



## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE CABINET**

**WEDNESDAY 7TH DECEMBER 2016 AT 6.00 P.M.**

### **PARKSIDE SUITE - PARKSIDE**

**MEMBERS:** Councillors G. N. Denaro (Leader), K.J. May (Deputy Leader),  
C. B. Taylor, R. D. Smith 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 2nd November 2016 (Pages 1 - 6)

4. Minutes of the meetings of the Overview and Scrutiny Board held on 31st October 2016 (attached) and 28th November 2016 (to follow) (Pages 7 - 14)

(a) To receive and note the minutes

(b) To consider any recommendations contained within the minutes

5. Representation on Outside Bodies

To note the changes in representation on the following outside bodies which are Cabinet appointments.

- Substitute Member on Greater Birmingham and Solihull LEP – Councillor I. Hardiman (Wyre Forest DC)

- Representative on the Worcestershire LEP Local Transport Body - Councillor I. Hardiman (Wyre Forest DC)

(Both in replacement for Councillor T. Onslow (Wyre Forest DC))

6. Report of the New Homes Bonus Community Grants Panel (Pages 15 - 46)
7. Revised Debt Recovery Policy (Pages 47 - 76)
8. Review of Car Parking Order (Pages 77 - 118)
9. Nomination of Assets of Community Value - The Hanbury Turn, Stoke Heath and The Royal Oak, Catshill (To Follow)
10. Report of the Finance and Budget Scrutiny Working Group (Overview and Scrutiny Board Minute Extract to Follow) (Pages 119 - 126)
11. Fees and Charges 2017/2018 (Pages 127 - 156)
12. Medium Term Financial Plan Update (presentation)
13. Finance Monitoring Report - Quarter 2 2016/17 (Pages 157 - 168)
14. Business Waste Recycling Service (Pages 169 - 220)
15. 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
16. To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of item(s) of business containing exempt information:-

**RESOLVED**: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraph of that part, in each case, being as set out below, and that it is in the public interest to do so:-

<u>Item No.</u>	<u>Paragraph(s)</u>	
17	3	"

17. Business Waste Recycling Service (Pages 221 - 270)

K. DICKS  
Chief Executive

Parkside  
Market Street  
BROMSGROVE  
Worcestershire  
B61 8DA

29th November 2016

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## BROMSGROVE DISTRICT COUNCIL

### MEETING OF THE CABINET

2ND NOVEMBER 2016 AT 6.00 P.M.

PRESENT: Councillors G. N. Denaro (Leader), K.J. May (Deputy Leader),  
C. B. Taylor and R. D. Smith

Observers: Councillor L. C. R. Mallett

Officers: Mr K. Dicks, Ms J. Pickering, Ms. D. Poole, Ms. R. Bamford, Mrs  
S. Sellers, Mr M. Hanwell, Mr D. Riley, Ms R. Dunne and Ms R. Cole

41/16 **APOLOGIES FOR ABSENCE**

An apology for absence were received from Councillor P. J. Whittaker.

42/16 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

43/16 **MINUTES**

The minutes of the meetings of the Cabinet held on 5th October 2016  
and 13th October 2016 were submitted.

**RESOLVED** that the minutes of the meetings of the Cabinet held on 5th  
October 2016 and 13th October 2016 be approved as a correct record in  
each case.

44/16 **WORCESTERSHIRE REGULATORY SERVICES BOARD**

The minutes of the meeting of the Worcestershire Regulatory Services  
Board held on 6th October 2016 were submitted.

It was noted there was a recommendation at Minute 15/16 relating to a  
review of the WRS Enforcement Policy.

**RECOMMENDED** that subject to the minor amendment detailed in  
Minute 15/16, the Worcestershire Regulatory Services Enforcement  
Policy be adopted.

**RESOLVED** that the remainder of the minutes of the meeting of the  
Worcester Regulatory Services Board held on 6th October 2016 be  
noted.

45/16

## **NOMINATION OF AN ASSET OF COMMUNITY VALUE - THE GREYHOUND PUBLIC HOUSE, WORCESTER ROAD, BROMSGROVE**

The Cabinet considered a report on an Application to list the Greyhound Public House, Worcester Road, Bromsgrove as an Asset of Community Value.

Members were aware of the background to this application in that the premises concerned were no longer in use and had ceased trading as a public house in April 2016. Members' attention was drawn to paragraph 3.4 of the report which set out how the test for listing as an Asset of Community Value would apply in these circumstances.

It was noted that under sub section 2 of Section 88 of the Localism Act 2011 it was stated that such land can be listed if in the Local Authority's opinion :-

- (a) there is a time in the recent past when an actual use of the building or other land that was not an ancillary use furthered the social well being or interests of the local community; and
- (b) it is realistic to think there is a time in the next five years when there could be a non-ancillary use of the building or other land that would further (whether or not in the same way as before) the social well being or social interests of the local community

At the invitation of the Leader, Councillor L. C. R. Mallett as Ward Member addressed the Cabinet in support of the application for listing and expanded on his written comments which had been included in section 3.14 of the report. It was noted that Councillor M. Thompson was also in support of the application for listing.

Councillor Mallett drew attention to the fact that following the closure of the premises in April, they had initially been marketed as a public house. It was only shortly before the application from CAMRA had been submitted that it had become clear that the premises may be permanently lost.

Councillor Mallett confirmed that the premises had been used extensively in the recent past by the community as there was no other convenient meeting place in the vicinity. There was no reason to think they could not be a valuable asset in the future both commercially and as a meeting place for community groups and residents.

Members of the Cabinet considered the application in detail and considered in particular the test as set out in section 3.14 of the report.

Following discussion it was

**RESOLVED** that the listing of the Greyhound Public House, Worcester Road as an Asset of Community Value be supported.

46/16

## **MEDIUM TERM FINANCIAL PLAN 2017/2018 - 2020/2021 BUDGET ASSUMPTIONS**

The Cabinet considered a report on the budget assumptions to be used by officers in the preparation of the detailed 2017/18 budget and the provisional budgets for 2018/19 - 2020/21.

The Executive Director Finance and Resources drew Members' attention to paragraph 3.4 of the report which set out proposed budget assumptions in respect of key elements of the Council's Revenue budget.

- Pay Award – there was an assumption of 1% over the time period;
- Inflation – assumption of 0% across the majority of the Council's "non-pay" expenditure
- Utilities costs assumed to be increased by 6%;
- Discretionary Fees and Charges - the increase for 2017/18 – 2019/20 would be 3%. Any increase above 3% would need to be justified and evidenced by officers;

In addition it was noted that in respect of Superannuation Rates, discussions were on going in with Worcestershire County Council and the Actuary. The outcome would be built into future budget reports.

It was noted that Heads of Service were currently undertaking a robust review of the Capital Programme and that a four year Capital Programme was due to be considered by Members in January 2017.

Following discussion it was

**RECOMMENDED** that the revenue assumptions as detailed in paragraph 3.4 of the report be incorporated into the budget setting process.

47/16

## **COUNCIL TAX SUPPORT SCHEME 2017/2018**

Cabinet considered a report on the final Council Tax Support Scheme (CTSS) to be implemented for 2017/18.

Members were reminded that the Council had a duty to review its CTSS on an annual basis and must implement a scheme which protects people of pensionable age, incentivises work and has provisions to support vulnerable people in financial hardship as a result of the scheme.

Following the approval of the draft scheme for 2017/18 in July 2016 it was noted that consultation on this had been undertaken throughout

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August and September. The consultation had included a letter to all current claimants, preceptors and other stakeholders advising them of the draft scheme and the changes to the existing scheme. It was reported that only two responses had been received and neither of these commented either in support of or against the proposals.

It was noted that the proposals would not impact significantly on current claims. The main purpose of the changes was to reduce the administrative burden on the Authority where possible, to bring the scheme into line with national changes to welfare support and to ensure that the assessment of income in relation to claims remained in line with other benefits such as Housing Benefit. This would mean that claims could be assessed in tandem and costs to the Authority would be minimised.

The Executive Director Finance and Resources confirmed that the Financial Inclusion Team would be working with Council Tax Team and that officers would be looking at all avenues of support to help people to be financially independent. The proposed continuation of the Hardship Fund would provide an opportunity to ensure that vulnerable people who had been financially disadvantaged by the changes to CTSS could be provided with transitional support.

## **RECOMMENDED:**

- (a) that the Council Tax Support Scheme be implemented as amended, namely :
  - (i) that the backdating of Council Tax support be reduced in line with the changes in Housing Benefit announced by Central Government;
  - (ii) that claims be processed based on information provided by the Department of Work and Pensions without the need for further information;
  - (iii) the removal of the Family Premium on claims made from 1st April 2017 to bring Bromsgrove District Council's Council Tax Support Scheme in line with the changes in Housing Benefit announced by Central Government;
- (b) that future "uprating" of some of the figures be approved to take account of other national changes in benefits and allowances;
- (c) that authority be delegated to the Head of Customer Access and Financial Support to carry out statutory consultation on future draft CTSS in accordance with the legislative guidelines, in consultation with the Portfolio Holder; and
- (d) that the continuation of the Hardship Scheme be approved.



48/16

## **THE COUNCIL PLAN**

The Cabinet considered the proposed Council Plan which included actions to address the Council's strategic purposes developed through the transformation programme. The Plan had been slightly amended in line with suggestions to improve the "flow" of the Plan. An additional amendment had been proposed to wording on page 14 of the Plan relating to average wages for people working in Bromsgrove.

It was noted that the Council Plan and strategic purposes would help to set the direction for the Council and how it works with its partners. Service areas would be working towards these purposes and the priority actions, supported by operational purposes and measures to ensure that everything the Council does relates to demands and needs of customers.

**RECOMMENDED** that the Council Plan as amended be approved.

49/16

## **URGENT ITEM - ICT INFRASTRUCTURE RESOURCE**

(The Chairman agreed to the consideration of this item as a matter of urgency to enable officers to explore options for the service without undue delay)

The Cabinet considered a further report on how on going difficulties in recruiting to the team dealing with ICT infrastructure could be addressed. This issue had been considered at Cabinet in September, but it had subsequently been agreed at the Council meeting on 21st September that the matter be referred back to Cabinet to ensure that all available options were explored.

The report drew attention to the difficulties in recruiting and retaining officers to the small ICT team dealing with ICT infrastructure. At present one of the posts within the team was filled and the resource to cover the other post was being purchased on an ad hoc basis which meant that maintaining continuity of service was difficult.

It was reported that following the withdrawal of the item from Council in September a further review had been undertaken and discussions with Members had taken place. These had lead to the current proposal that the service be put out to tender and that the results of this process be reported back to Cabinet to consider the outcome and implications of the tender exercise before any further commitment was entered into. .

It was noted that other public sector organisations would have the opportunity to bid for the contract as well as any private companies.

### **RECOMMENDED:**

- (a) that authority be delegated to the Head of Transformation and organisational Development to undertake a tendering process

identify a potential supplier to undertake the ICT infrastructure functions; and

- (b) that a decision on any proposed contract be subject to a further report to Cabinet containing details of the proposals and their impact on the service and budget.

50/16

## **LOCAL GOVERNMENT ACT 1972**

That under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the item of business the subject of the following minute on the grounds that it involves the disclosure of "Exempt Information" as defined in Part 1 of Schedule 12A to the Act, the relevant parts being as set out below and that it is in the public interest to do so.

Minute No  
51/16

Paragraph  
4

51/16

## **DEVELOPMENT MANAGEMENT SHARED SERVICES BUSINESS CASE**

The Cabinet considered a report on the Business Case for a shared Development Management service between Bromsgrove District Council and Redditch Borough Council. The report and proposals had been considered by the Shared Services Board on 27th October 2016 and the meeting notes and recommendations of the Board had been circulated.

Officers outlined the details of the proposals and responded to queries from Members.

Following discussion it was

**RECOMMENDED** that the Business Case for the Development Management Shared Service be approved.

The meeting closed at 6.35 p.m.

Chairman

## **BROMSGROVE DISTRICT COUNCIL**

### **MEETING OF THE OVERVIEW AND SCRUTINY BOARD**

**31<sup>ST</sup> OCTOBER 2016 AT 6.00 P.M.**

PRESENT: Councillors L. C. R. Mallett (Chairman), S. A. Webb (Vice-Chairman), C. Allen-Jones, S. J. Baxter, S. R. Colella, B. T. Cooper, M. Glass, R. J. Laight, C. J. Spencer, P.L. Thomas and M. Thompson

Observers: Councillor G. N. Denaro

Officers: Ms. J. Pickering, Ms. D. Poole, Mrs B. Talbot, Ms. A. Scarce and Ms. J. Bayley

#### 41/16 **APOLOGIES AND NAMED SUBSTITUTES**

At the start of the meeting all those present observed a minute's silence in memory of Councillor Pete Lammas who sadly passed away in October 2016.

There were no apologies for absence.

#### 42/16 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest nor of any whipping arrangements.

#### 43/16 **MINUTES**

The minutes of the meeting of the Overview and Scrutiny Board held on 19th September 2016 were submitted.

**RESOLVED** that the minutes of the Overview and Scrutiny Board meeting held on 19th September 2016 be approved as a correct record.

#### 44/16 **SICKNESS ABSENCE UPDATE REPORT**

The Head of Business Transformation and Organisational Development and the Human Resources and Development Manager presented the Sickness Absence Update Report and in so doing highlighted the following areas for Members' consideration:

- The report framework had been amended, as requested the last time the Board had considered the report, to focus on sickness absence rates for Bromsgrove staff only and to provide a breakdown of absences per service area.

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- Across all shared services there was a sickness absence rate of 5.76.
- The sickness absence rate for Bromsgrove staff alone was 2.44.
- The sickness absence levels for both Bromsgrove and the shared services were significantly lower than the national average.
- The main causes of sickness absence were listed as “other” and “stress” related.
- The causes of stress related absences could be due to personal circumstances, working conditions or a mixture of the 2 and varied between people.
- The Council had invested in the Employee Assistance programme and staff using the programme could access useful support.
- Sickness absence data was updated on the dashboard on a regular basis.

Following presentation of the report Members discussed a number of points in detail:

- The significant number of causes of sickness absence listed as “other”. The Board was informed that the choice of category for the report was influenced by options available on relevant Council systems.
- The value of identifying sickness absences caused by working conditions.
- The difficulty of reaching conclusions based on monthly data.
- The need to reflect on sickness absence days per person in recognition of the differing sizes of teams across the organisation.
- The differences in rates of sickness absence between departments and the potential causes of this.
- The number of staff listed for Environmental Services. Members were advised that these numbers reflected the Council’s role as host authority for the shared service.
- The difficulties of calculating sickness absence rates per authority in a shared services environment. The Board was advised that staff divided their time between partner organisations as and where required.
- The focus on sickness absence for full time equivalent (fte) staff, taking into account part-time workers and job share arrangements.
- The extent to which the Council was confident that the sickness absence figures provided were an accurate reflection of sickness levels, given the relatively low rate of absences compared to the national average. Officers confirmed that the accuracy of these figures was dependent on compliance within teams with Council policies.
- Plans within the Council to introduce a new electronic system which would make it easier to report sickness absences.
- The length of sickness absence classified as long-term. Members were informed that the Council treated absences of over 28 days as long-term sickness absence.

- The role of the manager in cases of sickness absence. The Board was advised that the employee had to contact their manager on the first and third days. After 7 days had passed the employee and manager would agree a process for maintaining contact, though after a month had passed the manager needed to visit the employee.
- The recording of sickness absence data for auditing purposes.

**RESOLVED** that future Sickness Absence Update reports provide data across all shared services, excluding Housing Services.

