



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE CABINET**

**WEDNESDAY 2ND DECEMBER 2015 AT 6.00 P.M.**

**THE COUNCIL HOUSE, BURCOT LANE, BROMSGROVE**

**MEMBERS:** Councillors M. A. Sherrey (Leader), C. B. Taylor (Deputy Leader), G. N. Denaro, R. L. Dent, R. J. Laight and P. J. Whittaker

### **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 4th November 2015 (Pages 1 - 6)
4. Minutes of the meeting of the Overview and Scrutiny Board held on 26th October 2015 (Pages 7 - 14)
  - (a) To receive and note the minutes
  - (b) To consider any recommendations contained within the minutes
5. Churchfields Multi Storey Car Park Improvements (Pages 15 - 26)
6. Debt Recovery and Write Off Policy (Pages 27 - 44)
7. Finance Monitoring Report Quarter 2 (Pages 45 - 56)
8. Fees and Charges 2016/17 (Pages 57 - 92)
9. Medium Term Financial Plan 2016/17 - 2018/19 - Update Presentation

10. 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

24th November 2015

## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE CABINET

4TH NOVEMBER 2015 AT 6.00 P.M.

PRESENT: Councillors C. B. Taylor (Deputy Leader), G. N. Denaro, R. L. Dent, R. J. Laight (Minute Nos. 48/15 to 53/15) and P. J. Whittaker

Observers: Councillors C. A. Hotham and P.L. Thomas

Officers: Ms S. Hanley, Ms J. Pickering, Mr J. Godwin, Mr D. Piper, Mrs S. Sellers and Ms R. Cole

48/15 **APOLOGIES**

An apology for absence was received from Councillor M. A. Sherrey.

49/15 **DECLARATIONS OF INTEREST**

Councillor G. N. Denaro declared a Disclosable Pecuniary Interest in item 7 on the agenda (Bleak House Farm Section 106 Funding) as a Trustee Governor of Woodrush High School Academy. Councillor Denaro stated that he would be leaving the room for this item and contacting the Monitoring officer to update his Register of Interests form in the light of the proposal to pass funding to the School for the Health and Fitness facilities under the terms of the existing Section 106 agreement.

50/15 **MINUTES**

The minutes of the meeting of the Cabinet held on 7th October 2015 were submitted.

**RESOLVED** that the minutes of the meeting of the Cabinet held on 7th October 2015 be approved as a correct record.

51/15 **OVERVIEW AND SCRUTINY BOARD**

The minutes of the meeting of the Overview and Scrutiny Board held on 28th September 2015 were submitted.

**RESOLVED** that the minutes of the meeting of the Overview and Scrutiny Board held on 28th September 2015 be noted.

52/15 **WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 8th October 2015 were submitted.

**RESOLVED** that the minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 8th October 2015 be noted.

53/15 **BLEAK HOUSE FARM SECTION 106 FUNDING ALLOCATION**

(Councillor G. N. Denaro left the room during the consideration of this item)

The Cabinet considered a report on the proposed use of Section 106 funding of £134k arising from the Bleak House Farm development, together with the resulting required amendment to the Council's Capital Programme 2015/16.

It was reported that the developer of the Bleak House Farm site had indicated in discussions that the first "trigger point" for release of S106 funding was likely to be reached before Christmas.

It was noted that the sum received was proposed to be utilised to fund the fitting out of new Health and Fitness facilities at Woodrush High School Academy.

Members noted the background to the current proposal and in particular that the fitness gym and studio was part of a larger development at the site of a Woodrush Community Hub. This included the Fitness Suite and Dance Studio Space, Youth and Community Centre, Public and School Library, Conference Facilities and ancillary facilities. The development was being funded through the Education Funding Agency, Woodrush High School and Worcestershire County Council Libraries and Learning.

It was reported that the new facility would offer community access to facilities including during the school day. Officers had previously identified a shortage of activities and facilities in the area and the new facility would provide a venue for hire to support activities such as mobility sessions and exercise classes which would have a positive impact on the health and wellbeing of local residents.

Following discussion it was

**RECOMMENDED:**

- (a) that the Council's Capital Programme 2015/16 be increased by £134,000 to fund the fit out of the of new Health and Fitness facilities at Woodrush High School Academy to be funded by the Section 106 payments applicable to the Bleak House farm site.;
- (b) that the Section 106 funds be released to the school only when they are received from the developer;
- (c) that authority be delegated to the Head of Leisure and Cultural Services to enter into a suitable legal arrangement and contract management process to protect the Council's funding in this matter;

- (d) that the Head of Legal, Equalities and Democratic Service be authorised to prepare and complete the necessary documentation in respect of the agreements referred to in (c) above.

## 54/15 **BROMSGROVE CENTRES MANAGEMENT**

The Cabinet considered a report containing a proposal for the North Worcestershire Economic Development and Regeneration service to host a new Bromsgrove Centres management function on behalf of the Council. This would cover the Town Centre together with outlying centres and villages including Alvechurch, Barnt Green, Catshill, Hagley, Rubery and Wythall.

Members were aware that that one of the economic priorities which had recently been approved by Cabinet was to “create a more vibrant Bromsgrove Town Centre by enhancing the current retail and leisure offer” It had also been recognised that other centres and villages within the District had their individual needs and requirements which the Council may want to address.

It was reported that whilst a great deal had been achieved within the Town Centre in terms of the completion of particular schemes, it was recognised that there was still further work to be undertaken including regeneration and the on going “management” of the Town Centre and other outlying centres and villages.

At present Bromsgrove was the only North Worcestershire District without a Town Centre Management arrangement in place. The report therefore set out a proposal for the creation of a Town Centre Manager (TCM) role which was detailed in paragraph 3.17 of the report . It was envisaged that the TCM would work pro-actively with each of the centres. It was stressed that whilst a number of villages and centres had been referred to in the report, this was not an exhaustive list and other areas such as Cofton Hackett could be included in the future.

The Head of Economic Development and Regeneration - North Worcestershire also reported on the proposed timescale for the implementation of the new arrangements if agreed to by Members.

In accordance with Cabinet Procedure Rules and with the agreement of the Chairman, Councillor C. A. Hotham spoke on this issue.

Councillor Hotham expressed support for the proposal. He stated that whilst within Barnt Green many local traders, organisations and the Parish Council worked together to organise community events etc. this was obviously undertaken on a voluntary basis. It was felt it would be of great benefit in particular to the outlying centres and villages to have some assistance from a professional TCM.

Councillor Hotham expressed the hope that the TCM would be able to work with Parish Councils to enhance and extend local events and undertake further marketing and promotion etc.

The Portfolio Holder for Economic Development, Regeneration and Town Centre responded that as referred to in paragraph 3.23 (i) there would be an expectation that the TCM would work closely with local businesses and traders and with private and public stakeholders and that this would include Parish Councils.

Members queried the costs involved for the Council and the Executive Director - Finance and Resources referred to the budget pressures set out in the Financial Implications section of the report.

Following discussion it was

## **RECOMMENDED**

- (a) that the funding of an unavoidable budget pressure in respect of a new Town Centre Management function be approved for inclusion in the Medium Term Financial Plan assumptions as follows:

2016/17 - £16,000

2017/18 - £41,000

2018/19 - £43,000

## **RESOLVED:**

- (a) that the proposed model as set out in the report for Bromsgrove Centres Management be approved;
- (b) that the new function be hosted by the North Worcestershire Economic Development and Regeneration (NWEDR) service on behalf of Bromsgrove District Council;
- (c) that delegation in respect of the Centres Management function be added to the existing NWEDR Collaboration Agreement relating to the provision of Economic Development and Regeneration Services, to reflect the resolutions at (a) and (b) above;
- (d) that authority be delegated to the Head of Legal, Equalities and Democratic Services to amend the Collaboration Agreement referred to at resolution (c) above; and
- (e) that the associated pension and redundancy costs of approximately £31,000 be released from reserves set aside for restructuring the organisation.

55/15

## **MEDIUM TERM FINANCIAL PLAN 2016/17 - 2018/19 - BUDGET ASSUMPTIONS**

The Cabinet considered a report on budget assumptions to be used in preparing the detailed 2016/17 budget and the provisional budgets for 2017/18 and 2018/19.

The Executive Director – Finance and Resources commented that information on the Provisional Funding Settlement from Central Government would not be received until late November or early December.

The report requested Members to consider the assumptions in respect of the key elements of the Council's revenue budget as set out in section 3.7 of the report.

Members considered the assumptions contained in the report and in particular discussed the Fees and Charges issue. It was noted that the assumption was that discretionary Fees and Charges would be increased by 3%. If this was not to be the case, any reduction on 3% would have to be included as a budget pressure for 2016/17 – 2018/19.

The Portfolio Holder for Finance felt that in view of the assumption of an inflation rate of 0% together with the transfer to balances which had occurred at the end of the previous financial year, it would be appropriate for an assumption to be made that there would be no increase in fees and charges. The exceptions being those items covered by Statutory Charges or instances where Heads of Service could demonstrate particular circumstances whereby an increase was necessary.

It was reported that the usual report on Fees and Charges would be submitted to Cabinet in December.

Following discussion it was

**RECOMMENDED** that the revenue budget assumptions as set out in section 3.7 of the report be approved with the exception of the paragraph in relation to Fees and Charges with the amended assumption to be as follows:

“That it be assumed that the existing schedule of Fees and Charges for Council services will not be increased for 2016/17, with the exception of increases to any Statutory Charges, or any instances where the responsible Heads of Service demonstrates particular circumstances to justify an increase. In such cases the increase would need to be approved by Council. “

56/15

## **MEDIUM TERM FINANCIAL PLAN 2016/17 - 2018/19 - UPDATE**

The Executive Director – Finance and Resources gave a brief presentation on the position in respect of the Medium Term Financial Plan 2016/17 – 2018/19.

The presentation included an overview of the current budget position including current balances and reserves and the likely position on borrowing in view of the Parkside and Leisure Centre Developments. Reference was made to the central government grant reduction projected over the next 5 years and to the changes in the Business Rates procedures.

The potential impact of changes to County Council funding arrangements and any Combined Authorities/Devolution Deal was also highlighted.

The Executive Director – Finance and Resources undertook to update Members as more details became available.

The current position was noted.

57/15 **NOMINATION OF AND ASSET OF COMMUNITY VALUE - THE HOP POLE INN, BROMSGROVE**

Members considered a report relating to an application from the Bromsgrove and Redditch Branch of the Campaign for Real Ale to list the Hop Pole, Birmingham Road, Bromsgrove as an Asset of Community Value under the Localism Act 2011.

Members considered the application in detail in the light of the test set out in Section 88 (1) of the Localism Act 2011. Consideration was given to the information provided within the application form and to the location of the Hop Pole in close proximity to the Town Centre.

Members were reminded that the final decision in respect of whether an asset is listed would be made by the Head of Planning and Regeneration in consultation with the Portfolio Holder for Planning and Regeneration. The views of the cabinet would be taken into account in this process.

Following discussion it was

**RESOLVED** that the listing of the Hop Pole as an Asset of Community Value be not supported.

58/15 **CONFIDENTIAL MINUTES - CABINET 7TH OCTOBER 2015**

The confidential minutes of the meeting of the Cabinet held on 7th October 2015 were submitted.

**RESOLVED** that the confidential minutes of the meeting of the Cabinet held on 7th October 2015 be approved as a correct record.

(The public were not excluded for this item as there was no discussion on the minutes.)

The meeting closed at 7.00 p.m.

Chairman



## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE OVERVIEW AND SCRUTINY BOARD

26TH OCTOBER 2015 AT 6.00 P.M.

PRESENT: Councillors L. C. R. Mallett (Chairman), K.J. May (Vice-Chairman), C. Allen-Jones, S. J. Baxter, C. J. Bloore, B. T. Cooper, M. Glass, J. M. L. A. Griffiths, C.A. Hotham (Substitute), R. D. Smith and P.L. Thomas

Observers: Councillors G. N. Denaro, S. P. Shannon and M. A. Sherrey

Officers: Mrs. S. Hanley, Mr. D. Allen, Ms. S. Morgan, Ms. A. Scarce and Ms. J. Bayley

#### 55/15 APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES

An apology for absence was received on behalf of Councillor S. R. Colella and it was confirmed that Councillor C. Hotham was attending as his substitute.

#### 56/15 DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

Councillor B. T. Cooper explained that he wanted to clarify his interests, as reported in his Disclosable Pecuniary Interest (DPI) form, as it related to his appointment as the Council's representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC). He explained that he believed it was appropriate to provide further information on this subject following a named vote at a meeting of the Audit, Standards and Governance Committee in July 2015 in relation to his request for a dispensation to take part in debates and decisions regarding health issues at meetings of HOSC.

Councillor Cooper advised that he was a qualified doctor with a 'zero hours' consultant contract with the NHS. He also has an NHS pension. He has a private medico-legal practice, writing reports about legal claims for NHS Trusts in the South East of England. All of Councillor Cooper's interests had been fully declared in his DPI form for Bromsgrove District Council and these declarations had similarly been submitted to and approved by Worcestershire County Council.

#### 57/15 MINUTES

The minutes of the meeting of the Overview and Scrutiny Board held on 28th September 2015 were submitted.

**RESOLVED** that the minutes of the Overview and Scrutiny Board held on 28th September 2015 be approved as a correct record.

58/15

## **BURCOT LODGE EMERGENCY HOMELESS UNIT**

The Strategic Housing Manager provided a verbal update on progress that had been made since August 2015 in respect of Burcot Lodge Emergency Homeless Unit. He explained that Officers had considered various options for the replacement of Burcot Lodge:

- The potential for Redditch Borough Council to provide temporary accommodation to Bromsgrove residents. This option had been discussed with Redditch Officers. However, concerns had been raised about a potential conflict with homelessness pressures within the Borough and the conclusion had therefore been reached that this option would not be feasible.
- Discussions had been held with representatives of Birmingham City Council about the potential for Bromsgrove residents to access their facilities. However, no guarantee could be provided that spaces would be available when needed and therefore this option was not considered to be viable.
- Officers had met with representatives of Bromsgrove District Housing Trust (BDHT) to discuss alternative options. Further investigation of relevant finances, particularly following government changes to funding for social housing, was needed. Officers anticipated that this option would provide the best opportunity to ensure that temporary accommodation could continue to be provided to residents at risk of homelessness.

A number of key issues were subsequently raised by Members on this subject:

- The amount of progress that had been achieved in identifying a suitable solution to this problem since the subject was last discussed by the Board.
- The Council's statutory duty to ensure that accommodation was made available to people at risk of homelessness.
- The timelines for the Council's move to Parkside and the sale of the Council House site, which included Burcot Lodge.
- The information that had been requested by the Board in August, including financial details for each option and the timeline for resolving the issue.
- The limited use of Bed and Breakfast accommodation traditionally within the district and the work of BDHT to ensure that this option was not regularly used to provide temporary accommodation to families in light of legal requirements.
- The time that would be required to convert existing properties for use as temporary accommodation and the need to take this into account when formulating a timeline.
- The pressures on the availability of affordable housing to residents across the country.
- The potential value of further investigation of this subject by the Board.

- The need for Overview and Scrutiny to avoid duplicating the work of Officers in relation to this subject.

The Chairman expressed disappointment that a written report had not been provided for the Board's consideration. There was general consensus that further written updates should be provided for Members' consideration on this subject at subsequent meetings to ensure that progress continued to be monitored.

**RESOLVED** that

- (1) A written update report, containing the timeline for the replacement of Burcot Lodge Emergency Homeless Unit, be presented for Members' consideration at the Overview and Scrutiny Board meeting on 23rd November 2015; and
- (2) A written update, containing financial implications and any confidential information relating to the replacement of Burcot Lodge Emergency Homeless Unit, be presented for Members' consideration at the Overview and Scrutiny Board's meeting to be held on 14th December 2015.

