3 as detailed above, then the Steering Group for the Bromsgrove District provides the Overview and Scrutiny Board with regular updates.

Recommendation 5

Worcestershire Regulatory Services (WRS) applies for funding from the DEFRA Air Quality Grant Programme. If the first application is not successful the WRS should persist in submitting further applications in subsequent years.

It was agreed that WRS should apply for DEFRA funding as appropriate and in accordance with the Air Quality Action Plan.

The Task Group requests that Cabinet reconsider the wording of its response in order to reiterate the importance of WRS applying for any funding which is available, as follows:

“It strongly supports the recommendation that WRS should apply for Defra (and any other available) funding as appropriate and in accordance with the Air Quality Action Plan.”

The Task Group also request that Cabinet note the following:

Whilst the Task Group acknowledges that the Defra funding programme for 2013/14 has closed it would also draw Cabinet’s attention to the attached document, Annex A: Eligibility and Criteria for Assessment of Applications for Defra local Authority air quality grant programme and in particular page 2 point 5. *“Priority will be given to those authorities applying for the grant to support the development or implementation of their air quality Action Plans or on other projects to improve local air quality.”* From the information in Annex A the Task Group strongly believe that Bromsgrove District Council would be eligible should funding be available in future years.

The Task Group suggests that, if the Council's application is successful, this grant funding could be used to implement the actions detailed in recommendations 1 (LEZs) and 9 (monitoring air pollutants).

Recommendation 6

That Worcestershire County Council applies for funding from the Worcestershire Local Transport Body in order to fund traffic management measures that will tackle air pollution in the Bromsgrove AQMAs.

Whilst this is a matter for the County Council there is no objection to requesting the County Council to make the application.

The Task Group acknowledges that this is a matter for WCC, however as Cabinet accepted this recommendation it would request that the Portfolio Holder, on behalf of the Council writes to the appropriate WCC Portfolio Holder requesting such an application.

Recommendation 7

That Worcestershire County Council liaises with local bus operators to establish a local bus quality partnership in order to investigate the potential to update the bus fleets operating within the Bromsgrove district.

Whilst this is a matter for the County Council there is no objection to requesting the County Council to liaise with the relevant bus operators.

The Task Group acknowledges that this is a matter for WCC, however as Cabinet accepted this recommendation would request that the Portfolio Holder, on behalf of the Council writes to the appropriate Portfolio Holder at WCC requesting such a partnership be set up.

Recommendation 8

That the health implications of air pollution, be the focus of a detailed review by the Worcestershire Health Overview and Scrutiny Committee.

It was noted that discussions were on going and that there was no objection to the issue being raised by the District Councillors who were Members of the Worcestershire Health Overview and Scrutiny Committee.

After further consideration the Task Group would like to ask if it would be acceptable to Cabinet if this recommendation included the following:

“That the HOSC on consideration of the information provided within the Air Quality Task Group Report consider requesting the Health and

Wellbeing Board give consideration to investigating and raise awareness of respiratory problems, as although not currently a priority it could be in the future.”

Recommendation 9

That regular monitoring of particulate air pollutants within the Bromsgrove District’s four AQMAs is carried out by Worcestershire Regulatory Services.

This was not agreed in view of the significant cost implications.

The Task Group request that Cabinet give this recommendation further consideration in light of the following information, as it believes that such a project could be funded from the Defra Grant as detailed at Recommendation 5.

Page 3 point 9 of Annex A: Eligibility and Criteria for Assessment of Applications for Defra Local Authority air quality grant programme highlights *“proposals which include quantification of the proposed action, either emissions or concentrations, evaluation of the economic and health benefits will be considered favourably.”*

Recommendation 10

That Bromsgrove District Council sends a letter to the relevant Government Minister urging him/her to accelerate efforts to address problems with the higher emission levels from HGVs with a copy of the letter also being sent to the local M.P.

This recommendation was agreed.

The Task Group requests that the Portfolio Holder, on behalf of the Council actions this recommendation.

Recommendation 11

That Bromsgrove District Council sends a letter to the relevant Government Minister responsible for DEFRA urging him/her to review the role of those responsible for Air Quality with a copy of the letter also being sent to the local M.P.

This recommendation was agreed.

The Task Group requests that the Portfolio Holder, on behalf of the Council actions this recommendation.

4. APPENDICES

Appendix 1 – Annex A: Eligibility and Criteria for Assessment of Applications for Defra Local Authority air quality grant programme

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Annex A: Eligibility and Criteria for Assessment of Applications for Defra's local authority air quality grant programme 2013/14

Eligibility for application

1. The Air Quality Grant Programme is aimed at supporting eligible capital expenditure by English local authorities on their air quality management duties under Part IV of the Environment Act 1995, with regard to any guidance issued by the Secretary of State for that purpose.
2. The Air Quality Strategy for England, Scotland, Wales and Northern Ireland (July 2007) sets out the UK air quality objectives. The pollutants covered by Local Air Quality Management (LAQM) under Part IV of the Environment Act are set out in the Air Quality (England) Regulations 2000 (SI 2000/928) as amended by the Air Quality (England) (Amendment) Regulations 2002 (SI 2002/3043). For most local authorities, the pollutants of concern in these Regulations are likely to be nitrogen dioxide (NO₂) and particulate matter (PM₁₀).
3. Defra assesses air quality in the UK on an annual basis to determine compliance with European legislation for air quality. The Directive 2008/50/EC on ambient air quality and cleaner air for Europe is relevant for the pollutants NO₂ and PM₁₀ and sets out limit values for these pollutants. This Directive was transposed into English Law in The Air Quality Standards (England) Regulations 2010.
4. Eligibility for Defra's Local Authority Air Quality Grant Programme for 2013/14 is restricted to English authorities that have exceedances of EU limit values for nitrogen dioxide as determined by Defra's national assessment and/or Air Quality Management Areas for nitrogen dioxide. Air Quality Management Areas must have been declared on or before the 31 March 2013. A full list of eligible local authorities for the 2013/14 programme is included in this document at paragraph 16. Applications will only be accepted for assessment from these local authorities. Local authorities may submit an application in partnership with one or more other eligible authorities. When doing so one authority should be indicated as the lead authority for the project.

Department for Environment, Food and Rural Affairs

Criteria and Priorities to be applied in the Assessment of Applications

5. Applications will be assessed by Defra or Defra's appointed agents to determine the distribution of grant. Not all applications will be successful or receive the level of funding requested. Priority will be given to those authorities applying for the grant to support the development or implementation of their air quality Action Plans or on other projects to improve local air quality. Applications for capital grant will be considered for the following types of projects:

- Projects that contribute to reductions in emissions and/or concentrations of NO_x, NO₂ and PM₁₀, provided that there are exceedances of NO₂ objectives and/or NO₂ EU limit values within the local authority boundary, in accordance with the eligibility criteria set out in paragraph 4.
- Projects that support work to review and collate research and monitoring evidence that can improve our understanding of the effectiveness of air quality measures and share best practice.
- Projects aimed at achieving improved air quality through, for example, influencing behaviour and/or raising awareness to support public health objectives. This includes projects in partnership with local Directors of Public Health.

6. Applicants should show that they have considered other funding resources (such as Sustainable Transport Funding for Authorities outside London and Section 106 agreements) and should demonstrate an understanding of why the LAQM grant fund is the most appropriate. The applicant must be able to demonstrate that the project provides good value for money. Applicants should also detail what additional funding/match funding has been secured or is being pursued to support the project.

7. Applications will be assessed against:

- Quality of the proposed project.
- Proposals to evaluate the effectiveness of the project.
- The plan to disseminate findings more widely.
- The extent to which the project outcomes are more widely applicable/reproducible.
- The extent to which the project provides value for money.
- The suitability of this funding opportunity for the project.
- Whether or not additional or match funding has been identified for the project and the overall proportion of match-funding available

Department for Environment, Food and Rural Affairs

Projects which involve multiple partners and/or deliver benefits to or across more than one local authority will also be prioritised in the assessment process.

Proposals by Local Authorities for Assessment of Air Quality

8. As stated above the key focus for the 2013/14 grant will be on supporting action plan measures, especially those targeting NO₂ exceedances. However, that does not preclude monitoring or modelling of air quality where such assessment is necessary to support the evidence base for introducing a particular measure covered by the key criteria or to evaluate the effectiveness of an air quality intervention. An example would be assessment to determine the feasibility of a Low Emission Zone.

9. Proposals which include quantification of the proposed action, either emissions or concentrations, evaluation of the economic and health benefits will be considered favourably. Also of benefit will be proposals which include sharing lessons learned from the measures with other local authorities.

10. Local authorities must accept the conditions of the grant award as contained in the Grant Determination (Annex C), and are expected to comply with the terms of the Memorandum of Understanding (Annex D). The following points should be noted:

- The local authority **must not** submit commercial-in-confidence quotes as part the application or refer to by name any consultants or other organisations proposed to carry out any aspect of the work.
- The grant application must be sufficiently detailed to demonstrate the purpose of the project, its objectives, success criteria and the means and extent to which it will achieve air quality benefits. All sections of the application form should be completed and the quality of the project proposal will be taken into account in determining the funding level to award.
- The application should demonstrate value for money for Defra.