45/16

## **STAFF SURVEY TOPIC PROPOSAL & POTENTIAL JOINT WORKING REPORT**

The Chairman advised that he had attended the meeting of the Redditch Overview and Scrutiny Committee on 25th October to present the Board's proposal to establish a joint review of the staff survey. Councillors S. A. Webb and S. R. Colella had accompanied the Chairman to this meeting and had helped to outline the background to the proposal and to present the terms of reference for the review. Redditch Members had concluded that they would like to participate in the exercise and had appointed 3 Members to the review.

The Board considered the terms of reference and potential timescales for the review. As this would be the first joint scrutiny investigation involving Bromsgrove and Redditch Members only, it was agreed that an initial deadline of 6 months should be set, though this could be amended at a later date if necessary. Following questions from Members it was confirmed that costs would not be shared as Redditch Members were not paid specifically for taking part in Task Groups, though received an allowance for serving on the parent Committee. Meetings would take place in alternate locations and the review would be chaired by a Bromsgrove Member as the exercise had been proposed by the Bromsgrove Overview and Scrutiny Board.

**RESOLVED** that

- (1) The terms of reference for the Staff Survey Joint Task Group be agreed;
- (2) Councillors S. R. Colella, C. J. Spencer and S. A. Webb be appointed to the Staff Survey Joint Task Group;
- (3) Councillor S. R. Colella be appointed Chairman;
- (4) The review take place over a period of 6 months; and
- (5) The Task Group commence its investigation as soon as possible.

46/16

## **SOCIAL MEDIA TASK GROUP MEMBERSHIP REPORT**

The Chairman explained that the Board needed to consider membership of the Social Media Task Group, following agreement at the previous meeting to launch this investigation. A total of 4 Members had put their names forward including Councillors R. J. Laight, S. Shannon, M.

Thompson and L. Turner. Officers confirmed that Councillor C. Bloore, who had proposed the review, had advised that he would unfortunately be unable to participate in the exercise due to work commitments.

Members noted that a Chairman also needed to be appointed and only Members of the Board could take on this role. Proposals were received for both Councillor R. J. Laight and M. Thompson respectively to be appointed as Chairman. However, Councillor Thompson withdrew his name, confirming that he would be happy for Councillor Laight to be appointed to this position.

**RESOLVED** that

- (1) The terms of reference of the Social Media Task Group be agreed;
- (2) Councillors R. J. Laight, S. Shannon, M. Thompson and L. Turner be appointed to the Task Group;
- (3) Councillor R. J. Laight be appointed as Chairman;
- (4) The review take place over a period of 6 months; and
- (5) The Task Group commence its investigation as soon as possible.

47/16

**PLANNING DELEGATIONS - PROPOSAL FROM FULL COUNCIL**

The Chairman advised that this item had first been raised in the form of a Notice of Motion submitted by Councillor P. McDonald, at a meeting of Council on 21st September 2016, which had called upon the Council to create a working party to review delegated powers in relation to planning matters. There had been some concerns about a lack of clarity in respect of the delegated powers and how these were being utilised at a local level. At Council Members had agreed that this matter should be referred to the Overview and Scrutiny Board for further consideration and various options were available to the Board in terms of investigating the matter in further detail.

The Board discussed the topic and noted that there were no detailed terms of reference which might help to clarify the parameters for any investigation of this subject. There was general consensus that further information about the matter would be useful and Members agreed that a presentation should be provided at a future meeting of the Board about Officers' delegated powers for Planning from the Head of Planning and Regeneration. The Portfolio Holder for Planning Services and Strategic Housing, Councillor C. Taylor, and Councillor P. McDonald should also be invited to attend.

**RESOLVED** that the Head of Planning and Regeneration be invited to deliver a presentation on the subject of Officers' delegated powers for planning at a future meeting of the Board.

48/16

**PLANNING BACKLOG DATA TO 30TH SEPTEMBER 2016**

The Board considered the latest update regarding the Planning backlog data for the period up to 30th September 2016. Members noted that the

report covered a rolling 2 year period and that the data had to be gathered on a quarterly basis for reporting to the Department for Communities and Local Government (DCLG).

There was general consensus that it was important for the Board to continue to monitor the Council's performance in respect of the Planning backlog to ensure that problems which had resulted in the designation status for the service in the past did not occur again. However, Members agreed that the frequency of these reports could be reduced from quarterly to biannual updates.

**RESOLVED** that in future the Planning Backlog Data monitoring update reports be reported for the consideration of the Board on a biannual basis.

49/16

## **QUARTERLY RECOMMENDATION TRACKER**

The Board was advised that the Preventing Homelessness Task Group's recommendations had been included on the update, though the formal response from the Cabinet was not due to be considered until November. Members were also informed that Councillor K. May had asked to attend a meeting of the Board in January 2017 to provide an update on progress in respect of the recommendations that had been made by the Evening and Weekend Car Parking Task Group.

50/16

## **POTENTIAL TOPIC FOR FURTHER INVESTIGATION - PRIMARY HEALTH CHILD CARE**

Councillor S. R. Colella informed Members that he felt the subject of proposed changes to health community services and primary care access across Bromsgrove in the NHS was a suitable subject for further scrutiny. In recent months Health Visitors in Worcestershire had been served with notice that changes would be made to the service in order to achieve efficiency savings. As a result of these changes it was possible that Health Visitors' working hours would be reduced to a 3 day week with the further 2 days redeployed to address other work commitments. There was also the possibility that a significant number of Health Visitors would be made redundant as a result of service changes. These changes would potentially impact on local service provision and could create difficulties for patients living within the district, in terms of distances of travel to access services.

A scrutiny investigation of this subject would help Members to appreciate the potential implications of service changes for patients. However, Members noted that the subject could also be referred to the Worcestershire Health Overview and Scrutiny Committee (HOSC) or to the Worcestershire Health and Wellbeing Board for discussion.

**RESOLVED** that Councillor B. T. Cooper raise the subject of changes to health community services and primary care access at a forthcoming meeting of the Worcestershire Health Overview and Scrutiny Committee.

51/16

## **WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE**

Councillor B. T. Cooper, the Council's representative on the Worcestershire HOSC, explained that he had been unable to attend the last meeting of the Committee. However, the minutes from this meeting had been attached for Members' consideration. These minutes demonstrated that there had been two main items on the agenda for consideration at the meeting:

- The local scrutiny approach to the consultation on the future plans for Worcestershire Acute Hospital NHS Trust services - Consideration had been given during the meeting to a proposal to scrutinise this matter jointly with neighbouring HOSCs in Birmingham and Herefordshire. However, Worcestershire HOSC had decided to review this matter separately.
- Future of Acute Hospital Services in Worcestershire.

52/16

## **CABINET WORK PROGRAMME**

Members considered the Cabinet Leader's Work Programme for the period 1st November 2016 to 28th February 2017. During consideration of this item the Chairman noted that the Board was already scheduled to pre-scrutinise the Review of CCTV in the District, due to be considered by the Cabinet on 7th December. The Finance and Budget Working Group would pre-scrutinise the Council's proposed fees and charges for 2017/18 on behalf of the Board and report any recommendations where relevant.

Reference was also made to the Bromsgrove District Local Plan, scheduled for consideration by the Cabinet on 4th January 2017. It was clarified that this item would entail provision of an update on feedback from the Planning Inspector regarding Local Plan No. 4 and did not relate to the Council's Plan. Members interested in contributing to the debate about the Council Plan were urged by the Chairman to attend the Cabinet meeting on 2nd November when this item would be considered in detail.

53/16

## **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

Members received a number of updates during consideration of this item.

- a) Finance and Budget Working Group – Chairman, Councillor L. C. R. Mallett

Councillor Mallett explained that the Working Group had been holding frequent meetings during which a range of budgetary



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31st October 2016

issues had been discussed. This included consideration of the Council's borrowing costs and the asset register which had revealed that the Council had an interest in over 100 properties. The Working Group had discovered that the Council had a 30 per cent investment in some affordable housing with occupiers having mortgages on the remaining 70 per cent. Limited benefits to the Council had been identified from ownership of these assets and Officers had therefore been asked to investigate this matter further.

At future meetings of the Working Group Members would consider financial regulations and proposals from Heads of Service in respect of the Capital Programme. The Working Group would also be monitoring the outcomes of the Efficiency Statement.

At the following meeting of the Overview and Scrutiny Board a report detailing the Working Group's recommendations to date and the evidence basis for these recommendations would be presented for Members' consideration.

b) Measures Dashboard Working Group – Chairman, Councillor S. A. Webb

Councillor Webb advised that Members of the Working Group did not yet have access to the dashboard on their iPads. This was causing delays for the Working Group. Officers in the ICT Team had been contacted about this problem and had advised that providers of the Good Software to the Council's iPads were working to resolve this issue. However, no estimate had been provided for the timeframes involved in completing this work. Consequently the Board agreed that the Working Group's meetings should be postponed until Members could access the dashboard on their iPads. The Board requested that Members' concerns about the delays and limited access to the dashboard should be conveyed to the Head of Business Transformation and Organisational Development.

c) Overview and Scrutiny Board - Work Programme

Members were advised that pre-scrutiny of the Review of CCTV in the District would be the main item on the agenda for the Board's consideration in November. An agreement was reached that the Planning delegations item, discussed earlier in the meeting, should be scheduled for consideration at the meeting of the Board in December.

The meeting closed at 7.10 p.m.

Chairman

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### **CABINET**

7<sup>th</sup> December 2016

#### **NHB COMMUNITY GRANTS PANEL**

Relevant Portfolio Holder	Cllr Geoff Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering, Executive Director Finance & Resources
Wards Affected	<b>All</b>
Ward Councillor Consulted	N/A
Key Decision / Non-Key Decision	

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

- 1.1 The purpose of this report is to allow Cabinet to consider the findings and recommendations of the NHB Community Grants Panel following a second round of bids being opened up on 26<sup>th</sup> September 2016.

#### **2. RECOMMENDATIONS**

- 2.1 **That Cabinet agree to return the funds allocated to Hagley Tennis Club in 2015/16 to the brought forward funds, giving a total available for allocation in Round 2 of £27,324.**
- 2.2 **That the Head of Leisure and Cultural Services be asked to consider requesting a budget pressure in respect of the work detailed in Application 7 (see appendix 2);**
- 2.3 **That Cabinet agree the grants, as detailed in the Summary of NHB Grants Panel Recommendations attached at appendix 1;**
- 2.4 **That Cabinet recommend to full Council that the remaining balance of £27,157 which equates to the balance of the funds unallocated in 2016/17 be carried forward to 2017/18 as an earmarked reserve; and**
- 2.5 **That Cabinet agree to a full and detailed review of the NHB Community Grants Scheme including the administrative arrangements to take place prior to the commencement of the 2017/18 bidding process.**

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

- 3.1 This is the second year of the NHB Community Grants Scheme. Following the 2015/16 applications the scheme was reviewed and a

### **CABINET**

7<sup>th</sup> December 2016

report was considered at Cabinet on 1<sup>st</sup> June 2016. As part of the review of the scheme officers assessed how other Councils allocate funding and it was agreed that funding be 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. The funding available of £101,004 was distributed in this way.

- 3.2 It was agreed that the amount of £23,860 which was brought forward from the previous year, would be available for any Ward that could show growth. That an application be submitted and considered by the Panel.
- 3.3 Applications were invited over the period from 20<sup>th</sup> June to 29<sup>th</sup> July 2016, with the NHB Community Grants Panel meeting on 16<sup>th</sup> and 17<sup>th</sup> August 2016 to consider the applications at public meetings. Following that process a report was considered by Cabinet at its meeting on 7<sup>th</sup> September 2016, with an overall total of £52,536 being allocated to various schemes. This resulted in an overall unallocated balance of £72,328. It was therefore agreed that a second round of bids be opened up to give an opportunity for those funds to be used.
- 3.4 Applications were therefore invited over the period from 26<sup>th</sup> September to 28<sup>th</sup> October 2016 with the NHB Community Grants Panel meeting on 16<sup>th</sup> November 2016 to consider the applications at a public meeting. Following the public meeting the Panel Members met in private to consider the applications in detail and review the process. The outcome of those deliberations is attached at Appendix 1 for Cabinet's consideration.
- 3.5 In respect of Application No 8, Arundel Road Public Open Space and Play Area and Oakalls Play Area. After consideration of the application Members were in agreement that it would not be appropriate use of the funds from this scheme, as from the information provided; it appeared to be the responsibility of the Council. It is therefore recommended that the Head of Leisure and Cultural Services be asked to consider requesting a budget pressure in respect of the work detailed.
- 3.6 During the course of its meeting held on 16<sup>th</sup> November, the Panel was also provided with information in respect of an outstanding application from 2015/16. This was for the Hagley Tennis Club and following receipt of the update on the project, the Panel was unanimous in its recommendation that the £15,000 initially awarded to the project be

### **CABINET**

7<sup>th</sup> December 2016

returned to the balances brought forward for 2015/16 as none of the criteria which had been stipulated in the offer of the grant had been met within the 12 month period set down in that offer.

#### **Financial Implications**

- 3.7 As detailed in Appendix 1 £61,636 of grants has been recommended by the Panel to be approved by Members, which includes £27,324 from the balance brought forward for 2015/16.

#### **Legal Implications**

- 3.8 There are no direct legal implications as a result of the grants being approved.

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

- 3.9 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.

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

- 3.10 The scheme allows all communities that are affected by growth to apply for a grant.

### **4. RISK MANAGEMENT**

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

### **5. APPENDICES**

Appendix 1 – Summary of NHB Grants Panel Recommendations  
Appendix 2 - Summary of Applications  
Appendix 3 – Ward Breakdown of funds to be carried forward to 2017/18.