59/15

## **OVERVIEW OF THE COUNCIL'S BUDGET - PRESENTATION AND CURRENT BUDGET SPEND LINKED TO THE COUNCIL'S STRATEGIC PURPOSES**

The Financial Services Manager delivered a presentation on financial planning at the Council for the period 2016/17 to 2019/20 and also outlined key points in a report on the Medium Term Financial Plan 2016/17 to 2018/19. During the delivery of this presentation the following issues were highlighted for Members' consideration:

- The intention of the report and presentation was to provide Members with an opportunity to identify areas suitable for further scrutiny as part of the budget setting process.
- When planning the budget for the following three year period officers considered various different scenarios and the risks that could impact on funding levels.
- Assumptions had to be made when considering budget projections, which also needed to take into account risks such as the potential for a change to occur to inflation levels during the year.
- Officers would review all potential savings in order to determine whether these would be one off savings or could be achieved again in subsequent years.
- Worcestershire County Council (WCC) had recently agreed to reduce funding for positive activities for young people in the district. Funding for Bromsgrove would consequently be reduced from £125,000 to £50,000 from April 2016.
- The financial implications for the Council following any reductions in funding received from WCC.
- Balances of £4.2 million placed the Council in a relatively strong financial position.

# Agenda Item 4

Overview and Scrutiny Board  
26th October 2015

- Capital receipts could only be used for capital expenditure, not for revenue spend.
- Councils had been advised that in due course they would be able to keep 100 per cent of business rates. However, the full detail of how this would operate and the timeframes for the implementation of this process remained to be confirmed.
- GP Practices had been appealing over their business rates and the potential for other retailers to also appeal and the implications in the long-term to Council finances.
- Councils could utilise financial support from the “safety net” in cases where total business rates fell below the baseline level. However, Bromsgrove was not eligible to access this safety net whilst it remained a part of the business rates pool which was set to continue for at least 12 months.
- Officers were anticipating that the national living wage would increase to £9 per hour by 2020.

Members proceeded to discuss a number of matters in further detail following the delivery of the presentation:

- The work of Cabinet Members to review assumptions underpinning the budget setting process and the potential for the Overview and Scrutiny Board to assist in this process.
- The decreasing size of the revenue support grant allocated to the Council by the Government and the likelihood that this would cease to be provided by 2020.
- The cost of borrowing for the replacement of the Dolphin Centre and the use of reserves.
- The focus of the appendices to the report on the costs of service delivery in relation to the Council’s strategic purposes.
- Additional financial costs which did not relate to service delivery and were not therefore included within the figures that had been provided in the report.
- The anticipated shortfall of £196,000 in 2016/17 and the action that would need to be taken to ensure that the Council secured a balanced budget by the end of the year.
- The provision of figures within the report originally included within the Medium Term Financial Plan 2015/16 to 2018/19. Members commented that it would be useful for figures to also be provided which demonstrated how the Council’s budget was varying from these projections during the year.
- The value of further information about pressures on the budget. Members were advised that this information would be presented for their consideration in the following edition of the report.
- The assumption that Council Tax would rise by 1.9 per cent during the year and the potential for the government to change the level of the cap on increases in Council Tax before triggering a referendum.
- The likely impact of changes to tax credits on demand for Council services and the possible support that the Council could provide to residents placed in a difficult financial position by these changes.

- The impact of universal credit on residents living in the district and the support that could be provided to those effected.
- The use of reserves to cover expenditure in 2016/17 and 2017/18 and the overall impact that this might have on the Council's budget.
- The pension deficit for local government staff and the contribution from the Council towards employees' pensions. The Council had reached agreement with the actuaries to make contributions in increasing amounts over a 21 year period. Members requested further information about the schedule for these payments.

Following this debate Members

**RESOLVED** that the following information be provided in future budget reports to the Overview and Scrutiny Board:

- (1) Figures for service delivery which had been budgeted for when the Council's budget was set in February 2015;
- (2) Comparable figures showing actual and anticipated spend by the end of the year;
- (3) Areas of concern within the budget; and
- (4) Budget assumptions and the different scenarios that had been considered when calculating these assumptions.

60/15

## **EVENING CAR PARKING TASK GROUP**

Councillor K. J. May, Chairman of the Evening Car Parking Task Group, provided an update on the progress of the review. She explained that the group had held two meetings to date. During one of these meetings Members had interviewed the Council's Partnerships and Projects Manager and the relevant lead Environmental Services Manager. The next meeting of the group would take place later in the week.

61/15

## **INCREASING PHYSICAL ACTIVITY IN WORCESTERSHIRE JOINT SCRUTINY TASK GROUP**

Councillor J. M. L. A. Griffiths, the Council's representative on the Increasing Physical Activity Joint Scrutiny Task Group, provided a verbal update on the progress of the review. Members were advised that the group had interviewed Officers from Worcestershire County Council who were responsible for organising health walks alongside representatives of the county branch of the Ramblers' Association. Councillor Griffiths explained that she had raised the subject of an Olympic legacy during this meeting and had been advised that this had had very little impact on participation in walking activities.

The group had been concentrating on consulting with sports clubs and groups. It was acknowledged that there were other physical activities that people could participate in on a daily basis including cleaning and gardening. The group had not submitted evidence in relation to a recent report to the County Council's Cabinet concerning the future delivery of positive activities. The group had not yet considered evidence from district Councils about the physical activities they provided to residents.

Discussions were currently taking place about potential future meeting dates. Members were advised that the final deadline for the review appeared to be unclear, though the group would be proposing recommendations at some point based on the evidence they had gathered.

62/15 **WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

Councillor B. T. Cooper, the Council's representative on HOSC, explained that the latest scheduled meeting of the Committee had been cancelled. The next meeting would take place on 4th November 2015.

63/15 **ACTION LIST**

Officers advised that all of the items listed on the Board's Action List remained outstanding. Members were assured that the Planning Application Backlog report, which had been due for consideration in October, would now be presented at the Board's November 2015 meeting.

64/15 **CABINET WORK PROGRAMME**

Officers advised that a number of items listed on the Cabinet Work Programme were also scheduled for the consideration of the Overview and Scrutiny Board in due course. This included:

- High Street Refurbishment – Phase 2 Consideration of Options.
- Medium Term Financial Plan Assumptions
- Medium Term Financial Plan Update
- Churchfields Multi Storey Car Park Improvements
- Fees and Charges.

However, in a number of cases these items had been postponed so would be considered later in the municipal year.

65/15 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

A number of updates were provided in respect of the Overview and Scrutiny Board's Work Programme.

a) **West Midlands Scrutiny Network**

Councillor K. J. May explained that she had attended the latest meeting of the West Midlands Regional Scrutiny Network in Sandwell on 23rd October 2015.

During the meeting training had been delivered by John Cade from the Institute of Local Government Studies (INLOGOV), University of Birmingham, concerning best practice in scrutiny work programming. He had suggested that Members should consider the following when determining whether to launch a review:

- Public interest in the subject and whether it would address the concerns of local people.
- Ability to change and whether a scrutiny review could realistically influence that change.
- Performance, prioritising reviews of poorly performing Council services as well as relevant partner's services.
- Extent, in terms of the relevance of the subject to the whole district. Good scrutiny should not focus on issues of particular concern to a single Member's ward.
- Replication, to make sure that a review would not duplicate work that was being conducted by other Council staff or partners.

An update had also been provided on the subject of Combined Authorities and scrutiny arrangements in this environment.

b) Performance Measures Dashboard

The Chairman commented that a computer had recently been installed in the Members' Room to enable Members to access the corporate dashboard. To enable Members to use the data provided on the dashboard to facilitate effective scrutiny the Chairman suggested that it would be useful to invite officers to attend a future meeting of the Board to deliver a presentation on this subject. This presentation could address the background to the dashboard and provide an explanation of the measures on the dashboard and how these were identified.

c) Recommendation Tracking

Members discussed progress with the implementation of recommendations that had been made by scrutiny Task Groups in recent years. It was commented that Members were keen to receive updates on this work to ensure that the findings of reviews were not ignored and particular concern was raised about the impact of the recommendations that had been made by the Youth Services Provision Task Group.

Officers explained that the Board received a scrutiny tracker report on a quarterly basis, with the next edition due at the end of the calendar year. Recommendations remained on the tracker until they had been implemented. In addition, updates were provided in respect of specific Task Group recommendations approximately a year after the review had concluded.

There was general consensus that it would be useful, particularly following Worcestershire County Council's recent agreement to change their funding for positive activities, to reconsider the findings of the Youth Services Provision Task Group. Following circulation of the report for the consideration of Members it was possible that additional areas might be identified as being suitable for further scrutiny.

d) General Work Programme Issues

Officers confirmed that the updates on Burcot Lodge Emergency Homeless Unit, which had been requested during the meeting, would be incorporated into the Work Programme.

**RESOLVED** that

- (1) The Head of Business Transformation and Organisational Development and Policy Manager be invited to attend a meeting to deliver a presentation on the subject of the measures dashboard;
- (2) the Board's Work Programme be noted.

The meeting closed at 7.45 p.m.

Chairman



### **CABINET**

02 December 2015

### **CAPITAL PROJECT - CHURCHFIELDS MULTI-STOREY CAR PARK IMPROVEMENTS**

Relevant Portfolio Holder	Councillor Peter Whittaker
Portfolio Holder Consulted	Yes
Relevant Head of Service	Head of Environmental Services
Ward(s) Affected	Sanders Park Ward
Ward Councillor(s) Consulted	No

#### **1. SUMMARY OF PROPOSALS**

This report enables Members to consider the improvement works necessary to prevent further vandalism to the Council owned Churchfields multi-storey car park, and seeks the release of funding from balances for the Works, needed to reinstate the affected areas of the car park back to an acceptable condition.

#### **2. RECOMMENDATIONS**

- 2.1 **That Cabinet resolve to agree the Improvement Works.**
- 2.2 **That Cabinet recommend to Council, the approval of including the Works within the 2015/16 Capital Programme of £80.5k and to approve the funding to be released from balances**

#### **3. KEY ISSUES**

##### **Financial Implications**

- 3.1 As set out within the main body of the report, the car park has been subjected to numerous acts of vandalism. This has resulted in the appearance of certain parts of the car park starting to deteriorate. It is important to maintain the car park in a good state of repair in order to encourage use and maximise the potential income to the Council.
- 3.2 The current annual income for the Churchfields multi-storey car park is £87.8k. The income has shown a decrease which Officers believe may be linked to the problems identified in 3.1.
- 3.3 The cost of the proposed works to improve the car park and take steps to prevent further vandalism will be £80.5k as set out in 3.15. It is proposed that this sum be drawn down from balances.
- 3.4 The car park need not be closed completely during the Works, but relevant sections will have to be cordoned off, as necessary. As the numbers of available

### **CABINET**

02 December 2015

spaces will be reduced during this time, it is likely that there will be a marginal reduction in income.

- 3.5 The legislation governing Capital finance is set out within the Local Government Act 2003. The detail is provided in the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003. This legislation introduced the new Prudential Capital Finance System which commenced on 1 April 2004.

#### **Legal Implications**

- 3.6 The Council owns the multi-story car park and has responsibilities to visitors to the car park under the rules governing occupier's liability. In relation to issues of anti-social behaviour occurring at the car park, Section 17 of the Crime and Disorder Act 1998, requires Bromsgrove District Council to do all it reasonably can to prevent crime and disorder, anti-social behaviour (ASB) and substance misuse, and also (as of 1 April 2010) reduce re-offending in its area.

#### **Service/Operational Implications**

- 3.7 Whilst the report identifies a number of Health and Safety issues that require addressing these do not significantly impact on the continued use of the car park.
- 3.8 This car park has been subject to multiple incidents of criminal damage and anti-social behaviour and this was first brought to the attention of the Community Safety Team and the members of Safer Bromsgrove Tasking Group in December 2014. Since then, a number of interventions have been attempted to prevent the on-going crime and disorder issues and to divert young people from gathering at, and misusing the site. In Jan and Feb 2015, the Police used their Section 34 Dispersal Powers under the new Crime, ASB and Policing Act 2014. This power allowed Police Officers to remove persons from the specified area of Bromsgrove Town Centre for a period of up to 48 hours. The power is identified as a short term solution to resolve problems in areas where there is, or is likely to be, ASB, and it is recommended as an initial response whilst longer term solutions to crime and ASB problems can be considered.
- 3.9 Following the implementation of the second Dispersal Order, a number of individual young people gathering at the site were identified. Those young people shown as being involved in ASB were spoken to by the Police and issued with Level Two ASB letters, and subjected to Good Behaviour Agreements. The parents of young people identified as BDHT tenants were also spoken to by Tenancy Support Officers, and diversionary activities were offered to these young people via a local youth club. The area is also regularly subject to increased patrols by Local Policing Officers. Despite these actions to deter the perpetrators and potential perpetrators of disorder, incidents continue to be reported at the site on a regular basis.

### CABINET

02 December 2015

- 3.10 In June 2015, at the request of the Community Safety Manager, the Crime Prevention Design Advisor for West Mercia Police produced a Report into Security at Churchfields Multi-Storey Car Park. The recommendations within the report were supported and endorsed by the Community Safety Team and Local Policing Officers. It is felt that the greatest opportunity to reduce crime and ASB at this site is to improve the physical security of the structure, repairing and strengthening the legitimate access points and reducing opportunities for unauthorised access at the identified climbing points. These areas provide multiple access and escape routes for potential offenders and make it virtually impossible for attending Police Officers to detain and question anyone reported to be on-site when the car park is closed.
- 3.11 Unfortunately, the accessibility of the site and its reputation as a place ideal for uninterrupted gatherings has led to increased criminal and ASB activity, which more recently has taken place during periods when the car park is open.
- 3.12 The Report into Security as stated in 3.10 highlights the following concerns, together with stating the required action, which necessitates adequate finance to be made available:
- i) In order to prevent unauthorised people getting into the car park when it is closed, any potential access point needs to be removed. It has been identified that youths are gaining access to the second floor from the footpath that runs parallel to the car park; ( It is also evident that access is gained via the rear of the building adjacent to Church Street/Crabtree Lane)
 

***Action: Install fencing to the same specification as that on the ground floor, along the side of level two, which will remove any opportunity for access into the car park from this location.***
  - ii) The condition of the stairwells gives the impression that the car park is not cared for, this encourages further misuse. Information is that misuse damage etc. is reported but it takes a very long time for any action to be taken;
 

***Action 1: All of the walls to the stairwells need repainting with a bright reflective paint, preferably one that graffiti can be easily removed from. In addition the floors need cleaning so that they are also brighter.***

***Action 2: All doors giving access to the stairwells should be repaired and repainted (repairs are not in fact practicable as all doors do not meet the required current specification, therefore they will have to be replaced).***
- 3.13 Other concerns and recommendations highlighted within the Report, relating to operational procedures will be acted upon.

### CABINET

02 December 2015

3.14 In addition to the Works identified within 3.12 i) and ii), it is also proposed to undertake improvement works to the lighting, upgrade the fire alarm and replace the sliding front door mechanism at the same time, thereby combining the works into one period to avoid extended inconvenience to the general public. In addition, the redecoration to the stair wells will not be spoilt by latter works.

3.15 Details and costings of proposed works are as follows:

	<b>Cost (£k)</b>
i) <i>Installation of fencing/railings to the same specification as that on the ground floor, along the side of level two</i>	<b>10.0</b>
ii) <i>Repaint stairwells and clean floors</i>	<b>7.5</b>
iii) <i>Replace all doors to achieve LPS1175 SR2 (this standard refers to the Loss Prevention Certification Board, which is a Technical Approvals issuing body, offering approvals of products under the Building Regulations, Construction Products Directive and other European legislation)</i>	<b>42.0</b>
iv) <i>Improvement works to upgrade lighting</i>	<b>3.5</b>
v) <i>Upgrading works to Fire Alarm</i>	<b>3.0</b>
vi) <i>Replacement of sliding front door mechanism</i>	<b>3.5</b>
vii) <i>Additional works that may be identified</i>	<b>10.0</b>
viii) <i>Temporary signing, notification and barriers to accommodate above works</i>	<b>1.0</b>

**Total Cost - £80.5k**

3.16 The benefits of providing these improvements at this time are that the risk of continued vandalism and anti-social behaviour should be greatly reduced, and with the associated internal visual appearance of the facility being given a face lift, with the aim of increasing usage.

#### **Customer/Equalities and Diversity Implications**

3.17 The car park was accredited under the Safer Parking Scheme and was last assessed in October 2014. Whilst the car park was awarded a certificate for one year, it was noted that the parking areas were generally well presented and well laid out. However, other aspects as highlighted for improvements within this report would be detrimental to further positive assessments. At this time it was

## **CABINET**

**02 December 2015**

decided to withdraw the car park from the scheme until the remedial works are completed.

- 3.18 Whilst certain improvement works are being undertaken, sections of the car park will have to be isolated for safety reasons. Co-ordination of the separate trades will ensure inconvenience to users is kept to a minimum.