Arrangements for London

11. As with last year, Defra has agreed a coordinated approach with the Greater London Authority (GLA) and Transport for London (TfL). To support efficient allocation of grant funding and to reduce duplication the GLA and TfL will work with boroughs to co-ordinate grant applications in London. There will be a focus on supporting the implementation of measures to improve air quality/reduce exposure, promote the integration of air quality with public health and raising awareness.

12. Funding from the Mayor's Air Quality Fund and Local Implementation Plans (LIPs) is eligible match-funding for the purposes of the Defra bid assessment process. Where projects are to be match-funded the project form should describe

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that part of the project which the air quality grant will fund so that the provision of funding can be properly evaluated and assessed against the Air Quality Grant eligibility criteria. Further guidance is available from Elliot Treharne, GLA Air Quality Manager (Elliot.Treharne@london.gov.uk).

Capital/ Non-Capital Expenditure

13. Under section 16 of the Local Government Act 2003 “capital expenditure” is “expenditure of the local authority which falls to be capitalised in accordance with proper practices”.

14. With regard to the proper accounting treatment of a particular item of expenditure on the activities included in an application for support under the air quality grant programme, authorities should seek advice from their finance department or external auditors. It is a matter for the appropriate Finance Officer of the local authority to determine, subject to the scrutiny of the authority’s auditor, if the expenditure on the proposal can properly be attributed to the authority’s capital account (and therefore eligible for the air quality grant).

15. The Chartered Institute of Public Finance and Accountancy (CIPFA) have published general advice to local authorities on the system Prudential Code for Capital Finance in Local Authorities (ISBN 0852999895). The Code defines capital expenditure as “items capitalised under the SORP” (Statement of Recommended Practice). Definitions in the CIPFA Code are intended to be consistent with UK generally accepted accounting practice as applicable to the public services and embodied in the CIPFA/LASAAC Code of Practice on Local Authority Accounting (the SORP). Copies of these (priced) Codes may be obtained from the CIPFA bookshop website:

- www.cipfa.org.uk/shop

16. Eligible Local Authorities for 2013/14

The list below identifies those local authorities eligible to apply for grant funding. If it appears that your local authority should have been included but has not, please get in touch for further clarification.

Department for Environment, Food and Rural Affairs

List of eligible local authorities – 2013/14 air quality grant programme

A – L	M - Z
Adur District Council	Maidstone Borough Council
Ashfield District Council	Manchester City Council
Aylesbury Vale District Council	Medway Council
Babergh District Council	Mid Devon District Council
Barnsley Metropolitan Borough Council	Mid Sussex District Council
Basildon District Council	Middlesbrough Borough Council
Basingstoke and Deane Borough Council	Milton Keynes Borough Council
Bath & North East Somerset Council	New Forest District Council
Bedford Borough Council	Newcastle City Council
Birmingham City Council	Newcastle-under-Lyme Borough Council
Blaby District Council	North Devon District Council
Blackburn with Darwen Borough Council	North East Lincolnshire Council
Blackpool Borough Council	North Lincolnshire Council
Bolsover District Council	North Somerset Council
Bolton Metropolitan Borough Council	North Tyneside Council
Boston Borough Council	North Warwickshire Borough Council
Bournemouth Borough Council	North West Leicestershire District Council
Bracknell Forest Borough Council	Northampton Borough Council
Bradford City Council	Norwich City Council
Brentwood Borough Council	Nottingham City Council
Brighton and Hove Council	Nuneaton and Bedworth Borough Council
Bristol City Council	Oldham Metropolitan Borough Council
Bromsgrove District Council	Oxford City Council
Broxbourne Borough Council	Pendle Borough Council
Broxtowe Borough Council	Peterborough Council
Burnley Borough Council	Plymouth City Council
Bury Metropolitan Borough Council	Poole Borough Council
Calderdale Metropolitan Borough Council	Portsmouth City Council
Cambridge City Council	Preston Borough Council
Cannock Chase District Council	Purbeck District Council
Canterbury City Council	Reading Borough Council
Carlisle City Council	Redcar and Cleveland Borough Council
Central Bedfordshire Council	Reigate and Banstead Borough Council
Charnwood Borough Council	Ribble Valley Borough Council
Chelmsford Borough Council	Rochdale Metropolitan Borough Council
Cheltenham Borough Council	Rochford District Council
Cherwell District Council	Rossendale Borough Council

Department for Environment, Food and Rural Affairs

Cheshire East	Rotherham Metropolitan Borough Council
Cheshire West and Chester Council	Rugby Borough Council
Chesterfield Borough Council	Runnymede Borough Council
Chichester District Council	Rushcliffe Borough Council
Chiltern District Council	Rushmoor Borough Council
Chorley Borough Council	Ryedale District Council
Colchester Borough Council	Salford Metropolitan Borough Council
Cornwall Council	Sandwell Metropolitan Borough Council
Corporation of the City of London	Sefton Metropolitan Borough Council
Cotswold District Council	Sevenoaks District Council
Coventry City Council	Sheffield City Council
Crawley Borough Council	Shropshire Council
Dacorum Borough Council	Slough Borough Council
Darlington Borough Council	Solihull Metropolitan Borough Council
Dartford Borough Council	South Bucks District Council
Derby City Council	South Cambridgeshire District Council
Doncaster Metropolitan Borough Council	South Gloucestershire District Council
Dover District Council	South Hams District Council
Dudley Metropolitan Borough Council	South Kesteven District Council
Durham	South Lakeland District Council
East Devon District Council	South Northamptonshire Council
East Dorset District Council	South Oxfordshire District Council
East Hampshire District Council	South Ribble Borough Council
East Hertfordshire District Council	South Somerset District Council
East Riding of Yorkshire	South Staffordshire District Council
East Staffordshire Borough Council	South Tyneside Metropolitan Borough Council
Eastleigh Borough Council	Southampton Council
Elmbridge Borough Council	Southend Borough Council
Epping Forest District Council	Spelthorne Borough Council
Epsom & Ewell Borough Council	St Albans District Council
Erewash Borough Council	St Edmundsbury Borough Council
Exeter City Council	St Helens Metropolitan Borough Council
Fareham Borough Council	Stafford Borough Council
Fenland District Council	Stockport Metropolitan Borough Council
Forest Heath District Council	Stockton-on-Tees Borough Council
Forest of Dean District Council	Stoke-on-Trent City Council
Gateshead Metropolitan Borough Council	Stratford on Avon District Council
Gedling Borough Council	Suffolk Coastal District Council
Gloucester City Council	Sunderland City Council
Gravesham Borough Council	Surrey Health District Council
Guildford Borough Council	Swale Borough Council

Department for Environment, Food and Rural Affairs

Halton Borough Council	Swindon Borough Council
Harborough District Council	Tameside Metropolitan Borough Council
Harrogate Borough Council	Taunton Deane Borough Council
Hart District Council	Teignbridge District Council
Havant Borough Council	Telford & Wrekin Council
Herefordshire Council	Test Valley Borough Council
Hertsmere Borough Council	Tewkesbury Borough Council
Hinckley and Bosworth Borough Council	Thanet District Council
Horsham District Council	Three Rivers District Council
Huntingdonshire District Council	Thurrock Council
Ipswich Borough Council	Tonbridge and Malling Borough Council
King's Lynn and West Norfolk Borough Council	Torbay Borough Council
Kingston-upon-Hull City Council	Trafford Metropolitan Borough Council
Kirklees Metropolitan Council	Tunbridge Wells Borough Council
Knowsley Metropolitan Borough Council	Uttlesford District Council
Lancaster City Council	Vale of White Horse District Council
Leeds City Council	Wakefield Metropolitan District Council
Leicester City Council	Walsall Metropolitan Borough Council
Lewes District Council	Warrington Borough Council
Lichfield City Council	Warwick District Council
Lincoln City Council	Watford Borough Council
Liverpool City Council	Waverley Borough Council
London Borough of Barking and Dagenham	Welwyn Hatfield District Council
London Borough of Barnet	West Berkshire Council
London Borough of Bexley	West Dorset District Council
London Borough of Brent	West Lancashire District Council
London Borough of Bromley Council	West Oxfordshire District Council
London Borough of Camden	Wigan Metropolitan Borough Council
London Borough of Croydon	Wiltshire Council
London Borough of Ealing	Winchester City Council
London Borough of Enfield	Windsor & Maidenhead, Royal Borough of
London Borough of Greenwich	Wirral Metropolitan Borough Council
London Borough of Hackney	Wokingham District Council
London Borough of Hammersmith & Fulham	Wolverhampton City Council
London Borough of Haringey	Worcester City Council
London Borough of Harrow	Worthing Borough Council
London Borough of Havering	Wychavon District Council
London Borough of Hillingdon	Wycombe District Council
London Borough of Hounslow	Wyre Borough Council

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London Borough of Islington	Wyre Forest District Council
London Borough of Kensington & Chelsea	York City Council
London Borough of Kingston upon Thames	
London Borough of Lambeth	
London Borough of Lewisham	
London Borough of Merton	
London Borough of Newham	
London Borough of Redbridge	
London Borough of Richmond	
London Borough of Southwark	
London Borough of Sutton	
London Borough of Tower Hamlets	
London Borough of Waltham Forest	
London Borough of Wandsworth	
London Borough of Westminster	
Luton Borough Council	

CABINET**5th February 2014****FEES AND CHARGES 2014/15**

Relevant Portfolio Holder	Councillor Mike Webb
Portfolio Holder Consulted	Yes
Relevant Head of Service	Sam Morgan, Accountancy Services Manager
Wards Affected	All
Ward Councillor Consulted	No
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 2014/15 – 2016/17.