### **6. BACKGROUND PAPERS**

NHB Grants Scheme and FAQs

### **7. KEY**

None

## **CABINET**

7<sup>th</sup> December 2016

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### **AUTHOR OF REPORT**

Name: Jayne Pickering – Executive Director, Finance & Resources  
E Mail: [j.pickering@bromsgroveandredditch.gov.uk](mailto:j.pickering@bromsgroveandredditch.gov.uk)

## NHB Community Grants Scheme 2016/17 – ROUND 2

### SUMMARY OF BIDS – Under £3.5K

#### Application 1

<b>PROJECT NAME:</b>	Day trip to the Black Country Museum
<b>Organisation:</b>	The Challenge Stroke Group
<b>Amount of Funding Requested:</b>	£200
<b>Location of Project:</b>	The Group are based at the local church in Rubery.
<b>Aim of Project:</b>	Take local stroke victims from the Group on a day trip to the Black Country Museum.
<b>WARD</b>	Rubery North
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£200
<b>Comments:</b>	
None	

## Application 2

<b>PROJECT NAME:</b>	Community Fun Day
<b>Organisation:</b>	Rubery Festival
<b>Amount of Funding Requested:</b>	£250
<b>Location of Project:</b>	Rubery
<b>Aim of Project:</b>	This event benefits the community by bringing together intergenerational groups and provides a platform for the arts and charitable groups within the community.
<b>WARD</b>	Rubery North
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£250
<b>Comments:</b>	
None	



## Application 3

<b>PROJECT NAME:</b>	Rubery's Got Talent – Intergenerational Event
<b>Organisation:</b>	Rubery Festival Committee
<b>Amount of Funding Requested:</b>	£250
<b>Location of Project:</b>	Rubery
<b>Aim of Project:</b>	To provide a platform for the arts community and to bridge the gap between the younger and older generation. To provide family entertainment during the summer holidays.
<b>WARD</b>	Rubery North
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£250
<b>Comments:</b>	
<p>The Panel awarded this grant with the condition that the Rubery Festival Committee reviewed its objectives within its Constitution to reflect the number of events it carries out.</p>	

## Application 4

<b>PROJECT NAME:</b>	Volunteers Event
<b>Organisation:</b>	Rubery Festival Committee
<b>Amount of Funding Requested:</b>	£700
<b>Location of Project:</b>	Rubery
<b>Aim of Project:</b>	To provide a showcase of local talent to thank all local unpaid volunteers in the community.
<b>WARD</b>	Rubery North
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£700
<b>Comments:</b>	
<p>The Panel awarded this grant with the condition that the Rubery Festival Committee reviewed its objectives within its Constitution to reflect the number of events it carries out.</p>	

## Application 5

<b>PROJECT NAME:</b>	Stackable tables and trolley
<b>Organisation:</b>	Tardebigge Community Hall
<b>Amount of Funding Requested:</b>	£1,390
<b>Location of Project:</b>	Tardebigge, Bromsgrove
<b>Aim of Project:</b>	Supply of replacement tables and a trolley to store the tables when not in use.
<b>WARD</b>	Tardebigge
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£1,390
<b>Comments:</b>	None

# Agenda Item 6

## Application 6

<b>PROJECT NAME:</b>	Wiggin Memorial Park
<b>Organisation:</b>	Alvechurch Parish Council
<b>Amount of Funding Requested:</b>	£160
<b>Location of Project:</b>	Wiggin Playing Fields, Alvechurch
<b>Aim of Project:</b>	Re-paint the benches around the playing fields that provide users and walkers at the facilities somewhere nicer to sit and rest.
<b>WARD</b>	Tardebigge
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£160
<b>Comments:</b>	None

## Application 7

<b>PROJECT NAME:</b>	2 x defibrillators
<b>Organisation:</b>	Charlotte & Craig Saving Hearts Foundation
<b>Amount of Funding Requested:</b>	£4,400
<b>Location of Project:</b>	Pavilion the Meadows, Catshill Baptist Church, Catshill
<b>Aim of Project:</b>	Following a lot of media coverage recently regarding heart problems and the use of defibs and lack of availability. The location of the 2 would cover Catshill village from both sides.
<b>WARD</b>	Catshill South
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£4,400
<b>Comments:</b>	
None	

## Application 8

<b>PROJECT NAME:</b>	Arundel Road Public Open Space and Play Area and bench for Oakalls Play Area
<b>Organisation:</b>	Cllr Caroline Spencer
<b>Amount of Funding Requested:</b>	£7,800
<b>Location of Project:</b>	Arundel Road Public Open Space, Harwood Park and Oakalls Play Area.
<b>Aim of Project:</b>	Arundel Road – to enhance and improve the access and landscaping of the site. Oakalls – to provide much needed seating in the play area.
<b>WARD</b>	Slideslow
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	NO – falls outside of the terms of reference of the NHB Community Grants Scheme.
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	NIL
<b>Comments:</b>	
<p>The Panel will recommend that the Head of Leisure and Cultural Services will be asked to consider including the work detailed within the application as a budget pressure for consideration by Cabinet/Council.</p>	

## Application 9

<b>PROJECT NAME:</b>	Resurfacing the road entrance to the Community Hall
<b>Organisation:</b>	Tutnall & Cobley Parish Council
<b>Amount of Funding Requested:</b>	£4,870
<b>Location of Project:</b>	Tardebigge Community Hall
<b>Aim of Project:</b>	To renew the car park drive at the Community Hall in order to make it low maintenance, more cost effective and safer for users..
<b>WARD</b>	Tardebigge
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£4,870
<b>Comments:</b>	None

## Application 10

<b>PROJECT NAME:</b>	Replacement Fencing along driveway of the car park.
<b>Organisation:</b>	Finstall Village Hall Committee
<b>Amount of Funding Requested:</b>	£6,870
<b>Location of Project:</b>	Finstall Village Hall, Finstall
<b>Aim of Project:</b>	To replace the fencing along the drive to the car park in order to make it safe and secure.
<b>WARD</b>	Tardebigge
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£6,870
<b>Comments:</b>	None



## Application 11

<b>PROJECT NAME:</b>	Replacement Roof to Clubhouse including Changing Rooms.
<b>Organisation:</b>	Bromsgrove Rugby Football Club
<b>Amount of Funding Requested:</b>	£17,000
<b>Location of Project:</b>	Finstall Park, Finstall Road, Bromsgrove
<b>Aim of Project:</b>	The current shingle roof covering is now starting to fail with leaks occurring in the clubhouse which will have a detrimental effect on those who regularly use the facility and income generation and therefore needs to be replaced.
<b>WARD</b>	Tardebigge
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£5,000
<b>Comments:</b>	
The Panel agreed to make a contribution towards the work.	

## Application 12

<b>PROJECT NAME:</b>	Mini Tennis Facility
<b>Organisation:</b>	Bromsgrove Tennis Club
<b>Amount of Funding Requested:</b>	£25,000
<b>Location of Project:</b>	Bromsgrove Tennis Club
<b>Aim of Project:</b>	A new mini tennis facility to allow the Club to develop its work with the local communities and provide improved facilities for the people of Bromsgrove.
<b>WARD</b>	Tardebigge
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£10,222
<b>Comments:</b>	
The Panel agreed to make a contribution towards the project.	

## Application 13

<b>PROJECT NAME:</b>	Replacement Cooker
<b>Organisation:</b>	First Catshill Brownies
<b>Amount of Funding Requested:</b>	£1,000
<b>Location of Project:</b>	Catshill Methodist Church Hall
<b>Aim of Project:</b>	To allow all girls to take part in cooking activities and allow other users to make use of the facility.
<b>WARD</b>	Supported by the Ward Councillor for Catshill North
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£1,000
<b>Comments:</b>	
The Panel were happy to support this project.	

**Application 14**

<b>PROJECT NAME:</b>	District Activity Day 2017
<b>Organisation:</b>	Bromsgrove District Scout Council
<b>Amount of Funding Requested:</b>	£3,500
<b>Location of Project:</b>	Blackwell Court, Blackwell
<b>Aim of Project:</b>	Hold an activity day for all the young people in the district. This is approximately 750 Beaver Scouts, Cub Scouts, Scouts and Explorer Scouts.
<b>WARD</b>	Supported by the Ward Councillor for Avoncroft
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£2,000
<b>Comments:</b>	
The Panel were happy to make a contribution towards this project.	

## Application 15

<b>PROJECT NAME:</b>	Twin Bay Cricket Net Practice Facility
<b>Organisation:</b>	Five Ways Old Edwardians Cricket Club
<b>Amount of Funding Requested:</b>	£3,500
<b>Location of Project:</b>	Hopwood
<b>Aim of Project:</b>	To provide a new two bay outdoor all weather cricket practice facility to allow the club to coach and develop existing players and encourage wider participation in the sport from junior and ladies in the community.
<b>WARD</b>	Supported by the Ward Councillor for Barnt Green and Hopwood
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£3,500
<b>Comments:</b>	
<p>The Panel were happy to support this project with the following condition:</p> <ul style="list-style-type: none"> <li>• The Club carries out a marketing exercise in the Bromsgrove District area with particular focus on schools.</li> </ul>	

## Application 16

<b>PROJECT NAME:</b>	Enhanced Facilities for participants and their support
<b>Organisation:</b>	Kings Norton RFC
<b>Amount of Funding Requested:</b>	£3,500
<b>Location of Project:</b>	Hopwood Park, Hopwood
<b>Aim of Project:</b>	Refurbishment of the toilet facilities with the priority being the ladies facilities.
<b>WARD</b>	Supported by the Ward Councillor for Barnt Green and Hopwood
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£3,500
<b>Comments:</b>	
The Panel were happy to support this project.	

## Application 17

<b>PROJECT NAME:</b>	Enhancement of junior and practice facilities
<b>Organisation:</b>	Bromsgrove Cricket Club
<b>Amount of Funding Requested:</b>	£7,000
<b>Location of Project:</b>	St Godwalds Park
<b>Aim of Project:</b>	Opportunity to expand and improve the junior sections facilities, continue with investment in girl's cricket and to have more qualified coached to enable the club to take on more youngsters.
<b>WARD</b>	
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£7,000
<b>Comments:</b>	
The Panel were happy to support this project with the condition that the Club carried out promotional work within areas of highest need.	

## Application 18

<b>PROJECT NAME:</b>	Extension of Camping Provision
<b>Organisation:</b>	1 <sup>st</sup> Bromsgrove Otters Scout Group
<b>Amount of Funding Requested:</b>	£3,500
<b>Location of Project:</b>	Charford, Bromsgrove
<b>Aim of Project:</b>	To provide young people in Charford and surrounding areas the opportunity to join the most adventurous part of scouting. The project would be to extend what the group can currently offer to the young people.
<b>WARD</b>	Supported by the Ward Councillor for Charford
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£3,500
<b>Comments:</b>	
Whilst the Panel agreed that there had not been specific housing growth within this area, it was felt that it was a project which would benefit from a Grant.	



## Application 19

<b>PROJECT NAME:</b>	New benches on the Stocken Footpath
<b>Organisation:</b>	Cofton Hackett PC
<b>Amount of Funding Requested:</b>	£2,685
<b>Location of Project:</b>	Stocken public footpath, Cofton Hackett
<b>Aim of Project:</b>	Replacement of old and unsafe bench and installation of new benches.
<b>WARD</b>	Cofton
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	No
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	NIL
<b>Comments:</b>	
<p>Whilst a quotation had been provided for the benches, the Panel did not grant the funds as there was insufficient evidence provided in a number of areas of the application.</p>	

## Application 20

<b>PROJECT NAME:</b>	Purchase of Composting Toilet
<b>Organisation:</b>	Avoncroft Museum of Historic Buildings
<b>Amount of Funding Requested:</b>	£3,500
<b>Location of Project:</b>	Avoncroft Museum, Avoncroft, Bromsgrove
<b>Aim of Project:</b>	The installation of a compost toilet, to response to visitor needs for a facility at the far end of the site.
<b>WARD</b>	Supported by the Ward Councillor for Avoncroft
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£3,500
<b>Comments:</b>	
None	

## Application 21

<b>PROJECT NAME:</b>	Clubhouse Enhancement
<b>Organisation:</b>	Hagley Cricket Club
<b>Amount of Funding Requested:</b>	£20,750
<b>Location of Project:</b>	Grounds of Hagley Hall, Hagley Park
<b>Aim of Project:</b>	To improve the clubhouse facilities (club room, kitchen bar and storage areas) to bring up to current requirements and standards, including improving access or disabled people.
<b>WARD</b>	Supported by the Ward Councillor for Hagley West
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	No
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	NIL
<b>Comments:</b>	
<p>There was a grant allocated of £10,000 in 2015/16 following a successful bid by the Cricket Club. The bid was resubmitted with a covering letter with the aim of securing additional funding for the project from the current funds available.</p> <p>Members considered the application but felt that the information was unclear in respect of the associated costs of the project and therefore agreed to not allocate a grant on this occasion.</p>	

# Agenda Item 6

<b>PROJECT NAME:</b>	<b>West Hagley Football Club – The Pavilion</b>
<b>Organisation:</b>	<b>West Hagley Football Club in conjunction with Hagley Parish Council</b>
<b>Amount of Funding Requested:</b>	<b>£</b>
<b>Aim of Project:</b>	The project is to re-build the current outdated Parish Council owned, football changing room facility.
<b>Location of Project:</b>	Hagley
<b>WARD</b>	Hagley West
<b>GRANT TO BE RECOMMENDED (if none – reason why)</b>	Yes
<b>AMOUNT OF GRANT TO BE RECOMMENDED</b>	£3,324
<b>Comments:</b>  After further consideration of this application the Panel agreed to give a further small contribution towards the project.	

**NEW HOMES BONUS COMMUNITY GRANTS PANEL - Grant Awards Summary – Round 2**

**2016/17 Ward Bids Under £3.5K**

	<b>Project</b>	<b>Applicant</b>	<b>Relevant Ward</b>	<b>Amount Requested</b>	<b>Amount of Grant Awarded</b>
1	Day Trip to the Black Country Museum	Challenge Stroke Group	Rubery North	£200	£200
2	Community Fun Day	Rubery Festival	Rubery North	£250	£250
3	Rubery Got Talent – Intergenerational Event	Rubery Festival	Rubery North	£250	£250
4	Volunteers Event	Rubery Festival	Rubery North	£700	£700
5	Stackable Tables and Trolley	Tardebigge Community Hall	Tardebigge	£1,390	£1,390
6	Wiggin Memorial Park	Alvechurch Parish Council	Alvechurch South	£160	£160
TOTAL amount allocated					£2,950

**2016/17 Ward Bids between £3.5k and £28k**

7	2 x Defibrillators in Catshill	Charlotte & Craig Saving Hearts Foundation	Catshill South	£4,400	£4,400
8	Arundel Road Open Space	Cllr Caroline Spencer	Slideslow	£7,800	NIL
9	Resurfacing access to community hall	Tutnall & Copley Parish Council	Tardebigge	£4,870	£4,870
10	Replacement fencing	Finstall Village Hall	Tardebigge	£6,870	£6,870
11	Clubhouse Roof Replacement	Bromsgrove Rugby Football Club	Tardebigge	£17,000	£5,000
12	Mini Tennis Facility	Bromsgrove Tennis Club	Tardebigge	£25,000	£10,222
TOTAL amount allocated					£31,362

**2015/16 Balances Brought Forward**

	<b>Project</b>	<b>Applicant</b>	<b>Relevant Ward</b>	<b>Amount Requested</b>	<b>Amount of Grant Awarded</b>
13	Replacement Cooker for Methodist Church Hall	First Catshill Brownies		£1,000	£1,000
14	District Activity Day	Bromsgrove District Scouts Council		£3,500	£2,000
15	Twin Bay Cricket Net Practice Facility	Fiveways Old Edwardians Cricket Club		£3,500	£3,500
16	Enhanced Facilities	Kings Norton RFC		£3,500	£3,500
17	Enhancement of Practice Nets	Bromsgrove Cricket Club		£7,000	£7,000
18	Extension of camping provision	First Bromsgrove Otters Scout Group		£3,500	£3,500
19	Benches for public footpath	Cofton Hackett Parish Council		£2,685	NIL
20	New Toilet Facility	Avoncroft Museum of Historic Buildings		£3,500	£3,500
21	Clubhouse Enhancement	Hagley Cricket Club		£20,750	NIL
	Hagley Pavilion (further consideration of this application from first round of bids, following recommendation from Cabinet. £20,000 initially requested with an award of £5,948 being made.)	Hagley Football Club		£14,052	£3,324
TOTAL amount allocated					£27,324

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Ward Name	Amount of NHB Grant per Ward (£443 x Completed during 2014/15)	Where adjoining Wards have been added together	First Round of bids claimed for the Ward	Second Round of bids claims for the Ward	BALANCE CARRIED FORWARD FROM 2016/17 to 2017/18
Alvechurch South Ward	1,329.00			160.00	34.00
Alvechurch Village Ward	443.00	1,772.00	1,578.00		0.00
Aston Fields Ward	0.00		0.00		0.00
Avoncroft Ward	5,759.00		5,759.00		0.00
Barnt Green and Hopwood Ward	886.00		886.00		0.00
Belbroughton and Romsley Ward	4,430.00		4,430.00		0.00
Bromsgrove Central Ward	886.00		0.00		886.00
Catshill North Ward	886.00				0.00
Catshill South Ward	11,961.00	12,847.00	8,347.00	4,400.00	100.00
Cofton Ward	886.00		815.00		71.00
Drakes Cross Ward	0.00		0.00		0.00
Hagley East Ward	11,518.00				0.00
Hagley West Ward	4,430.00	15,948.00	15,948.00		0.00
Hollywood Ward	443.00		0.00		443.00
Lickey Hills Ward	2,215.00		0.00		2,215.00
Marlbrook Ward	0.00		0.00		0.00
Norton Ward	2,658.00		0.00		2,658.00
Perryfields Ward	0.00		0.00		0.00
Rock Hill Ward	1,772.00		1,772.00		0.00
Rubery North Ward	1,772.00		0.00	1,400.00	372.00
Rubery South Ward	1,772.00		0.00		1,772.00
Sanders Park Ward	7,531.00		0.00		7,531.00
Sidemoor Ward	3,101.00		0.00		3,101.00
Slideslow Ward	7,974.00		0.00		7,974.00
Tardebigge Ward	28,352.00		0.00	28,352.00	0.00
<b>TOTAL:</b>	<b>101,004.00</b>		<b>39,535.00</b>	<b>34,312.00</b>	<b>27,157.00</b>

Balance brought forward from 2015/16

23,860.00 First Round

11,536.00

12,324.00

Hagley Tennis Club returned to balance fo 2015/16

Second Round

15,000.00

27,324.00

27,324.00

0.00

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#### DEBT RECOVERY POLICY

Relevant Portfolio Holder	Cllr Geoff Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Amanda Singleton
Ward(s) Affected	All
Ward Councillor(s) Consulted	None Specific
Key Decision / Non-Key Decision	Key Decision

#### 1. SUMMARY OF PROPOSALS

- 1.1 This report sets out a revised Debt Recovery Policy.
- 1.2 The revised recovery policy aims to balance the needs of the Council to recover payment and supporting those who are struggling to pay.
- 1.3 The policy takes into account the needs of vulnerable people particularly those with mental health problems.
- 1.4 The policy enables us to take a holistic approach to debt collection, ensuring that we recover priority debts, and those of the greatest value to the Council first.