### **4. RISK MANAGEMENT**

- 4.1 We had over 91,000 customers use the multi-storey last year and over 700 customers registered with Shopmobility who use our facility.
- 4.2 The car park has been identified as the designated parking area for staff at Parkside. It is worth noting that an increase in the use of the car park may provide additional surveillance and less opportunity for uninterrupted gatherings.
- 4.3 Implementing the recommendations in the Report into Security will reduce opportunities for unauthorised access, would greatly improve safety and reduce risk to all legitimate users of the car park, including Council staff. Securing the structure as far as reasonably practicable would also help to preserve any planned cleansing and cosmetic improvements at the site, and long term will help to reduce any on-going repairs and asset maintenance costs.
- 4.4 If vandalism is not curtailed, and continues to escalate, there is a possibility that the fabric of the actual structure will be subjected to damage. This could lead to even more expensive remedial works.

### **5. APPENDICES**

Report into Security at Churchfields Multi-Storey Car Park by the Crime Prevention Design Advisor for West Mercia Police.

### **6. BACKGROUND PAPERS**

Safe Parking Scheme accreditation - October 2014.

### **AUTHOR OF REPORT**

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**A REPORT INTO SECURITY  
AT  
CHURCHFIELDS  
MULTI STOREY CAR PARK  
BROMSGROVE**



**PETER ASTON  
CRIME PREVENTION DESIGN ADVISOR  
WEST MERCIA POLICE**

# Agenda Item 5

Situated in Churchfields Bromsgrove this multi storey carpark serves Bromsgrove Town centre and in particular the Asda Supermarket. The carpark has 6 floors, vehicular access is via ramps pedestrian access is via two stairwells.

As vehicles enter the car park the larger and most commonly used stairwell is situated on the left. This stairwell has two lifts which serve all floors. It has a public entrance on level two.

The second stairwell does not contain any lifts, however on level two there is a fire door that is secured by a break glass panic bolt.

Because of its proximity to the Asda Supermarket shopping trolleys can be found on all floors, these are usually kept in dedicated bays and collected by Asda staff.

The car park is accredited under the Safer Parking Scheme and was last assessed in October 2014. Whilst the car park was awarded a certificate for one year it was noted that the parking areas were generally well presented and well laid out, however the stairwells were deteriorating with many of the air vents damaged and graffiti on the walls, it was recommended that this be remedied as soon as possible.



As highlighted in the 2014 assessment the layout of the parking areas is generally good, well lit and clearly marked.

Since the assessment the level of anti-social behaviour on the car park increased and this is reflected in the condition of the car park and in particular the stairwells.

The car park is covered by a comprehensive CCTV system that is monitored from a central control room situated in Redditch. Whilst the camera technology is old the picture quality is good.

The car park is staffed and they operate from the mobility office situated on the ground floor. Staff are responsible for enforcing parking regulations and do report any incidents that happen on the car park, whilst they will ask unwanted people to leave the car park they are not trained to deal with disorder and therefore cannot be expected to place themselves in a position of potential danger. Likewise any damage or litter is reported by staff. The speed and efficiency with which these reports are dealt with is dependent on other council departments.

The condition of the main stairwell is very poor as the following photographs show the level of graffiti has increased, the walls are dirty and stained and the floor is also dirty. Litter is strewn across the floor, the access doors to the various floors are in poor condition and some of them have window glass missing. The overall impression now is of a poorly maintained and rapidly deteriorating car park, which would certainly not achieve the Safer Parking award.



# Agenda Item 5



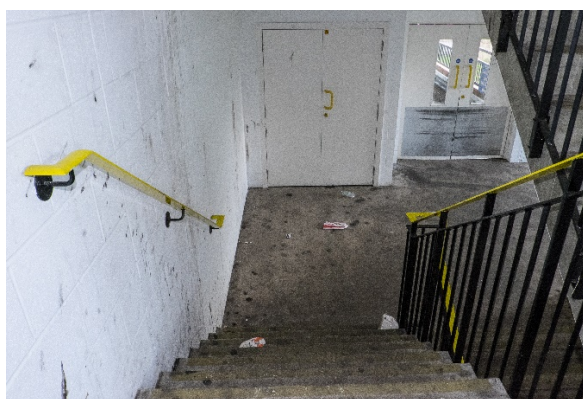
Photographs illustrating the condition of the stairwells. These photographs are of the main stairwell, the one the public use most

**Top left:** Every air vent has been kicked in.

**Top right:** Stairwells are dirty and poorly maintained

**Second Row:** Photographs showing some of the graffiti that has appeared on the walls.

**Below:** Litter is left in the stairwells adding to the general impression that this car park has





## PROBLEM PROFILE

Youths are gaining access to the car park mainly when it is closed and using the top floor to engage in anti-social behaviour. This behaviour has resulted in damage being caused including the broken windows in the doors and graffiti on the walls. In one incident a shopping trolley 'parking' area was badly damaged.

Access is being gained to the car park by climbing up the outside of the building onto level two. They are then opening the level 2 fire door on the opposite side of the car park to let their friends in.



Youths are gaining access to the second floor by climbing up the outside of the building.

In February 2015 a dispersal order for the general area was authorised by the police and as a result several youths were identified and warned about their behaviour as a result of this incidents in and around the car park have dropped.

It is often the case that the type of problems experienced at the car park are cyclic and at some stage in the future it is highly likely that they will reappear.

The priority should be to put measures in place that will break the cycle and prevent future anti-social behaviour and damage, making the car park a safe and welcoming facility for the public to use. By putting in the correct measures, long term it will save the district council money in repairs and general maintenance. In addition it will save on police resources freeing up officers to deal with other issues.

## SUGGESTED ACTION(S)

In order to prevent unauthorised people getting onto the car park when it is closed any potential access point needs to be removed. It has been identified that youths are gaining access to the second floor from the footpath that runs parallel to the car park (see photographs below)

*Action: Install fencing to the same specification as that on the ground floor along the side of level two this will remove any opportunity for access onto the car park from this location.*



Note the railings on the ground floor. Similar railings should be put along this edge of the second floor to prevent access.

The car park has an extensive CCTV system, whilst this is a useful tool for detecting incidents when they are happening it is not providing any deterrent. From talking to staff who monitor the CCTV they do not have the capacity to continually watch the cameras on the car park, therefore they will miss incidents. Consequently installing extra cameras is likely to have little effect. CCTV staff indicated that if incidents or potential incidents were reported to them quickly they could make better use of the existing CCTV cameras.

*Action: Staff working on the car park should report any potential incident or suspicious behaviour immediately to the CCTV control room. Control room staff will then have the opportunity to monitor and if need be inform the appropriate authorities so that action can be quickly taken. If an incident requires police attention and the perpetrators are gone before police arrival, early monitoring increases the chances of gaining CCTV evidence to support any future investigation. Their needs to be communication between car park staff and CCTV room staff to ensure that police are informed about appropriate incidents at the time they are happening.*

The condition of the stairwells gives the impression that the carpark is not cared for, this encourages further misuse. My information is that misuse damage etc. is reported but it takes a very long time for any action to be taken.

*Action 1. All of the walls to the stairwells need repainting with a bright reflective paint, preferably one that graffiti can be easily removed from. In addition the floors need cleaning so that they are also brighter.*

*Action 2. All doors giving access to the stairwells should be repaired and repainted.*

*Action 3. A regime needs to be introduced whereby any litter is quickly cleaned up.*

*Action 4. A check of the stairwells every morning by car park staff would be useful and then reporting any litter graffiti or damage to the appropriate department of the local authority. In turn that department should respond quickly to such reports.*

With the imminent opening of the new council offices, council staff will be allocated parking on the top floors. It may well be that the increased use of the car park will reduce the opportunity for anti-social behaviour during opening hours.

## CONCLUSION

Since its inspection under the Safer Parking Scheme in October 2014 the condition of the stairwells to this car park have deteriorated rapidly, to the point that if it were to be assessed now it would not pass. The condition of the stairwells is stopping people from using the car park. A general clean up and repaint would soon solve this. The goal will then be to keep it in pristine condition. In order to do this the people that are causing the damage graffiti etc. need to be deterred. There are two possible ways of doing this, increased CCTV and/or removing the access points.

In my opinion increased CCTV will have very little effect and I strongly recommend that the option to pursue is that which removes the access points, namely fencing along the side of level two.

### Cabinet

2nd December 2015

#### DEBT RECOVERY AND WRITE OFF POLICY

Relevant Portfolio Holder	Councillor Geoff Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda de Warr, Head of Customer Access and Financial Support
Wards Affected	All

#### 1. SUMMARY OF PROPOSALS

- 1.1 The Write Off Policy (attached at Appendix 1) is proposed which takes account of changes in best practice and streamlines procedures.

#### 2. RECOMMENDATIONS

**That Cabinet RESOLVE to authorise the Write Off Policy attached at Appendix 1.**

#### 3. KEY ISSUES

- 3.1 A clear Write Off Policy is required to ensure that all services are taking a consistent approach to the write off of irrecoverable debt. The proposed Policy reflects new working practice and changes to the reporting regimes agreed by Overview and Scrutiny.

#### Financial Implications

- 3.2 The value and details in relation to write off are reported to Overview and Scrutiny Committee on an annual basis, along with other relevant debt management information.
- 3.3 Provision is made within the Council's budgets to allow for bad debts to be written off. The write offs are always well within the existing provisions. The current bad debts provisions are as follows:

	£
Housing benefit Overpayments	485,363
NDR	224,907
Council Tax	214,937
Sundry Debtors	31,493

#### Legal Implications

- 3.4 Legal advice is sought where appropriate in respect of the recovery of outstanding debts and action taken in accordance with procedures dependent on the debt in question

#### **Service / Operational Implications**

- 3.5 All possible recovery action is taken in respect of debts before write off of the debt is considered.
- 3.6 The vast majority of write offs are agreed by officers of the Council, at a level appropriate to the value and nature of the debt.
- 3.7 In some cases the Debtor's circumstances are such that it is not appropriate for council to pursue the debt further, although normal recovery action may not have been exhausted. It may be that it is not felt to be appropriate to continue with recovery action due to the debtor's mental or physical health or due to particular circumstances of the case, which indicate extreme hardship.
- 3.7 Current working practice is for these to be agreed for write off by the Cabinet. It is proposed that in future these be agreed for write off by the Director of Finance and Corporate Resources, in conjunction with the Portfolio Holder for Finance and Financial Support. It is relatively rare that a debt does not fit any other category within the Write Off Policy.
- 3.8 In some cases a debt matching agreement may be put in place. This is where an agreement is made with the debtor whereby if payments are made under an agreed payment plan the Council will write off a portion of the debt, either on receipt of each payment or where payments have been made for a specified period of time. Debt matching is only undertaken where there are no prospects of recovering the debt in full and an assessment of the debtors income indicates that any payment arrangement would extend beyond three years.

Again current practice would be for these to be agreed by Cabinet. It is proposed, in order to speed up the process in such cases, debt matching arrangements be approved by the Director of Finance and Corporate Resources.

#### **Customer / Equalities and Diversity Implications**

- 3.9 The Council's Write Off Policy makes provision for customers to be treated fairly and equally.
- 3.10 The revised Policy allows for checking of debts across all Council systems to ensure that customer's can be offered the correct level of support and to streamline the process of debt recovery.
- 3.11 Officer endeavour to provide support to help the individual to become financially independent. Where a customer is identified as being in debt

## **Cabinet**

2nd December 2015

officers try to work with them to provide budgeting, money management and debt advice.

### **4. RISK MANAGEMENT**

- 4.1 Failure to authorise the write off debts results in unrecoverable debts remaining on our financial systems. This is not in accordance with audit requirements

### **5. APPENDICES**

Appendix 1- Draft Write Off Policy

### **6. BACKGROUND PAPERS**

There are no background papers with this report.

### **AUTHORS OF REPORT**

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**Bromsgrove**  
District Council

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

## **BROMSGROVE DISTRICT COUNCIL**

### **Write Off Policy**

# Agenda Item 6

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## 1. Introduction

The purpose of this document is to set out a framework for the authorisation and reporting of debt to be written off.

The Council delivers a wide range of services that involve the recovery of debt. Implementing an effective method for reporting and authorising the write off of irrecoverable debts will ensure that the functions of the council are carried out in an effective and efficient manner.

The effectiveness of the council's debt management will be improved by revising the authority to write off debts and empowering suitably competent officers to authorise the write off of debt.

The authorisation for write off of debt will only be referred to Cabinet in cases where the write off would have a significant and material impact on the financial standing of the authority and where the decision to write off the debt is exceptional and the debt management and write off policy does not provide guidance.

The write off policy includes a requirement for the Overview and Scrutiny Committee to be informed on an annual basis of the present position with regard to overall debt, the value of debt written off within the financial year and the impact of these write offs on the authority's bad debt provision.

## 2. Aims and Objectives

Bromsgrove District Council recognises that the prevention of indebtedness and the effective management of debt are crucial in maximising the resources available to the council and ensuring the well-being of the residents of the district.

The key aims of the policy are:

To ensure a high level of income owed is collected by the Council;

To identify the circumstances when it will be appropriate to write off debts;

To summarise the steps which need to be taken before a debt is written off;

To introduce a scheme for authorising the write off of debt that ensures the decision to write off is made by an appropriate officer of the Council;

To ensure that members are informed of the level of debt owed to the council, the position regarding debts written off and the impact on the council's financial position.

To ensure that there is a coordinated approach to the sharing of debtor information across council departments and to the management and write off of debt.

The policy will apply to the following debts and to any combination of these debts;

Council Tax

Non-Domestic Rates

Housing Benefit Overpayments

Sundry debts

### **3. Procedures for write off of debt**

The Council will have procedures or policies in place to enable timely billing and collection of debts and to ensure that in appropriate cases recovery action is taken promptly. The relevant service's procedures and policies will identify the mechanisms provided by legislation for the recovery of debts.

As a general rule – except in cases of hardship, low value debt or cases where recovery is prevented by law - all recovery processes will be attempted before a debt is considered for write off.

The council recognises that there will be cases where it is not practical for the recovery process to continue because either the debtor has absconded or the costs of recovery are greater than the value of the debt outstanding.

The circumstances listed below are indicative of the situations in which a debt will be written off, the fact that a case falls within the criteria will not compel the council to write the debt off as there may be other factors which would indicate that recovery action is appropriate.

As part of the write off procedure a review of all debts or credits for the customer will be undertaken and relevant services advised accordingly. Where a credit write off is identified and debt exists on another account for the same customer the credit may be transferred to pay off said debt.

#### **Circumstances where debts may be written off**

##### ***Closed accounts with debt below £50.00***

The costs of pursuing the debt through court action will exceed the outstanding balance. In addition the costs of pursuing a debt from an individual no longer resident in the property could further increase the costs. Letters warning of the potential for court action will be issued if this does not prompt recovery the debt may be written off.

##### ***Individual debts below £5.00***

It is not cost effective to pursue recovery of cases where the debt is below £5.00 and there is no on-going liability to the Council. In these circumstances the debts will be written off.

##### ***Debtor Absconded***

Trace Action will be undertaken and the debtor's details will be checked across all appropriate Council databases, with credit reference agencies and appropriate trace databases i.e. Experian and LOCTA.

If enquiries do not yield a forwarding address then the debt will be written off, if the debtor subsequently reappears the debt will be written back on and recovery action recommenced.

## ***Live debt which is uneconomic to pursue***

The costs of commencing bankruptcy action, applying for charging orders or making an application for committal to prison can be high with no guarantee that the debt will be recovered. Where an assessment of the debtor's circumstances indicates that further action would be costly and collection of the outstanding balance is unlikely the debt will be written off.

## ***Insolvency – bankrupt individual or insolvent company***

Where an individual has been made bankrupt or a company has entered liquidation no further recovery action can be taken and the debt will be written off.

If a bankrupt individual remains in receipt of Housing Benefit then recovery of Housing Benefit Overpayments can be made from any on-going benefit entitlement up until the individual's discharge from bankruptcy.

## ***Dissolved Companies***

On dissolution the company will have no legal identity and any property of the company will become bona vacantia. There will be no prospect of recovery in these cases and the debt will be written off.

## ***Limited companies in administration***

In administrations the debt will be proved in the proceedings and written off. On-going trading liabilities will be payable by the administrators and they will be advised to make payment.