2. RECOMMENDATIONS

- 2.1 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 2014, 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

5th February 2014

Service / Operational Implications

- 3.5 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

- 4.1 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.

7. KEY

None

AUTHOR OF REPORT

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Appendix A

BROMSGROVE DISTRICT COUNCIL

Scale of Charges 1st April 2014

Legal and Democratic Services

	Agreed new charge £	Net £	Vat £	Total £	VAT Treatment	Proposed charge from 1st April 2014 £
ELECTORAL REGISTRATION						
Register Sales*						
In data form	20.60	20.60	0.00	20.60	O/Scope	20.00
- basic fee	1.55	1.55	0.00	1.55	O/Scope	1.50
- for each 1,000 names or part thereof						
In printed form	10.30	10.30	0.00	10.30	O/Scope	10.00
- basic fee	5.15	5.15	0.00	5.15	O/Scope	5.00
- for each 1,000 names or part thereof						
Marked Election Register Sales*						
In data form	10.30	10.30	0.00	10.30	O/Scope	10.00
- basic fee	1.03	1.03	0.00	1.03	O/Scope	1.00
- for each 1,000 names or part thereof						
In printed form	10.30	10.30	0.00	10.30	O/Scope	10.00
- basic fee	2.06	2.06	0.00	2.06	O/Scope	2.00
- for each 1,000 names or part thereof						
Miscellaneous Charges						
- Labels basic fee	0.00					
- for each 1,000 properties or part thereof	5.82	5.82	0.00	5.82	O/Scope	6.00
- street list	11.59	11.59	0.00	11.59	O/Scope	11.95
- Data Property Addresses	21.12	21.12	0.00	21.12	O/Scope	21.75
- For each 1,000 properties or part thereof	1.55	1.55	0.00	1.55	O/Scope	1.60
- Confirmation letter of registration	15.81	15.81	0.00	15.81	O/Scope	16.30
- Research of registration letter	31.67	31.67	0.00	31.67	O/Scope	32.60
*This charge is determined by the Representation of the People Regulations 2001						
LEGAL						
- Legal work (per hour)	120.00			0.00	Standard	120.00
- RTB	185.40	185.40	0.00	185.40	O/Scope	190.96
- Consent for proposed works	108.15	108.15	0.00	108.15	O/Scope	111.39
- Retrospective Consent	113.56	113.56	0.00	113.56	O/Scope	116.96
- Issuing of consents (transfer of mortgage)	59.43	59.43	0.00	59.43	O/Scope	61.21
- Private Owner	432.60	432.60	0.00	432.60	O/Scope	445.58
- Each additional unit added (up to a maximum of £1,500) *	54.08	54.08	0.00	54.08	O/Scope	55.70
- Affordable housing schemes	811.13	811.13	0.00	811.13	O/Scope	835.46
- Fee for agreeing a unilateral undertaking	309.00	309.00	0.00	309.00	O/Scope	318.27
- Valuation Fee	130.00	108.33	21.67	130.00	Standard	140.83

	- Fees for sale of property under Low Cost Housing Scheme	180.25	150.21	0.00	150.21	O/Scope	154.71
	- Fees for purchase of additional 30% Share	90.13	75.10	0.00	75.10	O/Scope	77.36
	- Fees for abortive sale/purchase of additional 30% share	9.01	7.51	0.00	7.51	O/Scope	7.74
	- Fees for preparation of Deed of postponement	76.56	63.80	0.00	63.80	O/Scope	65.72
	- Administration fee for the grant of licences for more than 12 months	42.92	35.76	0.00	35.76	O/Scope	36.84
	- Diversion of footpath under section 257 of the Town and Country Planning Act	1,823.10	1,823.10	0.00	1,823.10	O/Scope	1,877.79
	<i>* 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</i>						
	LAND SEARCHES						
	- Standard Search Fee (LLC1 and CON29R) - RESIDENTIAL	105.06	105.06	0.00	105.06	O/Scope	108.00
	- Standard Search Fee (LLC1 and CON29R) - COMMERCIAL	143.17	143.17	0.00	143.17	O/Scope	147.00
	- Official certificate of search (LLC1 only)	23.69	23.69	0.00	23.69	O/Scope	25.00
	- Standard enquiries (CON29R) - RESIDENTIAL	81.37	81.37	0.00	81.37	O/Scope	83.00
	- Standard enquiries (CON29R) - COMMERCIAL	119.48	119.48	0.00	119.48	O/Scope	123.00
	- Each additional property/parcel of land	19.98	19.98	0.00	19.98	O/Scope	21.00
	Each optional enquiry (Con29 Pt2)						
	- normal enquiries (per question)	5.56	5.56	0.00	5.56	O/Scope	6.00
	- complex enquiries (per question)	11.12	11.12	0.00	11.12	O/Scope	11.00
	- combined charges with WCC (per question)	22.15	22.15	0.00	22.15	O/Scope	23.00
	- supplementary enquiries (per question)	44.29	44.29	0.00	44.29	O/Scope	45.00
	Refresher Search	36.05	36.05	0.00	36.05	O/Scope	37.00
	Detailed Charges of Land Searches						
	Single Con29 Question						
	- Question 1(a) to (e) (Planning Decisions and pending applications)	15.97	15.97	0.00	15.97	O/Scope	16.00
	- Question 1(f) to (h) (Building Regulation Decisions)	19.16	19.16	0.00	19.16	O/Scope	8.00
	- Question 1.2 - RESIDENTIAL	1.34	1.34	0.00	1.34	O/Scope	1.45
	- Question 1.2 - COMMERCIAL	2.37	2.37	0.00	2.37	O/Scope	2.50
	- Question 3.1 - RESIDENTIAL	1.34	1.34	0.00	1.34	O/Scope	1.40
	- Question 3.1 - COMMERCIAL	2.37	2.37	0.00	2.37	O/Scope	2.40
	- Question 3.4 (a) to (f) - RESIDENTIAL	4.74	4.74	0.00	4.74	O/Scope	5.00
	- Question 3.4 (a) to (f) - COMMERCIAL	7.93	7.93	0.00	7.93	O/Scope	8.00
	- Question 3.5 - RESIDENTIAL	1.80	1.80	0.00	1.80	O/Scope	2.00
	- Question 3.5 - COMMERCIAL	2.94	2.94	0.00	2.94	O/Scope	3.00
	- Question 3.6 (a) to (i) - RESIDENTIAL	6.39	6.39	0.00	6.39	O/Scope	6.40
	- Question 3.6 (a) to (i) - COMMERCIAL	9.53	9.53	0.00	9.53	O/Scope	10.00
	- Question 3.7 (a) to (f) - RESIDENTIAL	10.45	10.45	0.00	10.45	O/Scope	10.70
	- Question 3.7 (a) to (f) - COMMERCIAL	16.48	16.48	0.00	16.48	O/Scope	16.90

- Question 3.8 - RESIDENTIAL	2.11	2.11	0.00	2.11	O/Scope	2.20
- Question 3.8 - COMMERCIAL	3.19	3.19	0.00	3.19	O/Scope	3.30
- Question 3.9 (a) to (N) - RESIDENTIAL	16.27	16.27	0.00	16.27	O/Scope	16.80
- Question 3.9 (a) to (N) - COMMERCIAL	26.57	26.57	0.00	26.57	O/Scope	28.00
- Question 3.10 (a) to (B) - RESIDENTIAL	2.32	2.32	0.00	2.32	O/Scope	2.40
- Question 3.10 (a) to (B) - COMMERCIAL	2.94	2.94	0.00	2.94	O/Scope	3.10
- Question 3.11 - RESIDENTIAL	2.32	2.32	0.00	2.32	O/Scope	2.40
- Question 3.11 - COMMERCIAL	3.35	3.35	0.00	3.35	O/Scope	3.45
- Question 3.12 (a) to (C) - RESIDENTIAL	4.64	4.64	0.00	4.64	O/Scope	5.00
- Question 3.12 (a) to (C) - COMMERCIAL	6.54	6.54	0.00	6.54	O/Scope	7.00
Single Con29 Optional Enquiries (both Residential and Commercial)						
- Questions 4 and 5 - WCC	11.12	11.12	0.00	11.12	O/Scope	11.30
- Questions 6, 8, 9, 11 and 15	11.12	11.12	0.00	11.12	O/Scope	11.30
- Questions 7, 10, 12-14 & 16-21	5.56	5.56	0.00	5.56	O/Scope	6.00
- Question 22 (Commons - WCC)	22.15	22.15	0.00	22.15	O/Scope	23.00
Finance and Resources						
LOCAL TAX COLLECTION						
- Council Tax Court Costs	59.00	59.00	0.00	59.00	O/Scope	60.77
- NDR Court Costs	85.00	85.00	0.00	85.00	O/Scope	87.55
- Magistrates' court fee (added to both council tax and NDR Summons)	3.00	3.00	0.00	3.00	O/Scope	3.09
Community Services						
STRATEGIC HOUSING						
Homeless persons' hostels						
- Single room (incl. 45p heating)	8.24	8.24	0.00	8.24	Exempt	8.49
- Heating	0.57	0.57	0.00	0.57	Exempt	0.59