#### 2. RECOMMENDATIONS

**Cabinet is asked to RESOLVE that**

- 2.1 **The revised Debt Recovery Policy be adopted with immediate effect.**

#### 3. KEY ISSUES

##### Financial Implications

- 3.1 The Council must maximise the recovery of outstanding debts and as such a clear and robust recovery policy is required, setting out the steps that can be taken in the pursuit of debt recovery.
- 3.2 The current collection rates are good and are used as a measure of the success of the procedures in place for the recovery of debts.
- 3.3 In 2015/16 the council collected:
  - 98.06% of Council Tax
  - 98.46% of Non Domestic Rates.

#### **Legal Implications**

- 3.4 Debt recovery is undertaken in accordance with all relevant legislation.

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

- 3.5 The purpose of this policy is to set out a framework within which employees of Bromsgrove District Council will make decisions on the appropriate courses of recovery action.
- 3.6 The policy, while primarily aimed at staff, will also provide information to advice agencies on the processes applied by Bromsgrove District Council when dealing with the recovery of Council Tax, Non-Domestic Rates, Sundry Debts and Housing Benefit Overpayment.
- 3.7 Bromsgrove District Council has a legal duty to ensure cost effective billing, collection and recovery of all sums due to the Council.
- 3.8 The revised policy aims to provide a fair and flexible approach taking into account the Council's purposes and the operational principles in respect of debt recovery. There are no significant changes to the existing policy which would impact on overall debt recovery, or the pathways available, rather it aims to provide a more holistic platform and to enable a more empathetic approach in respect of vulnerable people.

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

- 3.9 The policy will ensure all tax, ratepayers and debtors are treated fairly and objectively.
- 3.10 Officers have worked with the CAB in the production of this policy and will be working closely with relevant VCS organisations to ensure that appropriate payment plans are put in place and that we support customers who are actively engaged in working with us or partner organisations to improve their financial independence

#### **4. RISK MANAGEMENT**

- 4.1 Failure to collect debts would have a negative impact on the Council's finance but debt recovery needs to be fair and appropriate to the value of the debt.

#### **5. APPENDICES**

Debt Recovery Policy

#### **6. BACKGROUND PAPERS**

Held in Revenues Service

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**Bromsgrove**  
District Council

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# **Bromsgrove District Council**

## **Debt Recovery Policy**

December 2016

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## 1. Purpose of this Policy

- 1.1 The purpose of this policy is to set out a framework within which employees of Bromsgrove District Council will make decisions on the appropriate courses of recovery action.
- 1.2 The policy, while primarily aimed at staff, will also provide information to advice agencies on the processes applied by Bromsgrove District Council when dealing with the recovery of Council Tax, Non-Domestic Rates, Sundry Debts and Housing Benefit Overpayment.
- 1.3 Bromsgrove District Council has a legal duty to ensure cost effective billing, collection and recovery of all sums due to the Council.
- 1.4 The recovery policy will comply with current legislation and corporate policies.
- 1.5 The policy will ensure all tax, ratepayers and debtors are treated fairly and objectively.

## 2. Customer Commitment

- 2.1 The Council is committed to supporting customers whilst also recognising its duty to collect the money owed. We are committed to the following:
  - To maximise recovery of debts using all methods available.
  - To be sympathetic when assessing an individual's ability to pay.
  - To follow all appropriate legislative requirements and procedures in an efficient and effective way.
  - To ensure that there is clarity in the enforcement action process.
  - To identify and assist, at an early stage, those who face difficulties in paying and to encourage them to contact us.
  - To help identify customers who face barriers in understanding what is expected of them - because of age, language, culture or disability.
  - To identifying vulnerable people and treating them sympathetically and appropriately.
  - To enable customers with multiple Council debts who are unable to make their payments to make a consolidated arrangement in respect of their total debt.
  - To maximise the income of debtors by ensuring that they are in receipt of all appropriate help.
  - Identifying deliberate non-payers or people who delay payment.
  - Enabling people who fall into arrears to come to payment arrangements that are both acceptable to the Council and appropriate to their circumstances.
  - Ensuring that when we take enforcement action it is appropriate and likely to be effective.

## 3. Principles

- 3.1 We will provide clear and prompt information about liabilities. The information we provide will show;
- Which property the demand is for.
  - The amount due.
  - How to make payment.
  - A contact point for all enquiries.
- 3.2 All correspondence will be clearly written. We will avoid the use of jargon and where appropriate we will include information about your rights of appeal or where to get independent help and advice.
- 3.3 Where possible we will advise people about how they can reduce their liabilities by;
- Informing people of the available discounts, reductions, exemptions, reliefs or benefits.
  - Promoting maximum take-up of benefits and discounts and ensuring that demands are issued which include any entitlements.
  - Inform people of the general availability of income related benefits such as Jobseeker's Allowance, Income Support, Tax Credits and Disability Allowances.
  - Inform people of the availability of independent advice for people with financial problems.
  - We will provide clear information about the recovery process and the steps that will be taken if people do not pay.
  - We will encourage people to contact us or to seek help at the earliest possible stage.
- 3.4 When people contact us to make an arrangement we will;
- Request details and evidence of employment status and income.
  - Try to agree to a payment arrangement which is acceptable to the council and appropriate for the person's circumstances.
  - Expect priority debts to be treated as such.
  - Request documentary evidence of income and expenditure where it is appropriate.
- 3.5 We will only take recovery action where it is appropriate and likely to be effective.
- 3.6 We will aim to take timely recovery action to avoid arrears becoming unmanageable, however any delay in taking action will not remove or inhibit our rights in seeking payment of arrears.
- 3.7 Management checks will take place to ensure that the number of reminders and notices issued corresponds to the number produced by the Council's revenues

software. This will ensure that in the event of a dispute we can be sure that all reminders or notices produced by the Council have been issued to the tax or rate payer.

## **4. Payment Arrangements**

- 4.1 Where a customer is experiencing difficulties in making payments we will consider entering into an arrangement for payment of the debt.
- 4.2 As a general principle the debt should be paid by the end of the charge or rate year in which it accrued and it is for this reason that we encourage debtors to contact at the earliest possible stage.
- 4.3 When making an arrangement we will attempt to ensure that the amount that we ask someone to pay is realistic. This means that the payments are sufficient to discharge on-going liabilities and prevent further arrears but are not so high that they are unmanageable.
- 4.4 If unmanageable arrangements are made then it is likely that the customer will default and this will lead to avoidable costs and recovery action.
- 4.5 Where it is suspected that an offer of payment is too high or too low the customer will be asked to complete a financial circumstances form.
- 4.6 When a customer completes a financial circumstances form we will ask them to provide details of all of the debts which are due to the Council. This will allow us to take an holistic view of the customer's indebtedness and where appropriate to enter into a consolidated arrangement.
- 4.7 When we receive details of a person's financial circumstances we will ensure that we attempt to maximise their available income.
- 4.8 When negotiating an arrangement we will expect, as a minimum, current year's instalments to be paid on time. When an arrangement is made on account with multiple years' debt any arrangement made in respect of arrears will be conditional on the maintenance of payments towards the current year's liability.
- 4.9 Where we identify that additional financial, debt or money management advice may be appropriate we will aim to work with the debtor to identify a suitable course of action.

## **5. Partnership Arrangements from advice agencies**

- 5.1 We will work closely with local advice agencies to clarify the standards of service which can be expected between both organisations and to the customer. We will enter into agreements with agencies which will allow debt payment plans constructed by those agencies to be accepted without need for further evidence to be provided to us.
- 5.2 Agreements with advice agencies will include:

- Mechanisms for effective liaison between the agency and the Council.
- Processes by which recovery procedures can be held in abeyance whilst an assessment is made of the customer's financial situation.
- Process by which we can refer cases to the advice agency for debt advice.
- An agreement on the circumstances in which a repayment proposal determined by the advice agency will be accepted without the need for further evidence from the customer.
- A commitment to provide training, advice and information on a reciprocal basis.
- A method by which informal complaints can be captured by advice agencies and used to review recovery processes.
- Agreement as to the progression of cases where a debtor has been identified as vulnerable.

## **6. Monitoring Payment Arrangements**

- 6.1 All payment arrangements will be closely monitored if an arrangement falls into arrears the arrangement will be removed. This action will be taken where arrangements are in arrears by seven or more days.
- 6.2 Where an arrangement fails further recovery action will be taken
- 6.3 Where a liability order has been obtained but the requirements of the order not met further recovery action can be taken without referral to the Court.

## **7. Information and Advice**

- 7.1 We will provide information and advice to people throughout the whole recovery process. The advice will vary dependant on the stage in the recovery process but in general the aim will be to ensure that people are;
- Fully informed as to how the liability has accrued.
  - Aware of the discounts, reductions and benefits that may be available.
  - Aware of the action that will be taken if they do not pay.
  - Provide advice and, where appropriate, access to independent financial support.
- 7.2 The Council encloses information with the annual Council Tax Demand which includes:
- Valuation Bands
  - Discounts
  - Reductions for people with disabilities
  - Exempt Dwellings
  - Council Tax Benefit
  - Appeals
  - How the Council Tax is spent

- 7.3 Where we have issued a reminder or final notice we will enclose information which will explain what will happen if the notice is not paid.
- 7.4 When a summons for non-payment of Council Tax is issued we will provide general advice on:
- Why the summons has been issued.
  - What happens at court.
  - What defences are available at court.
  - What will happen if the debt is not paid.
  - We will also provide advice on the availability of independent financial advice for people who have financial difficulties.
- 7.5 When a liability order has been granted we will write to the customer advising them of this and requesting information on their employment status. We will provide information on what will happen if they don't pay and the powers that liability order provides to the Council.
- 7.6 The Council encloses information with the Non-Domestic Rate demand which covers:
- The rateable value.
  - The Non-Domestic Rate Multipliers.
  - Charitable and Discretionary Rate Relief.
  - Hardship Relief.
  - Small Business Rate Relief.
  - Rural Rate Relief.
  - Information on Council Budgets.
- 7.7 Where we have issued a further or reminder notice we will provide information which will explain what will happen if the notice is not paid.
- 7.8 When a summons for non-payment of Non-Domestic Rates is issued we will provide general advice on why the summons has been issued, what happens at court, the defences that are available at court and what will happen if the customer does not pay. We will also provide advice on the availability of independent financial advice for people who have financial difficulties.
- 7.9 Invoices for Sundry Debts or Overpayment of Housing Benefits will clearly state the reason for the invoice.

## **8. Equality**

- 8.1 The Council is required to pursue all debts irrespective of a person's age, disability, ethnic origin or language. However, the Council recognizes that some groups of people may have difficulty in understanding or dealing with their financial problems.
- 8.2 "The Council is committed to equality of opportunity in the provision of service

and aims to ensure that within the resources available, services are accessible and appropriate to the differing needs of the general public”.

8.3 We will aim to:

- Provide appropriate, accessible and effective services and facilities to the general public without prejudice or bias.
- Provide clear information about our service in a variety of formats, on request.
- Identify appropriate representative groups and strive to work in partnership through consultation with and involvement of these representatives in decisions we make.
- Ensure that action is taken to identify groups who have specific needs in relation to the Council’s services.
- Ensure that all employees understand what equality in service provision means.

8.4 No-one will receive less favourable treatment because of their race, nationality, colour, ethnic or national origin, religious belief, sex, marital status, sexual orientation, disability or age.

8.5 Contractors engaged in the collection of debts on behalf of the council will be required to ensure that they meet the Council’s equal opportunity standards.

8.6 Documentation issued by or on behalf of the Council will be reviewed to ensure that it is clear and provides information on special needs requirements.

## **9. Council Tax and Non Domestic Rates (NDR) Recovery Procedures**

The recovery process operated by Bromsgrove District Council complies with existing regulations. A recovery timetable is drawn up at the beginning of each calendar year. The timetable ensures that all taxpayers are treated fairly and objectively.

The timetable will provide that all notices are issued in a timely manner in accordance with regulations.

Actions to minimise arrears and the enforcement considerations which will apply at each stage of the recovery process are summarised in the following sections.

### **9.1 Demand and Adjustment Notices**

9.1.1 We will issue annual Council Tax and Non Domestic Rates demands in the March prior to the commencement of the Charge Year.

9.1.2 If a Council Tax or NDR payer is making their payments by a method other than Direct Debit then we will promote the availability of Direct Debit, as the most effective and efficient payment method. ;

9.1.3 Where there are changes in liability or discount entitlement revised demand and adjustment notices will be issued.

9.1.4 In order to reduce the number of accounts that become recovery cases before we issue a notice we will ensure that;

- The notice is issued as soon as practicable, providing the Council tax payer with the maximum number of instalments.
- We have the correct correspondence address.
- That the correct people are shown as liable and that all Jointly and Severally liable parties are shown on the demand.
- That any discount, reduction or period of exemption that the taxpayer is entitled to has been correctly applied.
- That any benefit entitlement has been awarded correctly.
- We have promoted the benefits of paying by Direct Debit.

## 9.2 Reminders

9.2.1 Reminders will be issued between 10 to 18 days of the instalment becoming due. However, during certain times of the year this may be reduced to 7 days particularly in February and March as the end of the charge year approaches.

9.2.2 The reminder will inform the tax or rate payer of the amount due for payment, the property for which the payment is due, the ways in which payment can be made and the action that will be taken if the amount is not paid.

9.2.3 All reminders will be accompanied by information explaining why reminders are issued, the enforcement action that may be taken if the amount is not paid, information on discounts, benefits and reductions, and information on paying by Direct Debit.

9.2.4 The reminder will allow seven days for the overdue amount to be paid, or for an arrangement to be made.

9.2.5 If the amount is not paid then, after a further seven days, a complaint will be made to the Magistrates' court and a summons for non-payment will be issued.

9.2.6 In accordance with the regulations, two reminders will be issued to a Council Tax payer, and only one reminder will be issued to NDR payers, in any charge year.