## ***Debtor deceased with no prospect of recovery from estate***

It is a common misconception that when a person dies, his/her debts are automatically discharged. Debts are not discharged on death unless specific provision has been made for them to be discharged, e.g. by an insurance policy. All debts that are not provided for must be met from the assets of the deceased debtor. Where the assets are insufficient to meet all the debts, the estate is insolvent.

In these circumstances, if it is not appropriate to apply for an insolvency administration order, then the debt will be written off.

## ***Debtor sentenced to term of imprisonment in respect of the debt***

Where a term of imprisonment has been served in respect of a debt the council will be precluded from taking any further action to recover the outstanding balance and the debt will be written off.

## ***Debt remitted by court***

Magistrates have the power to remit all or part of a debt. If the magistrates have taken a decision to remit the debt no further recovery action can be taken and the debt will be written off.

## ***Out of time for recovery action***

Debts over 6 years of age where action for recovery has not been taken will be statute barred and write off will be necessary.

Where a liability order or judgement has been made in respect of the debt execution of the judgement will still be permitted. Therefore attachment of earnings order or the use of distress can still be made.

## ***Debtor out of jurisdiction***

Where a debtor is outside of the jurisdiction of England and Wales and there is unlikely to be any prospect of recovering the debt, it will be written off.

## ***Debtor's circumstances are such that it is not appropriate for council to pursue or Debtor infirm or suffering from hardship***

There will be cases where it is not felt to be appropriate to continue with recovery action due to the debtor's mental or physical health or due to particular circumstances of the case. In these cases the Service Manager will recommend that the Director of Finance and Corporate Resources, in conjunction with the Portfolio Holder for Finance and Financial Support approve write off the debt.

For Council Tax and Non-Domestic Rates debts the Financial Support Manager should first consider whether a reduction of the debt under the provisions of Section 13a of the Local Government Finance Act 1992 or Section 49 of the Local Government Finance Act 1988 is more appropriate.

## ***Debtor enters into a debt matching agreement***

Debt matching is an agreement with the debtor whereby if payments are made under an agreed payment arrangement the Council will write off a portion of the debt, either on receipt of each payment or where payments have been made for a specified period of time.

Debt matching will only be undertaken where there are no prospects of recovering the debt in full and an assessment of the debtors income indicates that any payment arrangement would extend beyond three years.

Debt matching arrangement will be reviewed periodically to ensure there has not been a change in the debtor's circumstances. If the debtor's circumstances change then the arrangement may be amended or cancelled.

Debt matching will only be undertaken on recommendation of the Service Manager and approval of the Director of Finance and Corporate Resources.

## ***Credit balance write offs***

Where accounts are closed and a credit balance is held on the account the credit will be refunded preferably by BACS where the customer's bank account details are held.

In cases where no bank account details are held we will write to the customer advising them of the credit and requesting details of the account into which the credit can be refunded. If we do not hold a forwarding address we will issue notification of the credit to the last known address of the individual.

If after a period of three months the customer has not requested a refund then the amount of the credit will be written off. Where the customer makes contact at a later date or is located at a new address within the area the amount can be written back on and repaid.

Credits held on open accounts will be rolled forward and offset against future year's charges if a request for refund is not made.

In cases where the credit balance is less than £5.00 refunds will not be made unless requested by the customer as the costs of making payment are greater than the credit held. Credit balances below £5.00 will be written off when identified.

Where mutual credits and debits exist across separate debt streams we will offer the customer the opportunity to transfer the credit to offset any debit balances before a refund is made.

## **4. Authorisation of write offs**

The table at Appendix A details the authorisations required before a debt is written off.

## **5. Actions to be taken prior to write offs**

The table at Appendix B summarises the action that will be taken prior to write off and the method of reporting the debt.

The Council's Section 151 Officer will approve procedures for the reporting, approval and authorisation of debts for write off.

## **6. Monitoring**

Each section will be responsible for ensuring that the policy is applied correctly and is effective. For each debt type management information will be compiled on an on-going basis. The information will include a profile of debt by age, the value of debt written off to date (profiled by reason code), and the effect on the provision for bad debt.



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Information will also be provided on debt which could become subject to write off; this would include debts where recovery is unlikely because the debtor has absconded, there is on-going insolvency or a write off is pending.

An annual report of write offs for the financial year will be presented to Overview and Scrutiny Committee.

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## Appendix A – Authorisation levels for write off

Value	Recommendation	Examined /Approved	Authorised
Credit balances	Income Officer Revenue Officer Benefits Overpayments Officer	Appropriate Service Supervisors/ Team Leaders	Appropriate Service Managers
Debts up to £100	Income Officer Revenue Officer Benefits Overpayments Officer	N/A	Appropriate Service Supervisors/ Team Leaders.
£101 - £2,000	Income Officer Revenue Officer Benefits Overpayments Officers	N/A	Appropriate Service Managers
Debts over £2,000	Income Officer Revenue Officer Benefits Overpayments Officers	Service Managers	Executive Director (Finance and Corporate Resources) - Section 151 Officer  Financial Services Manager (Deputy Section 151 Officer).  Head of Customer Access and Financial Support

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<b>Value</b>	<b>Recommendation</b>	<b>Examined /Approved</b>	<b>Authorised</b>
Debts remitted by Magistrates or where a term of imprisonment has been served	Income Officer Revenue Officer Benefits Overpayments Officer	N/A	Appropriate Service Managers
Insolvency proceedings Administration Order (where claim has been formally acknowledged)	Income Officer Revenue Officer Benefits Overpayments Officer	N/A	Appropriate Service Managers
Debtor is deceased no prospect of dividend from estate	Income Officer Revenue Officer Benefits Overpayments Officer	N/A	Appropriate Service Managers
Debt matching agreements	Appropriate Service Managers		Director of Finance and Corporate Resources
Cases of hardship or discretionary write offs	Appropriate Service Managers		Director of Finance and Corporate Resources in conjunction with the Portfolio Holder for Finance and Financial Support.

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## Appendix B – Actions to be taken prior to write off

Write off reason	Actions Prior to W/Off	Procedure for Write/off
Credit Balances < £5.00	None	Cases reported on bulk write off schedule for appropriate authorisation
Credit Balances > £5.00	Notice of credit issued to customer.	Cases reported on bulk write off schedule for appropriate authorisation
Closed accounts with debt below £50.00	Invoice/Demand issued to customer  No on-going liability.  Debt static for 12 months	Cases reported on bulk schedule for appropriate authorisation.
Individual debts below £5.00	Invoice/Demand issued to customer.  No on-going liability.  Debt static for 12 months	Cases reported on bulk schedule for appropriate authorisation.
Debtor Absconded	Check internal databases and trace database, enquiries with property agents.	Cases reported on bulk schedule for appropriate authorisation
Live debt which is uneconomic to pursue	All appropriate recovery routes attempted.  Assessment of costs and likelihood of recovery to be made.	Cases reported on bulk schedule for appropriate authorisation.
Insolvency – bankrupt individual or insolvent company	Claim lodged in proceedings.	Cases reported on bulk schedule for appropriate authorisation.

# Agenda Item 6

Write off reason	Actions Prior to W/Off	Procedure for Write/off
Dissolved Companies	Confirmation of dissolution received	Cases reported on bulk schedule for appropriate authorisation.
Limited companies in administration.	Confirmation of administration.  Debt lodged in proceedings.	Cases reported on bulk schedule for appropriate authorisation.
Debtor's circumstances are such that it is not appropriate for council to pursue recovery, or Debtor Infirm or suffering from hardship	Appropriate recovery procedures to be attempted.	Case referred to Director of Finance and Corporate Resources in conjunction with the Portfolio Holder for Finance and Financial Support
Debtor deceased with no prospect of recovery from estate in respect of the debt	Confirmation of value of the estate and outstanding liabilities obtained.	Cases reported on bulk schedule for appropriate authorisation.
Debtor sentenced to term of imprisonment in respect of debt.	No further powers of recovery	Cases reported on bulk schedule for appropriate authorisation.
Debtor out of jurisdiction	No further powers of recovery	Cases reported on bulk schedule for appropriate authorisation.
Debt remitted by court	No further powers of recovery	Cases reported on bulk schedule for appropriate authorisation.
Out of time for recovery action	No further powers of recovery	Cases reported on bulk schedule for appropriate authorisation.

# Agenda Item 6

<b>Write off reason</b>	<b>Actions Prior to W/Off</b>	<b>Procedure for Write/off</b>
Debtor enters into a debt matching agreement	Debt matching agreement approved by Director of Finance and Corporate Resources.  Payments monitored – portion of debt written off at agreed intervals.	Cases to Director of Finance and Corporate Resources for appropriate authorisation.

**CABINET**

2<sup>nd</sup> December 2015

FINANCE MONITORING REPORT 2015/16

<b>Relevant Portfolio Holder</b>	Councillor Geoff Denaro, Portfolio Holder for Finance and Enabling Services
<b>Relevant Head of Service</b>	Jayne Pickering, Executive Director Finance and Corporate Resources
<b>Non-Key Decision</b>	

**1. SUMMARY OF PROPOSALS**

To report to Cabinet on the Council's financial position for Revenue and Capital for the period April –September 2015 (Quarter 2 – 2015/16).

**2. RECOMMENDATIONS**

- 2.1 That Cabinet note the current financial position on Revenue and Capital as detailed in the report.

**3. KEY ISSUES**

- 3.1 This report provides details of the financial information across the Council. The aim is to ensure officers and members can make informed and considered judgement of the overall position of the Council. The report reflects the financial position across the Strategic Purposes to enable Members to be aware of the level of funding attributed to these areas.
- 3.2 This report includes both a summary for revenue and capital expenditure followed by the departmental analysis of expenditure detailed in appendices showing the areas that link to Strategic Purposes

<p><b>Revenue Budget summary</b> <b>Financial Year 2015/16 – Overall Council</b></p>
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3.3 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included

Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projection £'000	Projected Variance £'000
<b>Keep my place safe and looking good</b>	4,959	2,317	2,360	43	5,069	110
<b>Help me run a successful business</b>	<b>-571</b>	<b>-292</b>	<b>-265</b>	27	<b>-566</b>	5
<b>Help me be financially independent</b>	68	483	489	7	68	0
<b>Help me to live my life independently</b>	683	235	202	<b>-33</b>	604	<b>-79</b>
<b>Help me find somewhere to live in my locality</b>	1,112	547	510	<b>-37</b>	1,055	<b>-56</b>
<b>Provide Good things for me to see, do and visit</b>	1,581	751	703	<b>-47</b>	1,511	<b>-70</b>
<b>Enable others to work/do what they need to do (to meet their purpose)</b>	6,585	3,156	3,155	<b>-1</b>	6,607	22
<b>Totals</b>	<b>14,417</b>	<b>7,197</b>	<b>7,155</b>	<b>-42</b>	<b>14,349</b>	<b>-68</b>

**Financial Commentary:**

In the second quarter of the financial year 2015/16, there is an overall underspend showing. Part of this relates to Lifeline income which has increased compared to budget due to supporting people funding being withdrawn from BDHT last year. There are some salary savings and additional income received on Burcot Hostel within Housing services. There are also salary savings within sports services.

There is an overspend projected within development control due to additional staffing required and also within building control due to a shortfall in income against budget.



**CABINET**

2<sup>nd</sup> December 2015

**Capital Budget summary  
 Financial Year 2015/16 – Overall Council**

Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projection £'000	Projected Variance £'000
Keep my place safe and looking good	3,387	1,693	1,512	-181	2,937	-450
Help me run a successful business	110	78	78	0	100	-10
Help me be financially independent	17	9	9	0	17	0
Help me to live my life independently	770	385	372	-13	770	0
Help me find somewhere to live in my locality	293	147	140	-7	293	0
Provide Good things for me to see, do and visit	7,837	2,513	2,515	2	4,120	-3,717
Enable others to work/do what they need to do (to meet their purpose)	110	92	127	35	148	38
<b>Totals</b>	<b>12,524</b>	<b>4,917</b>	<b>4,753</b>	<b>-164</b>	<b>8,385</b>	<b>-4,139</b>

**Financial Commentary:**

There will be a reprofiling of the budget within 'keep my place safe and looking good' due to the project for the North Cemetery Extension not commencing until May 2016 due to works not being able to take place in the winter months.

Also the Dolphin centre project with the strategic purpose of 'provide good things for me to see do and visit' will carry forward into 2016/17 and therefore need a reprofiling of the budget.

All other capital projects are currently in progress.

**CABINET**

2<sup>nd</sup> December 2015

**4. TREASURY MANAGEMENT**

- 4.1 The Council's Treasury Management Strategy has been developed in accordance with the Prudential and is used to manage risks arising from financial instruments. Additionally, treasury management practices are followed on a day to day basis.
- 4.2 The Council receives credit rating details from its Treasury Management advisers on a daily basis and any counterparty falling below the criteria is removed from the list of approved institutions.
- 4.3 Due to market conditions the Council has reduced its credit risk for all new investments by only investing in the highest rated instruments and has shortened the allowable length of investments in order to reduce risk.
- 4.4 At 30<sup>th</sup> September 2015 short term investments comprised:

	<b>31st March 2015 £'000</b>	<b>30<sup>th</sup> June 2015 £'000</b>	<b>30<sup>th</sup> Sept 2015 £'000</b>
Deposits	6,400	7,000	4,600
<b>Total</b>	<b>6,400</b>	<b>7,000</b>	<b>4,600</b>

**Income from investments and other interest**

- 4.5 An investment income target of £36k has been set for 2015/16 using a projected return rate of 0.5%. During the past financial year bank base rates have remained 0.5% and current indications are projecting minimal upward movement for the short term.

**5. REVENUE BALANCES**

**5.1 Revenue Balances**

The revenue balances brought forward at 1st April 2015 were £4.274m

**Legal Implications**

None.

**Service/Operational Implications**

All included in financial implications.

**Customer / Equalities and Diversity Implications**

None as a direct result of this report

**7. RISK MANAGEMENT**

7.1 Risk considerations are covered in the report. There are no Health & Safety considerations

**8. APPENDICES**

Appendix 1 – Strategic Purposes

**9. BACKGROUND PAPERS**

Available from Financial Services

**AUTHORS OF REPORT**

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Keep my place safe and looking good.

