



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 3RD FEBRUARY 2016 AT 6.00 P.M.

PARKSIDE COMMITTEE - PARKSIDE

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 6th January 2016 (Pages 1 - 10)
4. Minutes of the meeting of the Overview and Scrutiny Board held on 18th January 2016 (to Follow)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes
5. Medium Term Financial Plan (Pages 11 - 108)
6. Burcot Lane Homelessness Hostel - Future Options (Pages 109 - 114)
7. CCTV Code of Practice (Pages 115 - 150)
8. New Homes Bonus 2016/17 (Pages 151 - 164)

9. To consider any other business, details of which have been notified to the Head of Legal, Equalities and Democratic Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

26th January 2016

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

6TH JANUARY 2016 AT 6.00 P.M.

PRESENT: Councillors M. A. Sherrey (Leader), G. N. Denaro, R. L. Dent, R. J. Laight and P. J. Whittaker

Observers: Councillors S. J. Baxter, S. R. Colella, M. Glass, C. A. Hotham, L.C. R. Mallett, K. A. May and M. Thompson

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

68/15 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor C. B. Taylor.

69/15 **DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

70/15 **MINUTES**

The minutes of the meeting of the Cabinet held on 2nd December 2015 were submitted.

RESOLVED that the minutes of the meeting of the Cabinet held on 2nd December 2015 be approved as a correct record.

71/15 **OVERVIEW AND SCRUTINY BOARD**

The minutes of the meetings of the Overview and Scrutiny Board held on 23rd November 2015 and 14th December 2015 were submitted.

23rd November 2015

(a) **Joint Health and Well-Being Strategy 2016-19**

Following consideration of details of the Overview and Scrutiny Board Minute No. 75/15 (a) and the associated recommendation it was

RECOMMENDED that air quality be proposed as an additional priority for inclusion in the Joint Health and Well-Being Strategy 2016-2019.

(b) It was

RESOLVED that the remainder of the minutes of the meeting of the Overview and Scrutiny Board held on 23rd November 2015 be noted.

14th December 2015

(a) Dolphin Centre Update

The Cabinet considered the following recommendation contained within Overview and Scrutiny Board Minute No. 84/15:

“that the Cabinet remain observant of its decision in December 2104 to reconsider options for the leisure centre to include a sports hall if the negotiations with BAM are unsuccessful as detailed in the Cabinet response to the Leisure Provision Task Group Report”

It was noted that Councillor M. Thompson had requested to submit an associated question on this matter and therefore, during the consideration of this recommendation, at the invitation of the Leader Councillor Thompson asked the following question:

“in view of the public opposition to the Dolphin Centre, has the council undertaken a second risk assessment to consider the financial risk of introducing an unpopular leisure centre to Bromsgrove?”

The Portfolio Holder for Finance responded that it was felt that the Risk Assessment process should not be aligned to any public opposition in respect of the sports hall issue. It had been made very clear that officers would be working with existing users of the hall to minimise the effects of the loss of the sports hall. The vast majority of the existing users of the leisure centre as a whole would benefit from the greatly improved facilities.

The Portfolio Holder for Finance also stated that the figures used within the business case and the viability of the project had been confirmed by Sports England and by soft market testing. Once the new facility was built it would be contracted to a Leisure Operator and the financial risk to this Council would be minimal. In view of the situation the existing risk assessment was adequate with no requirement for adjustment.

During the discussion on the recommendation from the Overview and Scrutiny Board, The Portfolio Holder for Leisure Services paid tribute to the work undertaken by officers in progressing the project to this point.

The Portfolio Holder also stated that whilst it was understood that there was disappointment from some users in respect of the lack of a sports hall, the business case (which had been reviewed again) and prudential borrowing did not support a more extensive scheme which would not be viable. Even if discussions with BAM were unsuccessful It was important to concentrate now on progressing the project as designed and agreed as efficiently as possible. To delay further would not be in the best interests of the majority of residents.

(The Leader agreed to a short adjournment to enable officers to advise on suitable wording for the resolution.)

It was

RESOLVED:

- (i) that having considered the recommendation from Overview and Scrutiny Board contained in Minute No. 84/15 the Cabinet believe the negotiations with BAM are progressing positively and therefore the Cabinet rescinds its decision in December 2014 as set out in the preamble above; and
- (ii) that given the financial position of the Council and regardless of the outcome of discussions with BAM this Council proceeds with a scheme in line with the July 2014 facility mix i.e. without a sports hall.

(b) **Quality of Acute Hospital Services**

Following consideration of details of the Overview and Scrutiny Board Minute No. 89/15 (b) it was

RESOLVED that the Leader provide clarification with regard to the Council's position in respect of the future of the Worcestershire Acute Hospital's Trust and to the recent vote taken by Redditch Borough Council that the Trust be broken up.

(In this regard the Leader undertook to attend the next meeting of the Overview and Scrutiny Board to give an update on the situation.)

- (c) **RESOLVED** that the remainder of the minutes of the meeting of the Overview and Scrutiny Board held on 14th December 2015 be noted.

72/15 **AUDIT, STANDARDS AND GOVERNANCE COMMITTEE**

The minutes of the meeting of the Audit, Standards and Governance Committee held on 10th December 2015 were submitted.

RESOLVED that the minutes of the meeting of the Audit, Standards and Governance Committee held on 10th December 2015 be noted.

73/15 **DOLPHIN CENTRE REPLACEMENT - SPORT ENGLAND GRANT FUNDING AND PROJECT UPDATE**

The Cabinet considered a report which outlined the progress made in respect of the Dolphin Centre replacement project. The report also contained an overview of the significant funding offer which had been achieved from Sport England.

It was noted that the submission made to Sport England had been successful and that the Dolphin Centre replacement project would be supported with a grant of £1.5million which would bring the project budget to a total of £13million. Members noted with pleasure the commitment and confidence demonstrated in respect of the project by Sport England.

Members' attention was drawn to section 3.6 of the report which set out the proposed facility mix for the project totalling £13million including an increase in the size of the learner swimming pool with additional seating for spectators, additional dance studio/multi-functional space and improved fitness suite facilities.

RECOMMENDED:

- (a) that the funding offer from Sport England be approved and the Capital Programme in respect of the replacement leisure centre be increased by £1.5million to £13million;
- (b) that the revised facility mix for the centre as set out in section 3.6 of the report be approved, based upon the increased funding available; and
- (c) that authority be delegated to the Head of Legal, Equalities and Democratic Services and the Head of Leisure and Cultural Services to enter into the required Lottery Funding Agreement in order to draw down the funding from Sport England and that any performance criteria stipulated be passed on to the future operator of the site.

74/15 **COUNCIL TAX BASE 2016/17**

Members considered a report which contained details of the calculation of the District's tax base for Council Tax setting purposes for 2016/17.

RESOLVED that the amount calculated by Bromsgrove District Council as the Council Tax Base for the whole areas for 2016/17 be approved at 35,404.87 as detailed at appendix 1 to include the individual parish elements.

75/15 **MEDIUM TERM FINANCIAL PLAN UPDATE 2016/17 - 2018/19**

The Executive Director Finance and Corporate Resources gave an update on the position in respect of the Medium Term Financial Plan 2016/17 – 2018/19. A briefing note was circulated. (This is attached as an appendix to these minutes).

It was reported that the impact of the provisional funding settlement received by this Council from Central Government was more severe than previously anticipated. It was currently proposed that the Revenue Support Grant for Bromsgrove would all be lost after 2016/17 rather than being reduced over a few years to zero by 2019/20 as previously announced. In 2017/18 it appeared that this Council would be contributing funds back to Government.

Agenda Item 3

Cabinet
6th January 2016

The assumptions by Central Government on the Council improving its spending power were based on an estimate of the Council Tax base growth exceeding current expectations and therefore increasing available funding to support services.

The table illustrating the impact of the settlement on this Council over the next four years compared to previous forecasts showed a £3.2million shortfall in funding compared to the original budget assumptions. The impact on this Council was severe and Bromsgrove District Council was one of only 15 Councils across the Country which would lose its Revenue Support Grant in one year.

In addition it was reported that there were proposals to change the New Homes Bonus Scheme for future years which it was possible would reduce the available funding.

It was reported that representations were being made to the Department for Communities and Local Government in conjunction with a number of the other Councils similarly affected. Information would be circulated to Members when available.

The Executive Director Finance and Corporate Resources referred to the work Heads of Service were undertaking as part of the budget process in order to deliver a balanced budget. There would be further reports to cabinet in February and to the Overview and Scrutiny Board.

As far as they were able at this stage, the Executive Director Finance and Corporate Resources and the Chief Executive answered queries from Members relating to:

- Business Rates;
- the timetable for the changes;
- the impact of the changes on Bromsgrove District Council specifically in relation to the reduced timetable;
- the actions which could be taken to make representations;
- the possibility of agreeing a budget for one year only

The meeting closed at 7.10 p.m.

Chairman

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Agenda Item 3

Appendix 1

Council Tax Base Calculation 2016/17

The Council Tax Base calculation for each parish is detailed below (band D equivalents).

Parish Name	Gross	Net
Whole Area	35,762.50	35,404.87
101/107 Unparished	13,402.15	13,268.13
111 Alvechurch	2,279.77	2,256.97
102 Barnt Green	930.60	921.29
116 Belbroughton	1,206.94	1,194.87
118 Bentley Paucefort	186.09	184.23
119 Beoley	452.47	447.95
103 Bournheath Catshill &	220.81	218.60
104 Marlbrook	2,337.77	2,314.39
120 Clent	692.05	685.13
121 Cofton Hackett	947.75	938.27
122 Dodford /Grafton	396.01	392.05
105 Finstall	295.26	292.30
123 Frankley	50.29	49.79
124 Hagley	2,665.94	2,639.28
106 Lickey & Blackwell	2,105.20	2,084.14
125 Hunnington	233.16	230.83
126 Romsley	661.83	655.22
127/131 Stoke Prior	1,700.88	1,683.87
129 Tutnall & Cobley	366.45	362.79
130 Wythall	4,631.08	4,584.77
	35,762.50	35,404.87

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Impact of the settlement

Revenue Support Grant (RSG)

The Council receives an element of funding from Central Government to support services across the District. We were expecting this RSG to reduce to zero by the end of the Parliament ie 2019/20, as announced previously, and were considering plans to address this. As a result of the provisional settlement Bromsgrove lose all RSG in 2016/17, move to having to contribute funds back to Government in 2017/18 and this increases to £740k by 2019/20. This is under discussion with Government at present and the Council will be responding to the consultation on the financial settlement.

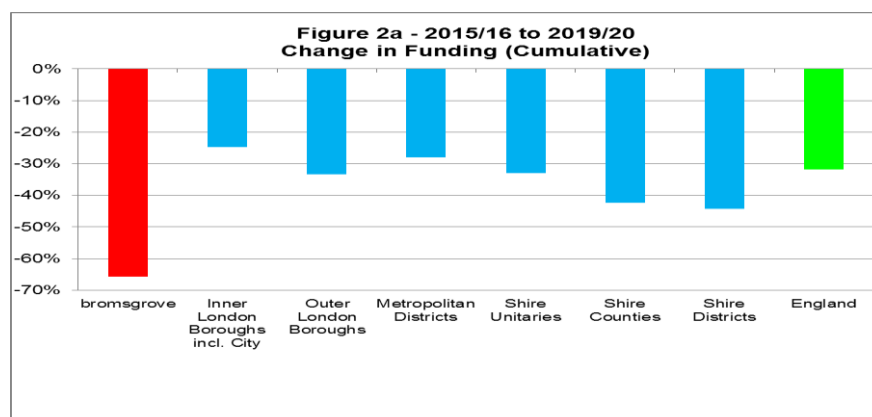
This table reflects the RSG funding for 2015/16 & 2016/17 and the negative grant for the following 3 years.

£000's	2015/16	2016/17	2017/18	2018/19	2019/20
Bromsgrove	1,229	560 (54%)	-20 (-101%)	-360 (-129%)	-740 (-162%)

The following illustrates the impact of the settlement on council, the loss of RSG over the next 4 years up to and including 2019/20 compared to previous forecasts

Revenue Support Grant	Medium Term Financial Plan Assumption £'000	Settlement December 2015 £'000	Reduction £'000
2016/17	1,058	560	-£498
2017/18	947	-20	-£967
2018/19	450	-360	-£810
2019/20	200	-740	-£940
Total			£3,215

This is a £3.2m shortfall in funding to that compared with the original budget assumptions. The graph below shows the impact of the funding reductions over the 4 year period for Bromsgrove compared to other Councils.



Spending Power

The assumptions on the Council improving its spending power is based on an estimate of the Council Tax base growth exceeding current expectations. Therefore increasing available funding to

support services. The optimistic assumptions include Council Tax base increases of approximately 1% initially (which is double the current estimations) arising to 2.5% increase in future years which are highly optimistic based on current growth across the District.

New Homes Bonus

Also there are proposals to change the New Homes Bonus Scheme whereby we currently receive a 6 year payment for any property built in the District the Government is looking to change this to 4 years. In addition to a number of proposals to reduce New Homes Bonus (NHB) where there is no local plan, where homes have been allowed on appeal or where the growth would have occurred anyway. The potential reduction of income to the Council over the 4 year period is:

£000's	2017/18	2018/19	2019/20	2020/21	Total
Bromsgrove	542	531	523	663	2,259

CABINET

3RD FEBRUARY 2016

MEDIUM TERM FINANCIAL PLAN 2016/17 – 2018/19

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

1. SUMMARY OF PROPOSALS

1.1 To enable Members to recommend the proposed budget for 2016/17 and to consider the impact of the financial settlement on the medium Term Financial Plan to 2018/19. .

2. RECOMMENDATIONS

2.1 The Cabinet is asked to RECOMMEND ;

2.1.1 The fees and charges for 2016/17 (and garden waste for 2017/18) as detailed in Appendix 1

2.1.2 the savings and additional income for 2016/17 of £401k as detailed in Appendix 3

2.1.3 the unavoidable pressures for 2016/17 of £507k as detailed in Appendix 4

2.1.4 the Capital bids for 2016/17 of £280k as detailed in Appendix 5

2.1.5 the payment of Parish Council Grant for 2016/17 of £13,800

2.1.6 the increase in Council Tax for 2016/17 of 1.9%

2.1.7 the allocation of funding towards the Member Capital Locality Bids as detailed at Appendix 6

2.2 The Cabinet is asked to consider and comment on the future years Medium Term Financial Plan and approve the steps proposed to ensure the funding available meets the needs of the District over the next 3 years.

3. KEY ISSUES

Financial Implications

- 3.1 The Council receives a proposed financial settlement on an annual basis from Central Government. Over the last few years the element of the funding allocated that relates to the Revenue Support Grant (RSG) has been reducing and the grant for 2015/16 is £1.304m.
- 3.2 Following announcements made in the Autumn Statement the Council was expecting this RSG to reduce to zero by the end of the Parliament ie 2019/20. Officers were considering plans to address this shortfall in revenue to ensure that a sustainable approach to the delivery of services was in place.
- 3.3 The Provisional Settlement was received in late December and contained more detail on funding allocations. The funding allocations have changed from 2016/17 and the Revenue Support Grant is completely withdrawn in 2016/17 for Bromsgrove and the Council moves to returning funding to Central Government (negative grant) in 2017/18. By 2019/20 this refund is £740k.
- 3.4 In previous years the funding reductions have been calculated on the Business Rates Baseline together with the Revenue Support Grant. The Baseline Funding Level is the amount the Council retains from the £27m collected from Business Rates within the Borough. The following table shows the total funding received from Government in 2015/16.

2015/16	£m
Baseline Funding Level	1.585
Revenue Support Grant	1.304
TOTAL FUNDING RECEIVED (Settlement Funding Assessment)	2.889

- 3.5 From 2016/17, the Government has proposed changes to the way cuts are implemented. A new calculation called 'Core Funding' is to be used as the basis for reducing the funding given to the Council from Central Government. The Core Funding now includes the Council Tax Requirement (Council Tax Revenue) from 2015/16 together with the Settlement Funding Assessment (as detailed in 3.4) .For Bromsgrove, the Core Funding was worth £9.879m in 2015/16.

2015/16	£m
Settlement Funding Assessment	2.889
Council Tax Requirement	6.990
CORE FUNDING	9.879

- 3.6 It is proposed that between 2015/16 and 2019/20, uniform annual cuts are to be applied to each tier of local authorities' Core Funding. Over this four year period, the cumulative cut to lower tier services (District) will be 19.2%. This results in the new Core Funding Assessment to be £7.981.

	£m
Settlement Funding Assessment 2015/16	2.889
Council Tax Requirement 2015/16	6.990
Core Funding 2015/16	9.879
Cumulative Reduction	-19.2%
CORE FUNDING 2019/20	7.981

- 3.7 If Core funding for 2019/20 is £7.981m the Settlement Funding Assessment for Bromsgrove (funding to be received from Government) is £0.991m. This is due to the income from Council Tax being taken as part of the Core Funding.

	£m
Core Funding 2019/20	7.981
Less - Council Tax Requirement	-6.990
SETTLEMENT FUNDING ASSESSMENT	0.991

- 3.8 Once the Settlement Funding Assessment falls below the amount the Council retains from Business Rates, which would equate to £1.731m in 2019/20, the Council is then in the position to return funding to Government. In 2019/20 this is assessed to be £740k.

	£m
Business Rates Baseline 2019/20	1.731
Settlement Funding Assessment 2019/20	0.991
PAYMENT TO GOVERNMENT	0.740

- 3.9 It is clear that this new methodology for determining authorities' Revenue Support Grant (RSG) allocations takes into account individual authorities' council tax raising ability and the type of services provided. This is a significant change in the methodology and would appear to favour social services authorities, with significantly larger funding reductions for district councils. It reduces government funding assuming optimistic increases in housing growth and council tax increases and may prove to be unrealistic. Central government intend for local government to be able to spend the same level by the end of this Parliament in cash terms as it does today – therefore a real terms reduction.

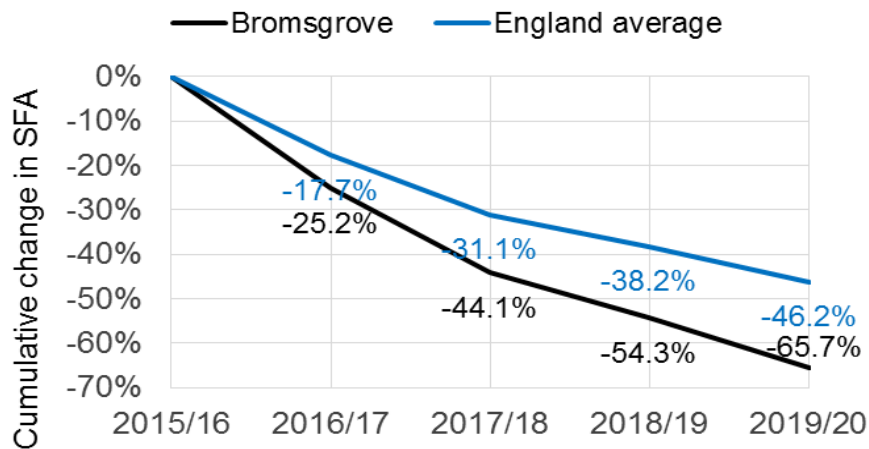
3.10 The table below reflects the reductions to RSG funding for Bromsgrove based on the Grant received in 2015/16 .

£000's	2015/16	2016/17	2017/18	2018/19	2019/20
Bromsgrove	1,229	560	-20	-360	-740
		(-54%)	(-101%)	(-129%)	(-162%)

3.11 As Members are aware there were indications in the Summer that the RSG would be withdrawn in full over the next 4 years. An assessment had been made of this loss within the financial planning however the front loading of the grant had not been anticipated. The following illustrates the impact of the settlement on council, the loss of RSG over the next 4 years up to and including 2019/20 compared to previous forecasts.

Revenue Support Grant	Medium Term Financial Plan Assumption £'000	Settlement December 2015 £'000	Reduction £'000
2016/17	1,058	560	-498
2017/18	947	-20	-967
2018/19	450	-360	-810
2019/20	200	-740	-940
Total			3,215

3.12 The £3.2m shortfall in funding relates to that compared with the original budget assumptions. The graph below shows the impact of the significant funding reductions over the 4 year period for Bromsgrove compared to other Councils. Bromsgrove loses 65.7% of funding over the 4 year period and is one of only 15 Councils in the Country who lose the Revenue Support Grant in its entirety in 2016/17. The consultation responses sent to Government have raised significant concerns about this impact on the Councils financial position.



- 3.13 The Council Tax Discount Scheme funding which was included into the Revenue Support Grant in 2013/14 will also disappear and therefore all funding for Council Tax Support will have to be met by the District.
- 3.14 The other element of significant income to the Council is New Home Bonus. The Government have stated that this fund will continue on the current basis for 2016-17. The position beyond 2016-17 is not yet confirmed as it is subject to consultation although it will continue albeit on a reformed basis. The financial plan assumes that the Community New Homes Bonus Scheme continues with 25% of new funding from the grant allocated to schemes in communities affected by growth. The allocation for 2016/17 is £101k (this increases to £124k when the current years underspend is included).
- 3.15 The level of New Homes Bonus for 2016/17 is £1.7m. Based on projections included within the consultation paper the following table shows the impact of the reductions in New Homes Bonus that may face the Council depending on the final scheme implemented.

£000's	2017/18	2018/19	2019/20	2020/21	Total
Bromsgrove	542	531	523	663	2,259

- 3.16 The consultation also include proposals to reduce New Homes Bonus (NHB) where there is no local plan, where homes have been allowed on appeal or where the growth would have occurred anyway.
- 3.17 The consultation on what proposals for the move to 100% business rates retention may look like is expected to be issued in June 2016. This may be of benefit to Bromsgrove but with anticipated appeals on Business Rates and limited information available on the proposals it is difficult to assess the impact of the financial plan.

3.18 As part of the financial statement information there was confirmation that Councils could take up a four year deal to ensure stability across the financial plan. There was indication that an efficiency statement would have to be provided to secure this agreement but the details of format or monitoring arrangements of the efficiency arrangements have not yet been released. Further reports will be brought to members for consideration once the details are available.

3.19 Other key elements of the Provisional Settlement and Autumn Statement so far as it relates to local government are:

- **A social care council tax 'precept'** of 2% will allow councils responsible for delivering adult social care such as Worcestershire County Council to raise up to £2 billion a year by 2019-20. Local authorities will be given this additional 2% flexibility on their current council tax referendum threshold to be used entirely for adult social care. This is a new power for relevant councils to increase council tax to specifically pay towards social care in their areas;
- **An extra £1.5bn for the Better Care Fund** by the end of the Parliament – more information needed to understand the impact of this;
- The extension of **Small Business Rate Relief** to continue for another year – this is good news for local businesses and for our Business Rates Accounts;
- “Local authorities running education to become a thing of the past, delivering £600m savings to Education Services Grant”;
- Plans to build an additional 400,000 affordable homes by the end of the decade.
- An apprenticeship levy will be introduced in April 2017 at a rate of 0.5% of an employer's pay bill, to deliver 3 million apprenticeship starts by 2020. This is estimated to cost this Council around £30k.
- Over £500 million by 2019-20 for the Disabled Facilities Grant to fund up to 85,000 housing adaptations pa. More detail on this proposal is needed to fully understand the impact of this change;
- **Homelessness** - increased funding of £10m available to invest in innovative ways of preventing and reducing homelessness. More detail on this proposal is needed to fully gauge the impact;
- Restrictions on **shared ownership** to be removed and planning system reformed to deliver more homes;
- Real-terms protection for the police budget.

3.20 Some further interesting points were included:

- Proposal to reform services and make them more efficient. A package of new flexibilities will be introduced to encourage local authorities to **release surplus assets**. Local authorities will be able to spend 100% of their fixed asset receipts investing in making services more efficient (local authorities currently hold £225 billion in assets). Under this

guidance councils will be able to use new capital receipts from April 2016 to March 2019 to pay for the revenue set up costs of projects that are designed to make revenue savings. It will be for individual local authorities to decide if a project qualifies. In order to qualify, councils will be required to prepare an annual efficiency strategy listing all qualifying projects and this strategy, and any variations to it, will need to be approved by full council.

- It is proposed that the regime of referenda for “excessive” council tax increases will continue at the current rate of 2 percent. Council’s are asked to be mindful of prevailing inflation rates when considering increases and the DCLG have confirmed that there is no council tax freeze grant offer for 2016-17. This does not affect past allocations which are locked into the revenue settlement.

3.21 The impact of the settlement and in particular the speed that the RSG is reducing compared to that originally anticipated, together with the uncertainties around the New Homes Bonus funding will make it difficult to identify all the savings required to balance the financial position over the medium term.

3.22 A response to the proposed settlement has been sent by the Council and is attached at Appendix 2.

3.23 In light of the financial pressures facing the Council a full review of all expenditure and income generated has been undertaken by officers to ensure that only essential spend in delivering services is incurred which will give the Council the ability to increase balances to support the pressures over the next 4 years.

3.24 As part of this exercise officers have identified a number of financial unavoidable pressures that they have raised as impacting on their ability to deliver their service against the proposed budgets for 2016/17. In addition they have proposed savings or additional income generated and capital bids for projects and replacement of equipment.