- Two single rooms (incl. 70p heating)	12.72	12.72	0.00	12.72	Exempt	13.10
- Heating	1.34	1.34	0.00	1.34	Exempt	1.38
- Double room (incl. 70p heating)	12.72	12.72	0.00	12.72	Exempt	13.10
- Heating	1.34	1.34	0.00	1.34	Exempt	1.38
- More than one double room (incl £1.15 heating)	17.36	17.36	0.00	17.36	Exempt	17.88
- Heating	1.91	1.91	0.00	1.91	Exempt	1.97
Bed and breakfast						
- Single room	14.00	14.00	0.00	14.00	Exempt	14.00
- Two single rooms	28.00	28.00	0.00	28.00	Exempt	28.00
- Double room	14.00	14.00	0.00	14.00	Exempt	14.00
- More than one double room	18.00	18.00	0.00	18.00	Exempt	18.00
- Breakfast						
- adult	2.01	2.01	0.00	2.01	Exempt	2.07
- child	1.65	1.65	0.00	1.65	Exempt	1.70
- Storage of effects (per night)	2.06	2.06	0.00	2.06	Exempt	2.12
- RTB Plan Preparation for BDHT	103.26	103.26	0.00	103.26	Exempt	106.36
* Increased above 2.5% to maximise the amount of Government Subsidy						
Private Sector Housing						
Housing Fitness Inspections	101.76	84.80	16.96	101.76	Standard	105.00
Registration of housing in multiple occupation:						
per occupant - first property	83.15	69.29	13.86	83.15	Standard	86.00
per occupant - subsequent property	72.59	60.49	12.10	72.59	Standard	75.00
	£ 23.45 per hour + 10% Admin Charge Per Notice					
Service and Administration of Improvement					Standard	24.00
Prohibition, Hazard Awareness or Emergency Measures Notices under Housing Act 2004 under Housing Act 2004					Standard	per hour + 10% Admin charge per Notice
	£Actual + 10% Admin Charge					
Enforcement of Statutory Notices, Supervision of Work in Default etc					Standard	Actual + 10% Admin charge
LIFELINE						
- Installation Fee	25.02	1.67	0.33	2.01	Standard	25.80
- Hire of equipment (per week)	2.01	1.34	0.27	1.61	Standard	2.52
- Monitoring charge (per week)	1.61				Standard	1.68
HIRE PRODUCTS						
Hire of smoke alarm per week	1.55	1.29	0.26	1.55	Standard	1.32
CO2 Detector per week	1.55	1.29	0.26	1.55	Standard	1.32
Bogus Caller Panic Button	1.55	1.29	0.26	1.55	Standard	1.32
Flood Detector	1.55	1.29	0.26	1.55	Standard	1.32
Falls Detector	1.55	1.29	0.26	1.55	Standard	1.32
Additional peddant	1.55	1.29	0.26	1.55	Standard	1.32

		1.55	1.29	0.26	1.55	Standard	1.32
Temperature extreme sensor							
Environmental Services							
SERVICE CATEGORY		Agreed new charge £	Net £	Vat £	Total £	VAT Treatment	Proposed charge from 1st April 2014 £
CAR PARKS							
Bromsgrove Station							
	All day	3.00	2.50	0.50	3.00	Standard	3.00
Churchfields Multistorey							
	Not exceeding 30 minutes	0.40	0.33	0.07	0.40	Standard	0.40
	Not exceeding one hour	0.80	0.67	0.13	0.80	Standard	0.80
	Not exceeding two hours	1.60	1.33	0.27	1.60	Standard	1.60
	Not exceeding three hours	2.40	2.00	0.40	2.40	Standard	2.40
	All day	3.00	2.50	0.50	3.00	Standard	3.00
Hanover Street							
	Not exceeding 30 minutes	0.40	0.33	0.07	0.40	Standard	0.40
	Not exceeding one hour	0.80	0.67	0.13	0.80	Standard	0.80
	Not exceeding two hours	1.60	1.33	0.27	1.60	Standard	1.60
	Not exceeding three hours	2.40	2.00	0.40	2.40	Standard	2.40
	All day	5.00	4.17	0.83	5.00	Standard	5.00
New Road							
	Not exceeding 30 minutes	0.40	0.33	0.07	0.40	Standard	0.40
	Not exceeding one hour	0.80	0.67	0.13	0.80	Standard	0.80
	Not exceeding two hours	1.60	1.33	0.27	1.60	Standard	1.60
	Not exceeding three hours	2.40	2.00	0.40	2.40	Standard	2.40
	Not exceeding four hours	3.20	2.67	0.53	3.20	Standard	3.20
	Not exceeding five hours	4.00	3.33	0.67	4.00	Standard	4.00
Parkside							
	Not exceeding 30 minutes	0.40	0.33	0.07	0.40	Standard	0.40
	Not exceeding one hour	0.80	0.67	0.13	0.80	Standard	0.80
	Not exceeding two hours	1.60	1.33	0.27	1.60	Standard	1.60
	Not exceeding three hours	2.40	2.00	0.40	2.40	Standard	2.40
	Not exceeding four hours	3.20	2.67	0.53	3.20	Standard	3.20
	Not exceeding five hours	4.00	3.33	0.67	4.00	Standard	4.00
Recreation Road North							
	Not exceeding 30 minutes	0.40	0.33	0.07	0.40	Standard	0.40
	Not exceeding one hour	0.80	0.67	0.13	0.80	Standard	0.80
	Not exceeding two hours	1.60	1.33	0.27	1.60	Standard	1.60
	Not exceeding three hours	2.40	2.00	0.40	2.40	Standard	2.40
	All day	5.00	4.17	0.83	5.00	Standard	5.00
Recreation Road South							
	Not exceeding 30 minutes	0.40	0.33	0.07	0.40	Standard	0.40
	Not exceeding one hour	0.80	0.67	0.13	0.80	Standard	0.80
	Not exceeding two hours	1.60	1.33	0.27	1.60	Standard	1.60
	Not exceeding three hours	2.40	2.00	0.40	2.40	Standard	2.40
	All day	5.00	4.17	0.83	5.00	Standard	5.00
	Not exceeding 30 minutes	0.40	0.33	0.07	0.40	Standard	0.40
	Not exceeding one hour	0.80	0.67	0.13	0.80	Standard	0.80
	Not exceeding two hours	1.60	1.33	0.27	1.60	Standard	1.60
	Not exceeding three hours	2.40	2.00	0.40	2.40	Standard	2.40
	All day	5.00	4.17	0.83	5.00	Standard	5.00

	Not exceeding four hours	3.20	2.67	0.53	3.20	Standard	3.20
	Not exceeding five hours	4.00	3.33	0.67	4.00	Standard	4.00
School Drive							
	Not exceeding 30 minutes	0.40	0.33	0.07	0.40	Standard	0.40
	Not exceeding one hour	0.80	0.67	0.13	0.80	Standard	0.80
	Not exceeding two hours	1.60	1.33	0.27	1.60	Standard	1.60
	Not exceeding three hours	2.40	2.00	0.40	2.40	Standard	2.40
	All day	5.00	4.17	0.83	5.00	Standard	5.00
Stourbridge Road							
	Not exceeding 30 minutes	0.40	0.33	0.07	0.40	Standard	0.40
	Not exceeding one hour	0.80	0.67	0.13	0.80	Standard	0.80
	Not exceeding two hours	1.60	1.33	0.27	1.60	Standard	1.60
	Not exceeding three hours	2.40	2.00	0.40	2.40	Standard	2.40
	All day	5.00	4.17	0.83	5.00	Standard	5.00
Windsor Street							
	Not exceeding 30 minutes	0.50	0.42	0.08	0.50	Standard	0.50
	Not exceeding one hour	1.00	0.83	0.17	1.00	Standard	1.00
	Not exceeding two hours	2.00	1.67	0.33	2.00	Standard	2.00
Season Tickets (valid at long stay car parks only)							
	Annual	320.00	266.67	53.33	320.00	Standard	320.00
	Quarterly	80.00	66.67	13.33	80.00	Standard	80.00
Season Tickets valid at Stourbridge Road car park only							
	Annual	215.00	179.17	35.83	215.00	Standard	215.00
	Quarterly	53.75	44.79	8.96	53.75	Standard	53.75
Season Tickets valid at Churchfields car park only							
	Annual		0.00	0.00	0.00	Standard	215.00
	Quarterly		0.00	0.00	0.00	Standard	53.75
Season Tickets valid at Alvechurch Sports and social club car park only							
	Annual		0.00	0.00	0.00	Standard	250.00
	Quarterly		0.00	0.00	0.00	Standard	62.50
Parking fines PCN's On street							
	Certain Contraventions	70.00	70.00	0.00	70.00	O/scope	70.00
	(If paid within fourteen days)	35.00	35.00	0.00	35.00	O/scope	35.00
	Other contraventions	0.00	0.00	0.00	0.00	O/scope	50.00
	(If paid within fourteen days)	0.00	0.00	0.00	0.00	O/scope	25.00
Parking fines PCN's Off street							
	Certain Contraventions	70.00	70.00	0.00	70.00	O/scope	70.00
	(If paid within fourteen days)	35.00	35.00	0.00	35.00	O/scope	35.00
	Other contraventions	0.00	0.00	0.00	0.00	O/scope	50.00
	(If paid within fourteen days)	0.00	0.00	0.00	0.00	O/scope	25.00
Car Park charges only apply between 8.00am to 10.00pm everyday							
	Agreed new charge	£	Net £	Vat £	Total £	VAT Treatment	Proposed charge from 1st April 2014
CEMETERY							£
Interments in a grave							
	- children aged under 1 year	FREE	FREE		FREE	N/A	FREE