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
BDC Reg Client	Exp	571	244	245	0	571	0
	Inc	-113	-56	-56	0	-113	0
	Net	458	188	188	0	458	0
Bereavement Services	Exp	141	70	63	-7	141	0
	Inc	-132	-66	-55	11	-132	0
	Net	9	5	8	4	9	0
Building Control	Exp	460	230	218	-12	440	-20
	Inc	-514	-257	-231	26	-460	54
	Net	-54	-27	-13	14	-19	35
Cesspools/Sewers	Exp	96	48	49	1	119	23
	Inc	-208	-104	-94	10	-208	0
	Net	-111	-56	-45	11	-89	23
Climate Change	Exp	16	8	8	0	16	0
	Inc	0	0	0	0	0	0
	Net	16	8	8	0	16	0
Community Safety	Exp	558	279	301	22	606	49
	Inc	-50	-25	-22	3	-47	3
	Net	508	254	279	25	559	52
Depot	Exp	1,177	589	603	14	1,177	0
	Inc	-458	-229	-238	-8	-458	0
	Net	719	359	365	6	719	0
Development Control	Exp	603	301	349	48	682	79
	Inc	-446	-223	-207	16	-446	-0
	Net	157	79	143	64	236	78
Environmental Health / Protection / Enforcement	Exp	0	0	0	0	0	0
	Inc	-11	-6	-7	-1	-10	0
	Net	-11	-6	-7	-1	-10	0
Grounds Maintenance	Exp	577	288	243	-45	577	0
	Inc	-95	-47	0	47	-95	0
	Net	482	241	243	2	482	0
Highways	Exp	331	166	145	-21	331	0
	Inc	-138	-69	-50	19	-138	0
	Net	193	96	95	-2	193	0
Land Drainage	Exp	61	30	28	-2	61	0
	Inc	0	0	0	0	0	0
	Net	61	30	28	-2	61	0
LSP/P'ships	Exp	102	51	50	-2	100	0
	Inc	-50	-25	-24	0	-48	0
	Net	53	26	25	-1	53	0

Pest & Dog control	Exp	0	0	0	0	0	0
	Inc	0	0	-2	-2	-3	-3
	Net	0	0	-2	-2	-3	-3
Refuse & Recycling	Exp	2,178	1,089	1,107	18	2,204	26
	Inc	-1,093	-671	-690	-19	-1,093	0
	Net	1,085	418	417	-1	1,111	26
Strategic Housing	Exp	18	9	4	-6	18	0
	Inc	-11	-6	-3	3	-11	0
	Net	7	4	1	-3	7	0
Strategic Planning	Exp	336	168	112	-56	232	-104
	Inc	0	0	0	0	0	0
	Net	336	168	112	-56	232	-104
Street Cleansing	Exp	950	475	467	-8	950	0
	Inc	-35	-18	-18	-0	-35	0
	Net	915	458	449	-8	915	0
Town Centre Development	Exp	122	61	46	-15	47	-76
	Inc	-67	-33	-25	8	0	67
	Net	56	28	21	-7	47	-9
Waste Management, policy, promotion, management	Exp	38	19	8	-11	38	0
	Inc	-43	-22	-11	11	-43	0
	Net	-5	-3	-3	-0	-5	0
Public Conveniences	Exp	87	46	46	-0	98	11
	Inc	-0	-0	-0	0	-0	0
	Net	87	46	46	-0	98	11
<b>Totals:</b>		<b>4,959</b>	<b>2,317</b>	<b>2,360</b>	<b>43</b>	<b>5,069</b>	<b>110</b>

**Financial commentary:**

There are a number of overspends contributing to the overall net cost including:

- Refuse and Recycling - cesspools - as a result of the responsibility of emptying the pumping stations. We are currently in dispute which has impacted on the resources available to service existing customers and incurred additional water charges.
- Building Control - shortfall on income received
- Public Conveniences - long term sickness cover has impacted on the net costs
- The overspends are partially offset by vacant posts in Strategic Planning

**Help me run a successful business**

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Business Development - Business	Exp	82	50	64	14	93	
	Inc	-1	-0	-4	-3	-4	
	Net	81	49	60	11	90	
Car Parks/Civil Enforcement Parking	Exp	752	376	320	-56	692	-60
	Inc	-1,335	-667	-604	63	-1,281	-6
	Net	-583	-291	-284	7	-589	-6

Economic & Tourism Development	Exp	227	114	112	-1	227	0
	Inc	-106	-53	-41	12	-106	0
	Net	121	60	71	11	121	0
Licenses (all)	Exp	0	0	0	0	0	0
	Inc	-191	-110	-112	-1	-188	3
	Net	-191	-110	-112	-1	-188	3
<b>Totals:</b>		<b>-571</b>	<b>-292</b>	<b>-265</b>	<b>27</b>	<b>-566</b>	<b>5</b>

**Financial commentary:**

Civil Parking Enforcement - the reduction in income is offset by salary savings on the contract

**Help me to be financially independent**

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Revenues & Benefits	Exp	16,716	8,195	8,199	4	16,716	0
	Inc	-16,647	-7,712	-7,709	3	-16,647	0
	Net	68	483	489	7	68	0
<b>Totals:</b>		<b>68</b>	<b>483</b>	<b>489</b>	<b>7</b>	<b>68</b>	<b>0</b>

**Financial commentary:**

There are no significant variances this quarter.

**Help me to live my life independently**

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Community Safety - lifeline	Exp	213	106	103	-3	202	
	Inc	-177	-167	-197	-31	-244	
	Net	36	-60	-94	-34	-42	
Community Transport / Dial a ride	Exp	28	14	14	1	27	
	Inc	0	0	-0	-0	-0	
	Net	28	14	14	1	27	
Disabled Facilities grants	Exp	620	282	281	-0	620	
	Inc	0	0	0	0	0	
	Net	620	282	281	-0	620	
<b>Totals:</b>		<b>683</b>	<b>235</b>	<b>202</b>	<b>-33</b>	<b>604</b>	<b>-79</b>

**Financial commentary:**

Lifeline income has increased compared to budget due to supporting people funding being withdrawn from BDHT last year. (We now provide the full service).

**Help me to find somewhere to live in my locality**

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Housing Strategy & Enabling	Exp	1,129	556	548	-8	1,073	-55
	Inc	-217	-109	-138	-29	-218	-1
	Net	912	447	410	-37	855	-56
Private Sector Housing	Exp	200	100	100	-0	200	0
	Inc	0	0	0	0	0	0
	Net	200	100	100	-0	200	0
<b>Totals:</b>		<b>1,112</b>	<b>547</b>	<b>510</b>	<b>-37</b>	<b>1,055</b>	<b>-56</b>

**Financial commentary:**

Housing have a saving on salary costs due to vacancies and in addition, there is extra income on Burcot Hostel.

**Provide things for me to do, see and visit**

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Business Development - Cultural	Exp	12	9	12	2	16	4
	Inc	0	0	-1	-1	-1	-1
	Net	12	9	11	2	15	-1
Community Cohesion (older and young people) social inclusion	Exp	29	15	14	-0	29	
	Inc	0	0	0	0	0	
	Net	29	15	14	-0	29	
Cultural Services	Exp	242	103	109	6	244	
	Inc	-23	0	-4	-4	-20	
	Net	219	103	105	2	224	
Grants & Donations	Exp	108	40	40	0	108	
	Inc	0	0	0	0	0	
	Net	108	40	40	0	108	
Highways - Seasonal	Exp	36	6	7	1	31	
	Inc	-31	-15	-14	2	-20	
	Net	6	-9	-7	2	11	
Parks & Green Space	Exp	415	208	183	-25	369	-46
	Inc	-89	-51	-28	22	-47	42



Shopmobility	Net	325	158	155	-3	322	-4
	Exp	8	4	5	1	9	1
	Inc	0	0	0	-0	0	-0
Sports Services	Net	8	4	5	1	9	1
	Exp	918	459	391	-68	766	-152
	Inc	-44	-28	-11	17	28	71
	Net	875	431	380	-51	794	-81
<b>Totals:</b>		<b>1,581</b>	<b>751</b>	<b>703</b>	<b>-47</b>	<b>1,511</b>	<b>-70</b>

**Financial commentary:**

There are projected savings within sports services due to two vacant posts (which have now been filled) and a saving on the core budget due to the use of external funding for projects. Community cohesion have funding which has yet to be allocated.

**Enable others to work/do what they need to do (to meet purpose)**

Department		Annual budget £'000	To date budget £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Accounts & Financial Management	Exp	473	224	222	-2	473	0
	Inc	0	0	0	0	0	0
	Net	473	224	222	-2	473	0
Business Development	Exp	553	349	348	-0	553	0
	Inc	-43	-22	-9	12	-12	31
	Net	510	327	339	12	541	31
Central Overheads	Exp	1,198	581	581	0	1,201	3
	Inc	-2	-1	-2	-1	-2	-0
	Net	1,197	580	579	-1	1,200	3
CMT	Exp	366	183	180	-3	362	-3
	Inc	-146	-73	-73	0	-146	-0
	Net	220	110	107	-2	216	-3
Communications	Exp	148	64	63	-1	146	-1
	Inc	-64	-32	-27	4	-58	1
	Net	85	33	36	3	87	2
Corporate	Exp	78	39	97	58	178	100
	Inc	-0	-0	0	0	-0	0
	Net	77	39	97	58	178	100
Corporate Administration / Central Post Opening	Exp	226	122	118	-4	231	5
	Inc	-21	-18	-18	-1	-21	-3
	Net	205	104	100	-5	210	5
Customer service centre	Exp	332	175	163	-12	332	0
	Inc	-42	-21	-0	21	-42	0
	Net	291	154	163	9	291	0
Democratic Services & Member Support	Exp	647	263	259	-4	647	0
	Inc	-181	-91	-91	0	-181	0
	Net	466	173	168	-4	466	0

Election & Electoral Services	Exp	731	200	162	-38	713	-18
	Inc	-470	-175	-136	39	-450	20
	Net	260	25	26	1	262	2
Emergency Planning / Business Continuity	Exp	14	7	7	-0	14	0
	Inc	0	0	0	0	0	0
	Net	14	7	7	-0	14	0
Equalities	Exp	56	28	12	-16	36	-20
	Inc	-23	-12	-8	4	-12	11
	Net	33	16	4	-12	24	-9
Human Resources & Welfare	Exp	264	132	116	-16	234	-30
	Inc	0	0	0	0	0	0
	Net	264	132	116	-16	234	-30
ICT	Exp	2,556	1,278	1,280	2	2,504	-52
	Inc	-695	-347	-362	-15	-682	12
	Net	1,862	931	918	-13	1,822	-40
Land Charges	Exp	90	45	18	-27	92	2
	Inc	-184	-92	-66	26	-184	0
	Net	-94	-47	-48	-1	-92	2
Leisure & Cultural Mgt	Exp	83	41	44	2	82	-1
	Inc	-48	-24	-24	0	-48	0
	Net	35	17	20	3	34	-1
Pottery	Exp	146	73	68	-6	139	-8
	Inc	-67	-33	-33	1	-64	3
	Net	79	40	35	-5	75	-4
Printing & Reprographics	Exp	180	93	79	-14	166	-14
	Inc	-66	-33	-36	-3	-70	-4
	Net	114	60	43	-17	96	-18
Professional Legal Advice & Services	Exp	518	237	236	-1	500	-17
	Inc	-266	-127	-126	1	-255	10
	Net	252	110	110	0	245	-7
SMT	Exp	351	175	171	-4	344	-6
	Inc	-142	-71	-69	2	-140	3
	Net	209	104	102	-2	205	-4
Transport	Exp	231	115	125	9	231	0
	Inc	-263	-132	-147	-15	-263	0
	Net	-33	-16	-22	-6	-33	0
Transformation	Exp	134	67	51	-17	110	0
	Inc	-68	-34	-17	17	-50	0
	Net	67	33	34	0	60	0
<b>Totals:</b>		<b>6,585</b>	<b>3,156</b>	<b>3,155</b>	<b>-1</b>	<b>6,608</b>	<b>0</b>

#### Financial commentary:

There is a projected overspend in business development due to the delay in moving to Parkside which has resulted in the savings built into the budget not being achieved (£130k less the reserve of £105k). There have also been legal fees incurred on a dispute on industrial properties.

The overspend in Corporate services is due to corporate savings to be met for financial year 15/16 - £78k, Bank Charges is overspent by £16k and will be reviewed at quarter 3, £5k contribution to County, Case for Devolution within Worcestershire which there was no budget.

## CABINET

2<sup>nd</sup> December 2015

### FEES AND CHARGES 2016/17

Relevant Portfolio Holder	Councillor Geoff Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering , Director of Finance and Resources
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 2016/17 – 2018/19.

#### 2. RECOMMENDATIONS

- 2.1 It is recommended that Cabinet consider the fees and charges as included at Appendix 1 and;
- 2.1.1 **recommend to Council** the approval of all fees and charges that are included in Appendix 1 which have a proposed increase for 2016/17 and are detailed at 3.3
- 2.1.2 **approve** the fees and charges as presented in Appendix 1 that have no increase for 2016/17

#### 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 As members are aware cabinet recommended a zero increase on fees and charges for 2016/17. Any charges above zero would have to be identified separately. This recommendation was due to be considered by full council on 18<sup>th</sup> November. The financial pressure of £150k was also recommended to be funded included as unavoidable pressure for 2016/17.

### **CABINET**

**2<sup>nd</sup> December 2015**

- 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 1<sup>st</sup> January 2015, where an invoice has not already been raised covering the last quarter of the financial year, or as soon as practicable thereafter, dependant upon the notice period required prior to implementation.
- 3.3 There are a number of increases that are in excess of the 0% approval to include:
- **Garden Waste** – the increase for 2017 requires approval during this budget round. The proposed increase for 2017 is £2 which equates to 5% increase on the current price of £40. The new charge will therefore be £42. This will take into account all associated increases in costs to the service including staffing and vehicle costs and will ensure the service continues to contribute to the financial position of the Council.
  - **Private Sector Housing** - The fees have been increased by 3% this is in line with Guidance which requires that the charges reflect actual costs of the service
  - **Lifeline** - installation charges have been increased to more accurately reflect the true cost of the service. The proposed fee of £35.00 is a reflection nearer to the true cost in officer time that it takes to complete an installation visit. There is more emphasis in that visit to profile our customers and find a holistic solution that meets their needs and sign post and refer on residents to other services where appropriate. This takes time and care and the charge remains up to £25 less than some other providers in the region.
  - **Council Tax Court Costs** – there is specific guidance in relation to the charge that can be applied in relation to court costs. This has been followed and the associated increases are as a result of complying with the guidance.
  - **Development Control** ( pre application re development)– The increase of 3% is proposed due to there being strong evidence that the housing market can tolerate the increase in pre application fees as this is a small part of the cost associated with bringing forward residential development and reflects the cost of the officer time in dealing with cases.
  - **Building Control** - Improving on efforts to maintain and increase market share, a further reduction in the number of published building control fees is proposed. Increasing numbers of rival

### **CABINET**

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private sector firms have used the publication of local authority fees as a vehicle to increase their own market share. In 2014 / 2015 a number of more mainstream work categories had their published fees withdrawn in favour of providing site specific quotations. This revised way of working has now bedded in amongst both officers and customers, many of whom are repeat customers and has proven to be beneficial. With the exception of the publication of archiving charges and the optional consultancy based hourly charge, it is now proposed to remove all the remaining published fees. The invitation to the customer to seek a site specific quotation is within the provisions of the Building (Local Authority Charges) Regulations 2010 and allows early contact with the customer to ensure the best possible chance of receiving a building regulations application. These final few work categories amount to around just 5% of fee earning applications. The increase in archiving and optional consultancy is to reflect the true cost to the Council of the administration time in delivering this service.

#### **Legal Implications**

- 3.4 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.

#### **Service / Operational Implications**

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

#### **Customer / Equalities and Diversity Implications**

- 3.6 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**

## **CABINET**

**2<sup>nd</sup> December 2015**

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Appendix 1 – Fees and Charges

**6. BACKGROUND PAPERS**

None.