## 9.3 Final Notice

- 9.3.1 Where the amount due is payable by one instalment, all instalments have fallen due or the taxpayer has defaulted on an instalment for the third time in a charge year a Final Notice will be issued.
- 9.3.2 The Final Notice will inform the tax or rate payer that they have lost the right to pay by instalments, that the whole balance of Council Tax or NDR for the charge year is payable, the amount due for payment, the property for which the payment is due, the ways in which payment can be made and the action that will be taken if the amount is not paid.
- 9.3.3 Final Notices will be accompanied by information explaining why the notice has been issued, the enforcement action that may be taken if the amount is not paid, information on discounts, benefits and reductions, and information on paying by Direct Debit.
- 9.3.4 The Final Notice will allow seven days for the overdue amount to be paid. If the amount is not paid then a complaint will be made to the Magistrates' court and a summons for non-payment of Council Tax or NDR will be issued.

## 9.4 Summons and Liability Order Application

- 9.4.1 Failure to make payment or suitable arrangements to pay will result in a summons being issued.
- 9.4.2 Where there is a history of arrangements being broken or payments being irregular and a tax or rate payer has agreed to make payments under a special arrangement then a liability order may still be applied for to protect the Council's interests. This is to ensure that further recovery action can be taken without further recourse to the court.
- 9.4.3 A summons is issued as a result of the Council commencing the application for a liability order. A complaint will be made to the magistrates' court requesting the issue of a summons directed to that person to appear before the court to show why he has not paid the sum which is outstanding.
- 9.4.4 The summons will be served in accordance with the regulations and will provide a minimum of 14 days between being served and the hearing date.
- 9.4.5 Notes explaining the reasons why summonses are issued, the defences against the issue of a liability order, the matters that can not be raised in defence, the enforcement action that may be taken if the amount is not paid, and information on discounts, benefits, reliefs and reductions will accompany the summons.



- 9.4.6 The issue of the summons and the application for a Liability Order will incur costs which are debited to the debtor's Council Tax or NDR account.
- 9.4.7 In exceptional circumstances the costs may be deemed not to be payable. These circumstances may include cases where the summons has been issued solely to protect the Council's interests or where the Council Tax or NDR outstanding is below the level of the Council's costs.
- 9.4.8 Costs are set in accordance with guidelines and only cover the actual cost incurred by the Council.
- 9.4.9 In cases where the costs are removed the debtor will still be expected to pay the administration costs charged by the magistrates' court for the issue of the summons.
- 9.4.10 The Revenue Services Manager, The Senior Revenues Officers, The Enforcement Officers or the Revenues Officers may withdraw a summons. They will use their own discretion and evidence justification for their decision. As a general rule a summons will only be withdrawn if it has not been served, it is incorrect, or there are other exceptional circumstances.
- 9.4.11 If the debtor has a claim for Council Tax Benefit outstanding then a summons maybe issued and a liability order applied for but no further action will be taken pending the outcome of the benefit application.
- 9.4.12 If the benefit application is successful then consideration will be given to utilising the Council's powers to request that the liability order be quashed. In most cases this power will only be exercised where the subsequent benefit award reduces the balance of the liability order to the level of the costs debited to the account.
- 9.4.13 A Liability Order provides the Council with further powers to recover the debt. These powers are:
- The request for financial information - Council Tax only.
  - Attachment of Earnings Orders - Council Tax only.
  - Deductions from Benefit - Council Tax only.
  - Attachment of Allowances - Council Tax only.
  - Distress - Council Tax and NDR
  - Insolvency Proceedings - Council Tax and NDR.
  - Charging Orders - Council Tax only.
  - Committal to Prison - Council Tax and NDR.
  - Security for Unpaid NDR
  - Recovery in a court of competent jurisdiction - NDR Debt
- 9.4.14 The method of recovery action will be made based on the most appropriate and effective remedy available for individual cases.

## **9.5 Request for Financial Information - Council Tax Debt**

- 9.5.1 Within five days of the Liability Order being granted we will write to the debtor requesting that they provide details of their employment, earnings or benefits. Information must be provided within fourteen days.
- 9.5.2 If the information is not provided, or if information provided is shown to be false then we may take action against the debtor. The debtor will be prosecuted in the Magistrates' court and a punitive fine may be issued and costs awarded. These financial penalties are distinct and separate to the Council Tax and are collected by the court.

## **9.6 Attachment of Earnings Order - Council Tax Debt**

- 9.6.1 Where a debtor is employed an Attachment of Earnings order will be the preferred method of recovery. If it is shown that the debtor will suffer undue hardship then a payment arrangement may be agreed in preference to the Attachment of Earnings.
- 9.6.2 Any payment arrangement will need to be made before the issue of the attachment of earnings order; once the order is issued we will not vary the terms of the order.
- 9.6.3 If an alternative arrangement is made and the debtor defaults then the attachment of earnings order will be issued without prior notification.

## **9.7 Deductions from Benefits - Council Tax Debt**

- 9.7.1 Where an debtor is in receipt of benefits applications for deductions will be made from a debtor's Jobseeker's Allowance, Income Support, Pension Credits or Employment Support Allowance in preference to any other recovery method, unless where it appears that the debtor may have other means with which to pay the outstanding amount. This may be
- Cases where the debtor has other people resident in the property who are not liable for Council Tax but contribute towards household expenses.
  - The debtor owns property and a charging order or bankruptcy petition may be appropriate.
  - The debtor has savings or capital which could be used to discharge the debt.
- 9.7.2 Where deductions from benefit are in force or an application for deductions from benefit has been made then no other action will be taken against the debtor. This precludes any action under any other liability orders and therefore if deductions from benefit are made all action under other liability orders must be stopped.

9.7.3 Where a liability order is made against two or more joint taxpayers and deductions from income support are made then action against any of the other joint taxpayers who are part of the same family may not be taken under any other liability order. Where there are joint taxpayers care will be taken to ensure that any other action is stopped while the deductions are in force.

## **9.8 Attachment of Allowances - Council Tax Debt**

9.8.1 Attachments of Allowances may be made against an elected member of a billing authority or a precepting authority.

9.8.2 Where a liability order has been granted against an elected member of the authority the provisions of Section 106 (restrictions on voting) of the Local Government Finance Act 1992 will apply.

9.8.3 These cases will be referred to the Revenue Services Manager who, in liaison with the appropriate monitoring officer, will make the application for attachment of allowances and take the appropriate action to ensure the provisions of section 106 are applied.

## **9.9 Enforcement Agents - Council Tax and NDR Debt**

9.9.2 Where an attachment of earnings or a deduction from benefits/allowances not appropriate and a debtor does not make an offer of payment, or the debtor fails to maintain an existing payment arrangement, the Council's appointed enforcement agents (Bailiffs) may be instructed to recover the balance outstanding.

9.9.3 Attachment of Earnings or Deductions from benefit will be made in preference to enforcement action except where:

- It appears that the debtor may have self employed earnings in addition to their earnings from employment.
- The debtor has other means with which to pay the debt: Savings or capital.
- The debtor's wages include tax credits, which are not attachable, and financial statements indicate that disposable income is above the level of deductions under an attachment of earnings order.

9.9.4 All cases will be reviewed prior to referral to a bailiff to ensure that this is the most appropriate course of action. Where ever possible other arrangements will be made to recover the debt. Referral will not be made as a matter of course or as part of a timetable.

9.9.5 The Council's enforcement agents will comply with the Enforcement Services Associations Code of Practice and relevant legislation and according to agreed service level agreements with the Council.

- 9.9.6 The enforcement agents will be authorised to enter into payment arrangements with the debtor. The Council will not intervene in the actions of the enforcement agent except in exceptional circumstances. The Bailiffs will refer cases back to the Council where hardship is identified. The Council may pull a case back where hardship or other circumstances come to light which makes bailiff action inappropriate.
- 9.9.7 There is no requirement for the Council to notify the debtor that enforcement action is being taken. Cases will be referred to the Council's enforcement agents without prior notification to the debtor.
- 9.9.8 In some circumstances we may choose to issue a pre-enforcement warning letter. This is discretionary and may be done where the debt is deemed to be at a low level and warning of action may prompt payment or the debtor is making payments but the payments are made late which has resulted in the account progressing through the recovery stages
- 9.9.9 If enforcement action is unsuccessful and the debtor is not employed nor in receipt of benefits then the available recovery actions will be limited to insolvency, charging orders or committal to prison.
- 9.9.10 Insolvency action and charging orders are remedies which will only be utilised where the debtor has realisable assets and it appears that there is likelihood that the debt will be discharged.
- 9.9.11 If the debtor has no realisable assets then committal action will be the only available option. The costs of obtaining a committal order are substantial and therefore in preference to this action the Council will consider secondary distress.
- 9.9.12 Debts under £100 will not be referred to the bailiffs as it recognised that the bailiffs cost would nearly double the original debt.

## **9.10 Insolvency - Council Tax and NDR Debt**

- 9.10.1 Where the balance outstanding under a Liability Order or a number of Liability Orders is greater than £750.00 the Council may apply for a bankruptcy order, or in the case of a company, an order for the winding up the company.
- 9.10.2 In most cases the commencement of bankruptcy proceedings will not be undertaken if the debt can be recovered by alternative methods.
- 9.10.3 Examples of where bankruptcy action may be appropriate are:
- The debtor is self employed and an attachment of earnings is unavailable.
  - The debtor is self-employed and Enforcement Agent's have taken action in respect of earlier Liability Orders and it has been shown

that there are insufficient goods or all goods are protected as tools of the trade.

- The use of Enforcement Agents has been attempted in respect of earlier Liability Orders and recovery by this method has proven to be unsuccessful.
- Bankruptcy proceedings have proved to be successful in respect of earlier Liability Orders.
- Information is held that indicates that the debtor may have realizable funds that are sufficient to discharge the debt in full. This may be the case following a benefit investigation which has revealed undeclared capital.
- To prevent a continuing accrual of debts and not necessarily as a method to ensure collection of the outstanding sum.

9.10.4 In considering the use of Bankruptcy as an enforcement tool the Council will have regard to the likelihood of alternative methods being successful within an appropriate period. If the alternative methods will discharge the debt in an acceptable period then they will be taken in preference to the Bankruptcy action.

9.10.5 Evidence of the reasons that bankruptcy action was chosen will be held within the Council's systems.

9.10.6 Where bankruptcy action is taken the Council will send a letter to the debtor advising that this action is being considered, inform the debtor of the effects of bankruptcy and giving the debtor the opportunity to make contact and make suitable arrangements to clear the debt.

9.10.7 If the debtor makes contact then the Council will consider entering into a payment arrangement. Any arrangement must clear the debt within a reasonable period. This period will usually be no more than four months.

9.10.8 If no contact is made or if a payment arrangement is defaulted then the Council will commence bankruptcy proceedings by issuing a statutory demand.

9.10.9 In selecting a case for bankruptcy proceedings regard will be made to the level of the costs which will be incurred if a bankruptcy order is made and to the fact that the action may result in a debtor losing their home.

9.10.10 Other factors which will be considered prior to the commencement of bankruptcy action are:

- Whether the debtor is vulnerable. Enquiries will be made with other Council departments including Housing Services and Benefits Services, information will also be sought from the County Council Adult Services teams.
- Whether contact has been made with the debtor. Where there is no history of contact with the debtor we will attempt personal visit.

- The debtor's payment history. Where there is a lengthy history of non-payment or of failing to adhere to payment arrangements then we may consider it inappropriate to enter into further arrangements and pursue the bankruptcy action.

## **9.11 Charging Orders - Council Tax Debt**

9.11.1 Where the balance outstanding from a debtor under a Liability Order or a number of Liability Orders is greater than £1000.00 we may attempt recovery of the debt by application for a charging order.

9.11.2 An application for a charging order will usually only be made where recovery by way of attachment of earnings, deductions from benefits or distress has been unsuccessful.

9.11.3 Charging Orders can only be made against the property for which the debtor was liable for Council Tax at the time the liability order was made.

9.11.4 In considering the application for a charging order the Council will consider whether bankruptcy proceedings are more appropriate.

9.11.5 Cases where charging orders may be appropriate may include:

- Where the debtor's home is being marketed for sale and it appears likely that a sale will be successful. This offers advantages to the debtor as the significant costs of bankruptcy can be avoided.
- The debtor is elderly or vulnerable and this option provides the best outcome for all.
- The Council is unable to instigate bankruptcy proceedings because the service of the statutory demand is impracticable. The conditions for service in respect of a charging order are less onerous and therefore recovery by this method may be more appropriate.

9.11.6 In considering whether a charging order is appropriate regard shall be made to the Council Tax collection good practice report produced 29 April 2004. Effectiveness of recovery procedures will be a consideration in determining the appropriate action. The Council will consider whether the effectiveness of bankruptcy action outweighs the benefits to the debtor in applying for a charging order

9.11.7 The decisions as to whether a case is suitable for bankruptcy action will be made by the Revenue Services Manager.

## **9.12 Committal to Prison - Council Tax and NDR Debt**

9.12.1 Where enforcement agents have not successfully collected the debt the Council will have the option to apply for a warrant committing the debtor to prison.

9.12.2 Before committal action is taken the Council will consider all other methods of recovery.

9.12.3 Where it appears that the debtor may have additional means with which to pay the amount due, and the means enquiry undertaken as part of the process would identify these means, then committal action could be taken in preference to an attachment of earnings order. These cases would include:

- Where the debtor has savings which could be used to discharge the sum outstanding.
- The debtor's wages include tax credits which are not attachable and financial statements indicate that disposable income is above the level of deductions under an attachment of earnings.
- Cases where the debtor has other people resident in the property who are not liable for Council Tax but contribute towards household expenses.

9.12.4 If the debtor has capital assets such as a property which would be available in other civil proceedings such as bankruptcy or the application for a charging order and there is sufficient equity to discharge the debt then these actions may be taken in preference to committal.

9.12.5 The application for committal to prison is intended to coerce payment and is not taken as a punitive measure. Where there is no possibility of payment being made then the authority will consider whether it is more appropriate to write off the outstanding sum.

## **9.13 Security for Unpaid Rates - NDR Debt**

9.13.1 On agreement between the ratepayer and the Council a charge may be placed on the debtor's interest in the property for which the liability has accrued.

9.13.2 In consideration of the agreement the Council would not take steps to enforce the amount. The agreement can last for no longer than three years.

9.13.3 The agreement can include future liabilities for the property and interest.

9.13.4 The Council would only seek to recover NDR by this method where the arrangement would ensure payment of the arrears within a short period usually of one year or where there was a certainty that the property would be sold within the period of the agreement.

## 9.14 Recovery in a court of competent jurisdiction – NDR Debt

9.14.1 The Non-Domestic Rates regulations allow that in preference to the application for a liability order the Council may recover unpaid non-domestic rates in a court of competent jurisdiction. This would be the county court by way of a county court judgement.

9.14.2 Recovery by this method would allow the Council to apply for either a charging order or a third party debt order.

9.14.3 Where the property is not for sale, and therefore security for unpaid rates would unlikely be successful or in circumstances where the debtor has property other than the hereditament for which the rates have accrued, then recovery in the county court and the application for a charging order may be used in preference to recovery under a liability order.

9.14.4 Where the debtor is known to have assets within a bank account, and the costs of applying for a third party debt order are less than that of recovery by insolvency then the Council may recover in the county court.

9.14.5 The choice between recovery under a liability order or recovery in the County Court is a strict dichotomy, either we use obtain a liability order or we recover in the County Court. A decision in each case on which recovery route to use would need to be made following the issue of a reminder notice but before the application for a liability order is made.

## 10. Sundry Debts

10.1 Sundry debt accounts are raised where payment in advance for a service is inappropriate.

10.2 The minimum value of any demand is for £5.00.

10.3 Except in the case of a demand payable by instalments or as otherwise contractually agreed, the settlement terms for all demands will be 28 days.