3.25 The identified unavoidable pressures include:

- The financial cost associated with the increase in properties in the District and therefore the additional refuse staffing required
- Increases in costs of Microsoft licenses
- Shortfalls in income from garden waste from anticipated rural customers that have not materialised
- The cost associated with retaining the fraud team within the Council to support identification and prosecution of fraud for the remaining services to be undertaken by the

Council following the housing benefit fraud work being transferred to the DWP

- Increases in bank charges

3.26 The savings and additional income include:

- Additional income from planning applications anticipated to increase over the next 3 years
- General review by managers of all budgets to identify where expenditure budgets can be released to support the financial plan
- Removal of vacant posts where there is no impact on service delivery
- Funding from earmarked reserves of associated expenditure

3.27 The Capital bids proposed include:

- Purchase of a new refuse vehicle to address the additional demand on the service from the new properties in the District
- Replacement CCTV Cameras
- Continuation of the 10 year fleet replacement programme
- Funding to support economic regeneration of Rubery Centre

3.28 Following discussions at previous Council meetings an opportunity to propose Capital Bids was offered to Members and a number of projects have been put forward by Councillors. These are included at Appendix 5 and include:

- **Hagley Community Hub - £600k**

Extract from bid - "The Community Hub (Chub) is a project to re-build Hagley Community centre to meet an urgent need to replace an out of date and deteriorating community building that is no longer fit for purpose and can only operate to a limited capacity. There is an opportunity to bring about a dynamic change to Hagley and its wider community and neighbourhood. The proposed Chub project aims to bring together the public and voluntary sectors under one roof; maintaining the popular Hagley playgroup, Hagley Theatre Group and well as the meeting hall, café and toilet facilities."

- **Hagley Scout Hut - £100k**

Extract from bid – *“This project is for the essential rebuild of the Hagley Scout hut to meet existing waiting lists and to build a capacity in which significant growth from new development in Hagley and surrounding areas can be accommodated.*

Without the rebuild and alterations the existing hut will continue to face extensive repair and maintenance costs particularly in view of the critical nature of the roof and the urgent need for it to be replaced. A vast number of children are already unlikely to find a vacant position when needed and will not have access to the Scouts or Guides; a situation which cannot be acceptable and will only lead to disengaged youths and lost opportunities for positive engagement.”

- **Wythall Park – car park improvements - £75k**

Extract from bid – *“Wythall Park is the main recreational open space available to the residents of Wythall. The main car park is in desperate need of resurfacing. The surface is uneven and causes a potential health and safety risk. The markings are worn in places which makes management of the space difficult. The designated disabled spaces need to be increased and improved to allow easier access to the park and buildings. Lighting is poor”*

- **Barnt Green – new toilet facilities £52k**

Extract from bid – *“ To install public toilets at Barnt Green Millennium Park. A unisex pod toilet being fully automatic and disability compliant. Toilet to be free and open from 8am-6pm”*

There is further detailed information available to members in relation to the 2 Hagley bids. It is proposed that Members consider the bids and recommend any financial allocation as part of the final budget decisions.

3.29 As part of the budget projections the grant attributable to Parish Councils has been reduced by the same percentage as the Revenue Support Grant and therefore £13,800 is recommended to be paid to the Parishes with the remaining £7k to be utilised for projects in non-parished areas.

3.30 A further exercise has been undertaken on the potential to increase fees and charges following a previous decision that there would be no increase in 2016/17. Officers have reviewed the charges and the proposed increases are included at Appendix 1. It is worth noting that the fees and charges are rounded, in general, to the nearest 10p.

There are a number of increases that require further explanation as detailed below:

- Car Parking – the charges have not been increased to ensure that the economic development of the town does not have any detrimental impact from an increase in charges
- 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.
- 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 20% less than some other providers in the region. Officers will consider cases of hardship and utilise the Essential Living Fund to support anticipated shortfalls in funding required by customers.
- 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.
- Taxi Licensing – new regulations are in place whereby a 3 and 5 year option has to be made available to drivers. The charge has to reflect one administration charge which is 30% of the current annual fee. Therefore the 3 and 5 year prices are calculated on this basis.
- 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 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.

- 3.29 Clearly the impact of the reduction in RSG and the proposed unavoidable pressures have resulted in a financial position that is worse than that originally anticipated and officers have therefore considered all elements of funding to achieve a balanced budget for 2016/17. It is proposed that a number of actions are undertaken to achieve a balanced financial position over the financial plan period and reports will be presented to members during 2016/17 to identify how the shortfalls in future years can be met.
- 3.30 It is proposed that officers undertake a comprehensive exercise of mapping all demand that is met by the Council. This will involve an full analysis of the associated costs and the value to our residents and community in how we achieve the demand. This will enable the Council to address services across a matrix of cost / demand and value and to focus on those areas whereby high cost / low value/ low demand can be explored further. This would provide opportunities to work with other stakeholders or to enable the Council to decide if a service provided really gives value to both the Council and the community. It is anticipated that further savings and reductions in costs can be realised from this exercise.

3.31 The 3 year financial summary, including the reductions in grant and the proposed pressures and savings is shown below;

BROMSGROVE 2016/17-2018/19				
	Original 2016-17	2016-17	2017-18	2018-19
	£'000	£000	£000	£000
Departmental Expenditure (Starting Position)	11,367	11,381	11,582	11,582
Incremental Progression/Inflation on Utilities		281	383	595
Unavoidables		507	525	531
Savings and Additional income		-401	-395	-393
Release of reserves no longer required		-553	-421	-222
Release of reserves to fund shortfall		-551		
Net Service Expenditure	11,367	10,663	11,674	12,092
Investment Income	-24	30	122	169
Cost of Borrowing	750	274	388	445
Recharge to Capital Programme	-25	-25	-25	-25
Net Operating Expenditure	12,068	10,942	12,158	12,682
Revenue Support Grant	-1,103	-560	20	360
Changes to Government Grant - Admin Subsidy		35	66	94
RSG to Parishes & Non Parished	45	21	0	0
Business Rates Retention (Baseline Funding)	-1,598	-1,600	-1,630	-1,680
Funding from Business Rate Growth	-174	0	-150	-150
New Homes Bonus	-1,554	-1,703	-1,703	-1,103
New Homes Bonus Community Scheme	0	101	79	83
Collection Fund Surplus (Council Tax)		-167	0	0
Council Tax	-7,157	-7,224	-7,426	-7,674
Proposed Funding from Balances	-331	0	-500	-500
Funding Total	-11,872	-11,096	-11,243	-10,570
Shortfall	196	-154	914	2,111

3.32 Subject to Members approval of any funding towards the locality bids that have been presented as included at Appendix 6 the position of balances will be an estimated £2.8m which is £1.7m above the minimum level as agreed by Council. Officers are continuing to work through the borrowing position for 2017/18-2019/20 and the potential business rates growth and will report any changes to the Cabinet meeting later in February.

Service / Operational Implications

- 3.33 The pressures as identified will ensure that services are delivered to the community. The additional cuts to RSG will need to be addressed to ensure that quality of service provision is maintained in the District.

Customer / Equalities and Diversity Implications

- 3.34 Undertaking a comprehensive review of the financial cost and the value of the demand on all the Councils services will ensure that all customers needs will be identified to enable members to make informed and considered judgements about the budget over the financial plan.

4. RISK MANAGEMENT

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

5. APPENDICES

Appendix 1 – Proposed Fees and Charges 2016/17
Appendix 2 - Response to Settlement
Appendix 3 – Proposed Savings
Appendix 4 – Proposed Unavoidable pressures
Appendix 5 – Capital Bids
Appendix 6 (i-v) – Member Locality Capital Bids

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Community Services

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
STRATEGIC HOUSING				
Homeless persons' hostels				
- Single room	8.75	0.26	9.00	
- Heating	0.60	0.02	0.60	
- Two single rooms	13.50	0.40	13.90	
- Heating	1.40	0.04	1.40	
- Double room	13.50	0.41	13.90	
- Heating	1.40	0.04	1.40	
- More than one double room	18.40	0.55	19.00	
- Heating	2.05	0.06	2.10	
Bed and breakfast				
- Single room	14.40	0.43	14.80	
- Two single rooms	28.85	0.87	29.70	
- Double room	14.40	0.43	14.80	
- More than one double room	18.55	0.56	19.10	
Breakfast				
- adult	2.15	0.06	2.20	
- child	1.75	0.05	1.80	
- Storage of effects (per night)	2.20	0.07	2.30	
- RTB Plan Preparation for BDHT	109.55	3.29	112.80	
Private Sector Housing				
Housing Fitness Inspections	108.00	3.24	111.20	
Registration of housing in multiple occupation:				
per occupant - first property	89.00	2.67	91.70	
per occupant - subsequent property	77.00	2.31	79.30	
Service and Administration of Improvement	25.00	0.75	25.80	
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% Admin charge		Actual + 10% Admin charge	
- Valuation Fee (relating to properties of 30% ownership)	130.00	3.90	133.90	
*Based on salary of employee				

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
<u>LIFELINE</u>				Lifeline installation charges have been increased by 58% to more accurately reflect the true cost of the service 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	22.15	12.85	35.00	
- Lifeline (per week)	4.32	0.12	4.40	
<u>HIRE PRODUCTS</u>		3.00%		The charge reflects the costs associated with the monitoring of the service
Hire of smoke alarm per week	1.38	0.04	1.40	
CO2 Detector per week	1.38	0.04	1.40	
Bogus Caller Panic Button	1.38	0.04	1.40	
Flood Detector	1.38	0.04	1.40	
Falls Detector	1.38	0.04	1.40	
Additional pendant	1.38	0.04	1.40	
Temperature extreme sensor	1.38	0.04	1.40	

Customer Access & Financial Support

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
<u>Customer Services</u>		3.00%		
Interview Rooms (based at Service Centre Max 6 persons in room)				
- Per full day (9am - 5pm)	41.20	1.24	42.40	
- Per half day 9am-1pm/1pm-5pm)	25.75	0.77	26.50	
- Per hour (1full hour only)	8.75	0.26	9.00	

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

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
CAR PARKS		0.00%		
Bromsgrove Station				
All day	3.00	0.00	3.00	
Churchfields Multi-storey				
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	
Hanover Street				
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	
New Road				
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	
Parkside				
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	
Recreation Road North				
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		
Recreation Road South				
Not exceeding 30 minutes	0.40	0.00	0.40	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
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	
School Drive				
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	
Stourbridge Road				
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	
Windsor Street				
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	
Season Tickets (valid at long stay car parks only)				
Annual	320.00	0.00	320.00	
Quarterly	80.00	0.00	80.00	
Season Tickets (valid at Stourbridge Road car park only)				
Annual	215.00	0.00	215.00	
Quarterly	53.75	0.00	53.80	
Season Tickets (valid at Churchfields Road car park only)				
Annual	215.00	0.00	215.00	
Quarterly	53.75	0.00	53.80	
Season Tickets (valid at Alvechurch Sports and Social club car park only)				
Annual	250.00	0.00	250.00	
Quarterly	62.50	0.00	62.50	
Parking Fines PCN's On Street				
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>				
Parking Fines PCN's Off Street				
Certain Contraventions	70.00	0.00%	70.00	
If paid within fourteen days	35.00	0.00%	35.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
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>				
Car Park charges only apply between 8.00am to 10.00pm everyday				
CEMETERY		3.00%		
Interments in a grave				
- children aged under 1 year	FREE		FREE	
- children aged under 1 year (non resident)	100.00	3.00	103.00	
- children aged 1 year - 16 years	FREE		FREE	
- children aged 1 year - 16 years (non resident)	145.00	4.35	149.40	
- persons aged 17 and over	450.00	13.50	463.50	
- extra charge for grave longer than 6'6" or wider than 2'0".	110.00	3.30	113.30	
Interment in a bricked grave				
Interment of cremated remains	185.00	5.55	190.60	
Interment of Cremated Remains (under 16 years no residents only)			70.00	New charge
			80.00	New charge
Scattering cremated remains in grave or in rose/memorial garden (roll back turf)				
Exclusive rights of burial (75-year grants)				
- adult grave space	1,200.00	36.00	1,236.00	
- child grave space	255.00	7.65	262.60	
- cremated remains plot	460.00	13.80	473.80	
Renewal of expired deed (single fee charged in all cases)				
-Burial	400.00	12.00	412.00	
-Cremated remains	155.00	4.65	159.70	
-Adult sized grave purchased in reserve	N/A		N/A	
-Ashes grave purchased in reserve	550.00	16.50	566.50	
-Assignment of the Exclusive Right of a full earth reserved grave from resident to non-resident	2,400.00	72.00	2,472.00	
-Assignment of the Exclusive Right of a cremated remains reserved grave from resident to non-resident	920.00	27.60	947.60	
- Disinterment of Remains - Cremated Remains	250.00	7.50	257.50	
- Wooden cremated remains casket	90.00	2.70	92.70	
Memorials				
- Memorial application administration fee	90.00	2.70	92.70	
- Memorial trees and plaque	350.00	10.50	360.50	
- Memorial benches (maintenance charge)				
-Assignment / Transfer of Exclusive Right of Burial	40.00	1.20	41.20	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
-Plaque only on existing BDC Bench (time limited to 15 years)	125.00	3.75	128.80	
Certified copy of entry	20.00	0.60	20.60	
Bird bath memorial (new memorial option)				
5 Year Lease				
- size 1 (small)	180.00	5.40	185.40	
- size 2	200.00	6.00	206.00	
- size 3	220.00	6.60	226.60	
- size 4	240.00	7.20	247.20	
- size 5 (large)	260.00	7.80	267.80	
10 Year Lease				
- size 1 (small)	280.00	8.40	288.40	
- size 2	300.00	9.00	309.00	
- size 3	320.00	9.60	329.60	
- size 4	340.00	10.20	350.20	
- size 5 (large)	360.00	10.80	370.80	
20 Year Lease				
- size 1 (small)	380.00	11.40	391.40	
- size 2	400.00	12.00	412.00	
- size 3	420.00	12.60	432.60	
- size 4	440.00	13.20	453.20	
- size 5 (large)	460.00	13.80	473.80	
Motif	100.00	3.00	103.00	
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.				
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				
Where there is a dispute Bromsgrove District Council may require the family to provide proof of residence of the deceased				
<u>REFUSE COLLECTION</u>		3.00%		
Trade refuse - Non-Lockable Containers - Purchase of Containers				
- 240 litre euro bins (per bin, per year)	118.00	3.54	121.50	
- 660 litre euro bins (per bin, per year)	238.00	7.14	245.10	
- 770 litre euro bins (per bin, per year)	240.00	7.20	247.20	
- 1100 litre euro bins (per bin, per year)	263.00	7.89	270.90	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase	Proposed charge from 2016 £	Comments
- 1280 litre euro bins (per bin, per year)	263.50	7.90	271.40	
- Extra trade waste collection (per visit)	64.00	1.92	65.90	
Trade refuse - Lockable Containers - Purchase of Containers				
- 660 litre euro bins (per bin, per year)	277.00	8.31	285.30	
- 770 litre euro bins (per bin, per year)	279.00	8.37	287.40	
- 1100 litre euro bins (per bin, per year)	302.00	9.06	311.10	
Emptying of Euro bins				
- 240 litre euro bins (per bin, per year)	174.00	5.22	179.20	
- 660 litre euro bins (per bin, per year)	295.00	8.85	303.90	
- 770 litre euro bins (per bin, per year)	310.00	9.30	319.30	
- 1100 litre euro bins (per bin, per year)	494.00	14.82	508.80	
- 1280 litre euro bins (per bin, per year)	588.00	17.64	605.60	
- orange sacks per roll (52 sacks per roll)	79.00	2.37	81.40	
Special collections - domestic *				
- for up to 10 bags or equivalent	19.57	0.59	20.20	
Special collections - commercial				
- for up to 1 tonne of waste	130.50	3.92	134.40	
Bulk Household Waste				
Proposed Charges				
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	0.23	8.00	
Bulky collection - two items*	15.50	0.47	16.00	
Bulky collection - three items* (reduced rate for 3 items)	20.50	0.62	21.10	
or 10 black bags	20.50	0.62	21.10	
Bulky collection - three items or more	Quotation		Quotation	
Item inside house or garage	Quotation		Quotation	
*Large item (all the items below to be quoted for independently depending on size, and weight and position of collection point).				
- Garden Shed	Quotation		Quotation	
- Piano	Quotation		Quotation	
- Chest Freezer	Quotation		Quotation	
- Large Cookers (Ranges)	Quotation		Quotation	
- Green houses	Quotation		Quotation	
- Hazardous oils (Special Collections) because of the distance to dispose of them correctly.	Quotation		Quotation	
- Over 10 x black bags	Quotation		Quotation	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
- Wheels, Tyres and other car parts	Quotation		Quotation	
Litter and Dog Bins				
- 1st bin	19.40	0.58	20.00	
- additional bin in the same geographical location	8.25	0.25	8.50	
		5.20%		
Garden Waste Collection Service	38.00	2.00	40.00	See report for proposed 2017/18 charge. Proposed charge 2017/18 £42 (5% increase) to be approved.
* 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				
CESSPOOL EMPTYING		3.00%		
Per 4,500 litres or part thereof				
- domestic premises (for a contract period of 18 months)	132.40	3.97	136.40	
+Extra Charge for Emergency Call Out			60.00	
- business premises (non-industrial) (for a contract period of 18 months)	132.40	3.97	136.40	
Additional charges for laying pipes				
- 15 pipes	0.00	0.00	0.00	
- 30 pipes (for a contract period of 18 months)	45.70	1.37	47.10	
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/ £ increase £	Proposed charge from 2016 £	Comments
LOCAL TAX COLLECTION				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	(4.8%) See report for proposed increase
- NNDR Court Costs	90.20	3.00	93.20	(3.3%) See report for proposed increase
- Magistrates' court fee (added to both council tax and NNDR Summons)	3.00	0.00	3.00	(0%) Statutory Fixed Fees and not subject to any change

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
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Legal and Democratic

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
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<u>ELECTORAL REGISTRATION</u>				
<u>Register Sales*</u>				
In data form				
- basic fee	20.00		20.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.50		1.50	Statutory Fixed Fees and not subject to any change
In printed form				
- basic fee	10.00		10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	5.00		5.00	Statutory Fixed Fees and not subject to any change
<u>Marked Election Register Sales*</u>				
In data form				
- basic fee	10.00		10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.00		1.00	Statutory Fixed Fees and not subject to any change
In printed form				
- basic fee	10.00		10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	2.00		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		5.00	Statutory Fixed Fees and not subject to any change
<u>Miscellaneous Charges</u>				
* Address labels printed	12.30	3.00%	12.70	
* - for each 1,000 properties or part thereof	6.20	0.19	6.40	
- street list	12.30	0.37	12.70	
* - Data Property Addresses	22.40	0.67	23.10	
* - For each 1,000 properties or part thereof	1.65	0.05	1.70	
- Confirmation letter of registration	16.80	0.50	17.30	
* Plus Postage & Packaging at cost.				

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

<u>LEGAL</u>				
- Legal work (per hour)	125.00	3.75	128.80	Contractual with BDHT £180 plus vat
- RTB	180.00	0.00	180.00	
- Consent for proposed works	137.40	4.12	141.50	
- Retrospective Consent	144.50	4.34	148.80	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
Section 106:				
- Private Owner	467.50	14.03	481.50	
- Each additional unit added (up to a maximum of £1,500) *	58.50	1.76	60.30	
- Affordable housing schemes	877.50	26.33	903.80	
- Deed of Variation**	333.50	10.01	343.50	
- Fee for agreeing a unilateral undertaking	333.50	10.01	343.50	
* 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				
**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.				
Other Fees				
- Fees for sale of property under Low Cost Housing Scheme	230.00	6.90	236.90	
- Fees for purchase of additional 30% Share	150.00	4.50	154.50	
- Fees for preparation of Deed of postponement	98.00	2.94	100.90	
- Administration fee for the grant of licences for more than 12 months	55.00	1.65	56.70	
- Issuing of consents (transfer of mortgage)	65.00	1.95	67.00	
- Diversion of footpath under section 257 of the Town and Country Planning Act	1,880.00	56.40	1,936.40	
LAND SEARCHES		0.00%		It is proposed that the search fees will not be increased on an overall general % increase as it would breach the charging regulations 2008, made under the LLC Act 1975, under which all charges have to be calculated
Single Con29 Question				
Official Certificate of Search (LLC1) only	26.00	0.00	26.00	
CON29R Enquiries of Local Authority (2007)				
- Residential	85.00	0.00	85.10	
- 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	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
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/ £ increase £	Proposed charge from 2016 £	Comments
<u>SPORTS DEVELOPMENT</u>		3.00%		
Community exercise class	2.60		2.60	No increase will aim to encourage greater participation in these sessions
Specialised health class	3.00		3.00	No increase will aim to encourage greater participation in these sessions
Primary Sports Project	19.00	0.57	19.60	
After school session	2.00	0.06	2.10	
Sports Specific Coaching (Adults)	4.75	0.14	4.90	
Inclusive activities	2.70	0.08	2.80	
Adult Coach Session (requires facility hire)	3.50	0.11	3.60	
Holiday club rate	2.15	0.06	2.20	
Concessionary holiday club rate (school dinners)	1.00	0.03	1.00	
Junior Sport Specific Holiday club / sport session	2.40	0.07	2.50	
Multi Skills clubs	2.15	0.06	2.20	
Pre Falls Prevention	2.50		3.00	relates to grant funding and is a fixed charge set by NHS Worcs
Activity referral	25.00	0.75	25.80	
<u>SANDERS PARK</u>		3.00%		
Tennis Courts (per court per Hour)				
- Adult	6.85	0.21	7.10	
- Adult & Junior	6.00	0.18	6.20	
- Junior/Senior Citizen	5.45	0.16	5.60	
Tennis Courts (per court per 1/2 Hour)				
- Adult	3.45	0.10	3.60	
- Adult & Junior	3.00	0.09	3.10	
- Junior/Senior Citizen	2.75	0.08	2.80	
Bowls				
- Adult (per hour)	7.15	0.21	7.40	
- Adult (season ticket)	61.15	1.83	63.00	
- Junior (per hour)	3.90	0.12	4.00	
- Junior (season ticket)	33.10	0.99	34.10	
- Senior Citizen (per hour)	4.95	0.15	5.10	
- Senior Citizen (season ticket)	44.60	1.34	45.90	
Bromsgrove Town Bowling Club				

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
- for season (exclusive use on present basis) - additional use, other days (per rink)	2,920.60 26.45	87.62 0.79	3,008.20 27.20	
OTHER RECREATION GROUNDS AND OPEN SPACES		3.00%		
Football Pitch (without changing facilities)				
- adult (per game)	29.70	0.89	30.60	
- junior (per game)	18.05	0.54	18.60	
Changing Facilities				
- adult	42.65	1.28	43.90	
- junior	21.85	0.66	22.50	
Boleyn Road, Frankley				
- fairs (per day)	446.60	13.40	460.00	
- deposit	2,042.30	61.27	2,103.60	
Market Street Recreation Ground				
- fairs (per day)	445.60	13.37	459.00	
- deposit	2,042.30	61.27	2,103.60	
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.				
ALLIEMENTS (Charge is for October 2014 - September 2015)		3.00%		
- Rent per acre equivalent to 0.404685 hectares	1,007.85	30.24	1,038.10	
- Rent per 3/4 acre equivalent to 0.303514 hectares	676.80	20.30	697.10	
- Rent per 1/2 acre equivalent to 0.202342 hectares	401.60	12.05	413.70	
- Rent per 1/4 acre equivalent to 0.101171 hectares	184.55	5.54	190.10	
- Rent per 1/16 acre equivalent to 0.25529 hectares	42.45	1.27	43.70	
- Rent per 1/32 acre equivalent to 0.01264 hectares	29.75	0.89	30.60	
Bromsgrove Outdoor Events & Outdoor Fitness– Hire of Parks and Open Spaces £250 - £1500 Bond Payable		3.00%		
Events				
Commercial Rates				
Small Attendance = 0 to 99				
Per Hour	49.00	1.47	50.50	
Per Day	239.00	7.17	246.20	
Medium Attendance = 100 to 499				
Per Hour	64.00	1.92	65.90	
Per Day	319.00	9.57	328.60	
Large Attendance = 500 to 1999				
Per Hour	81.00	2.43	83.40	
Per Day	399.00	11.97	411.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
<u>Community Rates</u> Small Attendance = 0 to 99 Per Hour 20.00 Per Day 94.00 Medium Attendance = 100 to 499 Per Hour 25.00 Per Day 120.00 Large Attendance = 500 to 1999 Per Hour 30.00 Per Day 147.00 <u>Charities / Not For Profit Organisations</u> Small Attendance = 0 to 99 Per Hour 14.00 Per Day 67.00 Medium Attendance = 100 to 499 Per Hour 17.00 Per Day 81.00 Large Attendance = 500 to 1999 Per Hour 22.00 Per Day 107.00 <u>Fairs & Circuses Min of 3 day Hire</u> Small Attendance = 0 to 99 Per Day 372.00				
<u>Outdoor Fitness Session</u> Commercial Rates (Per Day) Summer Fee (Apr to Sept) 372.00 Winter Fee (Oct to Mar) 160.00 Annual Fee 454.00 Community Rates (Per Day) Summer Fee (Apr to Sept) 266.00 Winter Fee (Oct to Mar) 81.00 Annual Fee 319.00 Additional Costs for Outdoor Event Space: Ø Set up and Clearance charged @ 50% of applicable rate Ø Any event in excess of 1999 attendees is STN Additional Costs for Outdoor Fitness Space: Ø Set up and Clearance charged @ 50% of applicable rate		3.00%		
<u>BROMSGROVE DISTRICT COUNCIL - PARKSIDE SUITE</u> <u>Scale of Charges from 2015</u>		0.00%		

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
<u>Per Hour (Suggest min Hire of 2hrs)</u>				
Main Room				
Community Group			20.00	New Charge
Regular Hire			30.00	
Commercial Hire			40.00	
Side Room				
Community Group			10.00	
Regular Hire			15.00	
Commercial Hire			20.00	
Combined				
Community Group			25.00	
Regular Hire			40.00	
Commercial Hire			55.00	
<u>Half Day up to 5pm (max 4hrs)</u>				
Main Room				
Community Group			75.00	
Regular Hire			90.00	
Commercial Hire			150.00	
Side Room				
Community Group			30.00	
Regular Hire			40.00	
Commercial Hire			50.00	
Combined				
Community Group			90.00	
Regular Hire			125.00	
Commercial Hire			180.00	
<u>Full Day Up to 5pm</u>				
Main Room				
Community Group			140.00	
Regular Hire			175.00	
Commercial Hire			250.00	
Side Room				
Community Group			50.00	
Regular Hire			60.00	
Commercial Hire			75.00	
Combined				
Community Group			180.00	
Regular Hire			225.00	
Commercial Hire			300.00	
<u>Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight</u>				
			400.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
<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/ £ increase £	Proposed charge from 2016 £	Comments
<p>PRODUCE AND RETAIL MARKET</p> <p>Ps 39</p> <p>Farmers Market</p> <p>High Street Market - pitches 3 x 3 metres *</p> <ul style="list-style-type: none"> - Tuesday 28.50 - Friday 28.50 - Saturday 34.00 - All 3 days 85.00 <p>High Street Market - pitches 4.5 x 3 metres *</p> <ul style="list-style-type: none"> - Tuesday 39.50 - Friday 39.50 - Saturday 45.00 - All 3 days 119.00 <p>National Brand Promotions (per day)</p> <ul style="list-style-type: none"> - Per day 53.00 - Per 6 day week 212.00 <p>Market Street Sites</p> <ul style="list-style-type: none"> - Small: - Per day 53.00 - Per 6 day week 212.00 - Large: - Per day 95.50 - Per 6 day week 530.50 		0.00%		Due to the changes to the market service the fees will no longer be set by the Council. The new contractor will liaise with Council to discuss any changes to the fee structure

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
* 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				
DEVELOPMENT CONTROL		3.00%		
A0/A1 size print	14.00	0.42	14.40	
A2 size print	7.00	0.21	7.20	
Development Management		3.00%		
High Hedge Complaints	561.00	16.83	577.80	
High Hedge Complaints - reduced for people on benefits	224.00	6.72	230.70	
Residential Development/ Development Site Area/Proposed Gross Floor Area				
1-4 dwellings / less than 0.5 ha	289.00	8.67	297.70	
- Additional Meetings (after first three)	115.00	3.45	118.50	
5-9 dwellings / 0.6-0.99ha	581.00	17.43	598.40	
- Additional Meetings (after first three)	115.00	3.45	118.50	
10-49 dwellings / 1.0-1.25ha	1,160.00	34.80	1,194.80	
- Additional Meetings (after first three)	580.00	17.40	597.40	
50-199 dwellings / 1.26 - 2.0ha	2,320.00	69.60	2,389.60	
- Additional Meetings (after first three)	858.00	25.74	883.70	
200+ dwellings / more than 2ha	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/ £ 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.