**7. KEY**

None

**AUTHOR OF REPORT**

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**Community Services**

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b><u>STRATEGIC HOUSING</u></b>		<b>0.00%</b>		
<b>Homeless persons' hostels</b>				
- Single room	8.75	0.00%	8.80	
- Heating	0.60	0.00%	0.60	
- Two single rooms	13.50	0.00%	13.50	
- Heating	1.40	0.00%	1.40	
- Double room	13.50	0.00%	13.50	
- Heating	1.40	0.00%	1.40	
- More than one double room	18.40	0.00%	18.40	
- Heating	2.05	0.00%	2.10	
<b>Bed and breakfast</b>				
- Single room	14.40	0.00%	14.40	
- Two single rooms	28.85	0.00%	28.90	
- Double room	14.40	0.00%	14.40	
- More than one double room	18.55	0.00%	18.60	
<b>- Breakfast</b>				
- adult	2.15	0.00%	2.20	
- child	1.75	0.00%	1.70	
- Storage of effects (per night)	2.20	0.00%	2.20	
- RTB Plan Preparation for BDHT	109.55	0.00%	109.50	
<b>Private Sector Housing</b>		<b>3.00%</b>		
Housing Fitness Inspections	108.00	2.70	110.70	The Private Sector Housing fees have been increased by 3% this is in line with Guidance which requires that the charges reflect actual costs of the service
<b>Registration of housing in multiple occupation:</b>				
per occupant - first property	89.00	2.23	91.20	
per occupant - subsequent property	77.00	1.93	78.90	
Service and Administration of Improvement	25.00	0.63	25.60	
Prohibition, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004	per hour + 10% Admin charge per Notice		per hour + 10% Admin charge per Notice	
Enforcement of Statutory Notices, Supervision of Work in Default etc.	Actual + 10%		Actual + 10%	

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SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
- Valuation Fee (relating to properties of 30% ownership)  *Based on salary of employee	Admin charge 130.00	0.00%	Admin charge 130.00	
<b>LIFELINE</b>		<b>0.00%</b>		- Lifeline charges has been increased by 5p to more accurately reflect the true cost of the service and the lifeline installation charge has an additional and higher increase to reflect a new way of working with Officer time spent on understanding the holistic needs of the customer. This revised charge is still 20% lower than neighbouring providers.
- Installation Fee	26.57	0.00%	35.00	
- Hire of equipment (per week)	3.06	0.00%	3.10	
- Monitoring charge (per week)	1.26	0.00%	1.30	
<b>HIRE PRODUCTS</b>		<b>0.00%</b>		
Hire of smoke alarm per week	1.38	0.00%	1.40	
CO2 Detector per week	1.38	0.00%	1.40	
Bogus Caller Panic Button	1.38	0.00%	1.40	
Flood Detector	1.38	0.00%	1.40	
Fire Detector	1.38	0.00%	1.40	
Additional pendant	1.38	0.00%	1.40	
Temperature extreme sensor	1.38	0.00%	1.40	

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**Customer Access & Financial Support**

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b>Customer Services</b>		<b>0.00%</b>		
Interview Rooms ( based at Service Centre Max 6 persons in room)				
- Per full day (9am - 5pm)	41.20	0.00%	41.20	
- Per half day 9am-1pm/1pm-5pm)	25.75	0.00%	25.80	
- Per hour (1full hour only)	8.75	0.00%	8.80	

**Environmental Services**

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments

Agenda Item 8



SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b>CAR PARKS</b>		<b>0.00%</b>		
<b>Bromsgrove Station</b>				
All day	3.00	0.00%	3.00	
<b>Churchfields Multi-storey</b>			0.00	
Not exceeding 30 minutes	0.40	0.00%	0.40	
Not exceeding one hour	0.80	0.00%	0.80	
Not exceeding two hours	1.60	0.00%	1.60	
Not exceeding three hours	2.40	0.00%	2.40	
All day	3.00	0.00%	3.00	
<b>Hanover Street</b>				
Not exceeding 30 minutes	0.40	0.00%	0.40	
Not exceeding one hour	0.80	0.00%	0.80	
Not exceeding two hours	1.60	0.00%	1.60	
Not exceeding three hours	2.40	0.00%	2.40	
All day	5.00	0.00%	5.00	
<b>New Road</b>				
Not exceeding 30 minutes	0.40	0.00%	0.40	
Not exceeding one hour	0.80	0.00%	0.80	
Not exceeding two hours	1.60	0.00%	1.60	
Not exceeding three hours	2.40	0.00%	2.40	
Not exceeding four hours	3.20	0.00%	3.20	
Not exceeding five hours	4.00	0.00%	4.00	
<b>Parkside</b>				
Not exceeding 30 minutes	0.40	0.00%	0.40	
Not exceeding one hour	0.80	0.00%	0.80	
Not exceeding two hours	1.60	0.00%	1.60	
Not exceeding three hours	2.40	0.00%	2.40	
Not exceeding four hours	3.20	0.00%	3.20	
Not exceeding five hours	4.00	0.00%	4.00	
<b>Recreation Road North</b>				
Not exceeding 30 minutes	0.40	0.00%		Future Charges for this car park have been removed and currently closed pending disposal through sale.
Not exceeding one hour	0.80	0.00%		
Not exceeding two hours	1.60	0.00%		
Not exceeding three hours	2.40	0.00%		
All day	5.00	0.00%		
<b>Recreation Road South</b>				
Not exceeding 30 minutes	0.40	0.00%	0.40	
Not exceeding one hour	0.80	0.00%	0.80	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
Not exceeding two hours	1.60	0.00%	1.60	
Not exceeding three hours	2.40	0.00%	2.40	
Not exceeding four hours	3.20	0.00%	3.20	
Not exceeding five hours	4.00	0.00%	4.00	
<b>School Drive</b>				
Not exceeding 30 minutes	0.40	0.00%	0.40	
Not exceeding one hour	0.80	0.00%	0.80	
Not exceeding two hours	1.60	0.00%	1.60	
Not exceeding three hours	2.40	0.00%	2.40	
All day	5.00	0.00%	5.00	
<b>Stourbridge Road</b>				
Not exceeding 30 minutes	0.40	0.00%	0.40	
Not exceeding one hour	0.80	0.00%	0.80	
Not exceeding two hours	1.60	0.00%	1.60	
Not exceeding three hours	2.40	0.00%	2.40	
All day	5.00	0.00%	5.00	
<b>Windsor Street</b>				
Not exceeding 30 minutes	0.50	0.00%	0.50	
Not exceeding one hour	1.00	0.00%	1.00	
Not exceeding two hours	2.00	0.00%	2.00	
<b>Season Tickets (valid at long stay car parks only)</b>				
Annual	320.00	0.00%	320.00	
Quarterly	80.00	0.00%	80.00	
<b>Season Tickets (valid at Stourbridge Road car park only)</b>				
Annual	215.00	0.00%	215.00	
Quarterly	53.75	0.00%	53.80	
<b>Season Tickets (valid at Churchfields Road car park only)</b>				
Annual	215.00	0.00%	215.00	
Quarterly	53.75	0.00%	53.80	
<b>Season Tickets (valid at Alvechurch Sports and Social club car park only)</b>				
Annual	250.00	0.00%	250.00	
Quarterly	62.50	0.00%	62.50	
<b>Parking Fines PCN's On Street</b>				
Certain Contraventions	70.00	0.00%	70.00	
If paid within fourteen days	35.00	0.00%	35.00	
Other contraventions	50.00	0.00%	50.00	
If paid within fourteen days	25.00	0.00%	25.00	
<i>These charges will increase if the charge remains unpaid after the 28 days</i>				

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<i>given on the NTO (Notice to Owner)</i>				
<b>Parking Fines PCN's Off Street</b>				
Certain Contraventions	70.00	0.00%	70.00	
If paid within fourteen days	35.00	0.00%	35.00	
Other contraventions	50.00	0.00%	50.00	
If paid within fourteen days	25.00	0.00%	25.00	
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>				
<b>Car Park charges only apply between 8.00am to 10.00pm everyday</b>				
<b>CEMETERY</b>		<b>0.00%</b>		
<b>Interments in a grave</b>				
- children aged under 1 year	FREE		FREE	
- children aged under 1 year (non resident)	100.00	0.00%	100.00	
- children aged 1 year - 16 years	FREE		FREE	
- children aged 1 year - 16 years (non resident)	145.00	0.00%	145.00	
- persons aged 17 and over	450.00	0.00%	450.00	
- extra charge for grave longer than 6'6" or wider than 2'0".	110.00	0.00%	110.00	
<b>Interment in a bricked grave</b>				
<b>Interment of cremated remains</b>	185.00	0.00%	185.00	
Interment of Cremated Remains (under 16 years no residents only)			70.00	
<b>Scattering cremated remains in grave or in rose/memorial garden (roll back turf)</b>		%	81.00	
<b>Exclusive rights of burial (75-year grants)</b>				
- adult grave space	1,200.00	0.00%	1,200.00	
- child grave space	255.00		255.00	
- cremated remains plot	460.00	0.00%	460.00	
			0.00	
<b>Renewal of expired deed (single fee charged in all cases)</b>				
-Burial	400.00	0.00%	400.00	
-Cremated remains	155.00	0.00%	155.00	
-Adult sized grave purchased in reserve	N/A		N/A	
-Ashes grave purchased in reserve	550.00	0.00%	550.00	
-Assignment of the Exclusive Right of a full earth reserved grave from resident to non-resident	2,400.00	0.00%	2,400.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
-Assignment of the Exclusive Right of a cremated remains reserved grave from resident to non-resident	920.00	0.00%	920.00	
- Disinterment of Remains - Cremated Remains	250.00	0.00%	250.00	
- Wooden cremated remains casket	90.00	0.00%	90.00	
<b>Memorials</b>				
- Memorial application administration fee	90.00	0.00%	90.00	
- Memorial trees and plaque	350.00	0.00%	350.00	
- Memorial benches (maintenance charge)				
-Assignment / Transfer of Exclusive Right of Burial	40.00	0.00%	40.00	
-Plaque only on existing BDC Bench (time limited to 15 years)	125.00	0.00%	125.00	
<b>Certified copy of entry</b>	20.00	0.00%	20.00	
<b>Bird Path memorial (new memorial option)</b>				
<b>5 Year Lease</b>				
- size 1 (small)	180.00	0.00%	180.00	
- size 2	200.00	0.00%	200.00	
- size 3	220.00	0.00%	220.00	
- size 4	240.00	0.00%	240.00	
- size 5 (large)	260.00	0.00%	260.00	
<b>10 Year Lease</b>				
- size 1 (small)	280.00	0.00%	280.00	
- size 2	300.00	0.00%	300.00	
- size 3	320.00	0.00%	320.00	
- size 4	340.00	0.00%	340.00	
- size 5 (large)	360.00	0.00%	360.00	
<b>20 Year Lease</b>				
- size 1 (small)	380.00	0.00%	380.00	
- size 2	400.00	0.00%	400.00	
- size 3	420.00	0.00%	420.00	
- size 4	440.00	0.00%	440.00	
- size 5 (large)	460.00	0.00%	460.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<p><b>Motif</b></p> <p>The option to purchase a full adult plot in reserve has been withdrawn to allow the burial of those who wish to bury their loved one because they have died due to lack of spaces available.</p> <p>The interment and exclusive right fee is trebled* in all cases where the deceased does not have a Bromsgrove address, unless the grave was purchased by the deceased whilst living in Bromsgrove and Redditch</p> <p>Where there is a dispute Bromsgrove District Council may require the family to provide proof of residence of the deceased</p>	100.00	0.00%	100.00	
<p><b>REFUSE COLLECTION</b></p> <p><b>Trade refuse - Non-Lockable Containers - Purchase of Containers</b></p> <ul style="list-style-type: none"> <li>- 240 litre euro bins (per bin, per year) 118.00</li> <li>- 660 litre euro bins (per bin, per year) 238.00</li> <li>- 770 litre euro bins (per bin, per year) 240.00</li> <li>- 1100 litre euro bins (per bin, per year) 263.00</li> <li>- 1280 litre euro bins (per bin, per year) 263.50</li> <li>- Extra trade waste collection (per visit) 64.00</li> </ul> <p><b>Trade refuse - Lockable Containers - Purchase of Containers</b></p> <ul style="list-style-type: none"> <li>- 660 litre euro bins (per bin, per year) 277.00</li> <li>- 770 litre euro bins (per bin, per year) 279.00</li> <li>- 1100 litre euro bins (per bin, per year) 302.00</li> </ul> <p><b>Emptying of Euro bins</b></p> <ul style="list-style-type: none"> <li>- 240 litre euro bins (per bin, per year) 174.00</li> <li>- 660 litre euro bins (per bin, per year) 295.00</li> <li>- 770 litre euro bins (per bin, per year) 310.00</li> <li>- 1100 litre euro bins (per bin, per year) 494.00</li> <li>- 1280 litre euro bins (per bin, per year) 588.00</li> <li>- orange sacks per roll (52 sacks per roll) 79.00</li> </ul> <p><b>Special collections - domestic *</b></p> <ul style="list-style-type: none"> <li>- for up to 10 bags or equivalent 19.57</li> </ul> <p><b>Special collections - commercial</b></p> <ul style="list-style-type: none"> <li>- for up to 1 tonne of waste 130.50</li> </ul>		<b>0.00%</b>		

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b><u>Bulky Household Waste</u></b>				
<b>Proposed Charges</b>				
It is proposed that the following charges are trialled for the next year whilst we continue to learn more about the customers' nominal value whilst continuing to improve operational efficiency. The charges would be the same across Bromsgrove and /Redditch.				
Bulky collection - single item*	7.75	0.00%	7.75	New
Bulky collection - two items*	15.50	0.00%	15.50	New
Bulky collection - three items* (reduced rate for 3 items)	20.50	0.00%	20.50	New
or 10 black bags	20.50	0.00%	20.50	New
Bulky collection - three items or more	Quotation	0.00%	Quotation	New
Item inside house or garage	Quotation	0.00%	Quotation	New
*Large item (all the items below to be quoted for independently depending on size, and weight and position of collection point).				New
- Garden Shed	Quotation	0.00%	Quotation	New
- Piano	Quotation	0.00%	Quotation	New
- Chest Freezer	Quotation	0.00%	Quotation	New
- Large Cookers (Ranges)	Quotation	0.00%	Quotation	New
- Green houses	Quotation	0.00%	Quotation	New
- Hazardous oils (Special Collections) because of the distance to dispose of them correctly.	Quotation	0.00%	Quotation	New
- Over 10 x black bags	Quotation	0.00%	Quotation	New
- Wheels, Tyres and other car parts	Quotation	0.00%	Quotation	New
<b>Litter and Dog Bins</b>				
- 1st bin	19.40	0.00%	19.40	
- additional bin in the same geographical location	8.25	0.00%	8.25	
		<b>5.20%</b>		
<b>Garden Waste Collection Service</b>	38.00	2.00	40.00	See report for proposed 2017 charge
* For larger bulky items such as garden sheds please contact us regarding the charge for this as prices may vary depending on size and quantity				
<b><u>CESSPOOL EMPTYING</u></b>				
<b>Per 4,500 litres or part thereof</b>				
- domestic premises (for a contract period of 18 months)	132.40	0.00%	132.40	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
+Extra Charge for Emergency Call Out			60.00	
- business premises (non-industrial) (for a contract period of 18 months)	132.40	0.00%	132.40	
<b>Additional charges for laying pipes</b>				
- 0 - 15 pipes	0.00	0.00%	0.00	
- 16 - 30 pipes (for a contract period of 18 months)	45.70	0.00%	45.70	
Persons in receipt of housing benefit pay only 25% of the above charge for emptying after their second in the same financial year (1st April - 31st March)				

### Finance and Resources

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b>LOCAL TAX COLLECTION</b>		<b>4.80%</b>		Costs must be based on actual costs and worked out in accordance with guidance provided.
- Council Tax Court Costs	62.60	3.00	65.60	See report for proposed increase
- NNDR Court Costs	90.20	3.00	93.20	
- Magistrates' court fee (added to both council tax and NNDR Summons)	3.00	<b>0.00</b>	3.00	Statutory Fixed Fees and not subject to any change

### Legal and Democratic

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b>ELECTORAL REGISTRATION</b>		<b>0.00%</b>		
<b>Register Sales*</b>				
<b>In data form</b>				
- basic fee	20.00	0.00%	20.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.50	0.00%	1.50	Statutory Fixed Fees and not subject to any change
<b>In printed form</b>				
- basic fee	10.00	0.00%	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	5.00	0.00%	5.00	Statutory Fixed Fees and not subject to any change
<b>Marked Election Register Sales*</b>				

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b>In data form</b>				
- basic fee	10.00	0.00%	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.00	0.00%	1.00	Statutory Fixed Fees and not subject to any change
<b>In printed form</b>				
- basic fee	10.00	0.00%	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	2.00	0.00%	2.00	Statutory Fixed Fees and not subject to any change
Copy of return of Election expenses plus 20p per sheet, per side.	5.00	0.00%	5.00	Statutory Fixed Fees and not subject to any change
<b>Miscellaneous Charges</b>				
* Address labels printed	12.30	0.00%	12.30	
* - for each 1,000 properties or part thereof	6.20	0.00%	6.20	
- street list	12.30	0.00%	12.30	
* - Data Property Addresses	22.40	0.00%	22.40	
* - for each 1,000 properties or part thereof	1.65	0.00%	1.60	
- confirmation letter of registration	16.80	0.00%	16.80	
* Plus Postage & Packaging at cost.				
<b><i>This charge is determined by the Representation of the People Regulations 2001</i></b>				
<b>LEGAL</b>		<b>0.00%</b>		
- Legal work (per hour)	125.00	0.00%	125.00	Contractual with BDHT £180 plus vat
- RTB	180.00	0.00%	180.00	
- Consent for proposed works	137.40	0.00%	137.40	
- Retrospective Consent	144.50	0.00%	144.50	
<b>Section 106:</b>				
- Private Owner	467.50	0.00%	467.50	
- Each additional unit added (up to a maximum of £1,500) *	58.50	0.00%	58.50	
- Affordable housing schemes	877.50	0.00%	877.50	
- Deed of Variation**	333.50	0.00%	333.50	
- Fee for agreeing a unilateral undertaking	333.50	0.00%	333.50	
* 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				



SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<p>**This new head of charge is required as variations to S106 agreements were rare but are becoming more frequent and this enables the charge to be published. The rate is the same as that for a similar type of planning agreement, for consistency.</p>				
<b>Other Fees</b>				
- Fees for sale of property under Low Cost Housing Scheme	230.00	0.00%	230.00	
- Fees for purchase of additional 30% Share	150.00	0.00%	150.00	
- Fees for preparation of Deed of postponement	98.00	0.00%	98.00	
- Administration fee for the grant of licences for more than 12 months	55.00	0.00%	55.00	
- Issuing of consents (transfer of mortgage)	65.00	0.00%	65.00	
- Diversion of footpath under section 257 of the Town and Country Planning Act	1,880.00	0.00%	1,880.00	
<b>LAND SEARCHES</b>				
<b>Single Con29 Question</b>				
Special Certificate of Search (LLC1) only	26.00	0.00%	26.00	HMRC has indicated that it may impose a requirement on local authorities to put VAT on CON29 searches from 1st February 2016, although these charges have not been subject to VAT to date.
CON29R Enquiries of Local Authority (2007)				
- Residential	85.00	0.00%	85.00	
- Commercial	126.00	0.00%	126.00	
Standard Search Fee: LLC1 and CON 29R combined				
- Residential	111.00	0.00%	111.00	
- Commercial	152.00	0.00%	152.00	
CON 29O Optional enquiries of Local Authority (2007)				
(Questions 4,5,6,8,9,11,15) per question	12.00	0.00%	12.00	
(Questions 7,10,12,13,14,16-21) per question	6.00	0.00%	6.00	
(Question 22)	24.00	0.00%	24.00	
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	47.00	0.00%	47.00	
Each additional parcel of land (LLC1 and CON29R)	22.00	0.00%	22.00	
Refresher Search	38.00	0.00%	38.00	
Expedited (within 48 hrs)	30.00	0.00%	30.00	

**Leisure Services**

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b>SERVICE CATEGORY</b>	<b>charge 1st April 2015 £</b>	<b>% increase £</b>	<b>Proposed charge from 2016 £</b>	<b>Comments</b>
<b><u>SPORTS DEVELOPMENT</u></b>		<b>0.00%</b>		
Community exercise class	2.60	0.00%	2.60	No increase will aim to encourage greater participation in these sessions
Specialised health class				No increase will aim to encourage greater participation in these sessions
	3.00	0.00%	3.00	
Primary Sports Project	19.00	0.00%	19.00	
After school session	2.00	0.00%	2.00	
Sports Specific Coaching (Adults)	4.75	0.00%	4.75	
Inclusive activities	2.70	0.00%	2.70	
Adult Coach Session (requires facility hire)	3.50	0.00%	3.50	
Holiday club rate	2.15	0.00%	2.15	
Concessionary holiday club rate (school dinners)	1.00	0.00%	1.00	
Junior Sport Specific Holiday club / sport session	2.40	0.00%	2.40	
Multi Skills clubs	2.15	0.00%	2.15	
PSA Falls Prevention				relates to grant funding and is a fixed charge set by NHS Worcs
	2.50	0.00%	2.50	
Activity referral	25.00	0.00%	25.00	
<b><u>SANDERS PARK</u></b>		<b>0.00%</b>		
<b>Tennis Courts (per court per Hour)</b>				
- Adult	6.85	0.00%	6.90	
- Adult & Junior	6.00	0.00%	6.00	
- Junior/Senior Citizen	5.45	0.00%	5.40	
<b>Tennis Courts (per court per 1/2 Hour)</b>				
- Adult	3.45	0.00%	3.50	
- Adult & Junior	3.00	0.00%	3.00	
- Junior/Senior Citizen	2.75	0.00%	2.70	
<b>Bowls</b>				
- Adult (per hour)	7.15	0.00%	7.20	
- Adult (season ticket)	61.15	0.00%	61.20	
- Junior (per hour)	3.90	0.00%	3.90	
- Junior (season ticket)	33.10	0.00%	33.10	
- Senior Citizen (per hour)	4.95	0.00%	5.00	
- Senior Citizen (season ticket)	44.60	0.00%	44.60	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b>Bromsgrove Town Bowling Club</b> - for season (exclusive use on present basis) - additional use, other days (per rink)	2,920.60 26.45	0.00% 0.00%	2,920.60 26.40	
<b><u>OTHER RECREATION GROUNDS AND OPEN SPACES</u></b>		<b>0.00%</b>		
<b>Football Pitch (without changing facilities)</b> - adult (per game) - junior (per game)	29.70 18.05	0.00% 0.00%	29.70 18.00	
<b>Changing Facilities</b> - adult - junior	42.65 21.85	0.00% 0.00%	42.60 21.90	
<b>Boleyn Road, Frankley</b> - fairs (per day) - deposit	446.60 2,042.30	0.00% 0.00%	446.60 2,042.30	
<b>Market Street Recreation Ground</b> - fairs (per day) - deposit	445.60 2,042.30	0.00% 0.00%	445.60 2,042.30	
<b>Page 73</b> One free day is allowed for each of the above bookings by fairs/circuses. Other hiring's – charge to be decided at the time of application.				
<b><u>ALLOTMENTS</u></b> (Charge is for October 2014 - September 2015) - Rent per acre equivalent to 0.404685 hectares - Rent per 3/4 acre equivalent to 0.303514 hectares - Rent per 1/2 acre equivalent to 0.202342 hectares - Rent per 1/4 acre equivalent to 0.101171 hectares - Rent per 1/16 acre equivalent to 0.25529 hectares - Rent per 1/32 acre equivalent to 0.01264 hectares	1,007.85 676.80 401.60 184.55 42.45 29.75	0.00% 0.00% 0.00% 0.00% 0.00% 0.00%	1,007.80 676.80 401.60 184.50 42.40 29.70	
<b><u>Bromsgrove Outdoor Events &amp; Outdoor Fitness– Hire of Parks and Open Spaces</u></b> <b><u>£250 - £1500 Bond Payable</u></b> <b><u>Events</u></b> <b><u>Commercial Rates</u></b> <b>Small Attendance = 0 to 99</b> Per Hour	49.00	0.00%	49.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
Per Day	239.00	0.00%	239.00	
<b>Medium Attendance = 100 to 499</b>				
Per Hour	64.00	0.00%	64.00	
Per Day	319.00	0.00%	319.00	
<b>Large Attendance = 500 to 1999</b>				
Per Hour	81.00	0.00%	81.00	
Per Day	399.00	0.00%	399.00	
<b><u>Community Rates</u></b>				
<b>Small Attendance = 0 to 99</b>				
Per Hour	20.00	0.00%	20.00	
Per Day	94.00	0.00%	94.00	
<b>Medium Attendance = 100 to 499</b>				
Per Hour	25.00	0.00%	25.00	
Per Day	120.00	0.00%	120.00	
<b>Large Attendance = 500 to 1999</b>				
Per Hour	30.00	0.00%	30.00	
Per Day	147.00	0.00%	147.00	
<b><u>Charities / Not For Profit Organisations</u></b>				
<b>Small Attendance = 0 to 99</b>				
Per Hour	14.00	0.00%	14.00	
Per Day	67.00	0.00%	67.00	
<b>Medium Attendance = 100 to 499</b>				
Per Hour	17.00	0.00%	17.00	
Per Day	81.00	0.00%	81.00	
<b>Large Attendance = 500 to 1999</b>				
Per Hour	22.00	0.00%	22.00	
Per Day	107.00	0.00%	107.00	
<b><u>Fairs &amp; Circuses Min of 3 day Hire</u></b>				
Small Attendance = 0 to 99 Per Day	372.00	0.00%	372.00	
		<b>0.00%</b>		
<b><u>Outdoor Fitness Session</u></b>				
<b>Commercial Rates (Per Day)</b>				
Summer Fee (Apr to Sept)	372.00	0.00%	372.00	
Winter Fee (Oct to Mar)	160.00	0.00%	160.00	
Annual Fee	454.00	0.00%	454.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b>Community Rates (Per Day)</b>				
Summer Fee (Apr to Sept)	266.00	0.00%	266.00	
Winter Fee (Oct to Mar)	81.00	0.00%	81.00	
Annual Fee	319.00	0.00%	319.00	
<b>Additional Costs for Outdoor Event Space:</b>				
Ø Set up and Clearance charged @ 50% of applicable rate				
Ø Any event in excess of 1999 attendees is STN				
<b>Additional Costs for Outdoor Fitness Space:</b>				
Ø Set up and Clearance charged @ 50% of applicable rate				
<b><u>BROMSGROVE DISTRICT COUNCIL - PARKSIDE SUITE</u></b>		<b>0.00%</b>		
<b><u>Scale of Charges from 2015</u></b>				
<b><u>Per Hour (Suggest min Hire of 2hrs)</u></b>				
<b><u>Main Room</u></b>				
Community Group	20.00	0.00%	20.00	
Regular Hire	30.00	0.00%	30.00	
Commercial Hire	40.00	0.00%	40.00	
<b><u>Side Room</u></b>				
Community Group	10.00	0.00%	10.00	
Regular Hire	15.00	0.00%	15.00	
Commercial Hire	20.00	0.00%	20.00	
<b><u>Combined</u></b>				
Community Group	25.00	0.00%	25.00	
Regular Hire	40.00	0.00%	40.00	
Commercial Hire	55.00	0.00%	55.00	
<b><u>Half Day up to 5pm (max 4hrs)</u></b>				
<b><u>Main Room</u></b>				
Community Group	75.00	0.00%	75.00	
Regular Hire	90.00	0.00%	90.00	
Commercial Hire	150.00	0.00%	150.00	
<b><u>Side Room</u></b>				
Community Group	30.00	0.00%	30.00	
Regular Hire	40.00	0.00%	40.00	
Commercial Hire	50.00	0.00%	50.00	
<b><u>Combined</u></b>				
Community Group	90.00	0.00%	90.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
Regular Hire	125.00	0.00%	125.00	
Commercial Hire	180.00	0.00%	180.00	
<b><u>Full Day Up to 5pm</u></b>				
<b>Main Room</b>				
Community Group	140.00	0.00%	140.00	
Regular Hire	175.00	0.00%	175.00	
Commercial Hire	250.00	0.00%	250.00	
<b>Side Room</b>				
Community Group	50.00	0.00%	50.00	
Regular Hire	60.00	0.00%	60.00	
Commercial Hire	75.00	0.00%	75.00	
<b>Combined</b>				
Community Group	180.00	0.00%	180.00	
Regular Hire	225.00	0.00%	225.00	
Commercial Hire	300.00	0.00%	300.00	
<b><u>Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight</u></b>	400.00	0.00%	400.00	
<p>Page 76</p> <p>Only half day and full day rates allowed for weekends. No hourly rates.</p> <p>All day rate for weddings £720** (day and evening to include kitchen and set up) 9am – 12 midnight</p> <p>Sunday hire rates by negotiation.</p> <p>Prices for current users of the Spadesbourne Suite will be held for 12mths as part of the transition arrangements</p> <p>Room 54(Training Room) - Any internal county organisations whom wish to use this room will be charged £25.00 per hour.</p>				

**Planning and Regeneration**

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
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SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
	£	£	£	
<b><u>PRODUCE AND RETAIL MARKET</u></b>				
<b>Farmers Market</b>	31.00	0.00%	31.00	
<b>High Street Market - pitches 3 x 3 metres *</b>				
- Tuesday	28.50	0.00%	28.50	
- Friday	28.50	0.00%	28.50	
- Saturday	34.00	0.00%	34.00	
- All 3 days	85.00	0.00%	85.00	
<b>High Street Market - pitches 4.5 x 3 metres *</b>				
- Tuesday	39.50	0.00%	39.50	
- Friday	39.50	0.00%	39.50	
- Saturday	45.00	0.00%	45.00	
- All 3 days	119.00	0.00%	119.00	
<b>National Brand Promotions (per day)</b>				
- Per day	53.00	0.00%	53.00	
- Per 6 day week	212.00	0.00%	212.00	
<b>Market Street Sites</b>				
<b>- Small:</b>				
- Per day	53.00	0.00%	53.00	
- Per 6 day week	212.00	0.00%	212.00	
<b>- Large:</b>				
- Per day	95.50	0.00%	95.50	
- Per 6 day week	530.50	0.00%	530.50	
* 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				
<b><u>DEVELOPMENT CONTROL</u></b>				
<b>A0/A1 size print</b>	14.00	0.00%	14.00	
<b>A2 size print</b>	7.00	0.00%	7.10	
<b><u>Development Management</u></b>				
<b>High Hedge Complaints</b>	561.00	16.82	577.80	See report for proposed Increase
<b>High Hedge Complaints - reduced for people on benefits</b>	224.00	5.60	229.60	
<b><u>Residential Development/ Development Site Area/Proposed Gross Floor Area</u></b>				

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b>1-4 dwellings / less than 0.5 ha</b>	289.00	8.67	297.70	See report for proposed Increase
- Additional Meetings (after first three)	115.00	3.45	118.50	
<b>5-9 dwellings / 0.6-0.99ha</b>	581.00	17.43	598.40	
- Additional Meetings (after first three)	115.00	3.45	118.50	
<b>10-49 dwellings / 1.0-1.25ha</b>	1,160.00	34.80	1,194.80	
- Additional Meetings (after first three)	580.00	17.40	597.40	
<b>50-199 dwellings / 1.26 - 2.0ha</b>	2,320.00	69.60	2,389.60	
- Additional Meetings (after first three)	858.00	25.74	883.70	
<b>200+ dwellings / more than 2ha</b>	3,479.00	104.37	3,583.40	
- Additional Meetings (after first three)	1,160.00	34.80	1,194.80	



SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
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**BUILDING CONTROL - APRIL 2015 - VAT AT 20%**  
**Explanatory notes**

**1** Before you build, extend or convert a building to which the building regulations apply, you or your agent must submit a Building regulations application. The charge you have to pay depends on the type of work, the number of separate properties, or the total floor area. You can use the following tables with the current charges regulations to work out the charges. If you have any difficulties, please do not hesitate to call us.

**2** The charges are as follows.  
 Category A: New domestic homes, flats or conversions etc.  
 Category B: Extending or altering existing homes  
 Category C: Any other project including commercial or industrial projects etc.

Individually determined fees are available for most projects. We would be happy to discuss these with you if you require. In certain cases, we may agree that you can pay charges in instalments. Please contact us for further discussions.

**3** Exemptions and reductions in charges.  
 a If your plans have been approved or rejected, you won't have to pay again if you resubmit plans for the same work which has not started, provided you resubmit with 3 years of the original application date.  
 b You don't have to pay charges if the work will provide access to a building or is an extension to store medical equipment or provide medical treatment facilities for a disabled person. In order to claim exemption, an application must be supported by appropriate evidence as to the nature of the disabled persons disability. In these regulations, a 'disabled person' is a person who is described under section 29(1) of the National Assistance Act 1948 (as extended by section 8(2) Mental Health Act 1959).

**4** You have to pay VAT for all local authority Building Regulation charges, except for the regularisation charge. VAT is included in the attached fees.

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
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5. Regularisation applications are available for cases where unauthorised building work was undertaken without an application. Such work can only be regularised where the work was undertaken after October 1985 and not within the last 6 months. The Authority is not obliged to accept Regularisation applications. Regularisation application fees are individually determined. Please contact us to discuss regularisation application fees.

6. Reversion applications. Where the control of a building project passes from a third party to the Council a reversion application will be required. Reversion application fees are individually determined.

**Other information**

1 These notes are for guidance only and do not replace Statutory Instrument 2010 number 0404 which contains the full statement of the law, and the Scheme of Recovery of Fees dated April 2014.

2 These guidance notes refer to the charges that you have to pay for building control services within North Worcestershire.

Telephone payments are accepted. Please contact the relevant payment centre with your address and card details:

**Bromsgrove 01527 881402**

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**TABLE A: Standard Charges for the Creation or Conversion to New Housing**

Application Charge  
Regularisation Charge  
Additional Charge

	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £
		0.00%	
Please Ring for Quote		0.00%	Please Ring for Quote
Please Ring for Quote		0.00%	Please Ring for Quote
Please Ring for Quote		0.00%	Please Ring for Quote

An increasing number of customers are aware of the obligation for local authority building control to provide project specific fees, which are now provided in virtually all cases. It is proposed to continue with provision of site specific fees in accordance with The Building (Local Authority Charges) Regulations 2010 as in previous years, however it is also now proposed to expand this to cover the remaining few fee categories where a fixed fee is currently published.