- children aged under 1 year (non resident)	90.00	90.00	0.00	90.00	Exempt	95.00
- children aged 1 year - 16 years	FREE	FREE		FREE	N/A	FREE
- children aged 1 year - 16 years (non resident)	130.00	130.00	0.00	130.00	Exempt	135.00
- persons aged 17 and over	420.00	420.00	0.00	420.00	Exempt	435.00
- extra charge for burials at 7ft.	500.00	500.00	0.00	500.00	Exempt	435.00
- extra charge for burials at 9ft.	500.00	500	0	500	Exempt	500.00
- extra charge for grave longer than 6'6" or wider than 2'0"	100.00	100.00	0.00	100.00	Exempt	105.00
Interment in a bricked grave		0.00				
Interment of cremated remains	155.00	155.00	0.00	155.00	Exempt	180.00
Exclusive rights of burial (75-year grants)						
- adult grave space	1,130.00	1,130.00	0.00	1,130.00	Exempt	1,160.00
- child grave space	220.00	220.00	0.00	220.00	Exempt	255.00
- cremated remains plot	430.00	430.00	0.00	430.00	Exempt	450.00
Renewal of expired deed (single fee charged in all cases)						
-Burial	375.00	375.00	0.00	375.00	Exempt	390.00
-Cremated remains	145.00	145.00	0.00	145.00	Exempt	150.00
-Adult sized grave purchased in reserve	1,440.00	1,440.00	0.00	1,440.00	Exempt	1,500.00
-Ashes grave purchased in reserve	515.00	515.00	0.00	515.00	Exempt	530.00
-Assignment of the Exclusive Right of a full earth reserved grave from resident to non-resident	2,260.00	2,260.00	0.00	2,260.00	Exempt	2,320.00
-Assignment of the Exclusive Right of a cremated remains reserved grave from resident to non-resident	865.00	865.00	0.00	865.00	Exempt	900.00
- Disinterment of Remains - Cremated Remains	200.00	200.00	0.00	200.00	Standard	220.00
- Wooden cremated remains casket	75.00	75.00	0.00	75.00	Exempt	90.00
Memorial						
- Memorial application administration fee	75.00	62.50	12.50	75.00	Standard	90.00
- Memorial trees and plaque	285.00	237.50	47.50	285.00	Standard	300.00
- Memorial benches (maintenance charge)	P.O.A	P.O.A				
-Assignment / Transfer of Exclusive Right of Burial	30.00	30.00	0.00	30.00	Exempt	40.00
-Plaque only on existing BDC Bench (time limited to 15 years)	100.00	83.33	16.67	100.00	Standard	125.00
Certified copy of entry	20.00	16.67	3.33	20.00	Standard	20.00
Bird bath memorial (new memorial option)						
5 Year Lease						
- size 1 (small)	140.00	116.67	23.33	140.00	Standard	180.00
- size 2	160.00	133.33	26.67	160.00	Standard	200.00
- size 3	180.00	150.00	30.00	180.00	Standard	220.00
- size 4	200.00	166.67	33.33	200.00	Standard	240.00
- size 5 (large)	220.00	183.33	36.67	220.00	Standard	260.00
10 Year Lease						
- size 1 (small)	240.00	200.00	40.00	240.00	Standard	280.00
- size 2	260.00	216.67	43.33	260.00	Standard	300.00
- size 3	280.00	233.33	46.67	280.00	Standard	320.00
- size 4	300.00	250.00	50.00	300.00	Standard	340.00
- size 5 (large)	320.00	266.67	53.33	320.00	Standard	360.00
20 Year Lease						
- size 1 (small)	340.00	283.33	56.67	340.00	Standard	380.00
- size 2	360.00	300.00	60.00	360.00	Standard	400.00

		£	£	£	£	£	£
SPORTS DEVELOPMENT							
	Community exercise class	2.60	2.17	0.43	2.60	Standard	2.60
	Specialised health class	3.00	2.50	0.50	3.00	Standard	3.00
	Primary Sports Project	19.80	16.50	3.30	19.80	Standard	19.00
	After school session	2.00	1.67	0.33	2.00	Standard	2.00
	Sports Specific Coaching (Adults)	4.43	3.69	0.74	4.43	Standard	4.60
	Inclusive activities	2.50	2.08	0.42	2.50	Standard	2.60
	Adult Coach Session (requires facility hire)	3.30	2.75	0.55	3.30	Standard	3.40
	Holiday club rate	2.00	1.67	0.33	2.00	Standard	2.10
	Concessionary holiday club rate (school dinners)	1.00	0.83	0.17	1.00	Standard	1.00
	Junior Sport Specific Holiday club / sport session	2.20	1.83	0.37	2.20	Standard	2.30
	Multi Skills clubs	2.00	1.67	0.33	2.00	Standard	2.10
	PSI Falls Prevention	2.50	2.08	0.42	2.50	Standard	2.50
	Activity referral	25.00	20.83	4.17	25.00	Standard	25.00
SANDERS PARK							
Tennis Courts (per court per Hour)							
	- Adult	5.70	4.75	0.95	5.70	Standard	6.25
	- Junior/Senior Citizen	4.50	3.75	0.75	4.50	Standard	4.95
Bowls							
	- Adult (per hour)	6.50	5.42	1.08	6.50	Standard	6.80
	- Adult (season ticket)	55.00	55.00	0.00	55.00	Exempt	58.00
	- Junior (per hour)	3.50	2.92	0.58	3.50	Standard	3.70
	- Junior (season ticket)	30.00	30.00	0.00	30.00	Exempt	31.50
	- Senior Citizen (per hour)	4.50	3.75	0.75	4.50	Standard	4.70
	- Senior Citizen (season ticket)	40.50	40.50	0.00	40.50	Exempt	42.50
Bromsgrove Town Bowling Club							
	- for season (exclusive use on present basis)	2,650.00	2,208.33	441.67	2,650.00	Standard	2,782.00
	- additional use, other days (per rink)	24.00	20.00	4.00	24.00	Standard	25.20
OTHER RECREATION GROUNDS AND OPEN SPACES							
Football Pitch (without changing facilities)							
	- adult (per game)	28.00	23.33	4.67	28.00	Standard	28.80
	- junior (per game)	17.00	14.17	2.83	17.00	Standard	17.50
Changing Facilities							
	- adult	40.20	33.50	6.70	40.20	Standard	41.40
	- junior	20.60	17.17	3.43	20.60	Standard	21.20
Boleyn Road, Frankley							
	- fairs (per day)	421.00	421.00	0.00	421.00	Exempt	433.60
	- deposit	1,925.00	1,925.00	0.00	1,925.00	Exempt	1,982.80
Market Street Recreation Ground							
	- fairs (per day)	420.00	420.00	0.00	420.00	Exempt	432.60
	- deposit	1,925.00	1,925.00	0.00	1,925.00	Exempt	1,982.80
<i>One free day is allowed for each of the above bookings by fairs/circuses.</i>							
<i>Other hirings – charge to be decided at the time of application.</i>							
ALLOTMENTS							
<i>(Charge is for October 2014 - September 2015)</i>							