Page 41
 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.

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

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

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An increasing number of customers are aware of the obligation

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
Application Charge Regularisation Charge Additional Charge	Please Ring for Quote Please Ring for Quote Please Ring for Quote		Please Ring for Quote Please Ring for Quote Please Ring for Quote	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	310.00		Please contact us	The number of applications received which fall within these final few categories amounts to around 5% of all applications.
Regularisation Charge	Please contact us		Please contact us	
Additional Charge	230.00		Please contact us	
Extension project up to 10sq.m floor area				
Application Charge	Please contact us		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
Additional Charge	230.00		Please contact us	
All other extensions				
Application Charge	Please contact us		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
Additional Charge	Please contact us		Please contact us	
Loft Conversions				
Application Charge	Please contact us		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
Additional Charge	Within provided quote		within provided quote	
Detached garage over 30sq.m floor area				
Application Charge	Please contact us		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
Additional Charge	Please contact us		Please contact us	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
Electrical works by non-qualified electrician	305.00		Please contact us	
Application Charge	305.00		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
Renovation of thermal element				
Application Charge	170.00		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
Installing steel beam(s) within an existing house				
Application Charge	145.00		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
Window replacement				
Application Charge	170.00		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
Installing a new boiler or wood burner etc.				
Application Charge	240.00		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
<u>TABLE C: All Other works - Alterations</u>				
Application Charge	Please contact us		Please Contact Us	
Regularisation Charge	Please contact us		Please Contact Us	

Page 43

Agenda Item 5

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
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For Office or shop fit outs, installation of a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01527 881402 for a competitive quote

These charges have been set on the following basis:

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

Building Control – Supplementary Charges

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations). Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

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

ARCHIVED APPLICATIONS

Process request to re-open archived building control file, resolve case and issue completion certificate (Administration Fee)
Each visit to site in connection with resolving archived building control cases (Per Site Visit)

		3.00%	
Process request to re-open archived building control file, resolve case and issue completion certificate (Administration Fee)	49.00	1.47	50.50
Each visit to site in connection with resolving archived building control cases (Per Site Visit)	64.00	1.92	65.90
<u>WITHDRAWN APPLICATIONS</u>			
Process request	49.00	1.47	50.50
<u>With additional fees of:</u>			
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee	0.00	refund submitted fee less admin fee
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		refund submitted fee less admin fee

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee		refund inspection fee (where paid up-front) less admin fee	
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £64 per site inspection made	1.90	refund any paid inspection fee less admin fee, less £65.90 per site inspection made	
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS Process request to re-invoice inspection fee to new addressee	49.00 Please Contact Us	1.47	50.50 Please Contact Us	
Optional Consultancy Services				
Charges Note				
<p>Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. This draft set of fees and charges reflects the surplus income projected to have arisen by the end of 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>				

Regulatory Services

SERVICE CATEGORY	Agreed new charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
		3.00%		
TAXI LICENSING				for payment purposes all charges have been rounded to the nearest £
- Hackney Carriage - excluding vehicle testing	243.00		243.00	
- Hackney Carriage vehicle tests	64.00		64.00	In line with recharge from depot

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
- Private Hire - excludes vehicle testing	225.00	6.75	232.00	
- Private Hire vehicle tests	54.85	0.05	54.90	In line with recharge from depot
- Private Hire Operator 1 year	290.00		290.00	
- Private Hire Operator 5 year			1,102.00	Changes to legislation to offer 5 year charge (specific calculation used)
- HC/PH Drivers Licence - 1 year	92.00	2.76	95.00	
- HC/PH Drivers Licence - 3 year			228.00	Changes to legislation to offer 3 year charge (specific calculation used)
- Private Hire Drivers Licence - 1 year	92.00	2.76	95.00	
- Private Hire Drivers Licence - 3 year			228.00	Changes to legislation to offer 3 year charge (specific calculation used)
- Meter Test	23.00	0.69	24.00	
- Hackney Carriage mid-term vehicle test	64.00		64.00	In line with recharge from depot
- Private Hire mid-term vehicle test	54.85	0.05	54.90	In line with recharge from depot
- Re-Test Fee - Within 48 hours	28.00		28.00	In line with recharge from depot
- Knowledge test	20.00	0.60	21.00	
- Administration charge - new applications	35.00		35.00	In line with all County wide charges
- Replacement vehicle plate	15.00	33.00% 4.95	20.00	increase due to full cost recovery.
- Replacement Driver's Licence	10.00	50.00% 5.00	15.00	increase due to full cost recovery.
- Trailer Test	20.00		20.00	In line with recharge from depot
- Transfer of ownership of licensed vehicle	25.00	40.00% 10.00	35.00	increase due to full cost recovery.
- Amendment to paper licence - e.g. change of address	10.50	3.00% 0.32	11.00	
- Criminal Bureau Check	50.00		50.00	Officer proposed no increase as charge meets cost to Council
- DVLA Check - Electronic	5.50	0.17	6.00	
- DVLA Check	10.50	0.32	11.00	
GENERAL LICENSING Licensing Act 2003		3.00%		
- Annual Street Trading Consent - Food - Initial - per annum	1,418.00		1,418.00	For a number of licensing fees officers are not proposing an increase to maintain charge comparable to neighbouring providers
- Annual Street Trading Consent - Food - Renewal - per annum	1,301.00		1,301.00	
- Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00		1,183.00	
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00		1,064.00	
- Animal Boarding - Vet fees / animal welfare visit costs if applicable charged at cost	225.00		225.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
- Dog Breeding establishments - Vet fees / animal welfare visit costs if applicable charged at cost	225.00		225.00	for payment purposes charge has been rounded to the nearest £
- Dangerous wild animals - Vet fees / animal welfare visit costs if applicable charged at cost	225.00		225.00	
- Pet Shops - Vet fees / animal welfare visit costs if applicable charged at cost	225.00		225.00	
- Riding Est. - Vet fees / animal welfare visit costs if applicable charged at cost	225.00		225.00	
- Sex Establishments	979.00		979.00	
- Zoo - Vet fees / animal welfare visit costs if applicable charged at cost	97.00	2.91	100.00	
Tattooing/ ear piercing/ electrolysis/ acupuncture				
- Premises	125.00		125.00	
- Practitioners	82.00		82.00	
Scrap Metal Dealers Act 2013				
- Site Licence (New)	290.00		290.00	
Per Additional Site	150.00		150.00	
- Collectors Licence (New)	145.00		145.00	
- Site Licence (Renewal)	240.00		240.00	
Per Additional Site	150.00		150.00	
- Collectors Licence (Renewal)	95.00		95.00	
- Variation of Licence	65.00		65.00	
- Copy of Licence (if lost or stolen)	25.00		25.00	
<u>ENVIRONMENTAL HEALTH</u>				Statutory Charge - Legislation since 1992
Dog Warden				
Penalty* (statutory fee)	25.00		25.00	
Kennelling Fee - £12 per day or part day	12.00		12.00	
Admin charge	10.00		10.00	
Out of hours fee	30.00		30.00	
Repeat offenders fee	25.00		25.00	
*No charge for a first offence to those on income related means tested benefits				
Other Environmental Health Fees				
ISS Certs Condemned Food*	67.00		Full Cost Recovery	
Food Hygiene Basic Course fee	62.00		Full Cost Recovery	
<u>Gambling Fees 16-17</u>				
<u>Premises Licence Fees - Discretionary</u>				
Bingo Premises				
Application to vary	1,017.00		1,017.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
Application to transfer	694.00		694.00	
New applications	2,029.50		2,029.50	
Annual fee	580.00		580.00	
Copy of licence	25.00		25.00	Statutory charge - cannot be above £25
Notification of change	50.00		50.00	Statutory charge - cannot be above £50
Reinstatement of licence	676.50		676.50	
Provisional statement	2,029.50		2,029.50	
Adult Gaming Centre				
Application to vary	870.00		870.00	
Application to transfer	694.00		694.00	
New applications	1,158.25		1,158.30	
Annual fee	580.00		580.00	
Copy of licence	25.00		25.00	Statutory charge - cannot be above £25
Notification of change	50.00		50.00	Statutory charge - cannot be above £50
Reinstatement of licence	676.50		676.50	
Provisional statement	1,158.25		1,158.30	
Family Entertainment Centre				
Application to vary	672.50		672.50	
Application to transfer	550.50		550.50	
New applications	1,158.25		1,158.30	
Annual fee	436.00		436.00	
Copy of licence	25.00		25.00	Statutory charge - cannot be above £25
Notification of change	50.00		50.00	Statutory charge - cannot be above £50
Reinstatement of licence	540.00		540.00	
Provisional statement	1,158.25		1,158.30	
Betting Premises (Excluding Track)				
Application to vary	870.00		870.00	
Application to transfer	694.00		694.00	
New applications	1,691.50		1,691.50	
Annual fee	348.50		348.50	
Copy of licence	25.00		25.00	Statutory charge - cannot be above £25
Notification of change	50.00		50.00	Statutory charge - cannot be above £50

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
Reinstatement of licence	676.50		676.50	
Provisional statement	1,691.50		1,691.50	
Track				
Application to vary	724.00		724.00	
Application to transfer	550.50		550.50	
New applications	1,411.50		1,411.50	
Annual fee	580.00		580.00	
Copy of licence	25.00		25.00	Statutory charge - cannot be above £25
Notification of change	50.00		50.00	Statutory charge - cannot be above £50
Reinstatement of licence	540.00		540.00	
Provisional statement	1,411.50		1,411.50	
Temporary use notices				
New applications	275.00		275.00	
Copy of licence	26.70		26.70	
<u>Gambling Act Permit Fees - Statutory</u>				
<u>Licensed Premises Gaming Machine Permit</u>				
Grant	150.00		150.00	Statutory charges
Existing operator grant	100.00		100.00	
Variation	100.00		100.00	
Transfer	25.00		25.00	
Annual Fee	50.00		50.00	
Change of name	25.00		25.00	
Copy of Permit	15.00		15.00	
<u>Licensed Premises Automatic Notification Process</u>				
Grant	50.00		50.00	
<u>Club Gaming Permits</u>				
Grant	200.00		200.00	
Grant (Club Premises Certificate holder)	100.00		100.00	
Existing operator grant	100.00		100.00	
Variation	100.00		100.00	
Renewal	200.00		200.00	
Renewal (Club Premises Certificate holder)	100.00		100.00	
Annual Fee	50.00		50.00	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
Change of name	100.00		100.00	
Copy of Permit	15.00		15.00	
<u>Club Machine Permits</u>				
Grant	200.00		200.00	
Grant (Club Premises Certificate holder)	100.00		100.00	
Existing operator grant	100.00		100.00	
Variation	100.00		100.00	
Renewal	200.00		200.00	
Renewal (Club Premises Certificate holder)	100.00		100.00	
Annual Fee	50.00		50.00	
Copy of Permit	15.00		15.00	
Change of Name	25.00		25.00	
Transfer of Permit	25.00		25.00	
<u>Family Entertainment Centre Gaming Machine Permit</u>				
Grant	300.00		300.00	
Existing operator grant	100.00		100.00	
Change of name	25.00		25.00	
Renewal	300.00		300.00	
Copy of Permit	15.00		15.00	
<u>Pole Gaming Permits</u>				
Grant	300.00		300.00	
Existing operator grant	100.00		100.00	
Change of name	25.00		25.00	
Renewal	300.00		300.00	
Copy of Permit	15.00		15.00	
Transitional Application Fee	100.00		100.00	
<u>Small Lottery Registration (set by legislation)</u>				
Grant	40.00		40.00	
Annual fee	20.00		20.00	
<u>Fee Licensing 2016/17- Statutory</u> <u>The fee for a Personal Licence is £37.00</u>				
<u>Premises Licence and Club Premises Certificate</u> Non- Domestic rateable value of premises				
BAND A	0 - 4,300		0 - 4,300	Statutory charges
BAND B	4,301 - 33,000		4,301 - 33,000	

SERVICE CATEGORY	charge 1st April 2015 £	% increase/ £ increase £	Proposed charge from 2016 £	Comments
BAND C	33,001 - 87,000		33,001 - 87,000	
BAND D	87,001 - 125,000		87,001 - 125,000	
BAND E	125,001 and over		125,001 and over	
New applications and variations				
BAND A	100.00		100.00	
BAND B	190.00		190.00	
BAND C	315.00		315.00	
BAND D	450.00		450.00	
BAND E	635.00		635.00	
Annual Fee				
BAND A	70.00		70.00	
BAND B	180.00		180.00	
BAND C	295.00		295.00	
BAND D	320.00		320.00	
BAND E	350.00		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, if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises, i.e. large public houses.</p> <p>Large Events 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>Exemptions Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising ONLY the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.</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 ONLY the provision of regulated entertainment providing that is for and on behalf of the educational institution.</p>				

Page 101

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

Bromsgrove

Bromsgrove District Council response to consultation questions

Question 1: Do you agree with the methodology for allocating central funding in 2016-17, as set out in paragraphs 2.6 to 2.8?

No.

Council tax income should not be used in the formula for calculating the distribution of central resources. Local authorities are pursuing tax base growth and taking decisions on the level of council tax as a means of meeting cost pressures and offsetting reductions in central grant funding.

In addition it is clear that growth in housing (therefore an increase in tax base) results in additional residents to provide services for. Therefore a proportion of the tax base increase also needs to be used to address the resultant pressures associated with this growth, for instance demographic or volume changes in leisure, early help and environmental services eg. waste collection. To build assumed increases in council tax means this growth is required just to maintain a standstill position, and does not contribute to cost pressures over and above this. The Council therefore would have to meet this pressure elsewhere or not provide the services to our residents.

With regard to Council Tax, the calculation of core spending power is distorted by some questionable growth assumptions used in respect of the movement in the taxbase. The formula has used the average growth between 2013/14 and 2015/16, but this is a flawed. Those years saw changes to the tax base through 'one-off' items such as the uplift in the Council Tax Reduction scheme in many areas, and changes made to council tax discounts and exemptions; effectively these one-off items have distorted the calculations. In earlier years, when there was less distortion, the average increases are significantly lower.

As a result council tax income levels are ambitious and in turn dampen the potential 'real' reduction in core spending power. It is noted that government has chosen not to use the OBR forecast of taxbase growth, but instead calculated individual figures for each council using average growth between 2013/14 and 2015/16. This is a serious concern as it has produced some ambitious projected council tax levels; and as a result we believe it requires modification.

Question 2: Do you agree with the proposed methodology for calculation of the council tax requirement for 2016-17, as set out in paragraphs 2.10 and 2.11?

The calculation of council tax requirement for 2016/17 takes into account increases in the tax base that are due to one off growth as a result of changes to the councils Council Tax Support Scheme. These should not be part of the calculation moving forward as it is not a true reflection of the real growth in the District.

Question 3: Do you agree with the proposed methodology in paragraph 2.12 for splitting the council tax requirement between sets of services?

No specific comments as this does not effect this Council.

Question 4: Do you wish to propose any transitional measures to be used?

Yes. To be faced with such a significant level of funding changes at such a late stage (weeks away from setting the budget) and will no previous indication results in a severe challenge in achieving a balanced budget. The severity of the cuts to Bromsgrove Council in losing RSG in 2016/17 and having negative RSG from 2017/18 the Council will not be able to make considered and informed decisions on savings within the current timeline. Therefore savings may carry a greater risk that they would not be fully realised in 2016/17. A transitional system which limits the percentage reduction in total funding and which ideally also takes account of cost pressures should be implemented.

The impact could also be reduced should there be continued funding for the Local Council Tax Support Scheme which is currently funded as part of the RSG.

The Council would also propose that negative RSG is withdrawn until the new Business Rates Retention Scheme is implemented to ensure that the Council can have a planned approach to addressing the cuts

Question 5: Do you agree with the Government's proposal to fund the New Homes Bonus in 2016-17 with £1.275 billion of funding held back from the settlement, on the basis of the methodology described in paragraph 2.15?

For Bromsgrove District Council the New Homes Bonus funding represents a significant source of income, however, raising the topslice will increase the impact to local authorities of reductions in overall RSG. Therefore the top slice should remain the same with any unused funds being returned to authorities as in previous years.

Question 6: Do you agree with the Government's proposal to hold back £50 million to fund the business rates safety net in 2016-17, on the basis of the methodology described in paragraph 2.19?

No. The intention was that the business rates safety net should be funded by income from the business rates levy. There has not been a change to this policy and the Council does not see the rationale as to why the Government would require this topslice. Releasing this topslice would provide resources for some transitional protection to those Councils most greatly affected.

Question 7: Do you agree with the Government's proposed approach in paragraph 2.24 to paying £20 million additional funding to the most rural areas in 2016-17, distributed to the upper quartile of local authorities based on the super-sparsity indicator?

Not applicable to this Council but the value does seem high in light of the significant cuts other Councils are facing

Question 8: Do you agree with the Government's proposal that local welfare provision funding of £129.6 million and other funding elements should be

identified within core spending power in 2016-17, as described in paragraph 2.28?

As RSG is reduced to minimal or negative amounts by 2019/20: authorities will have to fund this spend from other sources, therefore it is misleading to imply that the funding is available. There needs to be greater transparency in the settlement to enable Councils to understand and explain the changes in funding allocations.

In addition, In previous years a Core Spending Power 'floor' has been set (6.4% in 2015/16) to dampen the effect of dramatic year on year reductions. This is no longer the case, as in and our Core Spending Power reduces by an excessive amount.

Question 9: Do you agree with the Government's proposal to include all of the grant funding for the Care Act 2014 (apart from that funded through the Better Care Fund) in the settlement, using the methodology set out in paragraph 3.2?

By including the funding in this way it attracts the same levels of reduction rather than protecting this grant element.

Question 10: Do you agree with the Government's proposal to include all 2015-16 Council Tax Freeze Grant in the 2016-17 settlement, using the methodology set out in paragraph 3.3?

Yes, all council tax freeze grant should be included in core funding. However once the negative RSG is applied this funding will no longer be paid and therefore does not provide certainty to Councils.

Question 11: Do you agree with the Government's proposal to include all 2015-16 Efficiency Support Grant funding in the settlement and with the methodology set out in paragraph 3.5?

See answer to question 10. Same applies.

Question 12: Do you agree with the Government's proposal to include funding for lead local flood authorities in the 2016-17 settlement, as described in paragraphs 3.6 and 3.7?

Not applicable – however as with the other grants being included will mean that they are also subject to the cuts and may no longer be paid once the Council is in negative RSG.

Question 13: Do you agree with the Government's proposal to pay a separate section 31 grant to lead local flood authorities to ensure funding for these activities increases in real terms in each year of the Parliament?

Yes

Question 14: Do you have any views on whether the grant for lead local flood authorities described in paragraph 3.8 should be ring-fenced for the Spending Review period?

It is better to give Councils greater flexibility and ringfencing may hinder this.

Question 15: Do you agree with the Government's proposal to adjust councils' tariffs / top ups where required to ensure that councils delivering the

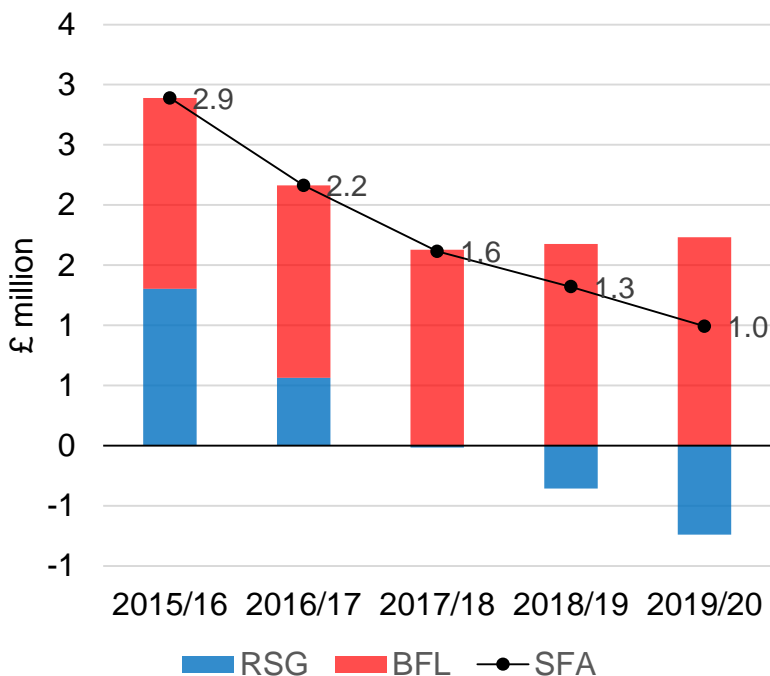
same set of services receive the same percentage change in settlement core funding for those sets of services?

I have attached to this consultation response the combined response that has been prepared by the 15 Councils who are affected by the complete reduction of RSG in 2016/17 and negative RSG from 2017/18.

In addition I would make the following points specifically in relation to Bromsgrove District Council.

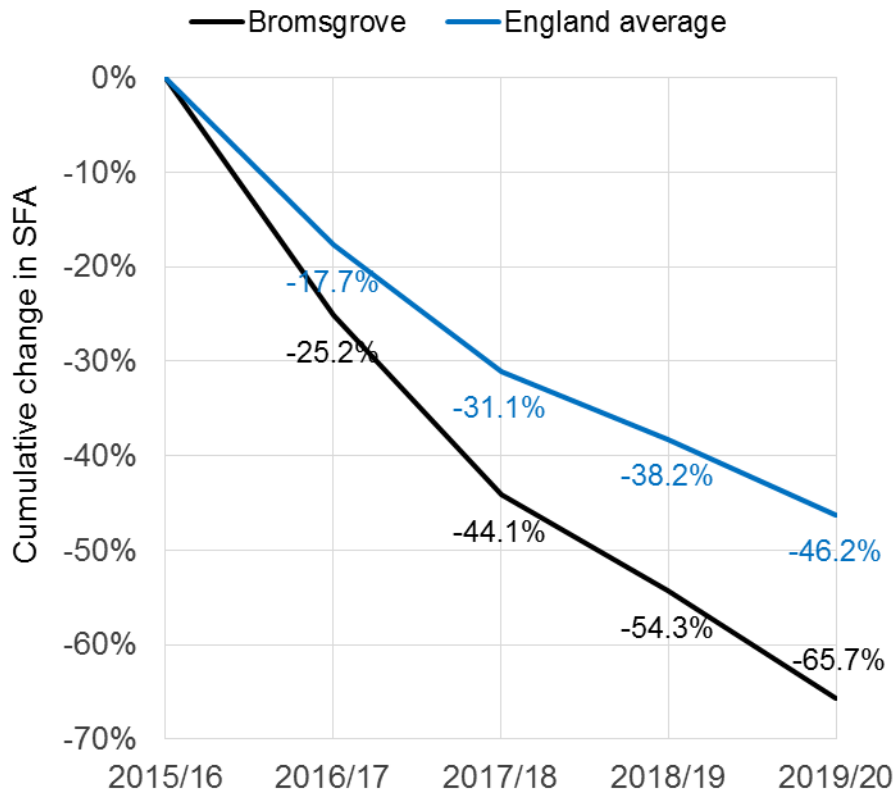
Bromsgrove’s SFA was £2.889m in 2015/16. Of this, £1.585m was delivered in the form of retained business rates (i.e. BFL), and £1.304m in the form of grants from central government (i.e. RSG).