10.4 Recovery action will commence 14 days after the demand has fallen due. Recovery action 'profiles' are agreed between the Income Team and the account raising section.

10.5 Sundry debtor invoices will be raised using the Council's Finance System.

10.6 All statutory methods of enforcement of debts shall be available for use. These include:

- Attachments of Earnings
- Warrants of Execution (taking possession of goods/charging order on land/securities)
- Insolvency



- Possession proceedings
- Charging orders

- 10.7 Prior to statutory methods of enforcement being taken, officers may use, where cost effective to do so, external collection agents, visits to the debtor's home by designated Council Officers and telephone contact with the debtor as an alternative means of recovering sundry debts.
- 10.8 Where legally permissible, the provision of future services to the debtor may be suspended until outstanding debts are settled.
- 10.9 Ownership of all sundry debts rests with the originating services and they can issue an instruction to cancel an invoice. It is the responsibility of the originating services to correspond with or discuss with the debtor issues relating to the validity of the debt.
- 10.10 The Income section will provide reports to the originating services on a regular pre-agreed basis as to the value of their outstanding accounts.

## 11. Overpayment of Housing Benefits

- 11.1 All necessary invoices, reminder and final notices will be raised using the Council's revenues & benefits system.
- 11.2 The Council believes that prevention of overpayment debt is better than cure. Therefore every effort is made to avoid overpayments occurring. These will include:
- Using a well laid out application form to collate accurate information which contains an unambiguous statement that failure to provide correct information could lead to overpayments of benefit and to prosecution.
  - Ensuring all benefit notification letters and relevant correspondence advise the people affected of their responsibility to tell the Council of any change of circumstances that may affect their claim.
  - Using checks for identity, residency and National Insurance numbers.
  - Ensuring all staff involved with overpayments receive enough training with comprehensive access to overpayment recovery procedures and an awareness of problems relating to debt.
  - Providing regular fraud awareness training for staff who have contact with claimants.
  - Using and developing information technology to automate the identification and recovery of overpayments and to reduce error.

# Agenda Item 7

- Including publicity material, for example posters, guidance pamphlets sent with application forms and landlord undertakings, information on responsibilities for reporting changes of circumstances.
  - Dealing quickly with reported changes of circumstances.
  - Participating in various data matching exercises with external agencies and cross matching against internal databases whilst adhering to principles laid down by the Data Protection and Human Rights Acts.
- 11.3 The Council aims to calculate overpayments quickly and accurately and to provide quality information to the people affected, ensuring it recovers the correct amount.
- 11.4 The Council aims to ensure the correct classification of overpayments for subsidy purposes is always used in order to prevent loss of subsidy.
- 11.5 Where the Council decides an overpayment is recoverable, recovery arrangements will be put in place via the following mechanisms:
- From arrears of Housing Benefit.
  - From continuing Housing Benefit. This includes direct payments to a landlord for that claimant even if that claimant has moved or changed landlord. The Council will base recovery rates on DWP guidelines and will always initially apply the maximum recovery rate permissible. However officers will be empowered to consider applications from debtors to reduce the recovery rate where applying the maximum rate is causing demonstrable hardship.
  - Council Tax Support overpayments will, apart from in exceptional circumstances, be debited to the respective Council Tax account.
  - If there is no continuing Housing Benefit and no likelihood of continuing benefit or reduction by underlying entitlement, an invoice will be raised on the Debtor's system and issue with a Schedule 6 compliant letter within 14 days. At this point the Council will seek to recover the overpayment in full by a single payment. However, where this is not possible, due to the debtor's financial circumstances the Council may agree a payment plan involving instalments.
  - By deductions from other Social Security Benefits managed by the Department of Work and Pensions. Section 75(1) of the Social Security Administration Act 1992 allows recovery of overpaid Housing Benefit by deduction from prescribed benefits which are defined in Regulation 105 of the Housing Benefit Regulations 1987.

- 11.6 Where a sundry debtor account has been raised and payment is not received after the issue of a final notice, the Council will pass the debt to its Recovery Agents. If the debt remains outstanding the Council may issue a claim against the debtor in the County Court with a view to obtaining immediate payment or failing which, to enter judgment against the debtor.
- 11.7 Where a claimant has been overpaid rent rebate and there is a credit balance on their rent account, the Council will recover all or part of the overpayment from the credit provided it is for the same period as the overpayment. The Council will not recover more than the amount of credit shown on the rent account.
- 11.8 The Housing Benefit (Recovery of Overpayments) Regulations 1997 provide for the Council to recover overpayments from landlords from their current tenants' entitlement. The Council will, in appropriate circumstances, reduce payments to landlords for their current tenants to recover overpayments that arose for former tenants. It will take this action when the original tenant has no continuing Housing Benefit and when there was a misrepresentation or failure to disclose a material fact.

## **12. Restrictions on Voting – Members of Local Authorities**

- 12.1 Section 106 of the Local Government Finance Act 1992 provides that where an elected member of a Local Authority fails to pay an amount of Council Tax within 2 months of the due date their ability to vote on financial matters will be restricted.
- 12.2 The Council Tax accounts of elected members will be monitored on a monthly basis and where the accounts are in arrears the Revenue Services Manager or The Senior Revenues Officer will inform the monitoring officer of the appropriate authority. The monitoring officer should then inform the member of their responsibilities under section 106.

## **13. Maximisation of Income**

- 13.1 The Council is committed to helping its residents to be financially independent and supporting businesses to be successful.
- 13.2 Where possible we will assist the customer in maximising their income by:
- Ensuring that all customers are receiving their full entitlement to Council Tax discounts, disregards and reductions.
  - Ensuring that NDR payers are receiving the rate relief they are entitled to.
  - Ensuring that the arrangement that we make with customers are affordable, that they can be maintained and that the customer is aware of who to contact if their circumstances change.
  - Considering what, if any, additional support might be appropriate and helping customers to access support through advice agencies, welfare advisors or other Officers and organisations

- Training all staff on the availability of welfare benefits, grants and other schemes of financial support.
- Ensuring that our financial assessments indicate whether a customer is receiving all of the available support.
- Where appropriate taking a complete view of the customer's indebtedness to the Council and agreeing a consolidated payment arrangement.
- Promoting the availability of welfare benefits, grants and other schemes of financial support in information provided with recovery notices.

## 14. Holistic View of the Debtor

- 14.1 As a general principle the collection of debts owed to the Council will be more successful if individual debt streams are monitored and recovered on a separate basis. The existence of distinct recovery mechanisms for the collection of Sundry Income, Council Tax, Non-Domestic Rates and Housing Benefit overpayments supports this non-generic approach.
- 14.2 Where a customer has multiple debts and they are experiencing difficulties in making payments then it is not effective, either for the customer or the Council, for separate sections and departments in isolation to pursue the debtor and negotiate payment of their individual debt stream.
- 14.3 Where a customer makes contact regarding Council Tax or Non-Domestic Rates arrears and has been asked to complete a financial circumstances form they will be asked to declare all debts owed to the Council.
- 14.4 A single arrangement will be made in respect of the overall indebtedness. The intention of the arrangement will be to ensure that individual's overall indebtedness to the Council does not worsen.
- 14.5 In practice this will mean that on-going liabilities will be prioritised and the minimum payment that can be accepted will clear all on-going liabilities as they accrue. Payment towards arrears will be prioritised according to principles agreed between departments.
- 14.6 This approach will ensure that the customer is not subjected to conflicting demands from different Council departments and that priority debts are tackled on an individual basis.
- 14.7 The Revenue Services Section will accept arrangements negotiated by other Council departments and on a reciprocal basis arrangements will be made in respect of other Council debts.

## 15. Vulnerability and Mental Health

- 15.1 We recognise that our recovery procedures must protect vulnerable people and people with mental health problems. The OFT research paper *vulnerable consumer groups: quantification and analysis* identified seven categories of the population which might be considered vulnerable. The categories are:

- Those on a low income.
- The unemployed.
- Those suffering from a long term illness or disability.
- Those with a low level of educational attainment.
- Members of ethnic minorities.
- Older people.
- Younger people.

15.2 It is not practicable to avoid taking recovery action against all customers who may fall into one of these groups. However, we will work to minimise the adverse impact that recovery action may have on people within these groups. We will do this by:

- Ensuring that information on the recovery process is available and can be easily understood.
- Explaining to individuals why we have taken a specific action and explaining how they can prevent further recovery action being taken.
- Where we are aware that a person is vulnerable the impact of the action on the customer and the impact on the customer of a failure to take action will be assessed and a balanced decision on whether to proceed will be taken.
- Agreeing with our enforcement agents when they will stop action against vulnerable people.

15.3 When deciding on the appropriateness of commencing recovery action against a vulnerable person we will consider the potential harm that the action may have on the individual and the possibility that it may be appropriate to write off all or part of a debt rather than to continue with the action.

15.4 Write off will only be considered in line with the Council's write off policy.

15.5 As every household within the Bromsgrove District has a potential liability for Council Tax it is evident that from time to time we will be deal with customers who have mental health problems.

15.6 We will take particular care when dealing with individuals with mental health difficulties where we are made aware of them.

We will do this by:

- Working closely with any advice agencies acting on behalf of the debtor
- Promptly carrying out any agreed actions and being flexible in responding to offers of payment.
- Managing communications in a sensitive way by aiming to prevent unnecessary mailings.
- Sharing information with other departments to ensure that they are aware of any mental health issues and prevent unnecessary action.

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- Ensure that organisations acting on our behalf comply with codes of conduct and are sensitive to any mental health issues.
- Record relevant information on accounts so that debts are managed appropriately.
- Ensure that appropriate time is provided for relevant evidence of the effects of any mental health problems to be collated and forwarded to us.
- Where we are aware of mental health problems enforcement action will be taken as a last resort and when it is appropriate and fair to do so. We will seek to prevent;
  - Unnecessary action that might further harm vulnerable people in debt.
  - Action that exacerbates problems arising from temporary financial difficulties.
  - Action where other alternatives have not been considered.

15.7 In order to carry out these actions we may require:

- Evidence to confirm a customers mental health status and the effects that their mental health problems have on their ability to manage money and debt. Evidence will be obtained using the Money Advice Liaison Group's debt and mental health evidence form.
- Consent from the customer to process data relevant to their mental health.
- Evidence of mental health status and the effects of mental health problems will be accepted from appropriate practitioners including:
  - Care co-ordinators.
  - Clinical Psychologists.
  - General Practitioners.
  - Mental Health Nurses.
  - Occupational Therapists.
  - Psychiatrists.
  - Social Workers.

## 16. Write offs

16.1 We will exercise our discretion when deciding whether to write off debts, in general write off is only considered as a final option.

16.2 It is acknowledged that there will be some circumstances in which vulnerable people or those with mental health problems who are in debt should not proceed through all of the recovery options available. In these circumstances we will consider whether it is appropriate to write off some or all of the debt

16.3 The Council's write off policy contains full details of the circumstances in which debts may be written off.

## 17. Monitoring the policy

17.1 It is the responsibility of the Revenue Services Section to ensure that this policy is effective. This will be achieved through monitoring of the complaints procedure

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and through understanding impacts through a number of strategic and operational measures, such as:

- Rate of in-year collection for Council Tax and Non-Domestic Rates
- Number of cases held at each recovery stage
- The comparative success rates of each recovery method
- The level of arrears outstanding.

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**Amendments to update the Bromsgrove Car Parking Order**

Relevant Portfolio Holder	Cllr Karen May
Portfolio Holder Consulted	Yes
Relevant Head of Service	Guy Revans
Ward(s) Affected	All
Ward Councillor(s) Consulted	N/A
Non-Key Decision	

**1. SUMMARY OF PROPOSALS**

1.1 Car parking in the district is currently regulated by the Bromsgrove District Council (Off-Street Parking Places) Order 2015. A number of aspects of the existing order are now out of date due to changes to car parks in the centre of Bromsgrove and following the opening of the new Bromsgrove station. This report therefore seeks Members approval to revisions to the existing order to bring it up to date, and to a revised fees and charges schedule for parking to reflect the changes to the car parking order.

**2. RECOMMENDATIONS**

**Cabinet is asked to resolve:**

2.1 to approve and adopt the Bromsgrove District Council (Off-Street Parking Places) Order 2017 (as attached at Appendix 1), and to delegate to the Head of Environment Services, and the Head of Legal Equalities and Democratic Services the task of implementing the new parking order in accordance with the relevant legislation.

**Cabinet is asked to recommend to Full Council:**

2.2 to approve the revised schedule of fees and charges for parking ( as attached at Appendix 2) and for the revised fees to come into effect from the date of adoption of the new car parking order.

**3. KEY ISSUES**

**Financial Implications**

3.1 As the recommendations in this report seek primarily to rationalise existing charges rather than to introduce new ones, it is anticipated that any effect on car parking revenue will be minimal.

- 3.2 There will be costs involved in updating the signage for the various car park pay and display machines, tariff boards and there will be a cost to amend the ticket machine to enable the free issue of timed tickets at Aston Fields car park.

#### **Legal Implications**

- 3.3 Bromsgrove District Council operates a system of providing off street parking for residents under the Road Traffic Regulation Act 1984. The legislation allows the Council to designate off street car parks (Section 32) and regulate their operation, including the levying of charges through a local parking order (Section 35). The current parking order in force is the Bromsgrove District Council (Off-Street Parking Places) Order 2015.
- 3.4 The process for updating the order is prescribed by the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

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

- 3.5 The car parking order was last updated using delegated powers in October 2015. No changes were made to charges but the revisions covered the closure of Recreation Road North car park which had been sold to developers, and the introduction of Parkside Office car park.
- 3.6 The 2015 order now requires further revision to reflect the following changes:-

#### **Disposal of Hanover Street Car Park**

The sale of the land making up the Hanover Street Car Park was completed in July 2016 and the car park was closed in August 2016. As such the car park needs to be removed from the current car parking order. Members will be aware the land is currently being re-developed as a Waitrose store. The Council has agreed to act as the operator of the car park once it has been completed and a further revision of the car parking order will be required in April 2017 to include the refurbished car park.

#### **Re-designation of short stay and long stay car parks**

The Council had previously designated Hanover Street, School Drive, Stourbridge Road and Recreation Road North as long stay Pay and Display car parks. This was reflected in the tariffs for these car parks and also enabled holders of Long Stay Permit Holders to use any of those three car parks. With the closure of Hanover Street and Recreation Road North there has been feedback from customers that there is insufficient provision in the town centre for Long Stay Permit Holders. Accordingly officers are recommending that New Road car park and Parkside car park are re-designated as long stay and that the long stay tariff is applied.

#### **Charges for Long Stay Permits**

The current charge for a Long Stay Permit is £320.00 per annum. In addition the Council offers Long Stay Permits at Churchfields Multi-Story or Stourbridge Road for £215.00 per annum. Officers are recommending that the tariff of £215.00 for the multi-storey be retained. For Stourbridge Road Car Park, the proposal is for this to be included in the general Long Stay Permit going forward. Therefore the fee of £215.00 for this car park would be removed, and the car park would be available for use under the general Long Stay Permit.

#### Dolphin Centre Car park

This car park is currently being used by the contractors working on the new sports centre development and will then form part of the new car park for the facility, it is proposed to remove this car park from the Parking Order.

#### Bromsgrove Station

The new station facilities at Bromsgrove Station opened in July 2016 including car parking spaces provided by West Midlands Combined Authority for 350 spaces. In light of this, officers have been reviewing the future use of the Council owned 45 space car park at the site of the former station. The tariff is currently £3.00 per day. Officers are proposing the introduction of a parking permit for use at the Station car park and would propose that the annual fee for this is £320 (limited to 40 permits). In addition, Members are asked to consider the car park being available for shoppers for a maximum period of 2 hours free of charge. This would address the need for provision of parking locally for the shops and businesses located on Stoke Road/ New Road. To differentiate the Council car park from the new station car park, and to avoid confusion to visitors to the station, it is proposed that the council car park be re-named as "Aston Fields Car Park".