- Rent per acre equivalent to 0.404685 hectares	950.00	950.00	0.00	950.00	Exempt	978.50
- Rent per 3/4 acre equivalent to 0.303514 hectares	638.00	638.00	0.00	638.00	Exempt	657.10
- Rent per 1/2 acre equivalent to 0.202342 hectares	378.50	378.50	0.00	378.50	Exempt	389.90
- Rent per 1/4 acre equivalent to 0.101171 hectares	174.00	174.00	0.00	174.00	Exempt	179.20
- Rent per 1/16 acre equivalent to 0.25529 hectares	40.00	40.00	0.00	40.00	Exempt	41.20
- Rent per 1/32 acre equivalent to 0.01264 hectares	28.00	28.00	0.00	28.00	Exempt	28.85
SPADESBOURNE SUITE						
For charges applicable from 1st April 2014, see separate tab Spadesbourne Suite.						
Events						
For charges applicable from 1st April 2014, see separate tab Events.						
Worcestershire Regulatory Services						
	Proposed new charge 1st April £	Net £	Vat £	Total £	VAT Treatment	Proposed charge from 1st April 2014 £
TAXI LICENSING						
- Hackney Carriage	307.00	307.00	0.00	307.00	O/Scope	307.00
- Private Hire	280.00	280.00	0.00	280.00	O/Scope	280.00
- Private Hire Operator	290.00	290.00	0.00	290.00	O/Scope	290.00
- HC/PH Drivers Licence	92.00	92.00	0.00	92.00	O/Scope	92.00
- Mid-Term vehicle test	57.00	57.00	0.00	57.00	O/Scope	57.00
- Vehicle Re-test if MOT certificate is required		0.00				
- Meter Test	23.00	23.00	0.00	23.00	O/Scope	23.00
- Conversion of vehicle licence to P/H or H/C	42.00	42.00	0.00	42.00	O/Scope	42.00
- Replacement vehicle plate	11.50	11.50	0.00	11.50	O/Scope	11.50
- Replacement Driver's Licence	7.00	7.00	0.00	7.00	O/Scope	7.00
- Trailer Test	20.00	20.00	0.00	20.00	O/Scope	20.00
- Transfer of ownership of licensed vehicle	23.00	23.00	0.00	23.00	O/Scope	23.00
- Criminal Bureau Check	50.00	50.00	0.00	50.00	O/Scope	50.00
- DVLA Check - Electronic	5.00	5.00	0.00	5.00	O/Scope	5.50
- DVLA Check	10.00	10.00	0.00	10.00	O/Scope	10.50
GENERAL LICENSING						
Licensing Act 2003						
- Gambling Act Fees - see separate tab - Gambling Fees 13-14						
- Premises/Club Registration - see separate tab - Fee Licensing 13-14						
- Misc Licensing Act Fees - see separate tab - Fee Licensing 13-14						
- Annual Street Trading Consent - Food - Initial - per annum	1,418.00	1,418.00	0.00	1,418.00	O/Scope	1,418.00
- Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	1,301.00	0.00	1,301.00	O/Scope	1,301.00
- Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	1,183.00	0.00	1,183.00	O/Scope	1,183.00
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	1,064.00	0.00	1,064.00	O/Scope	1,064.00

Planning and Regeneration						
SERVICE CATEGORY	Agreed charge 1st April 2013 £	Net £	Vat £	Gross £	VAT Treatment	Proposed charge from 1st April 2014 £
PRODUCE AND RETAIL MARKET						
Farmers Market	29.87	29.87	0.00	29.87	Exempt	29.87
High Street Market - pitches 3 x 3 metres *						
- Tuesday	27.81	27.81	0.00	27.81	Exempt	27.81
- Friday	27.81	27.81	0.00	27.81	Exempt	27.81
- Saturday	32.96	32.96	0.00	32.96	Exempt	32.96
- All 3 days	82.40	82.40	0.00	82.40	Exempt	82.40
High Street Market - pitches 4.5 x 3 metres *						
- Tuesday	38.11	38.11	0.00	38.11	Exempt	38.11
- Friday	38.11	38.11	0.00	38.11	Exempt	38.11
- Saturday	43.78	43.78	0.00	43.78	Exempt	43.78
- All 3 days	115.36	115.36	0.00	115.36	Exempt	115.36
National Brand Promotions (per day)						
- Per day	51.50	51.50	0.00	51.50	Exempt	51.50
- Per 6 day week	206.00	206.00	0.00	206.00	Exempt	206.00
Market Street Sites						
- Small:						
- Per day	51.50	51.50	0.00	51.50	Exempt	51.50
- Per 6 day week	206.00	206.00	0.00	206.00	Exempt	206.00
- Large:						
- Per day	92.70	92.70	0.00	92.70	Exempt	92.70
- Per 6 day week	515.00	515.00	0.00	515.00	Exempt	515.00
* 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						
PLANNING POLICY						
Local Plan						
Bromsgrove District Local Plan Proposals Map (adopted 13/1/04) *	17.63	17.63	0.00	17.63	Zero Rated	Fee on request
Bromsgrove District Local Plan Written Statement (adopted 13/1/04) *	17.63	17.63	0.00	17.63	Zero Rated	Fee on request
Bromsgrove Local Plan Inspector's Report (Mar'02) *	70.41	70.41	0.00	70.41	Zero Rated	Fee on request
Local Development Framework						
Local Development Scheme *	11.98	11.98	0.00	11.98	Zero Rated	Fee on request
Statement of Community Involvement Adopted *	11.98	11.98	0.00	11.98	Zero Rated	Fee on request
Issues and Options Report (Core Strategy) *	11.98	11.98	0.00	11.98	Zero Rated	Fee on request
Longbridge AAP Issues and Options *	0.00	0.00	0.00	0.00		Fee on request
Longbridge AAP Preferred Options *	0.00	0.00	0.00	0.00		Fee on request
Annual Monitoring Report (published Dec'06) *	11.98	11.98	0.00	11.98	Zero Rated	Fee on request
Bromsgrove Town Centre Study						
Development Opportunities - Site Assessment *	40.90	40.90	0.00	40.90	Zero Rated	Fee on request
Strategy and Policy Formulation *	47.19	47.19	0.00	47.19	Zero Rated	Fee on request
Town Centre Study leaflet	0.00	0.00	0.00	0.00		Fee on request

Change of use	0.00	0.00	0.00	0.00	0.00	Standard	Fee on request
- Additional Meetings	0.00					Standard	0.00
Telecommunications	0.00					Standard	0.00
- Additional Meetings	0.00					Standard	0.00
Other	0.00					Standard	0.00
- Additional Meetings	0.00					Standard	0.00
Residential Development/ Development Site Area/Proposed Gross Floor Area							
1-4 dwellings / less than 0.5 ha	276.04	276.04	0.00	276.04	0.00	O/Scope	281.00
- Additional Meetings (after first three)	110.21	110.21	0.00	110.21	0.00	O/Scope	112.00
5-9 dwellings / 0.6-0.99ha	553.11	553.11	0.00	553.11	0.00	O/Scope	564.00
- Additional Meetings (after first three)	110.21	110.21	0.00	110.21	0.00	O/Scope	112.00
10-49 dwellings / 1.0-1.25ha	1,104.16	1,104.16	0.00	1,104.16	0.00	O/Scope	1,126.00
- Additional Meetings (after first three)	552.08	552.08	0.00	552.08	0.00	O/Scope	563.00
50-199 dwellings / 1.26 - 2.0ha	2,209.35	2,209.35	0.00	2,209.35	0.00	O/Scope	2,252.00
- Additional Meetings (after first three)	816.79	816.79	0.00	816.79	0.00	O/Scope	833.00
200+ dwellings / more than 2ha	3,313.51	3,313.51	0.00	3,313.51	0.00	O/Scope	3,378.00
- Additional Meetings (after first three)	1,104.16	1,104.16	0.00	1,104.16	0.00	O/Scope	1,126.00
* 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 2014, see separate tab Building Control							

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SPADESBOURNE SUITE											
Scale of Charges from 1st April 2013 - VAT Exempt											
Daytime Rates	Hourly Rate	Mon-Fri	Saturday	Sunday	% Increase	Scale of Charges from 1st April 2014 - VAT Exempt					
						Mon-Fri	Saturday	Sunday	Daytime Rates	Mon-Fri	Saturday
Hourly Rate		£27.00	N/A	N/A	2%	£28.00	N/A	N/A			
Half Day (max 4 hrs)		£90.00	£140.00	£170.00	2%	£92.00	£143.00	£174.00			
Full Day (max 8 hrs)		£150.00	£250.00	£275.00	2%	£153.00	£255.00	£281.00			
Children's Parties (max 3 hrs) (Daytime and early evenings only)		£68.00	£90.00	£130.00	2%	£70.00	£92.00	£133.00			
Friday & Saturday Function and Party Rates											
Friday & Saturday Evenings (inc bar)				£210.00	2%	Friday & Saturday Evenings (inc bar)		£215.00			
Saturday All Day (inc bar)				£400.00	2%	Saturday All Day (inc bar)		£408.00			
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)				£110.00	3%	Half Day (max 4 hrs)		£114.00			
All rates are negotiable based on actual hours required and the type of event to be held											
EVENTS											
Hire of Parks and Open Spaces											
2013/14											
Commercial Rates			Community Rates			Charities / Not For Profit Organisations			Fairs & Circuses Min of 3 day Hire		
Per	Per Day	Per	Per Day	Per	Per Day	Per	Per Day	Per	Per Day	Per	Per Day
	£45.00	£17.50	£87.50	£12.50	£62.50		£350.00				
Outdoor Event Space											
Small Attendance = 0-99	£60.00	£300.00	£22.50	£112.50	£15.00	£75.00	N/A				
Medium Attendance = 100-499	£75.00	£375.00	£27.50	£137.50	£20.00	£100.00	N/A				
Large Attendance = 500-1999											
£250 - £1500 Bond Payable											
2015/16											
Commercial Rates			Community Rates			Charities / Not For Profit Organisations			Fairs & Circuses Min of 3 day Hire		
Per	Per Day	Per	Per Day	Per	Per Day	Per	Per Day	Per	Per Day	Per	Per Day
	£47.00	£232.00	£19.00	£91.00	£13.00	£65.00					
Outdoor Event Space											
Small Attendance = 0-99	£62.00	£309.00	£24.00	£116.00	£16.00	£78.00	N/A				
Medium Attendance = 100-499	£78.00	£387.00	£29.00	£142.00	£21.00	£103.00	N/A				
Large Attendance = 500-1999											
£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	N/A	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	N/A	N/A	N/A	N/A
Annual Fee	N/A	£400.00	N/A	£300.00	N/A	N/A	N/A	N/A	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											