The accompanying chart illustrates the change in Bromsgrove’s SFA over the Spending Review Period. The indicative figures show that by 2019/20, Bromsgrove’s indicative SFA will fall by **65.7%** (from £2.889m to £0.991m).



The following chart compares the reduction in SFA between Bromsgrove and all comparable authorities in England.

As can be seen, Bromsgrove’s SFA falls by 65.7% compared to average of 46.2% for districts. This is a significant difference and demonstrates the level of cuts facing the District in comparison to other similar tier authorities.



The inclusion of Council Tax requirement in the Core Spending Power of an Authority has resulted in a detrimental impact on Bromsgrove as the tax base of the Council is high in comparison to the national picture. By basing the levels of Council tax growth from 2014/15 and 2015/16 a misleading position is provided on Core Spending Power and therefore the cuts calculated on an unrealistic basis.

An alternative methodology would be for CLG to implement the cuts while *disregarding council tax revenue*. This is similar to the methodology previously used in 2014/15 and 2015/16.

If this basis was used then Bromsgrove would not be in the position of negative RSG and the SFA would be at the Business rates level baseline in 2019/20 and therefore not face such significant cuts.

Question 16: Do you have an alternative suggestion for how to secure the required overall level of spending reductions to settlement core funding over the Parliament?

While the Council accepts the need for spending reductions within the wider economic context, we believe that there needs to be a full and fair review of both needs and resources to inform these and any redistribution; and that funding allocations must take account of the incidence of future spending pressures and inflation. All these appear to be lacking in the Provisional Settlement proposals. The Mechanism for using Council Tax growth assumptions to calculate the Spending Power and resulting cuts to funding is not fair or transparent way of dealing with delivering a balanced budget.

Agenda Item 5

There are a number of freedoms and flexibilities which we believe would help bridge the shortfall. These include:

- Enabling full cost recovery on fees such as those for planning applications which are set at statutory levels.
- Enabling surplus to be made on Building Control and any other restricted services
- Enable increase in Council Tax over 2%
- Capital receipts flexibility in use to offset revenue shortfalls in the short term
- Review of protected groups in relation to Council Tax Support Scheme

Question 17: *Do you have any comments on the impact of the 2016-17 settlement on persons who share a protected characteristic, and on the draft equality statement published alongside this consultation?*

The level of cuts facing this Council will result in a review of service provision and a considered judgement and decisions will be made in light of the impact on all of our residents. By making the cuts in the speed and value that are proposed in the settlement will mean that residents will have to see the impact of these cuts in the services and support we provide.

SAVINGS & ADDITIONAL INCOME - 2016/17-2018/19

Department	Strategic Purpose	Description of saving	2016-17 £'000	2017-18 £'000	2018-19 £'000	Comments
Corporate - Printing	Enabling	Savings achieved from change in printing contract	-4	-4	-4	Following a full review of all budget requirements a number of expenditure allocations have been reduced
BDC Reg Client	Keep my place safe & looking good	Savings realised due to efficiencies within the service	-35	-35	-35	Due to the service efficiencies the client cost has reduced
Environmental Services	Keep my place safe & looking good	Additional savings generated from service review	-31	-25	-23	Additional savings generated from service review
Community services	Help me live my life independently	Various - see spread sheet	-112	-112	-112	Following a full review of all budget requirements a number of expenditure allocations have been reduced
Leisure and cultural services	Provide good things for me to see do and visit	Vacant post Business Dev	-13	-13	-13	vacant post (shared service) business development given up as saving
Business Transformation	Enabling	Policy savings	-2	-2	-2	Following a full review of all budget requirements a number of expenditure allocations have been reduced
Planning and Regeneration	Keep my place safe & looking good	Town centre	-38	-38	-38	Following a full review of all budget requirements a number of expenditure allocations have been reduced
Planning and Regeneration	Keep my place safe & looking good	Strategic Planning	-3	-3	-3	Following a full review of all budget requirements a number of expenditure allocations have been reduced
Planning and Regeneration	Keep my place safe & looking good	Development Control	-10	-10	-10	Following a full review of all budget requirements a number of expenditure allocations have been reduced
Planning and Regeneration	Keep my place safe & looking good	Development Control	-50	-50	-50	Increased income due to increases in planning application income
Business Transformation	Enabling	Training budget	-5	-5	-5	Following a full review of all budget requirements a number of expenditure allocations have been reduced
Leisure and cultural services	Provide good things for me to see do and visit	Sports Development to achieve savings	-10	-10	-10	Following a full review of all budget requirements a number of expenditure allocations have been reduced

Department	Strategic Purpose	Description of saving	2016-17 £'000	2017-18 £'000	2018-19 £'000	Comments
Environmental Services	Keep my place safe & looking good	Various savings in supplies & services due to restructure of the service	-12	-12	-12	Following a full review of all budget requirements a number of expenditure allocations have been reduced
Legal, Equalities and Democratic Services	Enabling	Members allowances	-44	-44	-44	Reduction in Members Basic Allowance due to numbers reducing 39-31
Legal, Equalities and Democratic Services	Enabling	Democratic salary savings	-15	-15	-15	Vacant posts in Democratic Services
Legal, Equalities and Democratic Services	Enabling	Dem Services	-5	-5	-5	Following a full review of all budget requirements a number of expenditure allocations have been reduced to include releasing vacant hours
Customer Access and Financial Support	Enabling	Reduction in Rent	-10	-10	-10	Reduction in Rent to Wychavon for Dolphin Centre
Finance & Resources	Help me be financially independent	Reduction in apprentice cost	-2	-2	-2	Reduction in cost of apprentice post in Finance
TOTAL			-401	-395	-393	

Page 50

APPENDIX 4

UNAVOIDABLE PRESSURES -2016/17 -2018/19

Department	Strategic Purpose	Description of Pressure	2016-17 £'000	2017-18 £'000	2018-19 £'000	Comments
Environmental Services	Keep my place safe & looking good	Garden waste collection charge - gap between expected and actual fee	69	33	33	Income budget was set based on an original price of £45 which has not been agreed by members.
Environmental Services	Keep my place safe & looking good	Garden waste - not achieving anticipated increase in number of customers for rural areas	70	70	70	Based on estimate in 13/14 that approx 3000 additional customers taking service however only 1000 took up the service. We aim to attract an additional 500 customers by marketing the service.
Environmental Services	Keep my place safe & looking good	Cesspools - tipping charges increase by Severn Trent	26	26	26	Following review of accurate budget requirement
Environmental Services	Keep my place safe & looking good	Trade Waste - tipping charges increased by WCC	42	42	42	Following review of accurate budget requirement

Page 61

Agenda Item 5

Environmental Services	Keep my place safe & looking good	Domestic Waste collection - increase in properties throughout district	96	98	100	Additional staff resources required to accommodate for district wide developments - 1 drivers, 2 loaders. Includes running cost of vehicle
Environmental Services	Help me run a successful business	Potential pressure from continuation of Evening Parking Trial	60	60	60	Funding associated with the shortfall in income should the free evenings be continued
Corporate	Enabling	Additional bank charges	20	20	20	increases in bank charges.
Communities	Help me find somewhere to live	Increase in web based supplier charges		4	5	Increase in cost of choice based letting system
Business Transformation - ICT	Enabling	Microsoft License Costs/Increase	28	44	44	Microsoft are removing the discounted frameworks we have used to purchase licenses

CAFS - Fraud & Compliance	Help me be financially independent (incl education & skills)	DWP Funding reduction	66	68	71	Cost of retaining staff to undertake fraud prevention and detection of Council Tax and other compliance issues following transfer of housing benefit fraud to the DWP and subsequent reduction in funding
Fees and Charges		Fees and Charges Shortfall	30	30	30	Proposed increase in fees and charges of 3% to exclude Car Parking therefore a slight shortfall in expected income
Corporate		Apprentice Levy	0	30	30	Government Scheme introduced for an Apprentice Levy
TOTAL			507	525	531	

Page 63

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CAPITAL BIDS 2016/17-2018/19

Department	Strategic Purpose	Description	Funding Source i.e. Grant, Borrowing, Reserve, S106	CAPITAL IMPLICATIONS			Comments
				2016-17 £'000	2017-18 £'000	2018-19 £'000	
Community Services CCTV	Keep my place safe and looking good	Replacement Cameras	Capital Receipts / Borrowing	40			CCTV Camera replacement programme
Environmental Services	Keep my place safe & looking good	Fleet replacement program	Capital Receipts / Borrowing	0	0	1,261	As per capital replacement program
Environmental Services	Keep my place safe & looking good	Additional refuse freighter	Capital Receipts / Borrowing	165	0	0	Additional vehicle required to accommodate wide property developments
Planning	Keep my place safe and looking good	Economic Regeneration of Rubery Centre	Borrowing	75			To support funding of Economic Regeneration within Rubery Centre
	TOTAL			280	0	1,261	

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HAGLEY COMMUNITY HUB (Chub)

APPENDIX 6(i)

CAPITAL PROJECT OUTLINE DOCUMENT

2016/17 -2018/19

THIS FORM IS TO ENABLE MEMBERS TO PUT FORWARD PROPOSALS FOR CAPITAL EXPENDITURE IN THEIR LOCALITY THAT WILL MEET THE STRATEGIC PURPOSES OF THE COUNCIL BY IMPROVING THE ENVIRONMENT / SERVICES /OUTCOMES FOR THE COMMUNITY.

1) PROJECT DETAILS

Please provide details of the project

Estimated cost of capital elements of Project: £1,250,000 - £1,500,000 (estimated build cost)

Amount of grant applied for: £600,000 – from current balances

The Community Hub (Chub) is a project to re-build Hagley Community centre to meet an urgent need to replace an out of date and deteriorating community building that is no longer fit for purpose and can only operate to a limited capacity. There is an opportunity to bring about a dynamic change to Hagley and its wider community and neighbourhood. The proposed Chub project aims to bring together the public and voluntary sectors under one roof; maintaining the popular Hagley playgroup, Hagley Theatre Group and well as the meeting hall, café and toilet facilities. This is not an open to the public community centre and is only open or visited for specific community events.

The project recognises that the community is changing fast and the new build must take advantage of the changes that are happening around it. The Hagley Library has a stay of execution from closure with Hagley Parish Council supporting a limited lease agreement, the future is seen within the Chub as an integral part of the building along with the parish office and community meeting space. An aging population needs community care and interaction to eliminate isolation and the symptoms of growing old. With devolution there is a greater need for localised council service, bringing council business away from its administrative centre to the people, reducing service costs and improving service provision.

The vision is a one stop community focal point giving flexible space and an irresistible venue to hold extra community health care though aging well, Bromsgrove Partnership, Age UK, support for dementia, adult education, further education and health and wellbeing support through daytime activity and recreation.

The Chub is visionary and a model that would support inward investment, community engagement and cohesion. Bromsgrove District Council is seen as the Principle Authority supporting betterment and devolved localised power sharing and effective service delivery across a wide scope of disciplines.

Please see the attached document to support the project details.

2) EVIDENCE AND DEMAND

"Please evidence how your project has been identified as the way to resolve a problem in the community.

This is to include:

Agenda Item 5

Evidence/data that there is a problem (Complaints/Community Concerns)

Photographs of environment that is to be improved (if applicable)

Advice from the place team in support of the project (if applicable)

What is the problem we're trying to solve? This gives a clear focus to what is needed and what could be achievable.

The problem we're trying to solve is multi-layered and inter-related.

- A growing population and growth in housing development
- A changing demographic profile driven by almost 20% increase in new housing and 40% increase in population.
- An aging population. Increasing single occupancy and increasingly feeling of isolation.
- Public Service spending reviews and reducing public service
- Drive towards Devolution and combined authorities.
- Window of opportunity to future proof public services and stronger communities.
- A Community Centre that is limited in its flexibility, underutilised and time expired.
- A community centre that is facing increasing running costs and repair and maintenance.
- Time limited. Originally built for a twenty five year life but now approaching its 50th.
- A changing dynamic community spirit where shared responsibility drives integration and community support

Combining this with a community asset based approach the case proving the case for change is crystallised.

- Train station with links to Birmingham, Worcestershire and the Black Country
- Major Road intersection to the M40, M42, M5 and M6 Motorways linking Birmingham, Worcestershire and the Black Country.
- GP surgery covering the Wyre Forest Health Partnership sharing resources across the north Worcestershire area
- Forward looking and dynamic Community Governance; one of six large settlements outside Bromsgrove Town
- A settled population that is precious over its community
- Community Dial a ride Hagley bus service
- Community shared car drive scheme
- A wide and varied community of self-help groups and charities
- A commercial and retail centre

Demand for change

Public spending reviews, rationalised public services and devolution of power mean a change to much of the public service. Hagley has an aging and changing demographic profile and increasing population. The case for change is driven by opportunity. Not merely to replace what it has with something new but to build something bigger and better but importantly build a stronger more dynamic self-supporting community.

There has already been a cut to local library services, leaving the parish council to support the service and give it a temporary stay of execution with no County Council guarantees for its long term future. Bus services are at best inflexible and irregular, making public travel difficult and expensive. Youth services have been cut leaving vulnerable and impressionable adolescents with few out of school activities. The Police station has closed and the presence of police officers and community support officers are conspicuous by their absence.

Agenda Item 5

The demand is driven by the requirement for a common vision for keeping public services local and accessible, delivered through a new culture of joint working between public and voluntary sector, focused on new community hub.

Please see the attached for the attached for more detail.

3) COMMUNITY BENEFIT

Please explain how this project will meet the Councils Strategic Purposes, how the community will benefit from the scheme and how it will resolve the problem that has been identified.

The bid against Balances held with BDC reflects the role of the Principle Authority over Hagley. Approval of this bid will be a significant move to support one of the district's distinct communities.

The recent appointment of the Bromsgrove Centres Manager to work with centres such as Hagley is a welcome appointment. This role will help support councillors and local community champions to bring betterment to communities in line with the council's strategic purposes.

The bid represents a 'match funding' approach which will see bids being placed with community grant funding providers, Hagley Community Association, Hagley Parish Council, Partnering arrangement and local community funding events.

Approval of this bid will reflect positively on the Principle Authority as a match funding partner and offer the council flexible 'drop in' facilities for BDC led community duties to support its strategic purposes in 'keeping my place safe and looking good', 'Provide good things for me to see, do and visit' and 'help me to live my life independently'.

Significantly important is its role within the Bromsgrove Partnership in particular with the WCC and Age UK agenda around its Joint Health and Wellbeing Strategy 2013-16. Within this strategy are the "Dementia Action Alliance" and the focus on an aging population and the impact of loneliness and isolation within our communities.

Health and Wellbeing

Anecdotal evidence points to an unusually high degree of respiratory problems; this is associated with the poor air quality in the designated Air Quality Management Area and the topography which allows air pollutants to settle in the lower reaches of Hagley.

Equally there is an aging population with the profile likely to increase based on current age cohorts. As well as the physical aspects of aging there are also the consequences of loneliness and isolation and how these factors can affect the health and wellbeing of individuals. There is a shortage of daytime activities for elderly or retired members of the community to be active; indoor team or group activities support bonding and social interaction.

It is therefore important that the Community centre offers practical space and facilities for the care service to be able to provide daytime care and health service in these cases.

Safe Communities – Crime and the perception of crime

Hagley has seen its Police station close, its PCSO reduced, its special constables removed and general policing relocated to Rubery, some 7 miles away.

Crime statistics has been re-evaluated and given its location to MUAs criminals from across the border frequently use Hagley as a target area. Much of the perception of crime is the fear of crime and therefore the lack of police visibility is a **Page 69** worry for the community.

The introduction of a Police Community post will give a greater access and visibility to the Policing Team. The Post will allow PACT meetings, public meetings and an information point from which the Police can work from and the public relate to.

Youth Facilities and community interaction.

Youth service provisions have seen some deep budget cuts in recent years. This has resulted in areas such as Hagley having to 'do it for themselves'. The Parish Council, Scouts and Guides, schools and sports clubs have tried to bridge this gap by looking to expand their youth services and provision.

There is still a yawning gap in youth provision of distraction interests and with the expected increase in youth population of c200 over the coming years there is a real risk that many more will feel excluded and vulnerable.

The only youth club was set up by the Haybridge High school with some support from Hagley Parish Council, but now closed because WCC withdrew the qualified youth leader and a replacement could not be found.

The Chub will provide an 'open all day' drop in centre where youths can access, with the support of local charities, schools and stakeholders.

4) PROJECT OUTCOMES

Please detail the measures of success for the project

The target to measure if this has been achieved - Positive Benefit Impact Assessment

- increase CHUB service users by 20% to 10,000 p/a
- increase no. of community groups to 20
- grow usage from 45% to 90% capacity over 3 years
- maintain and increase base number of 1,800 library users
- recruit 30 volunteers to support the library and learning centre
- engage 30 young people through Youth PACT meetings [2 x p/a]
- engage 50 adults through regular PACT meetings [2 x p/a]
- engage 250 older people aged 55+ in healthy living advice & guidance sessions
- 250 older people to participate in new fitness & exercise activities
- 100 young people to participate in youth activities inc Youth Hub info point.

Activities to deliver CHUB

- Management leadership development of purpose built community centre (CHUB), with flexible meeting spaces, to incorporate library, Community Health services, health and recreational pass times & police post.
- Facilitate further community consultation on CHUB development.
- Run Community Office for Parish Council, District & Country Council business.
- Provide delivery space for youth HUB & community café.
- Create central info points for accessible health & well-being advice/support.
- Facilitate additional health care & leisure services/ activities for older people and youth.

5) PROJECT COSTS

What is the total capital cost of the project?

Description of Capital Expenditure	2016/2017 (£)	2017/2018 (£)	2018/2019 (£)
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The bid is for match funding from several funding and possible loan arrangements. Timing of the demolition and rebuild is essential to ensure the continuation of the affiliated groups and partners to ensure continuity of service

Are there any anticipated on going revenue implications of the project?

The project has attracted £8,000 from the DCLG Locality Team through its 'Our Place' programme. Hagley Parish Council has also supported its project through funding of the appointed contractor to support the project and make formal bids (£7,000).

There is significant 'in kind' voluntary time given by the volunteers on the group which consists of professionals and expert unpaid contributions.

There is professional design and planning input promised by Cala Homes and demolition costs covered by Cala Homes (estimated at six figure contribution).

PLEASE RETURN BY DECEMBER 2ND 2015 TO:

j.pickering@bromsgroveandredditch.gov.uk

Signed: Cllrs Colella and Jenkins

Date: 24th November 2015

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HAGLEY SCOUT HUT

APPENDIX 6 (ii)

CAPITAL PROJECT OUTLINE DOCUMENT

2016/17 -2018/19

THIS FORM IS TO ENABLE MEMBERS TO PUT FORWARD PROPOSALS FOR CAPITAL EXPENDITURE IN THEIR LOCALITY THAT WILL MEET THE STRATEGIC PURPOSES OF THE COUNCIL BY IMPROVING THE ENVIRONMENT / SERVICES /OUTCOMES FOR THE COMMUNITY.

1) PROJECT DETAILS

Please provide details of the project

This project is for the essential rebuild of the Hagley Scout hut to meet existing waiting lists and to build a capacity in which significant growth from new development in Hagley and surrounding areas can be accommodated.

Without the rebuild and alterations the existing hut will continue to face extensive repair and maintenance costs particularly in view of the critical nature of the roof and the urgent need for it to be replaced. A vast number of children are already unlikely to find a vacant position when needed and will not have access to the Scouts or Guides; a situation which cannot be acceptable and will only lead to disengaged youths and lost opportunities for positive engagement.

The formed project team has identified a cost effective solution to the need to expand and grow and meet the necessary expenditure on the roof. The bid from balances represents a significant contribution on a match funding basis.

The bid is for £100,000 from balances.

Please see the attached document to support the project details.

2) EVIDENCE AND DEMAND

"Please evidence how your project has been identified as the way to resolve a problem in the community.

This is to include:

Evidence/data that there is a problem (Complaints/Community Concerns)

Photographs of environment that is to be improved (if applicable)

Advice from the place team in support of the project (if applicable)

The problem which needs solving is the fact that the existing hut and facilities cannot meet current Scout and Guide needs of Hagley and surrounding areas. The roof is in a dire state and requires urgent replacement and to remove asbestos found in the roof structure.

The Hagley Scouts are the biggest in the district and approved housing growth will reinforce that position over the next four or five years.

The physical capacity of the hut is limited and has a limited life before significant expenditure is required to replace an asbestos roof problem. Although there is a long waiting list and adequate Leaders to run the groups every night is full. The waiting list is so severe that it is resulting in parents taking children off or not applying because of the likelihood that a place won't be found.

The hut is used every day of the week, some evenings have two 'end to end' sessions, without any other alternative suitable venues in which the available leaders can take extra 'packs' to meet current demand and reduce the waiting list. Without being able to expand there is limited opportunity to find enough income from subscriptions to upgrade such things as the mini bus or keep the equipment modern and fit for purpose.

The situation has reached a critical point in the history of the Scouts in Hagley and without significant expenditure and investment there is a real risk that the demand from a growing population will not be met. It will also mean that significant investment is required just to stand still, even with the existing waiting list.

Hagley Scouts and Guides have been very successful keeping it vibrant and popular despite some very difficult constraints. It now requires the next step in its development to meet the needs of incoming young, expanding families who want to develop their children in an active and inclusive society.

Without a larger hut and enhanced facilities, significant numbers of children will not be able to be part of these very important movements. This is a very unfavourable position to be in and a failing of hundreds of children who have a need and wish to join. .

Youth services are facing increasing pressure with many council supported services being cut or reduced thus placing a greater need for communities to provide its own youth provisions. The demand is outstripping supply with the consequences being a retro grade step in providing youth activities that develop personal and social skills that are essential in the modern world.

The solution to the problem is therefore a bigger hut in which more children can benefit from in the Scout and Guide movement. Greater numbers of children will benefit from adult lead supervision, character building and community stewardship.

3) COMMUNITY BENEFIT

Please explain how this project will meet the Council's Strategic Purposes, how the community will benefit from the scheme and how it will resolve the problem that has been identified.

Although the following meet the Council's strategic purposes scouts and guides provide numerous other purposes including community and citizen stewardship.

Provide good things for me to do – Scouting provides the chance to experience adventure, regularly experience new challenges and enrich lives.

Keeping my place safe – Scouting helps to keep the young people of Hagley occupied and develop them into good citizens.

The role of Scouts and Guides is well known and without question; attracting a vast number of well organised and committed volunteers and helping develop strong community stewardship, leadership skills, individual support and development and strong ethical and social values.

4) PROJECT OUTCOMES

Please detail the measures of success for the project

The benefits of expanding the hut's capacity are therefore quite clear. The project costs and the contribution being sought in this bid make it a viable and worthy project for Bromsgrove District Council to support. The benefit in supporting this bid will be seen for years to come by hundreds of children who will use the new, modern and expanded facilities, the enormous team of volunteers that dedicate much of their free time and the many charities and community events that Scouts and Guides support and finally supporting a legacy that will continue to support the district over many decades to come.

5) PROJECT COSTS

What is the total capital cost of the project?

£250,000 (bid for £100,000)

Description of Capital Expenditure	2016/2017 (£)	2017/2018 (£)	2018/2019 (£)
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The capital expenditure for the project will be to meet demolition costs, rebuild and refit costs.

Are there any anticipated on going revenue implications of the project?

Running costs are not seen to be a overriding issue with subscriptions and public donations and fund raising events being an established part of the scout and guides operations.

PLEASE RETURN BY DECEMBER 2ND 2015 TO:

j.pickering@bromsgroveandredditch.gov.uk

Signed: Cllrs Colella and Jenkins

Date: 25th November 2015

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CAPITAL PROJECT OUTLINE DOCUMENT

2016/17 -2018/19

THIS FORM IS TO ENABLE MEMBERS TO PUT FORWARD PROPOSALS FOR CAPITAL EXPENDITURE IN THEIR LOCALITY THAT WILL MEET THE STRATEGIC PURPOSES OF THE COUNCIL BY IMPROVING THE ENVIRONMENT / SERVICES /OUTCOMES FOR THE COMMUNITY .

1) PROJECT DETAILS

Please provide details of the project

Resurfacing of and improvement works to the car park at Wythall Park

Wythall Park is the main recreational open space available to the residents of Wythall. The main car park is in desperate need of resurfacing. The surface is uneven and causes a potential health and safety risk. The markings are worn in places which makes management of the space difficult. The designated disabled spaces need to be increased and improved to allow easier access to the park and buildings. Lighting is poor.

We have received an estimate for the work which includes the following:

- New kerbing
- Excavation and patching of susceptible areas
- Provision of surface water gullies
- Tack coat
- 40mm thick AC Surface course
- Markings
- New lighting

Wythall Park - Background information.

The parkland includes gardens, planted woodlands, children's playgrounds and areas for casual play and general use. There are also areas for organised activities, these include the use of three Association football and one Gaelic football pitches, a cricket field, an archery range, tennis courts, a bowling green and a dog training area.