**TABLE B: Domestic Extensions to a Single Building Garage Conversion to habitable room**

Application Charge  
Regularisation Charge  
Additional Charge  
**Extension project up to 10sq.m floor area**  
Application Charge

	310.00		Please contact us
	Please contact us		Please contact us
	230.00		Please contact us
	Please contact us	0.00%	Please contact us

The number of applications received which fall within these final few categories amounts to around 5% of all applications

Agenda Item 8

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
Regularisation Charge	Please contact us	0.00%	Please contact us	
Additional Charge	230.00		Please contact us	
<b>All other extensions</b>				
Application Charge	Please contact us	0.00%	Please contact us	
Regularisation Charge	Please contact us	0.00%	Please contact us	
Additional Charge	Within provided quote	0.00%	within provided quote	
<b>Loft Conversions</b>				
Application Charge	Please contact us	0.00%	Please contact us	
Regularisation Charge	Please contact us	0.00%	Please contact us	
Additional Charge	Within provided quote	0.00%	within provided quote	
<b>Detached garage over 30sq.m floor area</b>				
Application Charge	Please contact us	0.00%	Please contact us	
Regularisation Charge	Please contact us	0.00%	Please contact us	
Additional Charge	Within provided quote	0.00%	within provided quote	
<b>Electrical works by non-qualified electrician</b>				
Application Charge	305.00	0.00%	Please contact us	
Regularisation Charge	Please contact us	0.00%	Please contact us	
<b>Renovation of thermal element</b>				
Application Charge	170.00	0.00%	Please contact us	
Regularisation Charge	Please contact us	0.00%	Please contact us	
<b>Installing steel beam(s) within an existing house</b>				

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
Application Charge	145.00	0.00%	Please contact us	
Regularisation Charge	Please contact us	0.00%	Please contact us	
<b>Window replacement</b>				
Application Charge	170.00	0.00%	Please contact us	
Regularisation Charge	Please contact us	0.00%	Please contact us	
<b>Installing a new boiler or wood burner etc.</b>				
Application Charge	240.00	0.00%	Please contact us	
Regularisation Charge	Please contact us	0.00%	Please contact us	
<b><u>TABLE C: All Other works - Alterations</u></b>				
Application Charge	Please Contact Us	0.00%	Please Contact Us	
Regularisation Charge	Please Contact Us	0.00%	Please Contact Us	

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SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<p><b>For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote</b></p> <p><b><u>These charges have been set on the following basis:</u></b></p>				
<p>1. That the building work does not consist of, or include innovative or high risk construction techniques and / or duration of the building work from commencement to completion does not exceed 12 months</p> <p>2. That the design and building work is undertaken by a person or company that is competent to carry out the relevant design and building work. If they are not, the building control service may impose supplementary charges.</p> <p style="text-align: center;"><b><u>Building Control – Supplementary Charges</u></b></p> <p>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).</p> <p>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.</p> <p>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.</p>				
<p style="text-align: center;"><b><u>ARCHIVED APPLICATIONS</u></b></p>				
Process request to re-open archived building control file, resolve case and issue completion certificate (Administration Fee)	49.00	1.50	50.50	
Each visit to site in connection with resolving archived building control cases (Per Site Visit)	64.00	1.90	65.90	
<p><b><u>WITHDRAWN APPLICATIONS</u></b></p>				
Process request	49.00	1.50	50.50	
<p><u>With additional fees of:</u></p>				
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee	0.00%	refund submitted fee less admin fee	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee, less £64 per site visit made	1.90	refund submitted fee less admin fee, less £65.90 per site visit made	
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee	0.00%	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	0.00%	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 £64 per site inspection made	1.90	refund any paid inspection fee less admin fee, less £65.90 per site inspection made	
<b><u>RD DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</u></b>				
Process request to re-invoice inspection fee to new addressee	49.00	1.50	50.50	
Optional Consultancy Services	Please Contact Us	0.00%	Please Contact Us	
<p><b><u>*Charges Note*</u></b></p> <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 14/15 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>				

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
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**Regulatory Services**

SERVICE CATEGORY	Agreed new charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
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0.00%

**TAXI LICENSING**

- Hackney Carriage - excluding vehicle testing	243.00	0.00%	243.00	
- Hackney Carriage vehicle tests	64.00	0.00%	64.00	
- Private Hire - excludes vehicle testing	225.00	0.00%	225.00	
- Private Hire vehicle tests	54.85	0.00%	54.90	
- Private Hire Operator 1 year	290.00	0.00%	290.00	
- Private Hire Operator 5 year		0.00%	1,102.00	Changes to legislation to offer 5 year charge
- H/C/PH Drivers Licence - 1 year	92.00	0.00%	92.00	
- H/C/PH Drivers Licence - 3 year		0.00%	220.80	Changes to legislation to offer 3 year charge
- Private Hire Drivers Licence - 1 year	92.00	0.00%	92.00	
- Private Hire Drivers Licence - 3 year		0.00%	220.80	Changes to legislation to offer 3 year charge
- Meter Test	23.00	0.00%	23.00	
- Hackney Carriage mid-term vehicle test	64.00	0.00%	64.00	In line with recharge from depot
- Private Hire mid-term vehicle test	54.85	0.00%	54.90	In line with recharge from depot
- Re-Test Fee - Within 48 hours	28.00	0.00%	28.00	
- Knowledge test	20.00	0.00%	20.00	
- Administration charge - new applications	35.00	0.00%	35.00	
- Conversion of vehicle licence to P/H or H/C	0.00	0.00%	0.00	
- Replacement vehicle plate	15.00	0.00%	15.00	
- Replacement Driver's Licence	10.00	0.00%	10.00	
- Trailer Test	20.00	0.00%	20.00	
- Transfer of ownership of licensed vehicle	25.00	0.00%	25.00	
- Amendment to paper licence - e.g. change of address	10.50	0.00%	10.50	
- Criminal Bureau Check	50.00	0.00%	50.00	
- DVLA Check - Electronic	5.50	0.00%	5.50	
- DVLA Check	10.50	0.00%	10.50	

**GENERAL LICENSING**

**Licensing Act 2003**

- Annual Street Trading Consent - Food - Initial - per annum	1,418.00	0.00%	1,418.00	
- Annual Street Trading Consent - Food - Renewal - per annum	1,301.00	0.00%	1,301.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
- Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	0.00%	1,183.00	
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	0.00%	1,064.00	
- Animal Boarding - Vet fees / animal welfare visit costs if applicable charged	225.00	0.00%	225.00	
- Dog Breeding establishments - Vet fees / animal welfare visit costs if applicable charged	225.00	0.00%	225.00	
- Dangerous wild animals - Vet fees / animal welfare visit costs if applicable charged	225.00	0.00%	225.00	
- Pet Shops - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00%	225.00	
- Riding Est. - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00%	225.00	
- Sex Establishments - Vet fees / animal welfare visit costs if applicable charged at cost	979.00	0.00%	979.00	
- Zoo - Vet fees / animal welfare visit costs if applicable charged at cost	97.00	0.00%	97.00	
<b>Tattooing/ ear piercing/ electrolysis/ acupuncture</b>				
- Premises	125.00	0.00%	125.00	
- Practitioners	82.00	0.00%	82.00	
<b>Scrap Metal Dealers Act 2013</b>				
- Site Licence (New)	290.00	0.00%	290.00	
- Per Additional Site	150.00	0.00%	150.00	
- Collectors Licence (New)	145.00	0.00%	145.00	
- Site Licence (Renewal)	240.00	0.00%	240.00	
- Per Additional Site	150.00	0.00%	150.00	
- Collectors Licence (Renewal)	95.00	0.00%	95.00	
- Variation of Licence	65.00	0.00%	65.00	
- Copy of Licence (if lost or stolen)	25.00	0.00%	25.00	
<b>ENVIRONMENTAL HEALTH</b>		<b>0.00%</b>		
<b>Dog Warden</b>				
Penalty* (statutory fee)	25.00	0.00%	25.00	Legislation since 1992
Kennelling Fee - £12 per day or part day	12.00	0.00%	12.00	
Admin charge	10.00	0.00%	10.00	
Out of hours fee	30.00	0.00%	30.00	
Repeat offenders fee	25.00	0.00%	25.00	
*No charge for a first offence to those on income related means tested benefits				
<b>Other Environmental Health Fees</b>				
ISS Certs Condemned Food*	67.00	0.00%	Full Cost Recovery	
Food Hygiene Basic Course fee	62.00	0.00%	Full Cost Recovery	



SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b><u>Gambling Fees 16-17</u></b>		<b>0.00%</b>		
<b><u>Premises Licence Fees - Discretionary</u></b>				
<b>Bingo Premises</b>				
Application to vary	1,017.00	0.00%	1,017.00	
Application to transfer	694.00	0.00%	694.00	
New applications	2,029.50	0.00%	2,029.50	
Annual fee	580.00	0.00%	580.00	
Copy of licence	26.70	0.00%	25.00	
Notification of change	54.00	0.00%	50.00	
Reinstatement of licence	676.50	0.00%	676.50	
Provisional statement	2,029.50	0.00%	2,029.50	
<b>Adult Gaming Centre</b>				
Application to vary	870.00	0.00%	870.00	
Application to transfer	694.00	0.00%	694.00	
New applications	1,158.25	0.00%	1,158.30	
Annual fee	580.00	0.00%	580.00	
Copy of licence	26.70	0.00%	25.00	
Notification of change	54.00	0.00%	50.00	
Reinstatement of licence	676.50	0.00%	676.50	
Provisional statement	1,158.25	0.00%	1,158.30	
<b>Family Entertainment Centre</b>				
Application to vary	672.50	0.00%	672.50	
Application to transfer	550.50	0.00%	550.50	
New applications	1,158.25	0.00%	1,158.30	
Annual fee	436.00	0.00%	436.00	
Copy of licence	26.70	0.00%	25.00	
Notification of change	54.00	0.00%	50.00	
Reinstatement of licence	540.00	0.00%	540.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
Provisional statement	1,158.25	0.00%	1,158.30	
<b>Betting Premises (Excluding Track)</b>				
Application to vary	870.00	0.00%	870.00	
Application to transfer	694.00	0.00%	694.00	
New applications	1,691.50	0.00%	1,691.50	
Annual fee	348.50	0.00%	348.50	
Copy of licence	26.70	0.00%	25.00	
Notification of change	54.00	0.00%	50.00	
Reinstatement of licence	676.50	0.00%	676.50	
Provisional statement	1,691.50	0.00%	1,691.50	
<b>Track</b>				
Application to vary	724.00	0.00%	724.00	
Application to transfer	550.50	0.00%	550.50	
New applications	1,411.50	0.00%	1,411.50	
Annual fee	580.00	0.00%	580.00	
Copy of licence	26.70	0.00%	25.00	
Notification of change	54.00	0.00%	50.00	
Reinstatement of licence	540.00	0.00%	540.00	
Provisional statement	1,411.50	0.00%	1,411.50	
<b>Temporary use notices</b>				
New applications	275.00	0.00%	275.00	
Copy of licence	26.70	0.00%	25.00	
<b><u>Gambling Act Permit Fees - Statutory</u></b>				
<b>Licensed Premises Gaming Machine Permit</b>				
Grant	150.00	0.00%	150.00	
Existing operator grant	100.00	0.00%	100.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
Variation	100.00	0.00%	100.00	
Transfer	25.00	0.00%	25.00	
Annual Fee	50.00	0.00%	50.00	
Change of name	25.00	0.00%	25.00	
Copy of Permit	15.00	0.00%	15.00	
<b><u>Licensed Premises Automatic Notification Process</u></b>				
Grant	50.00	0.00%	50.00	
<b><u>Club Gaming Permits</u></b>				
Grant	200.00	0.00%	200.00	
Grant (Club Premises Certificate holder)	100.00	0.00%	100.00	
Existing operator grant	100.00	0.00%	100.00	
Variation	100.00	0.00%	100.00	
Renewal	200.00	0.00%	200.00	
Renewal (Club Premises Certificate holder)	100.00	0.00%	100.00	
Annual Fee	50.00	0.00%	50.00	
Change of name	100.00	0.00%	100.00	
Copy of Permit	15.00	0.00%	15.00	
<b><u>Club Machine Permits</u></b>				
Grant	200.00	0.00%	200.00	
Grant (Club Premises Certificate holder)	100.00	0.00%	100.00	
Existing operator grant	100.00	0.00%	100.00	
Variation	100.00	0.00%	100.00	
Renewal	200.00	0.00%	200.00	
Renewal (Club Premises Certificate holder)	100.00	0.00%	100.00	
Annual Fee	50.00	0.00%	50.00	
Copy of Permit	15.00	0.00%	15.00	
Change of Name	25.00	0.00%	25.00	
Transfer of Permit	25.00	0.00%	25.00	
<b><u>Family Entertainment Centre Gaming Machine Permit</u></b>				
Grant	300.00	0.00%	300.00	
Existing operator grant	100.00	0.00%	100.00	
Change of name	25.00	0.00%	25.00	
Renewal	300.00	0.00%	300.00	
Copy of Permit	15.00	0.00%	15.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
<b><u>Prize Gaming Permits</u></b>				
Grant	300.00	0.00%	300.00	
Existing operator grant	100.00	0.00%	100.00	
Change of name	25.00	0.00%	25.00	
Renewal	300.00	0.00%	300.00	
Copy of Permit	15.00	0.00%	15.00	
Transitional Application Fee	100.00	0.00%	100.00	
<b><u>Small Lottery Registration (set by legislation)</u></b>				
Grant	40.00	0.00%	40.00	
Annual fee	20.00	0.00%	20.00	
<b><u>Fee Licensing 15-16 - Statutory</u></b>		<b>0.00%</b>		
<b><u>The fee for a Personal Licence is £37.00</u></b>				
<b><u>Premises Licence and Club Premises Certificate</u></b>				
<b><u>Non- Domestic rateable value of premises</u></b>				
BAND A	0 - 4,300	0.00%	0 - 4,300	
BAND B	4,301 - 33,000	0.00%	4,301 - 33,000	
BAND C	33,001 - 87,000	0.00%	33,001 - 87,000	
BAND D	87,001 - 125,000	0.00%	87,001 - 125,000	
BAND E	125,001 and over	0.00%	125,001 and over	
<b><u>New applications and variations</u></b>				
BAND A	100.00	0.00%	100.00	
BAND B	190.00	0.00%	190.00	
BAND C	315.00	0.00%	315.00	
BAND D	450.00	0.00%	450.00	
BAND E	635.00	0.00%	635.00	
<b><u>Annual Fee</u></b>				
BAND A	70.00	0.00%	70.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
BAND B	180.00	0.00%	180.00	
BAND C	295.00	0.00%	295.00	
BAND D	320.00	0.00%	320.00	
BAND E	350.00	0.00%	350.00	
<p>Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.</p> <p>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, <b>if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises</b>, i.e. large public houses.</p> <p><b>Late Events</b> An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.</p> <p><b>Exemptions</b> Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising <b>ONLY</b> 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.</p> <p>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 <b>ONLY</b> the provision of regulated entertainment providing that is for and on behalf of the educational institution.</p>				
<b>Application for copy of licence or summary on theft, loss etc.</b>	10.50	0.00%	10.50	
<b>Notification of change of name or address (holder of premises licence)</b>	10.50	0.00%	10.50	
<b>Application to vary the Designated Premises Supervisor</b>	23.00	0.00%	23.00	
<b>Application to transfer a premises licence</b>	23.00	0.00%	23.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase £	Proposed charge from 2016 £	Comments
Interim authority notice following death etc. of licence holder	23.00	0.00%	23.00	
Right of freeholder etc to be notified of licensing matters	21.00	0.00%	21.00	
Application for making of a provisional statement	315.00	0.00%	315.00	
Application for copy of certificate or summary on theft, loss etc.	10.50	0.00%	10.50	
Notification of change of name or alteration of club rules	10.50	0.00%	10.50	
Change of relevant registered address of club	10.50	0.00%	10.50	
Temporary Event Notices	21.00	0.00%	21.00	
Application for copy of licence on theft, loss etc. of temporary event notice	10.50	0.00%	10.50	
Application for copy of licence on theft, loss etc. of personal licence	10.50	0.00%	10.50	
Notification of change of name or address (Personal Licence)	10.50	0.00%	10.50	
Notice of interest in any premises	21.00	0.00%	21.00	
Minor variation application	89.00	0.00%	89.00	
<p>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 - <a href="mailto:licensing@bromsgrove.gov.uk">licensing@bromsgrove.gov.uk</a></p> <p>In all cases, cheques must be made payable to 'Bromsgrove District Council'</p>				