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TABLE A: STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING									
		Application charge from 1 April 2014 £		Regularisation charge from 1 April 2014 £		Additional charge from 1 April 2014 £			
Number of Properties		Application charge from 1 April 2014 £		Regularisation charge from 1 April 2014 £		Additional charge from 1 April 2014 £			
1	Please ring for quote	Please ring for quote		Please ring for quote		Please ring for quote			
2	Please ring for quote	Please ring for quote		Please ring for quote		Please ring for quote			
3 or more	Please ring for quote	Please ring for quote		Please ring for quote		Please ring for quote			
TABLE B: DOMESTIC EXTENSIONS TO A SINGLE BUILDING									
		Application Charge		Regularisation Charge		Additional Charge			
		Agreed charge 1st April 2013 (incl VAT)	Proposed charge from 1 April 2014 (incl VAT)	Agreed charge 1st April 2013 (No VAT payable)	Proposed charge from 1 April 2014 No VAT Payable)	Agreed charge 1st April 2013 (incl VAT)	Proposed charge from 1 April 2014 (Incl VAT)		
		£	£	£	£	£	£		
Garage	Conversion to habitable room	350.00	300.00	440.00	Please contact us	115.00	120.00		
Extension	project up to 10sq.m floor area	510.00	415.00	640.00	Please contact us	115.00	120.00		
All other extensions		N/A	Please contact us	N/A	Please contact us	115.00	within provided quote		
Loft conversions		485.00	Please contact us	610.00	Please contact us	115.00	within provided quote		
Detached garage	over 30sq.m floor area	350.00	Please contact us	440.00	Please contact us	115.00	within provided quote		
Electrical works	by non-qualified electrician	245.00	295.00	300.00	Please contact us	N/A	N/A		
Renovation of thermal element		145.00	165.00	180.00	Please contact us	N/A	N/A		
Installing steel beam(s)	within an existing house	N/A	165.00	N/A	Please contact us	N/A	N/A		
Window replacement		185.00	165.00	230.00	Please contact us	N/A	N/A		
installing a new boiler	or wood burner etc.	N/A	230.00	N/A	Please contact us	N/A	N/A		
TABLE C: ALL OTHER WORKS - ALTERATIONS									
		Application Charge		Regularisation Charge					
		Agreed charge 1st April 2013 (incl VAT)	Proposed charge from 1 April 2014	Agreed charge 1st April 2013 (No VAT payable)	Proposed charge from 1 April 2014				
		£	£	£	£				
Estimated cost of work		250	please contact us	310	please contact us				
£0 to £5,000									

£5,001 to £15,000	340	please contact us	480	please contact us
£15,000 and above	please contact us	please contact us	Please contact us	please contact us
<u>Building Control – Supplementary Charges</u>				
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				
ARCHIVED APPLICATIONS		Agreed charge 1st April 2013		Proposed charge from 1 April 2014
Process request to re-open archived building control file, resolve case and issue completion certificate		£67 administration fee		£40 administration fee
Each visit to site in connection		£67 per site visit		£62 per site visit
WITHDRAWN APPLICATIONS				
Process request		£45 administration fee		£40 administration fee
With additional fees of.....				
Withdraw Building Notice application where no inspections have taken place		refund submitted fee less admin fee		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		refund submitted fee less admin fee, less £62 per site visit made

Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee	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	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	refund any paid inspection fee less admin fee, less £62 per site inspection made	
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS			
Process request to re-invoice inspection fee to new addressee	£45 administration fee	£40 administration fee	
Optional Consultancy Services	£72.00 per hour	£60.00 per hour	
Charges note			
<p>Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. This draft set of fees and charges reflects the surplus income projected to have arisen by the end of 13/14 across the shared service. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service.</p>			

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	Change of licence	Notification of change	Reinstatement of licence	Provisional statement				
	£	£	£	£	£	£	£	£				
Bingo Premises	1,017.00	694.00	2,029.50	580.00	26.70	54.00	676.50	2,029.50				
Adult Gaming Centre	870.00	694.00	1,158.25	580.00	26.70	54.00	676.50	1,158.25				
Family Entertainment Centre	672.50	550.50	1,158.25	436.00	26.70	54.00	540.00	1,158.25				
Betting Premises (general)	870.00	694.00	1,691.50	348.50	26.70	54.00	676.50	1,691.50				
Track	724.00	550.50	1,411.50	580.00	26.70	54.00	540.00	1,411.50				
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	300.00	N/A	100.00	300.00	25.00	15.00	N/A	N/A	N/A			
Small Society Lottery	40.00	20.00	N/A	20.00	N/A	N/A	N/A	N/A	N/A			
Club Gaming	£100*	40.00	50.00	£100*	100.00	15.00	100.00	N/A	N/A			
Club Gaming Machine	£100*	40.00	50.00	£100*	100.00	15.00	100.00	N/A	N/A			
Licensed Premises gaming machine permit	150.00	N/A	50.00	N/A	25.00	15.00	100.00	25.00	N/A			
Prize gaming	270.00	N/A	100.00	100.00	25.00	15.00	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	N/A	50.00		
* 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	87,001-125,000	125,001 and over							
New applications and variations	100.00	190.00	315.00	450.00	635.00							
Annual Fee	70.00	180.00	295.00	320.00	350.00							

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'					

CABINET

5th FEBRUARY 2014

MEDIUM TERM FINANCIAL PLAN 2014/15 – 2016/17

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 enable Members to consider the current financial position for the revenue budget 2014/15- 2016/17.

2. RECOMMENDATIONS

2.1 Cabinet is asked to note the current position for 2014/15-2016/17 and to request that officers review the savings that can be delivered to achieve a balanced budget.

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 Grant Settlement
- Changes to welfare reform and the impact on the Council from residents service need
- Cuts to County Council Funding
- Transfer from Housing Benefit to Universal Credit
- Impact of any reduction in Business Rates
- 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 there has been a significant reduction in Central Government funding over the last 4 years. The level of grant for 2014/15 is £495k less than 2013/14 (13% cut) with a further £498k reduction proposed for 2015/16.
- 3.6 From April 2013 part of the Government Grant contains this council's share of localised business rates. For 2014/15 this amounts to £1.5m. If business rates grow above the governments assessed baseline, then this council keeps a proportion of this funding. The opposite applies for any losses with the Council having to repay some of its formula funding.
- 3.7 The Council joined a business rates pool with a number of Councils in the Greater Birmingham and Solihull LEP to mitigate against the risk of having to repay grant funding or major losses.
- 3.8 The long term effect of the localisation of business rates and the benefits of being a member of the pool are still uncertain and will be reviewed annually. The treatment of appeals relating to years prior to the commencement of the Business Rates localisation are payable by the Council and work is ongoing with the valuation office to assess the impact of these appeals on the budget position.
- 3.9 For the purposes of the Financial Plan period future years business rates performance is assumed to be at the baseline level, adjusted to reflect any projected surpluses or losses to the position.

New Homes Bonus

- 3.10 The Council received New Homes Bonus in the current year of £687k. It is prudent to assume that in future years that this figure will increase as a result of additional houses being developed together with the assumed increase in taxbase of 0.5% per annum. This would raise an estimated £950k in 2014/15 and by 2016/17 it is estimated that the Council would benefit by £1.2m of New Homes Bonus.
- 3.11 As agreed in the current financial plan any income received from New Homes Bonus grant will be utilised to offset the pressures facing the Council.

Council Tax

- 3.9 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.
- 3.10 As Members may be aware the Government has offered a 1% Council Tax Freeze grant to enable Councils to not increase Council Tax for 2014/15. This would generate approximately £60k for 2014/15 which would be lost once the grant is removed in 2016/17. The increase currently included in the financial planning proposal is 1.9% which will realise over £120k pa and will provide an increase to the base each year.

Transformation

- 3.11 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.
- 3.12 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.
- 3.13 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.