The Park is owned by a Wythall Community Hall Trust, a Registered Charity (No. 523212) and is managed by Wythall Community Association (Registered Charity No. 243332) for the benefit of the local community.

The park was fortunate to receive some S106 monies from the Selsdon Close development which have funded improvements to the play area, pitches and toilet block, however the main car park is in desperate need of work.

Wythall park is managed and maintained by volunteers.

The park is funded through the following sources:

- The hiring of sports pitches, function and meeting rooms,
- Membership of the Association
- Wythall Community Club which was formed in order that members could raise funds socially for the benefit of the Association.
- The Community Association holds two major fund raising events each year which are also valued greatly by the local community - Wythall Carnival and Wythall Bonfire and Firework Display.
- The park receives regular grants from Wythall Parish Council. (£6000 in 2015/16)

All of the above sources of funding and volunteer help are needed to maintain the status quo at the park. There are no spare sources of cash to fund any major projects such as the car park.

2) EVIDENCE AND DEMAND

"Please evidence how your project has been identified as the way to resolve a problem in the community.

This is to include:

Evidence/data that there is a problem (Complaints/Community Concerns)

Please see Appendix 1

Photographs of environment that is to be improved (if applicable)

Please see Appendix 2

Advice from the place team in support of the project (if applicable)

Not applicable

3) COMMUNITY BENEFIT

Please explain how this project will meet the Councils Strategic Purposes, how the community will benefit from the scheme and how it will resolve the problem that has been identified.

Provide good things for me to see, do and visit.

This is the main strategic purpose that this project will meet. We know from the evidence received that the state of the car park is problematical to our visitors.

- Wythall Park is the only park readily available to the residents of Wythall. It is also the main community centre for the village.
- Wythall covers a large geographic area, not all residents live within easy walking distance to the park a serviceable car park is needed so that our residents can take full benefit from it.
- In addition to our local sports teams the car park needs to accommodate visiting teams
- The function rooms are regularly hired out for local events. there needs to be adequate parking to accommodate these as well as the regular park users.
- The car park is used into the evenings, when darker nights increase the problems experienced with the uneven surface and markings.

A safe and serviceable car park with adequate disabled spaces will help our residents to use the facility to its full potential.

Keep my place safe and good looking

Agenda Item 5

Wythall residents value the park and need it to be a safe place to visit. The current car park does cause a health and safety risk, with its uneven surface and lack of disabled parking.

4) PROJECT OUTCOMES

Please detail the measures of success for the project

• Visitor feedback
• Increased numbers of visitors both to the park and club.
• Increased bookings for functions and meeting rooms
• Increased sports fixtures
• Improved revenue income and therefore sustainability of this valuable community amenity. The Community Association barely breaks even at present

5) PROJECT COSTS

What is the total capital cost of the project? £75k

Description of Capital Expenditure	2016/2017 (£)	2017/2018 (£)	2018/2019 (£)
			£75k

Are there any anticipated ongoing revenue implications of the project ? No

Please see Appendix 3 for breakdown of costs

PLEASE RETURN BY DECEMBER 2ND 2015 TO:

j.pickering@bromsgroveandredditch.gov.uk

Signed *Sue Baxter* .Date: 01/12/2015

Appendix 1 - Letters of Support

From: betsy johnson [<mailto:betsy@ejohnson.eclipse.co.uk>]
Sent: Saturday, November 28, 2015 6:07 PM
To: 'WCA_Secretary'
Subject: RE: Community bid - help needed

Mrs S Attwood
Secretary
Wythall Community Association
Wythall House & Park
Silver Street
Birmingham B47 6LZ

25th November 2015

Dear Sharon

As local residents and Council Tax Payers we would be delighted to see some funds spent by Bromsgrove District Council on the car park and roadway at Wythall Park.

The facility is well used but so many visitors also bring their car.

As volunteers for the Association we have seen an increase in people using the park during 2015 with the installation of the new play area, provided from the S106 funds. The football pitches also look very good and hopefully we shall be able to have full fixtures over the winter.

It is very many years since the car park and the surface has deteriorated now to the point where it is becoming a health and safety issue.

The current lighting is poor and I am sure it could be improved to make the area safer. It would benefit from resurfacing and improved lighting.

We therefore support the bid for capital funding from Bromsgrove.

Yours sincerely

Elizabeth & Paul

Elizabeth and Paul Johnson
5 Lee Road
Hollywood
Birmingham B47 5NY

Agenda Item 5

From: David Dawkes [<mailto:david.dawkes@btinternet.com>]

Sent: Wednesday, November 25, 2015 12:30 PM

To: secretary@wythall-park.org.uk

Subject: Community bid - help needed

Dear Sharon

Following the discussion on Monday evening at the General Committee Meeting I can add the following comments from the Wythall Radio Club which has been meeting at Wythall House on a regular basis for over 30 years.

There are several members who are either disabled or who are struggling with their mobility and there have been many comments to the effect that they find the car park dangerous to navigate due to pot holes and very uneven areas of tarmac.

There are also major issues with poor lighting which coupled with the above comments means that crossing the car park from vehicle to club entrance can be a major problem where poor eyesight, limited mobility or a physical disability are affecting the individual.

The Members of Wythall Radio Club fully support the Association's bid and sincerely hope that Bromsgrove District Council will agree to assist by agreeing to the Bid which is being put forward for the refurbishment of the Wythall Community Association car park.

Yours sincerely

David Dawkes

Representative for Wythall Radio Club

Agenda Item 5

From: Christopher Pettitt [<mailto:g0eyo@blueyonder.co.uk>]

Sent: Wednesday, November 25, 2015 4:30 PM

To: secretary@wythall-park.org.uk

Subject: Grant for repairs to car park and lighting Wythall Park

Sharon

David tells me you are looking for support for the WCA's application for a grant for repair of car park and lighting.

You don't need me to tell you of the poor state of the car park which makes it difficult for someone of mature years with walking disabilities. Pot holes, poor marking and unreadable disability allocation signs together with poor lighting at key safety areas, ie. Entrance to site, and entrances to buildings front, side and back. Also along the pathway past bowling club.

Any improvements here would be most welcome.

Regards

Chris Pettitt

WCA member and Hon Pres of Wythall Radio Club (a constituent organisation of WCA)

Agenda Item 5

From: Norman Howarth [<mailto:norman.howarth66@gmail.com>]

Sent: Wednesday, November 25, 2015 8:10 PM

To: WCA_Secretary

Subject: Re: Community bid

As a resident of Bomsgrove District and frequent user of Wythall Park, both on foot and by vehicle, I wish to support the bid by Wythall Community Association to BDC for financial aid to enable refurbishment of the Wythall Park car park and its bay-markimng and lighting

It is many years since this area was last resurfaced and there are now far too many risky potholes and defects, making it hazardous to reach the Park facilities on foot. The bay markings are inadequate in many areas and visibility is not good after dark.

These faults are getting worse despite the efforts of many working parties of volunteers in recent years temporarily using bagged Tarmac to fill in potholes, thus early thorough resurfacing is necessary.

It is well known that the Association is not likely to have sufficient funds in the near future to pay for the necessary work

The superb improvements to the children's playgrounds, recreational grass surfaces and (soon) outside toilet facilities - all through the good offices of Bromsgrove District Council have already resulted in much more attendance and daytime traffic in Wythall Park.

This has vastly increased the wear and tear on the services there, but the improvements and the other facilities need adequate maintenance in both the short and the long term. .

Mr. N. Howarth M.B.E.

Agenda Item 5

From: Helen Cleaver [<mailto:helenacleaver@blueyonder.co.uk>]

Sent: Tuesday, November 24, 2015 10:59 PM

To: WCA_Secretary

Subject: Re: Community bid - help needed

Dear Sharon,

As a resident of Wythall, who pays Council tax, and regularly uses the facilities, I believe that Wythall Park and Community Association is a unique local facility, which fully deserves any support that Bromsgrove District Council can provide.

The car park is heavily used, and over the years this has taken a toll on the quality of the surface, which is broken and uneven in places, with a number of pot holes. Many of the users are older people with mobility problems, and young families with pushchairs who struggle to negotiate the surface.

When parking at nighttime the lighting is inadequate, the markings for the spaces are badly worn away, and coupled with the poor surface, this presents a number of challenges for users.

There are limited spaces available for disabled parking, and it would greatly benefit from additional well placed and clearly marked spaces.

I would absolutely support BDC making funding available to improve this valuable community facility.

Regards

Helen Cleaver

Agenda Item 5

I understand you have a certain interest in the condition of the above Car Park.

Having taken an elderly gentleman, not too steady on his legs, to a meeting in the house I have the following observations.

I could not see a parking place for this disabled person – it would seem they were parked in by able bodied persons as they were so poorly marked.

The use of a wheeled frame was particularly difficult because of the uneven surface, and the cracks in the tarmac at the bottom of the concrete ramp to the entrance allowed the small wheels to drop into them, once again making it extremely difficult for the gentleman who had to ask for my help.

Crossing the car park in the dark with the wheeled frame was, in places, extremely difficult because of the surface, once again.

I did not see any wider parking spaces to allow for the doors of the car to be opened fully to allow for the frame to be brought to the car.

MPC

Agenda Item 5

From: jillian dyer <jdyer31@hotmail.co.uk>

Date: 28 November 2015 15:20:44 GMT

To: Sharon Attwood <secretary@wythall-park.org.uk>, "geoff.denaro@hotmail.co.uk" <geoff.denaro@hotmail.co.uk>

Subject: Wythall Community Association Bid for Funding

To Whom It May Concern :

The property known as Wythall Park is a private enterprise administered by 5 Trustees, the day-to-day running is in the hands of a Management Committee drawn from representatives of many of the associations that use the facilities. The parkland and car-park are available to members of the public every day of the year for informal leisure activities, free of charge, as they have been since the purchase of the land in the 1960's, the sports facilities are available at modest rents to many clubs and associations. The only income other than these rents comes from subscriptions from people who wish to use Club facilities such as the bar and lounges or who may hire the indoor facilities for parties, meetings etc. Much of the maintenance of the estate is carried out by a dedicated group of volunteers. There is a very small team of paid employees. The Parish Council has, over some years, made an annual grant of £6,000 to help with the upkeep of the Park.

Bromsgrove District Council over the years has made generous grants for the provision of play areas and other projects, but the Association receives no regular income beyond the sources referred to above. The population of Wythall has grown from approximately 3,500 in the 1960's to the present day figure of about 12,000. The car park is used daily by an ever-increasing number of visitors and is showing marked signs of deterioration, with a surface that can be hazardous to anyone with a disability, the lighting is inadequate.

As a Trustee and as a member of the Association and Club since I came to live in Wythall in 1967, I hope that the Association's bid for community funding may receive a sympathetic response from the District Council.

Mrs. Jillian Dyer. MBE.

Agenda Item 5

From: Rich Burley [<mailto:rich@wythallchurch.net>]

Sent: Monday, November 30, 2015 3:49 PM

To: secretary@wythall-park.org.uk

Subject: Funding from Bromsgrove Council

Dear Sharon

Nick Bridgens forwarded me an email which was inviting letters and comments of support for your bit to secure funding from Bromsgrove Council towards resurfacing the car park at Wythall Park.

Please could you add my recommendation below to your list?

Kind regards

Rev. Rich Burley, Vicar of St Mary's Church

"I understand you are considering a bid from Wythall Park for funds towards resurfacing the car park there. I'm a member of the club who regularly uses club facilities, and have two boys who love to play at the park, one of whom attends Beaver Scouts every week there. I am also the vicar of the Parish Church in Wythall and in some sense represent the 130+ members of St Mary's and their children, and would guess that at least 100 St Mary's people use the park fairly regularly. Every congregation member I've spoken to in the four years I've been in Wythall about Wythall Park has believed it to play an essential role in the local community. It's a social hub, a home and base for many local interest groups and sports clubs and is the main place in Wythall and Hollywood where children can go to play out. Currently the car park is not in a good state of repair. The surface is uneven, in places markings are poor, plus the lighting and disabled parking facilities could be much better. I would wholeheartedly support the bid to resurface the car park and for Bromsgrove Council to invest in what I feel a very worthy project for funding."

Agenda Item 5

From: Peter And Anne Cherry <chezmill1@blueyonder.co.uk>

Date: 28 November 2015 19:53:05 GMT

To: secretary@wythall-park.org.uk

Subject: Car Park (Anne Cherry)

To whom it may concern

I am the secretary of Wythall Theatre Company, but also a very long standing member of Wythall Community Association. (over 35 years) And in all those years, i have wished many many times, that some money could be spent on the car park.

Firstly it needs lighting (suggest solar powered, so as to not interfere with the annual bonfire event, but would also provide more economical lighting costs for the association.)

The resurfacing is of vital importance as its currently uneven with many trip hazards, not just to the disabled or infirm. But to able bodied, who are also at risk.

I also attend the park regularly with my 11 year old Granddaughter, using the excellent play facilities ..,so car parking safety is of paramount importance to me.

I know i speak for very many locals who use the park. Wythall Theatre Company has a regular weekly booking with the WCA but also has currently, two storage units on the site and it can be tricky when moving and loading our sets.

So an improvement to the car park is desperately needed.

Should you require any further comment from myself, please do not hesitate to contact me via my email address (above) or request a telephone number should it be necessary.

Kind Regards

Anne Cherry

Secretary of Wythall Theatre Company.

(but also a Nanna)

Agenda Item 5

From: "Peter and Shirley Carton" <petershirley21@virginmedia.com>

Date: 28 November 2015 18:47:45 GMT

To: "Secretary" <secretary@wythall-park.org.uk>

Subject: CAR PARK

Regarding the current state of the car park, I would like to comment as a member of the Community Association and as a regular user and and dog walker.

I use the car park most days. I find that the surface is uneven and rough in patches. This results in me driving around looking for a better space to park up to avoid holes, divets and water pools. I often find that parking is erratic in that users occupy more than one space. I attribute this to the fact that the marking of lanes is either invisible or non existent. In the evenings the lighting is so poor that it is inear mpossible to identify the markings. This sometimes results in cars actually parking on exit lanes thus creating blockages.

On behalf of Redditch Ramblers I would add that we also use the car park to commence walks. Often this means we have a number of cars and colleagues often comment that they could not see the lane markings and worry about other cars parking in such close proximity that they fear there may be accidental damage to their own cars. This is particularly acute on Sunday mornings when the car park is used by a number of football clubs and visitors to the palground.

I certainly would add my support to Bromsgrove District Council in obtaining funding for the project to improve the car park and associated facilities. The excellent work completed so far regarding the palyground, pitches and toilet facilities will only add to the use of the car park and I believe it is imperative to undertake resurfacing and lighting to prevent congestion and potential accidents and to enhance the work already completed.

Peter Carton

Local resident, dog walker, association member and ramblers walk leader.

28th November 2015

Agenda Item 5

Hello Sharon,

Here are my comments with regards to the Wythall community association carpark, the lighting desperately needs upgrading as some areas of the carpark are left in total darkness at night.

Improving or upgrading the lighting will make club users feel more secure in where they park their car on the dark evenings.

There is also a problem with the car park white lines which have over time all but sadly eroded away.

It's a similar situation for the disabled and emergency vehicle parking places, the eroded disabled bay lines are so faint, abled bodied drivers park in those bays unaware of the signage on the ground as it has worn away.

Kind regards.

John Attwood

Chairman of Wythall GSD Club

Agenda Item 5

From: Alison Trombley <alisonjtrombley@gmail.com>

Date: 26 November 2015 16:46:30 GMT

To: secretary@wythall-park.org.uk

Subject: Car Park at Wythall Park

As Treasurer of Wythall Theatre Company I represent us all as we are regular patrons of the amenities with at least one weekly booking through out the year and sometimes more.

The car park is desperately in need of some remedial work to make it a safer place to park and walk.

There are areas where the surface is particularly uneven causing water to puddle and making for some nasty trip hazards. A number of the members are disabled badge holders and there is not always sufficient parking to accommodate them. It would also be useful to have some clearer markings to show the parking spaces available. Additional lighting would also benefit the safety of all users, particularly at this time of year. There are a lot of members that travel to rehearsal alone and some security lighting when returning to vehicles at 10pm at night would be reassuring.

A project to improve there elements would be truly welcomed and very worthwhile.

Kind regards,

Alison Trombley

Agenda Item 5

From: Karen Watson [<mailto:karenwatson4@sky.com>]
Sent: Monday, November 30, 2015 4:50 PM
To: secretary@wythall-park.org.uk
Subject: Letter of support re bid for funding for car park repairs WCA

Dear Sir or Madam

I am writing to support the Wythall Community Association in their bid for funding to refurbish the car park. I am a regular user of the Park & car park when I walk our dog. The car park is in a state of disrepair. The lighting is poor, the markings are worn, the surface is uneven & there are an inadequate number of disabled parking spaces.

I am also a Trustee & organiser of the Wythall and Hollywood 10k, 5k & 1.5k Fun Run charity. The 10k & 5k races have been measured so that the courses finish in the main car park. The event attracted over 400 runners & their supporters this year & we were able to support several local charities with donations. Repairing the damage to the surface of the car park would ultimately benefit this event by improving the environment for the runners & may encourage more people to take part thus increasing the revenue to support local charities.

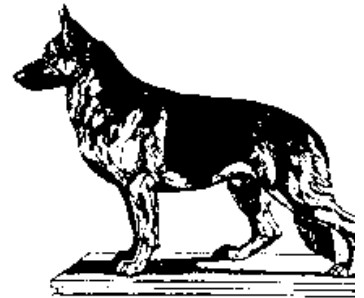
The Park is a popular venue for local residents accessing the park, play area & the events held by the Wythall Community Association: the annual Carnival & the Bonfire Night celebration. Many people hire the facilities for events. The Park hosts an active Scout group: catering for children from 6-18years of age. There is an active Tennis club & an Archery club. Improving the quality of the car park would benefit so many people and would increase ease of access for disabled people.

Kind regards

Dr Karen Watson

Agenda Item 5

Wythall & District GSD Training Club
WYTHALL COMMUNITY ASSOCIATION
WYTHALL HOUSE
SILVER STREET
WYTHALL
B47 6LZ



30 November 2015

Hello Sharon

The German Shepherd Dog Club trains at the facilities at Wythall Park and use the park and club facilities regularly. We currently have 90 members.

Since moving to the Park approximately 15 years ago we have seen a deterioration in the main car park. The Park volunteers do a great job of patching it up, however it really does need to be fully resurfaced now.

The markings have all but disappeared, resulting in cars driving around areas they should not and parking in access areas of the car park. The disabled parking areas are also not clearly marked.

Many of our members attend other activities at the club, and therefore use the facilities in the evening. The lighting on the car park is poor, making it even more difficult to identify parking spaces, and also safely walk from the car park to the facilities.

There has been investment in the park facilities under S106 monies, which will result in even greater usage going forward.

We would support the Association putting in a community bid to fund the work needed to ensure the car park is safe for use.

Kind regards

Margaret Collins
Club Secretary

Agenda Item 5

Hello Sharon,

Here are my comments with regards to the Wythall community association carpark, the lighting desperately needs upgrading as some areas of the carpark are left in total darkness at night. Improving or upgrading the lighting will make club users feel more secure in where they park their car on the dark evenings.

There is also a problem with the car park white lines which have over time all but sadly eroded away. It's a similar situation for the disabled and emergency vehicle parking places, the eroded disabled bay lines are so faint, abled bodied drivers park in those bays unaware of the signage on the ground as it has worn away.

Kind regards.

John Attwood

Chairman of Wythall GSD Club

Wythall C. A. Bowling Club

Tel:- 0121 574 4956
Email:- barrie_stokes@yahoo.co.uk

7 Simon Road
Hollywood
Wythall
Birmingham
B47 5LH
28th November 2015

A letter of Support for a Bid for Funding for the Car Park on Wythall Park to be re-surfaced and upgraded.

To whom it may concern

I am writing on behalf of Wythall CA Bowling Club to support the bid by Wythall Community Association for the car park to be:-

a) re-surfaced,

b) upgraded with lighting,

and c) new space markings.

Wythall Bowling Club which was formed in 1985, has upwards of 100 playing members. We have 12 league teams which play host to a similar number of visiting teams every week throughout the bowling season. Our members and visitors make heavy use of the car park.

Unfortunately the car park is in an advanced state of disrepair. The surface is :-

i) badly degraded and breaking up over large areas.

Pot holes have developed in many places. These fill with water in wet weather. At night they present a health and safety danger to people crossing the car park.

The area around the entrances to Wythall House and Park Hall are very uneven and again present a hazard to visitors who are elderly, disabled (as in my personal case), and users with walking sticks, zimmer frames, and wheel chairs.

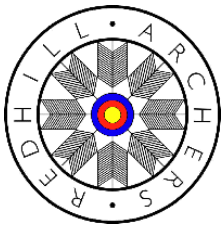
ii) The lighting on the car park is not fit for purpose. A lack of sufficient illumination at night means that car park users face the problems of a poor surface when they attempt to walk across it at night

iii) The lines marking parking bays have virtually disappeared. Re – painting them is not possible on such a degraded surface.

In conclusion, the park is heavily used by football teams, a cricket club, an archery club, a gaelic football team, and many recreational groups the use the internal facilities at the Community Association. Families use the children's play area. Like the Bowls Club --they all use cars to access the car park. A resurfaced car park would be appreciated by all users.

Yours Sincerely

Barrie Stokes (Chairman of Wythall CA Bowling Club)



Redhill Archers

Wythall Park, Silver Street, Wythall

Birmingham B47 6LZ

Mrs S Attwood
Secretary
Wythall Community Association

27th November 2015

Dear Sharon

Redhill Archery Club was delighted to hear that there may be an opportunity to obtain a capital grant from Bromsgrove District Council and that the Association is asking for funds to resurface the car park.

Following the recent construction of our new archery range on the Park with indoor shooting facilities, the archery club has doubled its membership to nearly 100 and recorded 4,460 sporting attendances in the last year for Sport England. With additional visits for coaching, committee and other activities, the Club's members, several of whom are themselves local residents, are frequent users of the park facilities.

Wythall Park plays an integral role in the local community – it is extremely well used by a wide range of visitors for a wide range of activities. It must be more than 20 years since the car park was laid and, with constant and increased use over this period, the surface has visibly deteriorated. Every effort has been made by the Association to maintain the area but there are now significant health and safety risks associated with its current state and the time is right to upgrade it professionally. In addition, we would comment that the lighting is quite poor and would benefit from modernisation in the interests of improving personal safety and building security and of minimising anti-social behaviour.

From the Archery Club's specific perspective, the archery range was partly financed from grants requiring us to provide opportunities for less able people to shoot yet there are few spaces for disabled visitors to Wythall Park. There are, in fact, no disabled spaces adjacent to the range and any increase would be a welcome improvement.

Our club enthusiastically supports the application and would encourage Bromsgrove District Council to support the enhancement of the facilities in Wythall Park for the benefit of the many local residents and clubs who regularly use it.

Yours sincerely

Liz Dawson
Secretary

An Inspired Facility
Page 96

20

Appendix 2 - Photographic evidence



Agenda Item 5



Agenda Item 5





Agenda Item 5



Appendix 3 - Costs

From: Pete Liddington
Sent: 01 September 2015 13:54
To: geoff.denaro@hotmail.co.uk; Geoffrey Denaro
Cc: Guy Revans; Kevin Hirons
Subject: Proposed Car Park Improvements - Wythall Community Club, Silver Street, Wythall

Dear Cllr Denaro

I refer to our site meeting last week together with your colleague, regarding the above.

As promised, I attach a copy of Drawing No. P2030/247 (A3 size) showing the Draft Layout for the car park improvements. Obviously, at this stage detailed design details have not been produced until suitable finance has been secured. The Layout is not fixed, and can of course accommodate any amendments, within reason, required by the Club's Committee/representatives.

I have produced an estimate for the works, based upon our approved Contractor's Contract rates. As our discussions, the items included within the estimate are as follows:

1. New kerbing;
2. Excavation and patching of susceptible areas;
3. Provision of surface water gullies and connections, as required;
4. Tack coat;
5. 40mm thick AC Surface course;
6. Markings;
7. New lighting.

The estimated cost being £74k.

If you have any queries please come back to me.