- 3.7 Recreation Road South car park continues to operate under the Pay on Foot system. Whilst this works well there are occasionally issues when customers do not realise that there is a maximum time limit on their stay of 5 hours. To address this officers are proposing to amend the tariff to enable a maximum stay of 14 hours with fee increments of 80 pence per hour up to a maximum of £11.20 as set out in Appendix 2.
- 3.8 Members are asked to note that other than the changes to charges outlined above, the fees for parking are not being subject to any overall increases. Charges are only applied currently from the hours of 8am to 7 pm following on from the Cabinet decision on evening parking in 2014, and this report does not propose to make any changes to that arrangement.

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

- 3.7 This report responds to customer feedback regarding loss of long stay car parking places in the town centre and seeks to redress this through changes to the Long Stay Permit arrangements.

3.8

**4. RISK MANAGEMENT**

4.1 There is a risk that introducing fee parking for shoppers at Aston Filed Car Park will lead to enforcement issues with parkers illegitimately overstaying. Officers are proposing to address this by requiring customers to obtain a ticket from the pay and display machine. Whilst there will be no charge for this a valid ticket will have to be displayed and this method will enable enforcement officers to police the car park more effectively.

4.2 There a risk associated with enforcement following the introduction of changes to the tariffs and conditions of parking. Therefore it is proposed that enforcement officers will only issue warning notices for a period of 2 weeks for contraventions that have been amended following the adoption of the new parking order.

**5. APPENDICES**

Appendix 1 - Bromsgrove District Council (Off-Street Parking Places) Order 2017

Appendix 2 - Revised Schedule of Fees and Charges for Bromsgrove District Council (Off-Street Parking Places) Order 2017

**6. BACKGROUND PAPERS**

None

**7. KEY**

N/A

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**BROMSGROVE DISTRICT COUNCIL**  
**(OFF-STREET PARKING PLACES)**  
**ORDER 2017**

**BROMSGROVE DISTRICT COUNCIL**  
**(OFF-STREET PARKING PLACES)**  
**ORDER 2017**

Bromsgrove District Council (hereinafter called “the Council”) in exercise of its powers under Sections 32, 35 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984, as amended (“the 1984 Act”) and of all other enabling powers, after consultation with the Chief Constable of Police in accordance with Part III of Schedule 9 to the 1984 Act hereby makes the following Order:

**PART 1**  
**GENERAL**

Commencement and Citation

1. This Order shall come into operation on the xxxxx day of January 2017 and may be cited as the Bromsgrove District Council (Off-Street Parking Places) Order 2017

Interpretation

2. In this Order, except where the context otherwise requires, the following expressions have the meanings respectively assigned to them:

“alternative approved method of payment” means cashless payments, park and phone, payment by debit or credit card facilitated by on site or remote verification by, for example, card reader or mobile phone text or phone call or decrementing card;

“bank holiday” has the same meaning as described in the ‘Banking and Financial dealings Act 1971 (C.80). The first Monday of May shall be treated as if it were a Bank Holiday for the purposes of this Order;

“charging days” means those days which are as specified at each parking place respectively;

“charging hours” means the period as specified at each parking place on all charging days;

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“Council” means Bromsgrove District Council or its successor authority;

“daily charge” means the charge imposed by the Council for parking in a parking place on any one day and for a specified period of time as is identified in the scale of charges specified in Schedule 1 to this order and by notice on site;

"disabled persons' badge" means a badge issued by a Local Authority in accordance with the provisions of the The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 or similar legislation for member countries of the EU.

“expiry time” is the time indicated on the Pay and display ticket and is the time by which the vehicle must leave the parking place;

“light goods vehicle” means a vehicle which is constructed or adapted for use for the carriage of goods or burden of any description, the overall height of which does not exceed 2.00 metres and the unladen weight of which does not exceed 2540 kilograms and is not drawing a trailer;

“loading/unloading” refers to when a vehicle is parked wholly in a parking place or bay marked for that purpose on site, for the purpose of delivering or collecting goods or merchandise or loading or unloading the vehicle at premises adjacent to the parking place or bay and the vehicle does not park for more than twenty minutes or such longer period as a duly authorised officer of the Council may authorise;

“motor cycle” refers to a solo motorcycle only and excludes any motor cycle which has a side-car or trailer, or which has more than two wheels;

“owner” in relation to a vehicle means the person who is recorded as the registered keeper by the Driver and Vehicle Licensing Agency on the date on which the vehicle was parked in the parking place in question;

“park” and “parked” refer to the stopping of a vehicle and it remaining at rest for some time whether or not the driver is still in the vehicle and a vehicle shall be deemed to be parked for any period in the same parking place or parking bay (as the case may

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be) if any part of it is below the vehicle or the vehicle's load (if any) whether or not the vehicle is moved during that period;

“Park and Phone” means a method of payment of the parking charge involving registration of payment by phone or electronic means and, on first use, registration of the relevant registration number of the vehicle, location of the parking place, credit or debit card details or any such other details as the Council may from time to time require which is accepted by the Council as a valid method of payment for the relevant time of use of the parking place;

“parking bay” means an area of a parking place, which is provided for the leaving of a vehicle of a class specified and indicated by markings on the surface of the parking place or signed or otherwise indicated by signs in the parking place;

“parking permit” means a season ticket, contract permit, business permit, staff permit, disabled badge or resident's permit of a type and design issued by the Council;

"parking place" means an area of land provided by the Council pursuant to Section 32(1) of the 1984 Act for the purpose of parking of vehicles and not closed (in part or in whole) by a notice erected thereon by authority of the Council;

“pay and display ticket” means a ticket issued by a ticket machine located in the parking place in which the vehicle has been parked or issued by a person nominated by the Council on payment of a charge and valid for a parking period as advertised at that parking place;

“Pay on Exit” means a Parking Place where a ticket is issued by a Ticket Machine located at the entrance to a Parking Place, the ticket is retained by the vehicle user and not displayed, and then the relevant charge is paid as required prior to exiting the parking place.

“Penalty Charge” means a charge imposed by legislation in respect of parking contraventions that are subject to civil enforcement;



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“public holiday” means Christmas Day, Good Friday and any other day designated by the Government as a public holiday;

“relevant position” means

- (a) in respect of a vehicle displaying a valid disabled person’s badge -
  - (i) in the case of a vehicle fitted with a dashboard or fascia panel, the badge is exhibited thereon so that Part 1 (the front of the badge), is legible from outside the vehicle; or
  - (ii) in the case of a vehicle not fitted with a dashboard or fascia panel, the badge is exhibited in a conspicuous position on the vehicle so that Part 1 of the badge is legible from outside the vehicle;
- (b) in respect of a vehicle displaying a pay and display ticket or parking permit -
  - (i) the ticket or permit is exhibited on the inside surface of the windscreen or in a clearly visible position so that it is facing forwards and can be easily seen and read from the front or side of the vehicle; or
  - (ii) in the case of a vehicle that is not fitted with a transparent windscreen, the ticket or permit is exhibited on the front of the vehicle facing forwards and clearly visible; or
- (c) in respect of a vehicle displaying a hackney carriage plate
  - (i) the plate must be affixed to the vehicle in accordance with the instructions given within the licence as issued by Bromsgrove District Council;

“smartcard” means an electronically read card issued by Bromsgrove District Council specifically used in conjunction with the appropriate system. To be used with the Council’s current terms and conditions.

“ticket machine” means an apparatus of a type designed to indicate the time by a clock and to issue parking tickets which show that a payment has been made of an amount or for a period specified thereon and which specify the date and, either the time of such payment, or the expiry time of the parking period for which payment has been made;

“vehicle” includes any motor car, motor cycle or other mechanically propelled automobile.

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“Virtual Parking Permit” means an electronic record of parking ticket, permit or dispensation issued and confirmed by Bromsgrove District Council to exempt a vehicle from a restriction in the provisions of this order, under the terms applicable at the time of issue. A Virtual Parking Permit may be obtained by any of the methods provided from time to time by the Council and to be valid must be registered on an account in an electronic database approved by the Council with an indication that the permit has been issued and validated in accordance with Council procedures.

“wait” and “waiting” refer to the stopping of a vehicle and it remaining at rest for some time whether or not the driver is still in the vehicle; “Wait” and “waiting” apply as for “park” and “parked”

3. Except where the context requires otherwise, any reference in this Order to a numbered Article shall be construed as a reference to the Article bearing that number in this Order.
4. Any reference in this Order to any enactment shall be construed as a reference to that enactment as amended, applied, consolidated, re-enacted by or as having effect by virtue of any subsequent enactment.
5. Unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting the persons shall include either gender, bodies corporate, unincorporated associations and partnerships.
6. The Interpretation Act 1978 shall apply for the interpretation of this Order.

## **PART 2**

### **DESIGNATION AND USE OF PARKING PLACES**

#### Designation

7. Each parking place may be used, subject to the provisions of this Order, as a place to park vehicles of such classes, in such positions, on such days, during such hours, for

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such period as are advertised at each parking place and on payment of such charges as stated in Schedule 1 to this Order and as advertised on site.

## Class and position of vehicle

8. Where by notice at a parking place, the parking place, or any parking Bay within the parking place, is described as available for vehicles of a specified class or vehicles to be parked in a specified location, no person shall cause or permit a vehicle to be parked in that parking place or in any parking Bay within the parking place,
- (i) unless it is of the specified class; that is;  
Or is;
  - (ii) parked beyond the bay markings;
  - (iii) in a position other than that specified; or
  - (iv) for a purpose other than provided for in this Order.

## Classes of vehicle

9. No person shall cause or permit a vehicle to be parked in a parking Bay unless it is a passenger vehicle, light goods vehicle, a vehicle displaying a disabled person's badge, motor cycle and / or a class specifically prescribed in the Schedules or as advertised on site.

## Position of vehicle

10. If parking bays are marked out in a parking place the driver of a vehicle shall ensure that it is not parked beyond the parking bay markings and shall not permit it to wait in that parking place unless it is so positioned.
11. If parking bays are not marked out in a parking place the driver of a vehicle shall ensure that it is positioned so that it does not obstruct or potentially obstruct other vehicles using the parking place, the free flow of traffic circulating within the parking place and the entrances to and exits from the parking place.

## Disabled person's parking bays

12. No person shall cause or permit a vehicle to be parked in a parking bay marked for disabled persons unless the vehicle displays a valid disabled person's badge in the relevant position and immediately before or immediately after the act of parking the

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vehicle has been or is about to be used by the person(s) in respect of whom the disabled person's badge has been issued.

## Permit parking bays

13. No person shall cause or permit a vehicle to park in a parking bay identified for permit holders unless the vehicle is displaying a permit valid for that time and that parking bay. Where a Virtual Parking Permit has been obtained as an alternative to a Parking Ticket and remains valid, any requirement in the relevant Parking Order for the Parking Ticket to be displayed on the vehicle to which it relates shall not apply.

## Taxi bays

14. No person shall cause or permit a Vehicle to be parked in an area marked as a taxi bay unless the Vehicle displays in the relevant position a valid Hackney Carriage plate / permit issued by the Council or unless authorised by the Council to do so.

## Loading and unloading bays

15. No person shall cause or permit a vehicle to park in any area marked as a loading bay unless the vehicle is being used for the purpose of Loading or Unloading.

## Motorcycle parking bays

16. No person shall cause or permit a vehicle to park in a parking bay marked for motor cycles unless the vehicle is a motorcycle.

## Drop off bays

17. No person shall cause or permit a vehicle to park in a drop off bay marked for this purpose unless passengers are boarding or alighting from the vehicle within the maximum stay of 10 minutes.

## Parent and child bays

18. Where in a parking place signs are erected or surface markings are laid for the purpose of indicating that a particular parking bay is for the use of parents with children, no person shall cause a vehicle to be parked in such a parking bay unless the vehicle arrives in that parking place with a child present in the vehicle and leaves that parking place with a child present in the vehicle.

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## Hours of operation and maximum period of stay

19. A parking place or in any parking bay within the parking place is described as being in operation on specified days, during specified hours or for a maximum period of stay, no person shall cause or permit a vehicle to be parked in that parking place or in any parking bay within the parking place on any day, during such hours or for any period other or longer than those specified.

## Period of no return

20. Where by notice on site, a parking place is described as having a period within which a vehicle may not return, no person shall cause or permit a vehicle to be parked again in that parking place on any day, during such hours within which the vehicle is excluded from waiting in the parking place.

## Power to close or suspend parking places

21. Nothing in this Order shall prevent the Council by notice, sign or barrier displayed or erected in a parking place:
  - (i) from closing a parking place or any part thereof for any period; and/or
  - (ii) from setting aside a parking place or any part or parts thereof on all days or on certain days or during certain parts of days for use only by particular vehicles or organisations.
22. Any person closing or suspending the use of a parking place or any part thereof shall thereupon place or cause to be placed in or adjacent to that parking place or that part thereof a notice or traffic sign indicating that of that parking place or that part thereof is closed or the use is suspended and that parking by vehicles is prohibited.
23. No person shall cause or permit a vehicle to be parked in a parking place or any part thereof during such periods that the parking place or that part thereof is closed or the use is suspended or during such period as there is in or adjacent thereto a notice or traffic sign indicating the closure or suspension placed by or on behalf of the Council.

## Sale of Goods

24. No person shall in a parking place without the express written permission of the Council, use a vehicle, in connection with the sale of any article, including the vehicle

# Agenda Item 8

itself, to any person in or near the parking place or in connection with the selling or offering for hire of skill or services in any other capacity.

## Parked with engine running

25. No person shall in a parking place continue to run the engine when the vehicle is in the parking space and shall not start the engine except when about to change the position of the vehicle in or to depart from the parking place.

## Parked causing an obstruction or potential obstruction

26. No person shall in a parking place park the vehicle in such a manner or place where it causes an obstruction or potential obstruction to any other users of the parking place.

## **PART 3**

### **CHARGES FOR PARKING**

#### Pay and display Parking Places/ Pay on Exit/Pay on Foot parking places

27. The person in charge of a vehicle, upon parking the vehicle in a parking bay, shall immediately

(i) arrange for the purchase of a pay and display ticket from a ticket machine situated at that parking place at the level of charge and for the period required in accordance with the scale of daily charges as stated in Schedule 1 to this Order and as advertised at the parking place.

or

(ii) make arrangements to pay the appropriate fee through an alternative approved method of payment such as Pay by Phone at the level of daily charge and for the period required in accordance with the scale of charges as stated in Schedule 1 to this Order and as advertised at the parking place.

or

(iii) The driver of a vehicle using a Pay on Exit parking place shall, upon arriving at the parking place, take a ticket from the machine to establish time of entry and shall on return to the vehicle prior to exit, pay the appropriate fee at the pay on foot machines or pay the authorised officer on duty, or a person nominated by

# Agenda Item 8

the Council at the exit point, a parking fee at the level of charge and for the period required in accordance with the scale of charges as advertised on site.

- (iv) If the driver of a vehicle using a Pay on Exit parking place is in possession of a Council smartcard then entry is by use of the smartcard and shall on return to the vehicle prior to exit, pay the appropriate fee at the pay on foot machines or pay the authorised officer on duty, or a person nominated by the Council at the exit point, a parking fee at the level of charge and for the period required in accordance with the scale of charges as advertised on site.