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

3.15 Officers have also identified a number of budget pressures that have either been deemed “unavoidable”. Unavoidable includes the ongoing effects of pressures identified during 2013/14 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 2 and include :

- Reduction in funding from other agencies for the delivery of Council services. These include
 - Worcestershire County Council – reduction in funding for the customer service centre £25k
 - Worcestershire County Council – reduction in funding for the Essential Living Fund £60k
 - Worcestershire County Council – potential withdrawal of contract for Lifeline Contract £31k
 - DWP – cut in grant funding associated with the administration of Housing Benefit £27k
- Additional pension costs resulting from the new assessment (£54k)
- Additional one year accommodation costs to be offset by future savings on the move to Parkside School (£130k)
- Costs associated with the Independent Electoral Registration (£17k)
- Shortfall on income due to reduction in take up of services (£17k)

Financial Position

3.16 The current summary position below 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 2014/15 & 2015/16
- 3% increase in fees and charges (where appropriate)

BROMSGROVE DISTRICT COUNCIL

CABINET

5th FEBRUARY 2014

- Potential costs of the development of Parkside with the County Council
- Potential costs of a new Leisure Centre of £11.5m from 2014/15 (this will be subject to formal feasibility appraisal and member agreement)
- An estimation of the New Homes Bonus income
- Additional income estimated in relation to the Business Rates receivable by the Council

3.17 The revised position is shown below.

	2014-15	2015-16	2016-17
	£000	£000	£000
Departmental Expenditure	11,590	11,457	11,233
Unavoidable Pressures	353	210	232
Bids	194		0
Savings identified	-643	-400	0
Net Service Expenditure	11,494	11,267	11,465
Investment Income	-58	-58	-58
Cost of Borrowing	283	726	1,008
Recharge to Capital Programme	-25	-25	-25
Net Operating Expenditure	11,694	11,910	12,390
Funding from balances	-251	-326	-518
Revenue Support Grant	-1,716	-1,175	-893
Business Rates Retention	-1,555	-1,598	-1,598
Business Rates Growth	-176	-176	-176
Funding from Reserves (re Essential Living Fund)	-60		
New Homes Bonus	-950	-1,076	-1,202
Collection Fund Surplus (Council Tax)	-98	0	0
Council Tax - based on 1.9%	-6,832	-6,993	-7,157
Funding Total	-11,638	-11,344	-11,544
Shortfall	56	566	846

Appendix 1 details the revenue bids that have been requested to support the delivery of strategic purposes over the next 3 years.

Savings currently identified at Appendix 3 include :

- Savings resulting from transformational redesign of systems and services of £495k
- General underspends offered up as future savings £123k
- Additional income received for services delivered £55k

- 3.23 The Council is to set a balanced budget for 2014/15 – 2016/17 and therefore will have to approve further savings, increase income or reduce high pressures for the 3 year period. Any additional spending, over and above the pressures identified above, would also need to be funded by additional savings. Officers are committed to realise the necessary levels of savings through transformation and will continue to work with staff to enable services to be delivered at a reduced cost to meet the cuts anticipated.

General Fund Balances

- 3.24 The level of the general fund balance is currently £3m. This level of balances are in excess of the £1.1m as approved by members as the required level in the current climate. The £3m will not provide sufficient funds to support the shortfall currently projected over the 3 years and therefore officers will continue to review their budgets to mitigate the financial risk to the Council.

Legal Implications

- 3.25 None as a direct result of this budget update.

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

- 3.27 The impact on the customer has been reduced 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 – Revenue Bids 2014/15 – 2016/17
- Appendix 2 – Unavoidable Pressures 2014/15 – 2016/17
- Appendix 3 – Revenue Savings 2014/15 – 2016/17

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NEW REVENUE BIDS 2014/15 - 2016/17

APPENDIX 1

Strategic Purpose	2014-15 £'000	2015-16 Y/N (continue funding)	2016-17 Y/N (continue funding)	Comments - Link to Purpose
Help me Run a Successful Business				
Small Business Saturday free parking	6	Y	Y	Free Car Parking on the Small Business Saturday to support small Business in the Town Centre and improve footfall
Funding for Town Centre Officer	38	Y	y	To enable the continued availability of the specific officer for completion of the Parkside and other Town Centre projects for a 3 year period. An estimation has been made for the income to be received from work with other Councils.
Provide Good Things for me to See, Do and Visit / Help me Run a Successful Business				
Arts and Cultural Programme	150	N	N	To support arts and cultural events in the District to improve the Economy and footfall in the Town Centre. A 6 year programme (£25k pa) with annual economic assessments undertaken to review the success of the funding. Projects to include; Bromsgrove International Young Musicians Festival and enhancement of Bromsgrove Festival together with other events to bring inward investment into the District.
Total Bids	194	0	0	

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**UNAVOIDABLE REVENUE PRESSURES 2014/15 -
2016/17**

APPENDIX B

Description	2014-15 £'000	2015-16 £'000	2016-17 £'000	Comments
Legislative Costs / Grant reductions				
Additional Pension Funding required	54	70	72	Impact of the Actuarial revaluation of the deficit funding required over 21 year period
Legislation - changes in employer NI contributions	0	0	160	Estimate of increase in employer NI costs resulting from changes in second state pension legislation
Individual Elector Registration	17	Y	Y	Additional Costs associated with the Individual Elector Registration
BDC Local & Parish Election	0	140		Costs associated with the BDC Local & Parish Election
DWP Admin Subsidy Grant	27	Y	Y	Reduction in the grant payable from the DWP in relation to Housing Benefit Administration
Reduction in WCC funding for Essential Living Fund	60		0	Reduction in the grant payable from Worcestershire County Council in relation to the Essential Living Fund payments.
Lifeline - WCC contract ending	31	Y	Y	Potential reduction in income from WCC in April should contract be terminated
WCC Income	25		Y	Reduction in contribution from WCC for Customer Service Centre
Service Costs				
Accommodation Costs	130	Y	Y	Accommodation costs of transferring staff to Redditch Council House in readiness for move to Parkside. To be offset by savings in 2015/16 relating to the reduction in premises costs once the Parkside move is undertaken
Changes to access to decision notices	5	Y	Y	Information available on the internet therefore limited income generation for this service
Change to pre application advice for residents	4	Y	Y	The Transformational review in Planning has demonstrated that there is limited value in charging for this service. Members have approved that this charge be withdrawn.
TOTAL	353	210	232	

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REVENUE SAVINGS 2014/15 - 2016/17

APPENDIX C

Strategic Purpose	2014-15 £'000	2015-16 Y/N (continue saving)	2016-17 Y/N (continue saving)	Comments General / Service Redesign / Additional Income
Enabling				
Worcestershire Regulatory Services	-25	Y	Y	Savings generated from the service review within WRS
Customer Services	-59	Y	Y	Service review following redesign of the service to mitigate impact of WCC cuts to funding
Audit Fees	-15	Y	Y	Contract reduction in Audit Fees
Head of Service Restructure (Finance and Resources)	-42	Y	Y	Savings from the redesign of the management team within Financial Resources
Valuation Services (Property)	-37	Y	Y	Renegotiation of Contract for Services
Replacement Financial System	-20	Y	Y	Review of costs associated with new financial system
Financial Services ; Accountancy / Payments / Payroll	-35	Y	Y	Redesign of the financial services section
Legal & Democratic Services redesign	-22	Y	Y	Review of vacant posts and redesign of the service provided
Legal Services	-8	Y	Y	General Reductions on budgets following review
Transformation	-72	Y	Y	Renegotiation of Contract for Services

REVENUE SAVINGS 2014/15 - 2016/17

APPENDIX C

Strategic Purpose	2014-15 £'000	2015-16 Y/N (continue saving)	2016-17 Y/N (continue saving)	Comments General / Service Redesign / Additional Income
Accommodation running costs (Parkside)	0	-250	Y	Savings realised from the move to Parkside and the associated reduction in premise costs
Keep my Place, Safe and Looking Good				
CCTV Contract	-32	Y	Y	Additional income generated from out of hours contract for CCTV and Lifeline
Career break for 3 months	-4	N	N	General savings from reduction in costs
Garden Waste (2015/16)	0	-150	Y	Additional income from increasing the charge for Garden Waste to £45 pa
Environmental Services - Redesign of service delivery	-108	Y	Y	Redesign of the support and other services within Environmental to include; bereavement, waste collection and management
Planning Services (Building Control)	-14	Y	Y	Review of vacant posts
Provide Good Things for me to See, Do and Visit				

REVENUE SAVINGS 2014/15 - 2016/17

APPENDIX C

Strategic Purpose	2014-15 £'000	2015-16 Y/N (continue saving)	2016-17 Y/N (continue saving)	Comments General / Service Redesign / Additional Income
Leisure Services redesign of provision and structure to deliver service	-95	Y	Y	Redesign of the support and other services within Leisure and Cultural Department
Additional Market Income	-25	Y	Y	Additional income generated at the market
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Help me Run a Successful Business				
Town Centre Manager	-30	0		Income realised from the Town Centre Manager post working with other Councils
TOTAL	-643	-400	0	

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