Regards

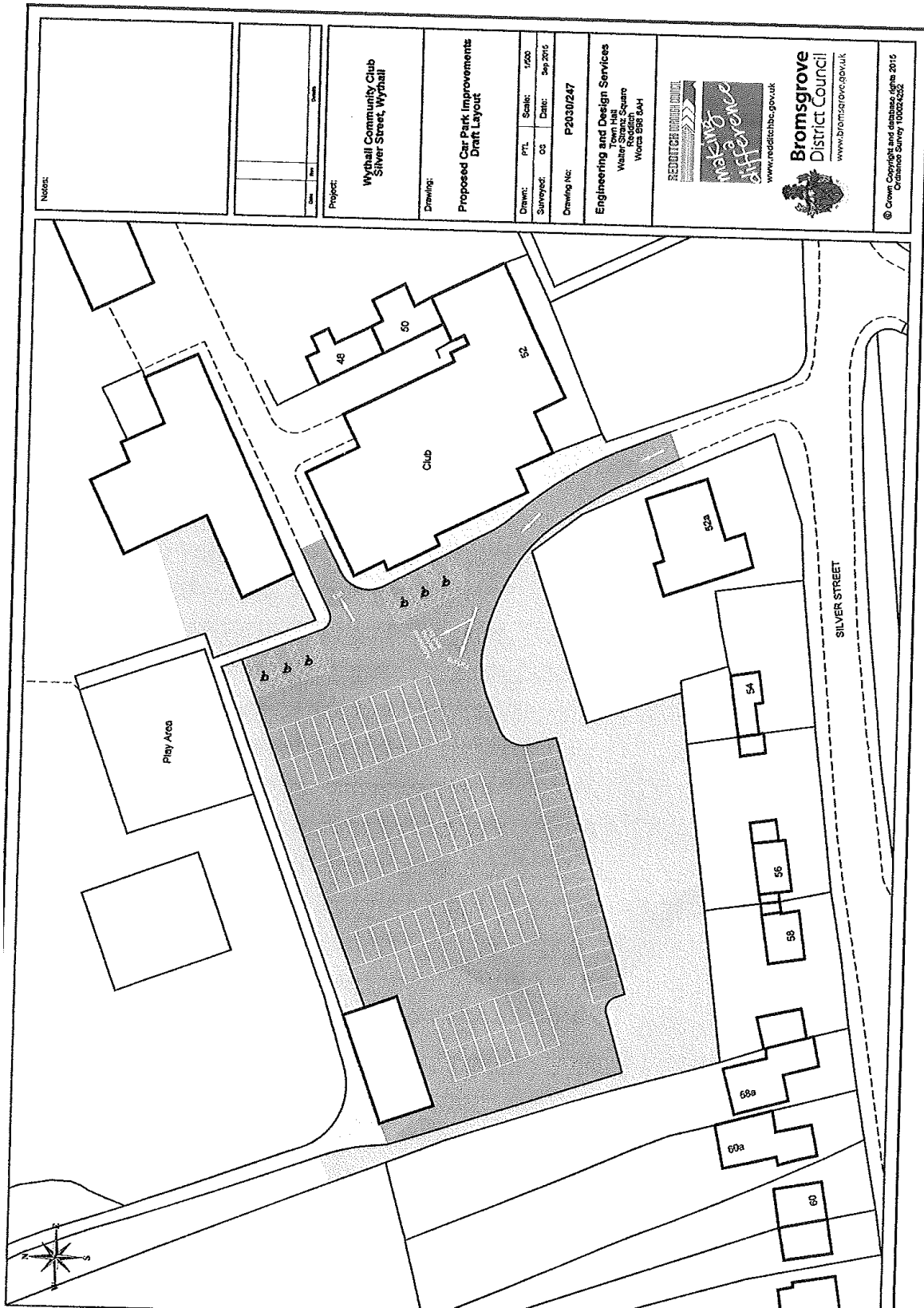
Pete

Pete Liddington
Engineering Team Leader
Engineering and Design Services for both Bromsgrove DC and Redditch BC
Leisure, Environment and Community Services Directorate

Redditch Borough Council Town Hall, Waller Stranz Square, Redditch, Worcestershire B98 8AH
Tel: (01527) 534108

E-mail: pete.liddington@bromsgroveandredditch.gov.uk Website: www.redditchbc.gov.uk

Redditch's vision is an enterprising community which is safe, clean and green
Please don't print this e-mail unless you have to. Save paper, energy and carbon emissions



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BARNT GREEN TOILET.

CAPITAL PROJECT OUTLINE DOCUMENT

2016/17 -2018/19

THIS FORM IS TO ENABLE MEMBERS TO PUT FORWARD PROPOSALS FOR CAPITAL EXPENDITURE IN THEIR LOCALITY THAT WILL MEET THE STRATEGIC PURPOSES OF THE COUNCIL BY IMPROVING THE ENVIRONMENT / SERVICES /OUTCOMES FOR THE COMMUNITY .

1) PROJECT DETAILS

Please provide details of the project

Install public toilets at Barnt Green Millennium Park .Hewell Road. A unisex pod toilet being fully automatic and disabled compliant. Toilet to be free to use and open 8 am to 6 pm approx.

2) EVIDENCE AND DEMAND

"Please evidence how your project has been identified as the way to resolve a problem in the community.

This is to include:

Evidence/data that there is a problem (Complaints/Community Concerns)

Photographs of environment that is to be improved (if applicable) >

Advice from the place team in support of the project (if applicable)

Neighbourhood plan consultations highlighted a need. Other major shopping areas within BDC area have public toilets (Rubery, Alvechurch and Catshill in the library). Toilets are often hired by the Parish Council to support community events in the park. The ageing population at Barnt Green makes provision more urgent. Barnt Green is designated a larger settlement in the emerging plan and as such should have a public toilet.
--

3) COMMUNITY BENEFIT

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BARNT GREEN TOILET.

Please explain how this project will meet the Councils Strategic Purposes, how the community will benefit from the scheme and how it will resolve the problem that has been identified.

Barnet Green has received very little in capital investment from BDC and this project is in line with improving the village centre amenities and thus for Shop keepers hits "help me run a successful business". for the elderly it hits "help me live my life independently". As community events are run in the park and the Parish Council wish to encourage tourism to the hickney wood and use of our circular walks it is part of "Provide good things for me to see, do and visit". We also have a well used train station with no public toilet.

4) PROJECT OUTCOMES

Please detail the measures of success for the project

More use of the village centre with people spending longer shopping. More visitors to Barnet Green.

5) PROJECT COSTS

What is the total capital cost of the project?

Build cost / Pod cost is £52,000 + VAT approx.
plus groundworks and connections of £10,000 + VAT approx.

Description of Capital Expenditure	2016/2017 (£)	2017/2018 (£)	2018/2019 (£)
One off cost depending on year of project.			

One off cost depending on year of project.

Are there any anticipated ongoing revenue implications of the project?

It is expected the running cost will be shared between the Parish Council and B.D.C.

PLEASE RETURN BY DECEMBER 2ND 2015 TO:

j.pickering@bromsgroveandredditch.gov.uk

Signed:



Date:

30-11-2015

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CABINET

3 February 2016

Replacement of Burcot Lodge Homeless Hostel, Bromsgrove

Relevant Portfolio Holder	Cllr Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis – Head of Community Services
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 Burcot Lodge Homeless Hostel is owned by Bromsgrove District Council and provides temporary accommodation for up to eight homeless households in Bromsgrove. The hostel is managed on a day-to-day basis by Bromsgrove District Housing Trust (BDHT).
- 1.2 The council is planning to sell the former Council House and surrounding land, so at some stage in the future, Burcot Lodge homeless hostel will need to close down.
- 1.3 This report proposes to immediately begin the process of replacing Burcot Lodge Homeless Hostel with alternative temporary accommodation, to be provided in partnership with BDHT.

2. RECOMMENDATIONS

- 2.1 That Cabinet notes the sale of the former Council House and surrounding land will eventually lead to the closure of Burcot Lodge Homeless Hostel
- 2.2 That the Head of Community Services in consultation with the Portfolio Holder for Strategic Housing be granted delegated authority to organise the replacement of the hostel with alternative temporary accommodation to be provided by BDHT.
- 2.3 That the cost of the alternative option for the provision of temporary accommodation be released from balances.

3. KEY ISSUES

- 3.1 It is important for members to note that the hostel will remain available for use until the completion of any sale for the Council House site (to include the land where the hostel is sited) . It is anticipated that

CABINET

3 February 2016

completion of a sale would generally take approximately 12 months from a successful offer being accepted.

3.2 Given that these processes can take up to 12 months, the hostel would continue to operate during this period, and given there are costs associated with replacing the hostel, it should be noted that:

- It is not possible to accurately predict when the capital receipt will be received
- Any potential sale could experience delays and/or not result in a completion
- The hostel could continue to remain operational during the course of the sale of the land
- As the Council receives rental income from the hostel it's use is effectively cost-neutral – future replacement options will not be cost neutral as the Council would no longer receive the rent

3.3 As a result, replacing the hostel with other facilities in advance of the sale of the land will potentially create a position where:

- The hostel is no longer used when it could have continued to operate as a hostel
- Start-up and on-going costs of new replacement facilities are spent whilst an existing cost neutral facility remained available to the Council

3.4 However, should the Council decide to demolish the buildings on the site in advance of any sale, the hostel would effectively no longer be available from that point onwards, as it would be financially prudent to demolish all the buildings on site at the same time.

3.5 Given the current position, although it is not entirely clear how long the hostel will remain available for use for homeless households, pending the matter of sale with or without demolition, there is agreement between Council and BDHT officers that replacement facilities need to be created when the hostel is no longer available. For the last eighteen months, Council officers have explored and ruled out a range of possibilities in terms of replacing the hostel with private providers and other Councils.

3.6 Officers from the Council's Strategic Housing Service and BDHT have met to discuss the best options for replacing the hostel, analysing data concerning usage over the last few years. The Council's Overview and Scrutiny Board have also been looking at options for replacing the hostel and two written reports have been provided to them about progress in relation to this matter.

CABINET

3 February 2016

3.7 It is clear from the data that the hostel plays a role in providing a temporary address for homeless households in Bromsgrove. However, there are several things to note:

- In four of the last five years, a small number of households have been placed in bed and breakfast in Bromsgrove, despite the hostel being less than fully occupied.
- Although the hostel has played a role in addressing homelessness in Bromsgrove, over the last few years it has regularly been occupied at less than full capacity indicating that there is no need to replace like for like going forwards.

3.8 As a result of these discussions, BDHT have proposed two options to replace the hostel as below:

Proposal 1	Proposal 2
2 x 1bed =£45k conversion cost plus rent cost while conversion takes place average 2 bed cost (average 2 bed £86.95 per week). We would ongoing require rent to be guaranteed through rent loss and void loss.	4x1 bed = £90k conversion cost plus rent cost while conversion takes place average 2 bed cost (average 2 bed £86.95) We would ongoing require rent to be guaranteed through rent loss and void loss.
1 x 2 bed = No conversion cost but would require rent to be guaranteed through rent loss and void loss.	1 x 2 bed = No conversion cost but would require rent to be guaranteed through rent and void loss.
1 x 3 bed = No conversion cost but would require rent to be guaranteed through rent loss and void loss.	1 x 3 bed = No conversion cost but would require rent to be guaranteed through rent and void loss.

3.9 On balance, given the higher conversion costs associated with proposal two, it is proposed to pursue proposal one in the first instance, and monitor demand for and use of temporary accommodation in the following twelve months after closure of the hostel.

3.10 If it becomes clear during the course of this activity that further one bed temporary accommodation is required, another property can be converted by BDHT, funded by the Council, thereby providing a further temporary accommodation resource.

CABINET

3 February 2016

Financial Implications

- 3.11 The Council will be required to fund the conversion costs, rent loss and any future void losses associated with proposal one. It is proposed that once the final option is agreed through the delegations as recommended, the cost will be met from from balances.

Legal Implications

- 3.12 The Council has a statutory duty to provide temporary accommodation to homeless households under the provisions of the Housing Act 1996, and the requirements of the Homelessness Act 2002.

Service / Operational Implications

- 3.13 Being able to provide temporary accommodation to homeless households when necessary is a fundamental part of the housing agency service provided by BDHT. As a result, it is important to ensure that a replacement for the hostel is available as soon as it is required to minimise the risks of less suitable and more costly temporary accommodation being sought, such as bed and breakfast accommodation, in Bromsgrove.
- 3.14 Taking the necessary steps to replace the hostel now minimises the risks that a replacement for the hostel will not be ready before it closes, and it also allows the Council to demolish the building should it wish to do so in the future.

Customer / Equalities and Diversity Implications

- 3.15 Homeless households face considerable disadvantages at a time of crisis and providing temporary accommodation offers them the opportunity to address these. The provision of temporary accommodation can also play a role in meeting the Council's Strategic Purposes:
- Help me live my life independently
 - Help me find somewhere to live in my locality
 - Help me to be financially independent

4. RISK MANAGEMENT

- 4.1 If the hostel is not replaced the following risks may arise:

CABINET

3 February 2016

- Increased B&B placements and costs
- Increased rough sleeping in the District
- Negative impacts on health, education and similar through increased homelessness

5. APPENDICES

None

6. BACKGROUND PAPERS

Two written updates for Overview and Scrutiny Board on 26th October 2015 and 18th January 2016

7. KEY

AUTHOR OF REPORT

Name: Derek Allen
E Mail: derek.allen@bromsgroveandredditch.gov.uk
Tel: 01527 881278

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CCTV CODE OF PRACTICE - UPDATE

Relevant Portfolio Holder	Cllr Margaret Sherrey
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis Head of Community Service
Ward(s) Affected	All
Ward Councillor(s) Consulted	Yes
Key Decision / Non-Key Decision	Non-Key Decision

1. SUMMARY OF PROPOSALS

- 1.1 To consider the adoption of the CCTV Code of Practice (attached at Appendix 1) which takes account of changes in best practice and legislation.

2. RECOMMENDATIONS

- 2.1 That the CCTV Code of Practice attached at Appendix 1 be approved;
- 2.2 that authority be delegated to the CCTV and Lifeline Manager to make minor changes to this Code of Practice to comply with legal requirements and advice from the Surveillance Commissioner.

3. KEY ISSUES

- 3.1 The new Code of Practice is very similar in principle to the previous CCTV Code of Practice, the original objectives of the scheme have not been altered.

The changes made are primarily to meet the requirements of new legislation, the Protection of Freedom Act, and to adopt the Surveillance Camera Commissioner's Code of Practice. This code of practice has been issued by the Secretary of State under Section 30 of the 2012 Act. It provides guidance on the appropriate and effective use of surveillance camera systems by relevant authorities (i.e. Local Authorities, Police) in England and Wales who must have regard to the code when exercising any functions to which the code relates.

The Code of Practice has been written to ensure the scheme is operated legally and is fit for purpose, following these 12 guiding principles.

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.

4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

The significant changes to the CCTV Code of Practice demonstrate how the Council will ensure the above principals are maintained.

Financial Implications

- 3.2 There are no financial implications

Legal Implications

- 3.3 Adopting the CCTV Code of Practice will ensure the CCTV scheme adheres to the legal requirements.

Service / Operational Implications

- 3.5 The Code is supported by a detailed procedure manual for reference and training of staff.

Customer / Equalities and Diversity Implications

- 3.7 The CCTV Code of Practice makes provision for all subjects of CCTV to be treated fairly and equally.

4. RISK MANAGEMENT

- 4.1 Failure to adopt the CCTV Code of Practice could result in the Council's CCTV Scheme being unfit for purpose

5. APPENDICES

Appendix 1 - CCTV Code of Practice December 2015

6. BACKGROUND PAPERS

Surveillance Camera Code of Practice

<https://www.gov.uk/government/publications/surveillance-camera-code-of-practice>

AUTHOR OF REPORT

Name: Rachel McAndrews

email: Rachel.mcandrews@bromsgroveandredditch.gov.uk

Tel.: 01527 64252 ext. 3126

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Page: 1 of 32

Date: 01.12.2015

**Redditch Borough Council
And
Bromsgrove District Council
Shared Service**

**CCTV
Code of Practice**

December 2015



Bromsgrove
District Council
www.bromsgrove.gov.uk



Agenda Item 7

CODE OF PRACTICE FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV SCHEMES

Page: 2 of 32	
Date: 01.12.2015	

1.0	INTRODUCTION AND DEFINITIONS	4
1.2	OWNERSHIP	4
1.3	CCTV MISSION STATEMENT	4
1.4	CODES OF PRACTICE MISSION STATEMENT	4
1.5	DEFINITIONS	4
1.6	SYSTEM DESCRIPTION	6

2.0	CHANGES TO THE CODE OF PRACTICE	8
2.1	CONSULTATION	8
2.2	SUPPLEMENTARY DOCUMENTATION	8

3.0	OBJECTIVES OF THE CCTV SCHEME AND CODE OF PRACTICE	9
3.1	PURPOSE OF AND COMPLIANCE WITH CODE OF PRACTICE	9
3.2	OBJECTIVES OF THE SCHEME	9

4.0	FUNDAMENTAL PRINCIPLES AND POLICIES	10
4.1	RIGHTS OF PRIVACY	10
4.2	PRINCIPLES OF MANAGEMENT OF THE SCHEME	10
4.3	POLICY OF THE SCHEME AND SIGNAGE	11
4.4	POINT OF CONTACT	11
4.5	RELEASE OF INFORMATION TO PUBLIC	11
4.6	RELEASE OF INFORMATION TO STATUTORY BODIES	11
4.7	ANNUAL POLICY REVIEW	12

5.0	DATA PROTECTION AND LEGISLATION	13
5.1	DATA PROTECTION REGISTRATION	13
5.2	HUMAN RIGHTS ACT 1998	14
5.3	CRIMINAL PROCEDURES AND INVESTIGATIONS ACT 1996	15
5.4	FREEDOM OF INFORMATION ACT 2000	15
5.5	REGULATION OF INVESTIGATORY POWERS ACT 2000	15
5.6	SURVEILLANCE CAMERA CODE OF PRACTICE	16
5.7	CRIME & COURTS ACT 2013	17

6.0	ACCOUNTABILITY	18
6.1	SUPPORT OF PRINCIPLES	18
6.2	RESPONSIBILITIES	18
6.3	ACCOUNTABILITY	20
6.4	ANNUAL ASSESSMENTS	20
6.5	AUDITS	21
6.6	COMPLAINTS	21
6.7	PERSONNEL	22

7.0	CONTROL ROOM MANAGEMENT AND OPERATION	23
7.1	GENERAL	23
7.2	RESPONSE TO INCIDENTS	23
7.3	MAKING RESPONSE AND TIME SCALES	23
7.4	OBSERVATION AND RECORDING INCIDENTS	24
7.5	SUCCESSFUL RESPONSE	24
7.6	OPERATION OF THE SYSTEM BY POLICE	24

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 3 of 32	
Date: 01.12.2015	

8.0	PRIVACY AND DISCLOSURE ISSUES	25
8.1	PRIVACY	25
8.2	DISCLOSURE POLICY	25
8.3	ACCESS TO RECORDED IMAGES	26
8.4	VIEWING OF RECORDED IMAGES	26
8.5	OPERATORS AWARENESS	26
8.6	REMOVAL OF MEDIUM FOR VIEWING	26
8.7	ACCESS TO DATA BY THIRD PARTIES	26
8.8	DISCLOSURE IN THE PUBLIC INTEREST	27
8.9	DATA SUBJECT ACCESS	27
8.10	PROVISION OF DATA TO INDIVIDUALS	28
8.11	OTHER RIGHTS	29
8.12	MEDIA DISCLOSURE	29

9.0	RECORDED MATERIAL MANAGEMENT	30
9.1	GENERAL	30
9.2	QUALITY AND MAINTENANCE	30
9.3	DIGITAL RECORDING	30
9.4	MAKING RECORDINGS	31
9.5	PRINTS	31

10.0	DOCUMENTATION	32
10.1	GENERAL	32
10.2	LOGS	32
10.3	ADMINISTRATIVE DOCUMENTS	32

1.0 INTRODUCTIONS & DEFINITIONS

Introduction

1.1 This Code of Practice shall apply to the closed circuit television surveillance scheme known as the Redditch and Bromsgrove Shared Service CCTV System. The scheme initially comprises of cameras located in specific external and internal locations within the Redditch and Bromsgrove Council areas, with control, monitoring and recording facilities at a dedicated location. A problem orientated process was utilised to assess the appropriateness of CCTV in the areas mentioned. The cameras have therefore been sited to capture images of identifiable individuals or information relating to individuals which are relevant to the purposes for which the scheme has been established.

1.2 Ownership

The system in the Redditch area is owned by Redditch Borough Council (RBC) and the owner of the system in Bromsgrove is Bromsgrove District Council (BDC), the service is a shared service hosted by Redditch Borough Council. Both Councils will ensure the protection of individuals and the public by complying with this joint Code of Practice.

1.3 Closed Circuit Television Mission Statement

To promote public confidence by developing a safe and secure environment for the benefit of those employed, visiting or using the facilities of the area covered by the respective CCTV systems. The Councils are committed to the recommendations contained in the Information Commissioners CCTV Code of Practice and the Surveillance Camera Codes of Practice which can be found on the relevant websites.

1.4 Codes of Practice Mission Statement

To inspire public confidence by ensuring that all public area Closed Circuit Television (CCTV) systems which are linked to the CCTV Control and Monitoring Centre are operated in a manner that will secure their consistent effectiveness and preserve the civil liberty of law abiding citizens at all times.

1.5 Terms and Definitions

1.5.1 The CCTV Monitoring Centre secure location for a CCTV scheme where images are collected, used, disclosed retained and disposed of. It is also the location where calls may be received from 'Help Points' and from where warning can be made via public address systems, associated with the cameras.

1.5.2 CCTV scheme shall mean the totality of the arrangements for closed circuit television in the locality but is not limited to the technological system, staff and operational procedures.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 5 of 32	
Date: 01.12.2015	

- 1.5.3 **CCTV system** means the surveillance items comprising cameras and associated equipment for monitoring, transmission and controlling purposes.
- 1.5.4 **Contractor** party contracted by the owner to undertake agreed services
- 1.5.5 **Controlled environment** anywhere that data which might be offered as evidence is received, stored, reviewed or analyzed including at the CCTV Monitoring Centre
- 1.5.8 **Data** shall mean all information, including that about a person
- 1.5.9 **Personal Data** means data which relates to a living individual who can be identified:
- from that data or
 - from that data and other information which is in the possession of or is likely to come into the possession of, the data controller.
- 1.5.10 **Sensitive personal data** is personal data which is deemed to be sensitive. The most significant of these, for the purposes of this code are information about:-
- The commission or alleged commission of any offences
 - Any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.
- 1.5.11 **An incident** is an activity that warrants a response.
- 1.5.12 **The owner** is legal person or entity, agency or individual designated as having overall responsibility for the formulation and implementation of the policies, objectives and control of a CCTV scheme. The 'owner' of the system in Redditch is Redditch Borough Council (RBC) and the owner of the system in Bromsgrove is Bromsgrove District Council (BDC), the service is a shared service hosted by RBC.
- 1.5.13 **Privacy impact assessment** of the impact a CCTV system has on an individual's right to privacy
- 1.5.14 **The systems manager** has the responsibility for the implementation of the policies, purposes and methods of control of a CCTV scheme, as defined by the owner of the scheme. The systems manager means the CCTV and Lifeline Service Manager.
- 1.5.15 **Data controller** means a person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are about to be processed. The Data Controller for the respective CCTV schemes are Redditch Borough Council (RBC) and Bromsgrove District Council (BDC),
- 1.5.16 **Operator** person specifically designated and authorized by the owner of a CCTV scheme to carry out the physical operation of controlling that scheme. All operators are screened, trained and licensed to the standards required in the Private security Industry Act 2001

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 6 of 32

Date: 01.12.2015

1.5.17 **Recorded material** any data recorded on any medium that has the capacity to store data and from which data can later be recalled irrespective of time.

1.5.18 **Recording material** any medium that has the capacity to store data and from which data can later be recalled

1.5.19 **A hard copy print** is a paper copy of an image or images, which already exist on recorded material.

1.6 System description

1.6.1 Background

Bromsgrove District Council installed CCTV within the Borough in 1998 following a robust consultation and analysis of need. The initial system was funded through a Government grant to Local Authorities. Redditch Borough Council, also successful in a funding bid, set up a CCTV scheme in 2000.

To ensure sustainability and economies of scale for both authorities a shared service arrangement has been agreed between BDC and RBC. RBC are the host authority and BDC contribute to the costs associated to staffing and other shared resources.

1.6.2 Whilst the schemes are owned by the above mentioned Councils and operated by Redditch Borough Council staff its implementation and/or expansion is supported by the following bodies (the partners)

- 1 West Mercia Police
- 3 The Community Safety Partnerships
- 4 Local Management forums
- 5 Local Businesses

The owners, operators and all partners will work in accordance with the Codes. The partners named above will have no involvement in the operating of the system with the exception of the Police and authorised and trained personnel of Redditch Borough Council.

1.6.3 This Code of Practice shall apply to the closed circuit television surveillance systems known as the Redditch Borough Council and Bromsgrove District Council CCTV schemes.

1.6.4 The system consists of static and fully functional (pan, tilt and zoom) cameras and either a fibre optic or other transmission system which sends images to the Redditch Borough Council control, monitoring and recording facility.

1.6.5 Images from all cameras are recorded simultaneously throughout 24 hour period 365 days each year.

1.6.6 There is also a dedicated CCTV transmission link to Police control rooms operating within the areas of CCTV coverage where live pictures and events can be monitored.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 7 of 32	
Date: 01.12.2015	

- 1.6.7 High quality cameras both fully functional with pan, tilt and zoom and static are in use.
- 1.6.8 The physical and intellectual rights in relation to any and all material recorded within the CCTV Control and Monitoring facility shall at all times remain in the ownership of the respective Councils.

2.0 CHANGES TO THE CODE OF PRACTICE

2.1 Any major changes to this Code of Practice will take place only after consultation with the relevant management group and upon agreement of all organisations with a participatory role in the operation of the system.

2.1.1 Major changes to this code are defined as changes which affect its fundamental principles and shall be deemed to include:

- additions and omissions of cameras to the system
- matters which have privacy implications
- additions to permitted uses criteria e.g. purposes of the scheme
- changes in the right of access to personal data, except statutory requirements
- significant legal implications.

2.1.2 Minor changes to this Code of Practice are defined as operational and procedural matters which do not affect the fundamental principles and purposes; these include:

- additions and omissions of contractors
- additional clarifications, explanations and corrections to the existing code
- additions to the code of practice in order to conform to the requirements of any statutory Acts and changes in criminal legislation

A minor change may be agreed between the manager and the owner of the system.

The Code of Practice will be subject to annual review which will include compliance with the relevant legislation and Standards.

2.2 Supplementary Documentation

The Code of Practice will be supplemented by the following documents:

CCTV Operations Procedural Manual

Operators Equipment manual

Each document contains instructions and guidance to ensure that the objectives and principles set out in this Code of Practice are achieved. These documents will be restricted to the partners and staff members only.

3.0 OBJECTIVES OF THE CCTV SCHEME & CODE OF PRACTICE

3.1 Purpose of and Compliance with the Code of Practice

- 3.1.1 This Code of Practice is to detail the management, administration and operation of the closed circuit television (CCTV) systems in the Redditch Borough Council and Bromsgrove District Council areas and the associated Control and Monitoring Facility.
- 3.1.2 The Code of Practice has a dual purpose, in that it will assist owners, management and operators to understand their legal and moral obligations whilst reassuring the public about the safeguards contained within it.
- 3.1.3 The owners, CCTV Operators and users of the CCTV systems and associated safety and security equipment connected to the Control, Monitoring and Recording facility shall be required to give a formal undertaking that they will comply with this Code of Practice and act in good faith with regard to the basic principles contained within it.
- 3.1.4 The owners, CCTV Operators, users and any visitors to the Control, monitoring and recording facility will be required to sign a formal confidentiality declaration that they will treat any viewed and/or written material as being strictly confidential and that they undertake not to divulge it to any other person.

3.2 Objectives of the scheme

- 3.2.1 The following objectives have been established for the Redditch Borough Council and Bromsgrove District Council CCTV and associated systems:
- to help reduce the fear of crime;
 - to help deter crime, detect crime and prevent crime;
 - to deter and detect ant-social behaviour
 - to assist in the apprehension and identification of offenders;
 - to enhance community safety, boost the economy and encourage greater use of the town centre / shopping centre .
 - to assist the Local Authority in its enforcement and regulatory functions.
 - for the maintenance of Public Order
 - to provide information for traffic management
 - Provide the police, other agencies and the Council with evidence to take criminal and civil action in the courts
 - providing high quality evidence which may assist in the detection of crime and the apprehension and prosecution of offenders
 - protecting property
 - providing assistance with issues relating to public safety and health
 - providing assistance and reassurance to the public in emergency situations

4.0 FUNDAMENTAL PRINCIPLES & POLICIES

4.1 Rights of Privacy

4.1.2 Redditch Borough Council, Bromsgrove District Council and partners support the individual's right to privacy and will insist that all agencies involved in the provision and use of Public surveillance CCTV systems connected to the control, monitoring and recording facility accept this fundamental principle as being paramount.

4.2 Principles of management of the scheme

4.2.1 Prior to the installation of cameras an 'Impact Assessment' to determine whether CCTV is justified and how it will be operated will be undertaken in compliance with both the Information Commissioners CCTV Code of Practice and the Surveillance Camera Codes of Practice

4.2.2 The cameras have been sited to capture images which are relevant to the specified purposes for which the scheme has been established.

4.2.3 Cameras will be sited to ensure that they can produce images of the right quality, taking into account technical and environmental issues.

4.2.4 To accomplish the above an 'Operational Requirement' will be completed at the time of the 'Impact Assessment' for each proposed camera to dictate the quality of images required. This is a recommendation of the Information Commissioner and the Surveillance Camera Commissioner.

4.2.5 If wireless transmission systems are used to control CCTV equipment, sufficient safeguards will be in place to protect them from being intercepted.

4.2.6 The scheme will be operated fairly, within the applicable law and only for the purposes for which it is established or which are subsequently agreed in accordance with the Code of Practice.

4.2.7 Operators are aware of the purpose(s) for which the scheme has been established and that the CCTV equipment is only used to achieve the identified purposes.

4.2.8 The scheme will be operated with due regard for the privacy of the individual.

4.2.9 Before cameras are placed in residential areas the residents in that area will be consulted concerning the proposed system. The results of the consultation will be taken into account.

4.2.10 The public interest in the operation of the scheme will be recognised by ensuring the security and integrity of operational procedures.

4.2.11 The system will only be operated by trained and authorised personnel.

4.3 Policy of the Scheme and Signage

4.3.1 The scheme aims to provide surveillance of the public areas within the Redditch Borough Council and Bromsgrove District Council areas in order to fulfill the stated purposes of the scheme. The area protected by CCTV will be indicated by the presence of signs. The signs will be placed so that the public are aware that they are entering a zone which is covered by surveillance equipment. The signs will state the organisation responsible for the scheme, the purposes of the scheme and a contact telephone number. Data will not be held for longer than necessary and disposal of information will be regulated.

4.4 Point of contact

Should the public wish to make contact with the owners of the scheme they may write to:

CCTV and Lifeline Manager

Redditch Borough Council

The Town hall

Walter Stranz Square

Redditch

Worcestershire

B98 8AH

The contact point will be available to members of the public during office hours. Enquirers will be provided with the relevant documentation.

4.5 Release of information to the public

Information will be released to third parties, itemised in Section 8, who can show legitimate reasons for access. They will be required to request any information with reasons in writing and identify themselves. Information will only be released if the data captures identifiable individuals or information relating to individuals and the reasons are deemed acceptable, the request and release of information complies with current legislation and on condition that the information is not used for any other purpose than that specified.

Individuals may request to view information concerning themselves held on record in accordance with the Data Protection Act 1998. The procedure is outlined in Section 8.9 of this Code of Practice.

4.6 Release of information to statutory prosecuting bodies

The policy is to assist statutory prosecuting bodies such as the Police, and statutory authorities with powers to prosecute and facilitate the legitimate use of the information derived from the scheme. Statutory bodies may have access to information permitted for disclosure on application to the owner of the scheme or the manager/supervisor, provided the reasons and statement of purpose, accord with the

objectives of the scheme and conditions outlined in section 8.0. The information will be treated as evidential exhibits.

4.7 Annual Policy Review

There will be an annual policy review covering the following aspects:

- a) whether the purpose and objectives statements remain valid
- b) change in extent of the scheme
- c) contracts with suppliers
- d) a review of the data protection or legal requirements
- e) maintenance schedule and performance test of the system
- f) the annual report and statistics
- g) complaints procedure and evaluation

5.0 DATA PROTECION ACT AND OTHER LEGISLATION

5.1 Data Protection Registration

The schemes are registered with the Data Protection Commissioner. Redditch Borough Council registration Number is Z554276 and Bromsgrove Borough Council registration number is Z5192939. The scheme will be managed in accordance with the principles of the Data Protection Act 1998. The Act encompasses eight Data Protection Principles a summary of which follows:

First Data Protection Principle

“Personal Data shall be processed fairly and lawfully and in particular, shall not be processed unless :

- a) At least one of the conditions in schedule 2 is met **and**
- b) In the case of sensitive Personal Data, at least one of the conditions in schedule 3 is also met”

The above conditions are covered in the purposes for which the scheme was installed.

The definition of Personal Data and Sensitive Personal Data can be found in Section one of these codes.

Second Data Protection Principle

“Personal Data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes”.

Third Data Protection Principle

“Personal Data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed”.

The Fourth Data Protection Principle

“Personal Data shall be accurate and, where necessary, kept up to date”.

The Fifth Protection Principle

“Personal Data processed for any purpose or purposes shall not be kept for longer than necessary for that purpose or those purposes”.

The Sixth Data Protection Principle

“Personal data shall be processed in accordance with the rights of data subjects under this Act”.

The Seventh Data Protection Principle

“Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data”.

The Eighth Data Protection Principle

“Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures and adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data”.

5.2 Human Rights Act 1998

The system will be operated by or on behalf of two public authorities, the authorities have considered the wider human rights issues and in particular the implications of the European Convention on Human Rights, Article 8 (the right to respect for private and family life).

- 1 Everyone has the right to respect for his private and family life, his home and his correspondence.
- 2 There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

Therefore, to comply with Article 8 (1), and Article 8 (2) the CCTV Service will always considers the following:

Proportionality - Article 4.2.1, 4.2.2, 4.2.3 and 4.2.6 of the code of practice

Legality - Article 4.2.7 and 4.2.8 of the code of practice

Accountability - Article 4.2.10 and 4.2.11 of the code of practice

Necessity/Compulsion - Article 4.2.3 of the code of practice

Any infringement by a public authority of another's rights must be justified.

If this is not the case then it will not be appropriate to use CCTV.

5.3 Criminal Procedures and Investigations Act 1996

The Criminal Procedures and Investigations Act 1996 came into effect in April 1997 and introduced a statutory framework for the disclosure to defendants of material which the prosecution would not intend to use in the prosecution of its own case (known as unused material) but disclosure of unused material under the provisions of this Act should not be confused with the obligations placed on the data controller by Section 7 of the Data Protection Act 1998, (known as subject access).

5.4 Freedom of Information Act 2000

If a request for images is received via a FOIA application and the person requesting is the subject, these will be exempt from the FOIA and will be dealt with under The Data Protection Principles.

Any other requests not involving identification of individuals can be disclosed but only if it does not breach the data protection principles.

5.5 Regulation of Investigatory Powers Act 2000

Introduction

The Regulation of Investigatory Powers Act 2000 came into force on 2nd October 2000. It places a requirement on public authorities listed in Schedule 1: Part 1 of the act to authorise certain types of covert surveillance during planned investigations.

Background

General observation forms part of the duties of many law enforcement officers and other public bodies. Police officers will be on patrol at football grounds and other venues monitoring the crowd to maintain public safety and prevent disorder. Officers may also target a crime "hot spot" in order to identify and arrest offenders committing crime at that location. Trading standards or HM Customs & Excise officers might covertly observe and then visit a shop as part of their enforcement function to verify the supply or level of supply of goods or services that may be liable to a restriction or tax. Such observation may involve the use of equipment to merely reinforce normal sensory perception, such as binoculars, or the use of cameras, where this does not involve systematic surveillance of an individual. It forms a part of the everyday functions of law enforcement or other public bodies. This low-level activity will not usually be regulated under the provisions of the 2000 Act.

Neither do the provisions of the Act cover the normal, everyday use of overt CCTV surveillance systems. Members of the public are aware that such systems are in use, for their own protection, and to prevent crime. However, it had not been envisaged how much the Act would impact on specific, targeted use of public/private CCTV systems by 'relevant Public Authorities' covered in Schedule 1: Part1 of the Act, when used during their planned investigations.

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 16 of 32	
Date: 01.12.2015	

The consequences of not obtaining an authorisation under this Part may be, where there is an interference by a public authority with Article 8 rights (invasion of privacy), and there is no other source of authority, that the action is unlawful by virtue of section 6 of the Human Rights Act 1998 (Right to fair trial) and the evidence obtained could be excluded in court under Section 78 Police & Criminal Evidence Act 1984.

The Act is divided into five parts. Part II is the relevant part of the act for CCTV. It creates a system of authorisations for various types of covert surveillance. The types of activity covered are "intrusive surveillance" and "directed surveillance". Both types of surveillance if part of a pre-planned operation will require authorisation from specified persons named in the Act. In addition, the reasons for such surveillance must be clearly indicated and fall within the criteria outlined by this legislation. A procedure is in place for regular reviews to be undertaken into authorisation.

The Redditch Borough Council and Bromsgrove District Council CCTV schemes will observe the criteria laid out in the legislative requirements.

Further information is available from the Home Office website:-

www.homeoffice.gov.uk/ripa/ripact.htm

5.6 Surveillance Camera Code of Practice

The Code of Practice was a requirement of the Protection of Freedoms Act 2012 and sets out guidelines for CCTV and Automatic Number Plate Recognition (ANPR) systems to ensure their use is open and proportionate and that they are able to capture quality images that give police a better chance to catch criminals and cut crime.

The code has been built upon 12 guiding principles, which provide a framework of good practice that includes existing legal obligations. Those existing obligations include the processing of personal data under the Data Protection Act 1998, a public authority's duty to adhere to the Human Rights Act 1998 and safeguards under the Regulation of Investigatory Powers Act 2000 associated with the use of directed and covert surveillance by a public authority. The use of a surveillance camera system must:

1. Always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
2. Take into account its effect on individuals and their privacy
3. Have as much transparency as possible, including a published contact point for access to information and complaints
4. Have clear responsibility and accountability for all surveillance activities including images and information collected, held and used
5. Have clear rules, policies and procedures in place and these must be communicated to all who need to comply with them
6. Have no more images and information stored than that which is strictly required

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 17 of 32	
Date: 01.12.2015	

7. Restrict access to retained images and information with clear rules on who can gain access
8. Consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
9. Be subject to appropriate security measures to safeguard against unauthorised access and use
10. Have effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with
11. Be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim
12. Be accurate and kept up to date when any information is used to support a surveillance camera system which compares against a reference database for matching purposes.

Whilst the above principles are voluntary, Local Authorities must have regard to them and Redditch Borough Council and Bromsgrove District Council will work to achieve continued compliance with the requirements. Information and a copy of the Codes can be found on www.gov.uk/government/uploads.

5.7 Crime & Courts Act 2013

The Crime and Courts Act became law on 1st October 2013 and replaced the Serious Organised Crime and Police Act 2005. CCTV Control Rooms are under Section 7 of the Crime & Courts Act 2013 required by law to share information (CCTV images) to the National Crime Agency (NCA). If a request is received from the NCA then the Redditch Borough Council and Bromsgrove District Council CCTV Control room MUST comply with the request and provide the data.

Section 7, Subsection (3) provides information obtained by the NCA in connection with the exercise of any NCA function may be used by the NCA in connection with the exercise of any other NCA function. For example, information obtained in the course of gathering criminal intelligence may be used in connection with NCA's crime reduction function.

Section 7, Subsection (4) provides that the NCA may disclose information in connection with the exercise of any NCA function if the disclosure is for any "permitted purpose" as defined within Section 16(1) of the Act. This would apply in situations where, for example, the NCA has received information on suspected criminal activity (such as a 'Suspicious Activity Report' – which help banks and financial institutions protect themselves and their reputation from criminals and help law enforcement to track down and arrest them) and has decided to share this information with an organisation or person outside the NCA (such as a financial institution) for the purpose of preventing or detecting crime.

NOTE: any information which falls within the scope of RIPA Act 2000 will still require the necessary authority prior to the release of images.

6.0 ACCOUNTABILITY

6.1 Redditch Borough Council and Bromsgrove District Council and the Partners support the principle that the community at large should be satisfied that the Public surveillance CCTV systems are being used, managed and controlled in a responsible and accountable manner and that in order to meet this objective there will be independent assessment and scrutiny. It is the responsibility of all parties to maintain a continuous review of it's integrity, security, procedural efficiency, methods of operation and retention and release of data.

6.2 Hierarchy of Responsibilities

6.2.1 The Owners

The owners shall be responsible for policy, effective management and public relations of the scheme. They shall produce a written policy and be responsible for its implementation. This shall be carried out in consultation with users of the scheme and provide for the release of information relating to the operation of the system. The owner is responsible for dealing with complaints, and ensuring a fair system of staff selection and recruitment is adopted for staff employed in the control and monitoring environment. The role of owner also includes all statutory responsibilities including the role of "data controller" as prescribed by the Data Protection Act 1998 Section 1 Subsection 1(1)

6.2.2 The Manager

The manager or designated member of staff should undertake regular reviews of the documented procedures to ensure that the provisions of this Code are being complied with. These should be reported back to the owner of the scheme. To facilitate this, regular minuted meetings will be held with the Team Leader to go through the points listed below:-

The manager is the person who has direct control of the scheme and as such he/she will have authority for the following

- Staff management
- Observance of the policy and procedural practices
- Release of data to third parties who have legal right to copies
- Control and security clearance of visitors
- Security and storage of data
- Security clearance of persons who request to view data
- Release of new and destruction of old data
- Liaison with police and other agencies
- Maintenance of the quality of recording and monitoring equipment

The manager should retain responsibility for the implementation of procedures to ensure that the system operates according to the purposes for which it was installed and in accordance with the objectives identified for the system.

The manager shall also ensure that on a day-to-day basis all equipment is working correctly and that the operators of the scheme comply with the Code of Practice and Procedural Manual. Dealing with breaches of the codes and disciplinary measures shall lie with the manager.

6.2.3 The Team Leader

The team leader has a responsibility to ensure that at all times the system is operated in accordance with the policy and all procedural instructions relating to the system, and for bringing to the immediate attention of the manager any matter affecting the operation of the system, including any breach or suspected breach of the policy, procedural instructions, security of data or confidentially. In the Managers absence the Team Leader will have responsibility for:

- Release of data to third parties who have legal right to copies
- Control and security clearance of visitors
- Security and storage of data
- Security clearance of persons who request to view data
- Release of new Media
- Liaison with police and other agencies

The team leader should ensure that at all times operators carry out their duties in an efficient and responsible manner, in accordance with the objectives of the scheme. This will include regular checks and audit trails to ensure that the documentation systems in place are working effectively. These systems include:

- The media log
- The operators log
- The incident log
- Witness statements
- Faults and maintenance log
- The security of data
- Audit logs
- Authorisation of visitors

The team leader should ensure operators comply with Health and Safety Regulations.

6.2.4 The Operators

The operators will be responsible for complying with the code of practice and procedural manual. They have a responsibility to respect the privacy of the individual, understand and comply with the objectives of the scheme. They are required to be proficient in the control and the use of the CCTV camera equipment, recording and playback facilities, media erasure, and maintenance of all logs. The information recorded must be accurate, adequate and relevant to the purpose of the scheme. They should immediately bring to the attention of the Team Leader any equipment defect that may occur, and report in accordance with procedures.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 20 of 32

Date: 01.12.2015

In the Managers/Team Leaders absence the Operator will have responsibility for:

- Release of data to third parties who have legal right to copies
- Control and security clearance of visitors
- Security and storage of data
- Security clearance of persons who request to view data
- Release of new Media
- Liaison with police and other agencies

6.2.5 Contractor's Responsibilities

There is one contractor responsible for Maintenance of CCTV equipment.

The response provided by the contractor is subject of a written contract and records of responses are maintained

6.3 Accountability

The manager/team leader shall be accountable to the owner of the scheme and will provide periodic progress reports on the scheme. The manager/Team Leader will resolve technical and operational matters.

Failure of the operators to comply with the procedures and code of practice should be dealt with by the manager/team leader. Person(s) misusing the system will be subject to disciplinary or legal proceedings in accordance with Council policy.

6.4 Annual report

An annual report of the scheme will be undertaken by an independent consultancy appointed by the owner to evaluate the effectiveness of the system. This will include annual reviews of the scheme's operation, performance and working practices and, where appropriate make recommendations for improvements. The results will be assessed against the stated purposes of the scheme. If the scheme is not achieving its purpose modification and other options will be considered.

The results of the assessment will be made available to the public through Redditch Borough Council and Bromsgrove District Council.

The Information Commissioner's CCTV Code of Practice and Surveillance Camera Code of Practice stipulates that the system should be reviewed annually to determine whether CCTV continues to be justified. They further state that it is necessary to establish the system's effectiveness to ensure that it is still doing what it was intended to do. If it does not achieve its purpose, it should be stopped or modified.

The report should include the following;

- a) a description of the scheme and the geographical area(s) of operation;
- b) the scheme's policy statement;

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 21 of 32	
Date: 01.12.2015	

- c) the objective and scope of the scheme;
- d) any changes to the operation or management of the CCTV scheme;
- e) any changes that have been made to the policy;
- f) any proposals to expand or reduce the operation of the scheme; and
- g) the scheme's aims and objectives for the next 12 months.

The report should also provide details of the scheme's achievements during the previous 12 months. The details of the scheme's performance should include:

- 1) the number of incidents recorded by the scheme;
- 2) the number of incidents reported to the law enforcement agencies and, where appropriate, other bodies, e.g. the local authority;
- 3) an assessment of the scheme's impact on crime levels and types of crime in the area covered by it; and
- 4) an assessment of the scheme's impact on its objectives, including:
 - the number of privacy impact assessments completed;
 - the number of reviews of footage by police and authorized agencies; and
 - the number of incidents per camera for the previous twelve months.

6.5 Complaints

A member of the public wishing to make a complaint about the system may do so through Redditch Borough Council or Bromsgrove District Council's complaint procedure. Copies of the complaints procedure are available from the below address.

CCTV and Lifeline Manager

Redditch Borough Council
The Town hall
Walter Stranz Square
Redditch
Worcestershire
B98 8AH

A complaints procedure has been documented. A record of the number of complaints or enquiries received will be maintained together with an outline of the action taken.

A report on the numbers of complaints will be collated by the systems manager or designated member of staff in order to assess public reaction to, and opinion of, the use of the system. The annual report will contain details of the numbers of complaints received, the time taken to acknowledge and respond to complaints, the method of receiving and handling complaints and the degree of satisfaction in handling complaints.

6.6 Personnel

6.6.1 Employment

All operators will be employed according to the Council's Recruitment and Selection Policy.

6.6.2 Training

All operators are or will be trained to the criteria required by the private Security Industry Act 2001 and licensed by the Security Industry Authority for Public Space Surveillance systems

All persons employed to act as operators of the system are trained to the highest available industry standard. Training has been completed by suitably qualified persons and has included:

- Terms of employment

- The use of all appropriate equipment

- The operation of the systems in place

- The management of recorded material including requirements for handling and storage of material needed for evidential purposes.

- All relevant legal issues including Data Protection and Human Rights

- Progression to nationally recognized qualifications

- Recognise and understanding privacy and disclosure issues

- The disciplinary policy

7.0 CONTROL ROOM MANAGEMENT AND OPERATION

7.1 Access to Control Room

- 7.1.1 Access to the monitoring area will be strictly controlled. Security of the Control Room shall be maintained at all times.
- 7.1.2 Only those persons with a legitimate purpose will be permitted access to the control and Monitoring Centre.
- 7.1.3 The Manager/Team Leader or in their absence the operator, is authorised to determine who has access to the monitoring area. This will normally be:

Operating staff

The manager/team leader

Police officers requiring to view images of a particular incident, or collecting/returning media being considered for intelligence or evidential purposes.

These visits will take place by prior appointment.

Engineers and cleaning staff (These people will receive supervision throughout their visit)

Independent Inspectors appointed under this Code of Practice may visit the control room without prior appointment.

Organised visits by authorised persons in controlled circumstances

All visitors to the monitoring area, including Police Officers, will be required to sign a visitors log and a declaration of confidentiality.

7.2 Response to an incident

- 7.2.1 The Procedural Manual details:

What action should be taken.

Who should respond.

The time scale for response.

The times at which the observation should take place.

- 7.2.2 A record of all incidents will be maintained in the incident log. Information will include anything of note that may be useful for investigative or evidential purposes.

7.3 Who makes the response and the time scale

Incidents of a criminal nature will be reported to the West Mercia Police. The response will be made by the Police Service in accordance with their policies.

7.4 Observation and recording of incidents

Recording will be throughout the 24 hour period in real time. Wherever possible the system will be monitored 24 hours a day.

In the event of an incident being identified there will be particular concentration on the scene.

7.5 A successful response

7.5.1 The criteria for measuring a successful response are:

- A good observational record of the incident
- A short time scale for response to the incident
- Identification of a suspect
- The prevention or minimisation of injury or damage
- Reduction of crime and disorder
- Improving public safety
- Restoration of tranquillity

7.6 Operation of the System by the Police

- a) There is a transmission link from the Monitoring Centre to the Call Management Centre (CMC) at Police Head Quarters and this enables live images to be viewed by the police.
- b) In very extreme circumstances such as a major incident a request may be made for the Police to take total control of the system in its entirety, including the staffing of the Monitoring Centre and personal control of all associated equipment; to the exclusion of all representatives of the system owners. A request for total exclusive control must be made in writing by a Police Officer not below the rank of Superintendent (or designated deputy).

Once the police undertake any of the above they become responsible under the Data Protection Act 1998.

8.0 PRIVACY AND DISCLOSURES ISSUES

8.1 Privacy

Cameras should not be used to infringe the individual's rights of privacy. The cameras generally are sited where they will not be capable of viewing any residential properties. If it is found there is a possibility that cameras would intrude in private areas, privacy zones would be programmed into the cameras where possible and CCTV operators trained to recognise privacy issues.

8.2 Disclosure Policy

8.2.1 The following principles must be adhered to:

- a) All employees will be aware of the restrictions set out in this Code of Practice in relation to access to, and disclosure of, recorded images.
- b) Images not required for the purposes of the scheme will not be retained longer than necessary. However, on occasions it may be necessary to retain images for longer period, where a law enforcement body is investigating a crime to give them the opportunity to view the images as part of an active investigation.
- c) The Data controller will only disclose to third parties who intend processing the data for purposes which are deemed compatible with the objectives of the CCTV scheme.
- d) Monitors displaying images from areas in which individuals would have an expectation of privacy will not be viewed by anyone other than authorised employees of the user of the equipment.
- e) Recorded material will only be used for the purposes defined in the Objectives of the Scheme.
- f) Access to recorded material will be in accordance with policy and procedures.
- g) Information will not be disclosed for commercial purposes and entertainment purposes.
- h) All access to the medium on which the images are recorded will be documented.
- i) Access to recorded images will be restricted to those staff who need to have access in order to achieve the purpose(s) of using the equipment.
- j) Viewing of the recorded images should take place in a restricted area.

8.2.2 Before data is viewed by a third party the manager should be satisfied that data is:

- a) The subject of a complaint or dispute that is unanswered
- b) The original data and the audit trail is maintained throughout
- c) Not part of a current criminal investigation by the Police, or likely to be so
- d) Not part of a civil proceeding or likely to be so
- e) Not removed or copied without proper authority

8.3 Access to recorded images

Access to recorded images will be restricted to the manager, Team Leader or designated Operator who will decide whether to allow requests for access by third parties in accordance with the disclosure policy.

8.4 Viewing recorded images

Viewing of recorded images should take place in a restricted area. Other employees should not be allowed to have access to that area when viewing is taking place

8.5 Operators

All operators are trained in their responsibilities in relation to access to privacy and disclosure issues, in addition to being licensed as previously mentioned..

8.6 Removal of medium for Viewing

The removal of medium on which images are recorded, for viewing purposes, will be documented in accordance with Data Protection principles and the procedural manual.

8.7 Access to data by third parties

8.7.1 Access to images by third parties will only be allowed in limited and prescribed circumstances. In the case of the Redditch Borough Council and Bromsgrove District Council CCTV schemes, disclosure will be limited to the following:-

- a) law enforcement agencies where the images recorded would assist in a specific criminal enquiry,
- b) prosecution agencies,
- c) legal representatives,
- d) the media, where it is assessed by the Police that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that assessment the wishes of the victim of an incident should be taken into account,
- e) The people whose images have been recorded and retained (Data Subject) unless disclosure to an individual would prejudice the criminal enquiries or criminal proceedings.

8.7.2 All requests for access or for disclosure will be recorded. If access or disclosure is denied, the reason should be documented.

8.7.3 If access to or disclosure of the images is allowed, details will be documented.

8.7.4 Recorded images should not in normal circumstances be made more widely available, for example, they should not be routinely made available to the media or placed on the internet.

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 27 of 32	
Date: 01.12.2015	

- 8.7.5 If it is intended that the images will be made more widely available, that decision should be made by the manager or designated member of staff and the reason documented.
- 8.7.6 The owner will not unduly obstruct a bona fide third party investigation to verify the existence of relevant data.
- 8.7.6 The owner will not destroy data that is relevant to previous or pending search request which may become the subject of a subpoena.
- 8.7.7 The owner will decide which other agencies, if any, should have access to data and it should be viewed live or recorded but a copy should never be made or released.

8.8 Disclosure in the public interest

Requests to view personal data that do not fall within the above categories but that may be in the public interest should be considered. Examples may include public health issues, community safety or circumstances leading to the prevention or detection of crime. Material released to a third party for the purposes of crime prevention or detection, should be governed by prior written agreement with the Chief Constable.

Material may be used for bona fide training such as Police or staff training.

8.9 Data subject access disclosure

- 8.9.1 All staff involved in operating the equipment must be able to recognise a request for access to recorded images by data subjects and be aware of individual's rights under this section of the Code of Practice.
- 8.9.2 Individuals whose images are recorded have a right to view the images of themselves and, unless they agree otherwise, to be provided with a copy of the images. This must be provided within 40 calendar days of receiving a request.
- 8.9.3 Data subjects requesting access will find a copy of the Council's 'Subject Access Request Form' along with the Council's guidance at;

<http://www.bromsgrove.gov.uk/cms/about-your-bromsgrove/access-to-information/data-protection/subject-access-request.aspx>

<http://redditch.whub.org.uk/cms/about-your-redditch/access-to-information/data-protection/subject-access-request.aspx>
- 8.9.4 Subject access rights are governed by Section 7 of the Data Protection Act 1998 and include the following provisions:
 - a) a fee is paid for each search
 - b) a person gives sufficient and accurate information about a date, time and place

**CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES**

Page: 28 of 32	
Date: 01.12.2015	

- c) information required as to the identification of the person making the request.
 - d) the Data Controller only shows information relevant to the search
- 8.9.5 If a copy is requested, it will be necessary to ascertain whether the images obtained are aimed at learning about the Data Subjects activities. If this is not the case and there has been no captured images of identifiable individuals or information relating to individuals then this may not fall within the Data Protection Act 1998 and access may be denied. Any refusal should be documented
- 8.9.6 If on the other hand images have been obtain and CCTV used to focus on the activities of particular people either by directing cameras at an individual's activities, looking out for particular individuals or examining recorded CCTV images to find things out about the people in them such as identifying a criminal or a witness or assessing how an employee is performing. These activities will still be covered by the DPA and reference should be made to Section 8.2.2 of these Codes of Practice prior to the release of such data.
- 8.9.7 If images of third parties are also shown with the images of the person who has made the access request, consideration will be given as to whether there is a need to obscure the images of third parties. If providing these images would involve an unfair intrusion into the privacy of the third party, or cause unwarranted harm or distress, then they should be obscured. In many cases, images can be disclosed as there will not be such intrusion.
- 8.9.8 The subject access request will be dealt with promptly and in any case within 40 days of receipt of the request or within 40 days of receiving all the information required.
- 8.9.9 All subject access requests should be dealt with by the manager or designated member of staff.
- 8.9.10 A search request should provide sufficient information to locate the data requested (e.g. within 30 minutes for a given date and place). If insufficient information is provided a data controller may refuse a request until sufficient information is provided.
- 8.9.11 Under certain circumstances (Section 29 of the Data Protection Act 1998) the manager or designated member of staff can decide that a subject access request is not to be complied with. In such cases the refusal will be documented.

8.10 Provision of data to the individual

The owner/manager having verified the validity of a request should provide requested material to the individual. Where a decision has been made that third parties should not be identifiable, then arrangements will be made to disguise or blur the images in question. It may be necessary to contract this work out to another organisation. Where this occurs there will be a written contract with the processor which specifies exactly how the information is to be used and the provision of explicit security guarantees. The procedure outlined in CCTV Procedural Manual will be followed.

CODE OF PRACTICE
FOR REDDITCH BOROUGH COUNCIL CCTV and BROMSGROVE DISTRICT COUNCIL CCTV
SCHEMES

Page: 29 of 32	
Date: 01.12.2015	

If the individual agrees it may be possible to provide subject access by viewing only. If this is the case:

Viewing should take place in a controlled environment

Material not relevant to the request should be masked or edited out

8.11 Other rights

8.11.1 All staff involved in operating the equipment must be able to recognise a request from an individual to prevent processing likely to cause substantial and unwarranted damage to that individual.

8.11.2 In relation to a request to prevent processing likely to cause substantial and unwarranted damage, the manager or designated member of staff's response should indicate whether he or she will comply with the request or not.

8.11.3 The member or designated member of staff must provide a written response to the individual within 21 days of receiving the request setting out their decision on the request.

8.11.4 If the manager or designated member of staff decide that the request will not be complied with, they must set out their reasons in the response to the individual.

8.11.5 A copy of the request and response will be retained.

8.12 Media Disclosure

Disclosure of images from the CCTV system must be controlled and consistent with the purpose for which the system was established. For example, if the system is established to help prevent and detect crime it will be appropriate to disclose images to law enforcement agencies where a crime needs to be investigated, but it would not be appropriate to disclose images of identifiable individuals to the media for entertainment purposes or place them on the internet. Images can be released to the media for identification purposes; this will not generally be done by anyone other than a law enforcement agency.

9.0 RECORDED MATERIAL MANAGEMENT

9.1 Retention of Images

Images, which are not required for the purpose(s) for which the equipment is being used will not be retained for longer than is necessary. The general retention period is 31 days, however, as mentioned previously, on occasions images may need to be retained for longer periods as a requirement of an investigation into crime. While images are retained, access to and security of the images will be controlled in accordance with the requirements of the Data Protection Act.

- 9.1.1 Recorded material should be of high quality. In order for recorded material to be admissible in evidence total integrity and continuity must be maintained at all times.
- 9.1.2 Security measures will be taken to prevent unauthorised access to, alteration, disclosure, destruction, accidental loss or destruction of recorded material.
- 9.1.3 Recorded material will not be released to organisations outside the ownership of the system other than for training purposes or under the guidelines referred to previously.
- 9.1.4 Images retained for evidential purposes will be retained in a secure place where access is controlled.

9.2 Quality and Maintenance

In order to ensure that clear images are recorded at all times the equipment for making recordings and the associated security equipment including, help points and public address systems will be maintained in good working order with regular servicing in accordance with the manufacturer's instructions. In the event of a malfunction the equipment will be repaired within specific time scales which will be scheduled within the maintenance agreement. All documentation relating to the equipment and its servicing and malfunction is retained in the control room and will be available for inspection and audit.

9.3 Digital Recordings

In a digital CCTV system, the register should show the life of the recorded media at all stages whilst in the owner's possession. Such a register may also show itself to be useful in enabling evaluation of the CCTV scheme.

The register should include the following information:

- a) unique media reference number(s);
- b) details of purchase (i.e. from whom purchased and delivery date);
- c) time/date/person placing the media in store;
- d) time/date/person removing the media from secure storage for use;
- e) time/date/person returning the media to secure storage after use;
- f) time and date of delivery to the law enforcement agencies, identifying the law

Page: 31 of 32	
Date: 01.12.2015	

enforcement agency officer concerned;

9.4 Making Recordings

Details of the recording procedures are given in the Procedural Manual.

Recording mediums containing original incidents should not be replayed, unless absolutely essential, to avoid any accident, damage or erasure. If recorded images need to be reviewed the reasons and details of those present will be logged and the medium returned to secure storage, if appropriate.

9.5 Video Prints

Video prints will only be made when absolutely necessary. All video prints will remain the property of the scheme owner. The taking of video prints will be recorded in a register to be retained in the control room.

10.0 DOCUMENTATION

10.1 Log books must be sequential in order that pages or entries cannot be removed and full and accurate records kept.

10.2 Logs

An accurate log should be maintained that records which operators were working at a given time/date and, if appropriate, the camera(s) they were controlling.

An operator's log should be available at each workstation and should be completed at the time of operation by the operator in question. The details of any event or occurrence that might be required for future reference should be recorded; these include the following:

- a) Change of operator, identifying the operator on duty at that workstation and showing that the necessary recording material has been loaded in the correct recording equipment, that the correct time was being displayed and that the recording equipment appeared to be operating correctly;
- b) Incidents, including details of the time, date, location, nature, operator and action taken;
- c) Routine camera patrols, whether undertaken manually or through the utilization of pre-set times;

10.3 Administrative documents

The following administrative documents should be maintained:

- a) Recorded material register
- b) Log of daily routine administrative events, including details of the following:
 - 1) visitors to the control room;
 - 2) demonstrations of the CCTV surveillance operation to outside bodies, groups, etc.;
 - 3) maintenance of equipment, whether routine or breakdown repair;
 - 4) administrative activities within the control room;
 - 5) staff signing on and off duty; and
 - 6) any out of the ordinary activity or occurrence;
- d) shift register, containing duty, weekly leave and annual leave details of all staff; and
- e) list of all installed equipment.

CABINET

3rd February 2016

NEW HOMES BONUS COMMUNITY GRANTS SCHEME

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

1. SUMMARY OF PROPOSALS

1.1 To enable Members to consider a revised New Homes Bonus (NHB) Community Grants Scheme to enable community groups to apply for funding from the New Homes Bonus grant received by the Council.

2. RECOMMENDATIONS

2.1 Cabinet are to recommend;

2.1.1 The approval of the revised New Homes Bonus Community Grants Scheme as attached at Appendix 1;

2.1.2 The approval of 25% of the additional New Homes Bonus grant received in 2016/17 to be used to calculate the amount of £101k to be allocated to the scheme; and

2.1.3 An additional amount of £23,840 to be added to the total allocation in respect of funds carried forward from the previous year's scheme.

3. KEY ISSUES

Financial Implications

3.1 As Members are aware the government introduced the NHB in April 2011. The bonus was designed to ensure that the economic benefits of housing growth are returned to the councils where that growth takes place. The NHB is a grant paid by central government to local councils for increasing the number of homes in their area and their use. In two tier areas, like Worcestershire, the bonus is shared between the district council and county council (80% District: 20% County). At present NHB is not ring-fenced and councils can decide how they use the New Homes Bonus, however, there is an expectation that Councils will consult communities about how we will spend the money. The scheme is intended to be permanent however as with all financial funding this can change in the future.

- 3.2 As part of the Financial Settlement Announcement in December 2016 the Government proposed a number of changes to the NHB Scheme which would reduce the allocation granted to Councils. The proposals are included in a consultation document that closes in mid-March and the Council will be formulating a comprehensive response in relation to the significant reductions in funding that are proposed and the impact these will have on the Council over the next few years.
- 3.3 The proposals to change the NHB Scheme include changing the payments from 6 to 4 years, reduce NHB where there is no local plan, where homes have been allowed on appeal or where the growth would have occurred anyway. It is worth noting that the payment of £1.7m may reduce by the following over the next 4 years:

£000's	2017/18	2018/19	2019/20	2020/21	Total
Bromsgrove	542	531	523	663	2,259

- 3.4 Following the petition to Council in April 2014 in relation to the use of NHB, Members agreed that a scheme for allocating funds to communities affected by growth would be available for 2015/16. A fund of £87k was allocated based on 25% of new grant received during the year and a number of groups secured £63k of funding through this framework. Details of those grants received are set out below:

Installation of 5 Painted Steel Benches	Cofton Hackett Parish Council	£2,000
New chairs	Cofton Village Hall	£2,000
4 New Planters	Cofton Hackett Parish Council	£1,100
New Junior Cricket Ground	Bromsgrove Cricket Club	£1,500
Replacement Bus Shelter	Catshill & North Marlbrook Parish Council	£3,500
Improvements/Replacement/Repairs to Scout Hut	6 th Bromsgrove Scouts	£3,000
Catshill Village Meadow Multi Use Facility	North West Ward Association	£2,560
Improvements to Toilet Facilities	Belbroughton Recreation Centre	£2,500
Artificial Wicket	Belbroughton Cricket Club	£2,500

Club House Enhancement	Hagley Cricket Club	£10,000
Improvements to Club Facilities (Phase 1)	Hagley Lawn Tennis Club	£15,000
Alterations to new venue for youth activities.	Alvechurch Communities Together	£12,500
Refurbishment of Two Rooms to Provide Further Patient Access	Hollyoaks Medical Centre	£5,000

- 3.5 It was agreed that the underspend of £24k would be carried forward to increase the available funding for 2016/17. Using the NHB for 2016/17 of £101k this would result in a total available funding of £124k for bids to be considered by the NHB Panel.
- 3.6 As part of the review of the scheme officers have assessed how other Councils allocate funding and it is proposed that funding is allocated on the basis of the homes that have been completed in a particular area during 2014/15, as this is the most recent complete year of data being available. It is appreciated that this would not take into account homes that have been brought back into use nor would it reduce allocations for empty/ void properties. It is considered that this allocation basis, as used by other Councils, would be the fairest way to ensure a consistent framework for all communities who have been affected by growth.
- 3.7 Appendix 2 details the breakdown from the planning system of properties and it is proposed that this is used for the allocations of the £124k during 2016/17. The bidding process remains similar to 2015/16 in that there are different levels of form required to be completed by the groups for consideration.
- 3.8 Appendix 1 reflects the revised policy to include allocation of funds on the basis of growth in an area for Members' consideration.
- 3.9 Should the new allocation policy be approved the bidding process will commence in the new financial year.
- 3.10 Members will be kept updated as to any changes in funding for NHB following the consultation feedback.

Service / Operational Implications

- 3.11 The allocation of funding will support the provision of projects within local communities and do not impact on the operational services provided by the Council.

CABINET

3rd February 2016

Customer / Equalities and Diversity Implications

3.12 The scheme will support all communities that are affected by growth.

4. RISK MANAGEMENT

4.1 An annual scheme based on the additional funding received from NHB for each financial year will mitigate the impact on the Medium Term Financial Plan and ensure that should NHB be revised in the future there is no future commitment from the Council.

5. APPENDICES

Appendix 1 – Revised Draft NHB Community Grants Scheme
Appendix 2 – Allocation table of funds by Wards.

AUTHOR OF REPORT

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BROMSGROVE DISTRICT COUNCIL

New Homes Bonus Community Grants Scheme 2016/17 Explanatory Notes



Bromsgrove
District Council
www.bromsgrove.gov.uk

CONTENTS

1. Introduction – where does the NHB fund come from?
2. Who can apply for a grant?
3. What are the criteria for awarding a grant?
4. The Council's Strategic Purposes.
5. Who determines grant applications?
6. How grants are paid and any conditions attached to them.
7. What happens if a bid isn't successful?
8. The Grant Application Process Timetable.
9. Contacts and where to find more information.
10. Supporting Documentation

1. Introduction - Where does the New Home Bonus come from?

The New Homes Bonus is paid annually by the government as an incentive to communities and councils to welcome new housing. At present, for a period of six years following the year the house was built, the council receives a grant that is payable on those new homes plus any homes that were empty and have been brought into use. As part of the announcement on the Financial Settlement 2016/17-2019/20, the Government has confirmed that there will be changes to the New Homes Bonus Scheme which will reduce the available funding for future years. There is a commitment to retain the funding for 2016/17 as originally anticipated but a number of changes are included in a consultation document that is to be responded to by mid-March 2016. This includes reducing the scheme payments from 6 to 4 years, withdrawing homes that are built following an appeal and setting a baseline for growth that Councils will have to exceed before funding is granted. All of the changes will have a significant impact on Bromsgrove Council and therefore any scheme for allocation will have to be closely monitored to address the impact of change in funding streams.

At present, the New Homes Bonus is announced alongside our annual financial settlement. In two tier areas, like Worcestershire, the bonus is shared between the District Council and the county council (80% / 20%). The District Council therefore receives 80% of the total New Homes Bonus. This may also change as part of the final scheme following consultation.

At present, the grant is not ring fenced and therefore the Council is free to decide how to use the grant. There has been encouragement from Central Government for the funding to be utilised within communities however this does not form any legislative requirement.

For the financial year 2016/17 the Council has once again decided to make part of the New Homes Bonus available for a New Homes Bonus Community Grants Scheme.

Bromsgrove District Council has agreed that the allocation available for the scheme is to be £101,000 (25% to be based on the District Council grant which will be received in 2016/17 which is attributed solely to the increase in funding from that received in 2015/16). No allocation will be made from the New Homes Bonus that is being paid for previous years. However, £23,840 remains unallocated from the 2015/16 scheme and as agreed, will be added to the 2016/17 allocation, giving a total of £124,840.

Funding this year has been allocated to each Ward (see appendix A) and that allocation has been calculated as follows:

£124,840 divided by the total number of new houses completed in 2014/15, 228 giving a figure of £547.54 (rounded up to £548) per house. The number of new

houses completed in each Ward was then multiplied by that figure to give an allocation per Ward. The 2014/15 completed houses has been used as the basis due to the fact that this is the most recent full year of information. It is appreciated that this does not take into account properties that were empty and have been brought back into use or show a reduction for properties that are now empty.

This Scheme will run for 12 months and be reviewed as part of the budget process for the financial year 2017/18.

2. Who Can Apply for a Grant?

The funding is available for communities that have been affected by growth. These are detailed in Appendix 1 to these guidance notes together with the amount allocated to each Ward.

The New Homes Bonus Community Grants Scheme is intended for not-for-profit groups, such as voluntary organisations, residents' groups, community groups and associations including Parish Councils within those areas affected. Organisations outside the District may also apply where they are delivering projects/activities that benefit the District.

Grants will not be paid to individuals.

You will need to provide full details of your organisation when completing the application form. This form will also need to be signed by your local Ward Councillor to show that you have his/her support for your project.

3. What are the Criteria for Awarding a Grant?

Projects should be substantial and sustainable and provide a legacy for the areas in which they are located whilst also being in line with the Council's strategic purposes (detailed at section 4 of these explanatory notes). The key element of these criteria is ensuring that funded projects complement the Council's long term strategic priorities.

Each organisation may bid for the maximum allocation for its particular Ward (as per Appendix A). Applications in excess of £3.5k will need to provide a more detailed application and will need to provide supporting documentation including a business plan. Councillors will not usually consider more than one application from the same organisation within the 12 month period unless they are clearly for separate projects.

Priority will be given to applications according to the following criteria:

- Meet at least one of the Council's strategic purposes (see section 4 for full details.)
- The impact of growth on the relevant area
- Proposals demonstrate the basis of need or demand as well as the benefits
- Projects must be sustainable.
- All applicants agree to acknowledge the Council as a funder of the project.
- All funded projects keep full records of their activities and how the grant has been spent
- Proposals should outline how they will address the impact (actual and anticipated) of growth.
- The names of other organisations that have been approached for funding.
- The total cost and timescales of the project.
- The communities that will be served by the project.
- Support from the Ward Councillor

4. Bromsgrove District Council's Strategic Purposes

Our Strategic Purposes for Bromsgrove

- Help me to live my life independently*
- Help me to be financially independent*
- Keep my place safe & looking good*
- Help me find somewhere to live in my locality*
- Provide good things for me to see, do & visit*
- Help me run a successful business*

Support services enable us to deliver our purposes

For more information view the Council Plan at:
<http://www.bromsgrove.gov.uk/cms/council-and-democracy/council-plan.aspx>

 **Bromsgrove District Council**
www.bromsgrove.gov.uk

5. Who Determines Grant Applications?

Officers of the Council will assess applications to ensure they satisfy the criteria for eligibility, whether any further information is required and whether costs are realistic relative to the proposals and the funds available.

Applications which are clearly ineligible or inappropriate may be rejected with the agreement of the Chairman of the New Homes Bonus Community Grants Panel. Otherwise officers will prepare a report for the Panel, summarising each bid and making a recommendation.

The New Homes Bonus Community Grants Panel, comprising of Councillors (the Portfolio Holder for Finance and Resources together with a representative from each political group) will meet in July. They are supported by officers and the meeting will be held in public.

Applicants will be invited to attend the meeting and be given the opportunity to make a short presentation to the Members.

The New Homes Bonus Community Grants Panel will then make a recommendation to the Council's Cabinet. Any interested party can make representations in writing, which will be reported to Cabinet. The Cabinet meetings are also open to the general public.

A full timetable is detailed at section 7 of these explanatory notes and sets out the exact dates of when the invitation for applicants will be opened and the closing date for applications, together with details of when the New Homes Bonus Community Grants Panel recommendations will be considered by Cabinet. Following approval of those recommendations the successful applicants will be contacted and provided with details of when the monies from successful bids will be paid.

6. How Grants are Paid and any Conditions attached to them.

A funding agreement will be signed and will include standard conditions, for example:

- Timescales for the project and a schedule of funding payments
- That the contribution made by the NHB Grants Scheme must be clearly identified to the local community.

Other conditions of funding may be included, depending on the nature of each project. All projects must be completed by the end of the financial year 2016/17 unless otherwise agreed by the New Homes Bonus Community Grants Panel.

If part-funding is agreed proof must be given as to where the other money is coming from.

A payment schedule will be agreed as part of the Funding Agreement for each successful application. Dependent upon the amount of the grant this could be phased to meet the forecast spend of the project or a one off payment for a small project.

Monitoring requirements will be dependent on the size and scale of the project and will be agreed for each individual project as part of the conditions of the funding. Any phased payments would be released subject to satisfactory monitoring/progress.

If the proposed project fails any funding already paid and not utilised must be returned, it cannot be transferred to another project.

7. What Happens if a Bid is not successful?

If a bid is not successful you will be advised and given the reasons. In exceptional circumstances the Panel may request some more information and offer to reconsider the bid at a future meeting.

There is no appeals process, however if you are refused a grant you can still apply for future/alternative projects providing they meet the Council's criteria.

8. The Grant Application Process Timetable

Date Applications Open	Date Applications Close
9.00 a.m. Monday 4th April 2016	5.00 p.m. Friday 27th May 2016

Date of New Homes Bonus Grants Panel Meeting	Date of Cabinet Meeting
4.00 p.m. on Wednesday 13th July and (if required) 4.00 p.m. on Thursday 14th July 2016	6.00 p.m. Wednesday 7th September 2016.

9. Contacts and Where to find more information

New Homes Bonus Community Grants Panel Members

Councillor Representative from each political group
Portfolio Holder for Finance and Resources

Supporting Officers

Jayne Pickering – Executive Director, Finance and Resources
Amanda Scarce – Democratic Services Officer

10. Documentation

Application Form - Small grants up to £3.5k
Application Form - Large grants over £3.5k and no more than £35k
FAQs
Timeline

Ward Name	Dwelling Capacity of site	Total Completions up to 31st March 2015	Completed during 2014/15	Amount of NHB Grant per Ward (£548 x Completed during 2014/15)	Under Construction during 2014/15
Alvechurch South Ward	8	3	3	1,644.00	4
Alvechurch Village Ward	1	1	1	548.00	0
Aston Fields Ward	6	0	0	0.00	6
Avoncroft Ward	37	13	13	7,124.00	24
Barnt Green and Hopwood Ward	2	2	2	1,096.00	0
Belbroughton and Romsley Ward	39	20	10	5,480.00	18
Bromsgrove Central Ward	2	2	2	1,096.00	0
Catshill North Ward	2	2	2	1,096.00	0
Catshill South Ward	84	40	27	14,796.00	43
Cofton Ward	3	2	2	1,096.00	1
Drakes Cross Ward	2	0	0	0.00	1
Hagley East Ward	248	26	26	14,248.00	73
Hagley West Ward	14	10	10	5,480.00	4
Hollywood Ward	1	1	1	548.00	0
Lickey Hills Ward	9	5	5	2,740.00	3
Marlbrook Ward	1	0	0	0.00	1
Norton Ward	6	6	6	3,288.00	0
Perryfields Ward	30	0	0	0.00	30
Rock Hill Ward	4	4	4	2,192.00	0
Rubery North Ward	4	4	4	2,192.00	0
Rubery South Ward	20	4	4	2,192.00	16
Sanders Park Ward	23	17	17	9,316.00	6
Sidemoor Ward	21	7	7	3,836.00	14
Slideslow Ward	25	18	18	9,864.00	7
Tardebigge Ward	187	72	64	35,072.00	91
TOTAL:	779	259	228	124,944.00	342

$\pounds 101,000 + \text{b/f } \pounds 23,840 = \pounds 124,840$ divided by 228 = $\pounds 547.54$ (£548)

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