## Payment

- 28. No person shall cause or permit any vehicle to be parked in a parking place without arranging for the appropriate charge (if any) to be paid in accordance with the scale of current charges as stated in Schedule 1 to this Order and as advertised at the parking place.

## Means of payment

- 29. The charges referred to in the preceding Article shall be payable in the manner as advertised at that parking place.

## Display of ticket

- 30. Save for payment by an alternative approved method of payment, or at a pay on foot or pay on exit parking place, once a vehicle has been parked within a pay and display parking place the person in charge of the vehicle shall ensure that:
  - (i) a valid pay and display ticket has been obtained to cover the entire period that the vehicle is parked in the parking place, and
  - (ii) the valid pay and display ticket is displayed in the relevant position on the vehicle in respect of which it was issued at all times the vehicle is parked.

## Validity of pay and display tickets

- 31. A pay and display ticket is not transferable from one vehicle to another and on transfer the Pay and display ticket ceases to be valid.

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32. A pay and display ticket is valid in the parking place in which it was issued and in any other pay and display parking place managed by Bromsgrove District Council with the same time limits as the parking place of issue.

## Expiry of parking period

33. The expiry of the period for which the appropriate charge has been paid shall be
- (i) where a pay and display ticket has been purchased, when the time is later than the expiry time shown on the pay and display ticket displayed, or
  - (ii) where an alternative approved method of payment has been used, when the period for which payment has been made and recorded has been exceeded.

## No pay and display ticket displayed

34. If at any time while a vehicle is parked in a parking place, no pay and display ticket is displayed on that vehicle in the relevant position and in accordance with the provisions of this order, it shall be deemed that the charge has not been paid. Where a Virtual Parking Permit has been obtained as an alternative to a Parking Ticket and remains valid, any requirement in the relevant Parking Order for the Parking Ticket to be displayed on the vehicle to which it relates shall not apply.
35. If at the time when a vehicle is parked during the charging hours in a parking place and the nearest ticket machine in that parking place is out of order, then a ticket shall be obtained from another ticket machine within the same parking place (where provided) or as directed in the parking place.
36. Where no valid pay and display ticket can be obtained from a ticket machine within a parking place, vehicles may be parked in a parking place but may not be parked for longer than the maximum period of parking in that parking place as advertised at the parking place.

## Parking permits

37. Parking permits are available from the Council at the appropriate fee as stated in Schedule 3 for a specific parking place subject to conditions determined by the Council.



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38. A parking permit is only valid in the parking place(s) in respect of which it was issued, for the vehicle in respect of which it was issued and up to the date of expiry shown on the parking permit.
39. The driver shall abide by the terms stipulated by the Council for the use of the parking permit.

## Display of season ticket / parking permit

40. A parking permit shall be displayed in the relevant position on the vehicle in respect of which it was issued at all times during which the vehicle is parked in the parking place. Where a Virtual Parking Permit has been obtained as an alternative to a parking ticket and remains valid, any requirement in the relevant Parking Order for the parking ticket to be displayed on the vehicle to which it relates shall not apply.

## Replacement season tickets / parking permits

41. Damaged or lost season tickets / parking permits will be replaced on application to the Council and on payment of an administration fee in accordance with Council policies. The damaged or lost season ticket / parking permit will then become immediately invalid.

## Surrender and refunds

42. A season ticket / parking permit remains the property of the Council and must be surrendered on request. In such instances any refund of fee paid will be provided in accordance with the Council policy in place at that time.
43. The holder of a season ticket / parking permit may, on surrendering the season ticket / parking permit, be entitled to a refund based upon the Council policy in place at that time.

## Restriction on removal

44. When a pay and display ticket or parking permit has been exhibited on a vehicle in the relevant position no person shall remove the pay and display ticket or season ticket / parking permit from the vehicle until the vehicle is removed from the parking place.

## **PART 4**

### **EXEMPTIONS**

#### Exemption from charge

45. No charge shall be payable in respect of;
- (i) a motorcycle unless parked in a parking bay other than marked for motorcycles.
  - (ii) a vehicle parked displaying in a relevant position a parking permit valid for that parking place
  - (iii) Emergency service vehicles in the course of undertaking emergency duties.

#### Absence of Ticket machine

46. If at the time when a vehicle is parked in a parking place during the charging hours there is no ticket machine at the parking place, or all the ticket machines at that parking place carry notices placed upon them by a person duly authorised by the Council indicating that they are out of order, the driver of that vehicle shall be exempt from purchasing a pay and display ticket.

#### Payment by alternative approved method of payment

47. Where arrangements to pay the charge have been made through an alternative approved method of payment and no pay and display ticket is produced by following the process, the driver of a vehicle shall be exempt from the requirement to display such a ticket.

## **PART 5**

### **RELOCATION, REMOVAL, CLAMPING AND DISPOSAL OF VEHICLES**

#### Emergencies

# Agenda Item 8

48. A person authorised by the Council or a police officer in uniform may, using such measures as are appropriate, move or cause to be moved in the case of an emergency to any place he/she thinks fit, any vehicle parked in a parking place.

## Contraventions in suspended parking place

49. A person authorised by the Council may, using such measures as are appropriate, move or cause to be moved to any place he/she thinks fit, any vehicle parked in a parking place which has been closed or suspended in whole or in part by the Council and the cost of movement or removal and safe keeping shall be the liability of the owner of the vehicle.

## Safe keeping

50. Any person removing a vehicle from a parking place under the provisions of this Order shall make such arrangements as may be reasonably necessary to provide for the safe keeping of the vehicle.

## Disposal of vehicles abandoned in parking places

51. The Council may sell or otherwise dispose of, in accordance with current legislation, a vehicle which has been, or could at any time be, removed from a parking place if the vehicle appears to have been abandoned and will be dealt with under the abandoned vehicle legislation.

## **PART 6**

### **CONTRAVENTION AND PENALTY CHARGE**

#### Contravention

52. Save for the provisions in Part 7, if a vehicle is parked in a parking place without complying with the requirements of this Order, a contravention shall have occurred and a penalty charge shall be payable as stated in Schedule 2.

#### Restriction on removal of notices

53. Any notice fixed to a vehicle in accordance with this Order shall not be removed or interfered with except by or under the authority of:

- (i) the Owner, or person in charge of, the vehicle;
- (ii) the Council for the parking place in which the vehicle in question was found.

## Indications as Evidence

54. The particulars given in any notice served on a vehicle in accordance with the provisions of this Order shall be treated as evidence in any proceedings relating to failure to pay the penalty charge.

## **PART 7**

### **LIABILITY AND OTHER PROVISIONS**

#### Liability

55. The Council accepts no liability for the loss or damage to vehicles or other property left in any of the parking places to which this Order applies save for that arising from the negligence of the Council.

#### Validity

56. If a Court, the Department for Transport, the Traffic Penalty Tribunal or the Traffic Enforcement Centre declares any part of this Order to be invalid or unenforceable, such declaration shall not invalidate the remainder of the Order.

#### Driving within a parking place

57. Where in a parking place signs are erected or surface markings are laid for the purpose of
- (i) indicating the entrance to or exit from the parking place, or
  - (ii) indicating that a vehicle using the parking place shall proceed in a specified direction within the parking place,
- any person who drives or permits to be driven any vehicle
- (i) so that it enters the parking place otherwise than by an entrance or leaves the parking place otherwise than by an exit, so indicated, or
  - (ii) in a direction other than so specified
- shall be liable to prosecution.
58. Any person who, without with the permission of a person authorised by the Council in that behalf, drives or permits to be driven any vehicle in a parking place for any

# Agenda Item 8

purpose other than the purpose of leaving that vehicle in the parking place in accordance with the provisions of this Order or for the purpose of departing from the parking place shall be liable to prosecution.

## Wilful damage

59. Any person who with intent to defraud interferes with a ticket machine or operates or attempts to operate it by the insertion of objects other than undamaged and unaltered coins of legal tender and of the appropriate denomination, shall be liable to prosecution.

## Domestic purposes

60. Any person who uses any part of the parking place or any vehicle parked in a parking place
- (i) for sleeping or camping or cooking, or
  - (ii) for the purpose of servicing or washing any vehicle or part thereof other than is reasonably necessary to enable the vehicle to depart from the parking place,
- shall be liable to prosecution.

## Behaviour

61. Any person who wilfully sounds any horn or any other similar instrument on a vehicle except when about to change the position of the vehicle in or to depart from the parking place shall be liable to prosecution.
62. Any person who in a parking place shouts or otherwise makes any loud noise to the disturbance or annoyance of users of the parking place or residents or premises in the neighbourhood shall be liable to prosecution.
63. Any person who in a parking place uses any threatening, abusive or insulting language, gesture or conduct with intent to put any person in fear or so as to occasion a breach of the peace or whereby a breach of the peace is likely to be occasioned shall be liable to prosecution.

## Other activities

64. Any person who in a parking place

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- (i) erects or causes or permits to be erected any tent, booth, stand, building or other structure without the written consent of the Council, or
  - (ii) lights or causes to be lit any fire,
  - (iii) causes wilful or deliberate damage to the fabric of the car park
  - (iii) Cycles or skateboards in the car park
- shall be liable to prosecution.

## **PART 8**

### **REVOCATIONS**

#### Revocations

65. The following Orders made by Bromsgrove District Council and all their Amendments and any other Orders and Regulations of whatever nature relating to off-street parking places specified in the Schedules within the area of the Council made before the introduction of this Order are hereby revoked.

- **Bromsgrove District Council (Off-Street Parking Places) Order 2015**

**EXECUTED as a Deed by affixing the COMMON SEAL  
of Bromsgrove District Council  
in the presence of**

**Dated Januaryber 2017**

**BROMSGROVE DISTRICT COUNCIL**

**(OFF-STREET PARKING PLACES)**

**ORDER 2017**

**SCHEDULE 1 – PAYMENT PARKING PLACES**

<b>Name of parking place</b>	<b>Special classes of vehicle (if any)</b>	<b>Days of operation of parking place</b>	<b>Charging days and hours</b>	<b>Scale of charges</b>	<b>Maximum waiting period allowed</b>	<b>Minimum time in which return is prohibited</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>
Aston Fields Car Park	1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984 2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or 3) Any other class of vehicle as specified in column 2 of Schedule 1.	All days	08.00 – 22.00 All days	No charges  [Note: Display of timed pay and display ticket required]	2 hours	No return within 2 hours

Churchfields Multi Storey Car Park	<p>Levels 1 and 2;</p> <p>1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984</p> <p>2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or</p> <p>3) Any other class of vehicle as specified in column 2 of Schedule 1.</p> <p>Levels 3,4,5, and 6; vehicles not in excess of 3 tonnes.</p>	All days	<p>08.00 – 19.00 Monday to Saturday (excluding Bank Holidays) 09.00 – 16.30 Sunday and Bank Holidays</p>	<p>Up to 30 minutes £0.40 Up to 1 hour £0.80 Up to 2 hours £1.60 Up to 3 hours £2.40 All day £3.00</p>	N/A	N/A
	1)					
New Road Car Park	<p>1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984</p> <p>2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or</p> <p>3)</p>	All days	<p>08.00 – 22.00 All days</p>	<p>Up to 30 minutes £0.40 Up to 1 hour £0.80 Up to 2 hours £1.60 Up to 3 hours £2.40</p> <p>All day £5.00</p>	N/A	N/A



	Any other class of vehicle as specified in column 2 of Schedule 1					
Parkside Car Park	<p>1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984</p> <p>2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or</p> <p>3) Any other class of vehicle as specified in column 2 of Schedule 1</p>	All days	08.00 – 22.00 All days	<p>Up to 30 minutes £0.40 Up to 1 hour £0.80 Up to 2 hours £1.60 Up to 3 hours £2.40</p> <p>All day £5.00</p>	N/A	N/A
Parkside Offices Car Park	<p>1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984</p> <p>2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or</p> <p>3) Any other class of vehicle as specified in column 2 of</p>	All days	All days 00.00 – 23.59	(i) Parking bays – permit holders only	(i) no maximum waiting period for permit holders	N/A

	Schedule 1.					
School Drive Car Park	1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984 2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or 3) Any other class of vehicle as specified in column 2 of Schedule 1	All days	08.00 – 22.00 All days	Up to 30 minutes £0.40 Up to 1 hour £0.80 Up to 2 hours £1.60 Up to 3 hours £2.40 All day £5.00	N/A	N/A
Stourbridge Road Car Park	1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984 2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or 3) Any other class of vehicle as specified in column 2 of Schedule 1	All days	08.00 – 22.00 All days	Up to 30 minutes £0.40 Up to 1 hour £0.80 Up to 2 hours £1.60 Up to 3 hours £2.40 All day £5.00	N/A	N/A
Recreation	1)	All days	08.00 – 22.00	Up to 30 minutes £0.40	N/A	N/A

Road South	<p>Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984</p> <p>2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or</p> <p>3) Any other class of vehicle as specified in column 2 of Schedule 1</p>		<p>Monday to Saturday (excluding Bank Holidays) 09.00 – 16.30</p> <p>Sunday and Bank Holidays</p>	<p>Up to 1 hour £0.80</p> <p>Up to 2 hours £1.60</p> <p>Up to 3 hours £2.40</p> <p>Up to 4 hours £3.20</p> <p>Up to 5 hours £4.00</p> <p>Up to 8 hours £6.40</p> <p>Up to 11 hours £8.80</p> <p>Up to 14 hours £11.20</p>		
Windsor Street	<p>1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984</p> <p>2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or</p> <p>3) Any other class of vehicle as specified in column 2 of Schedule 1</p>	All days	<p>08.00 – 22.00</p> <p>All days</p>	<p>Up to 30 minutes £0.50</p> <p>Up to 1 hour £1.00</p> <p>Up to 2 hours £2.00</p>	2 hours	2 hours
	1)			(		
Catshill Car Park	1) Motor vehicles and motor cycles all as defined in the	All days	<p>00.00 – 23.59</p> <p>All days</p>	No charges	2 hours	2 hours

	<p>Road Traffic Regulation Act 1984</p> <p>2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or</p> <p>3) Any other class of vehicle as specified in column 2 of Schedule 1</p>					
Alvechurch Car Park	<p>1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984</p> <p>2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or</p> <p>3) Any other class of vehicle as specified in column 2 of Schedule 1</p>	All days	00.00 – 23.59 All days	No charges	N/A	N/A
Alvechurch Sports and Social Club	<p>1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984</p> <p>2)</p>	All days	00.00 – 23.59 All days	No charges	2 hours if parked between 08.00 to 19.00 Monday to	For vehicles not displaying a club membership sticker, or a

	<p>Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or</p> <p>3) Any other class of vehicle as specified in column 2 of Schedule 1</p>				<p>Saturday except for vehicle clearly displaying a club membership sticker at the time of parking during club opening hours or vehicle clearly displaying a permit for this car park at the time of parking.</p>	<p>permit, no return within 2 hours</p>
<p>Aston Road (Part) Car Park</p>	<p>1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984</p> <p>2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or</p> <p>3) Any other class of vehicle as specified in column 2 of</p>	<p>All days</p>	<p>00.00 – 23.59 All days</p>	<p>No charges</p>	<p>N/A</p>	<p>N/A</p>

	Schedule 1					
Sanders Park Car Park	1) Motor vehicles and motor cycles all as defined in the Road Traffic Regulation Act 1984 2) Motor vehicles not exceeding 1.5 tonnes unladen weight constructed or adapted solely for the purpose of carrying goods; or 3) Any other class of vehicle as specified in column 2 of Schedule 1	All days	00.00 – 23.59 All days	No charges	N/A	N/A

**Bromsgrove District Council (Off-Street Parking Places)**  
**Order 2017**

**Schedule 2 – Penalty Charge Notice levels**

- **= or other specified time \*\*\*\* = or other number**

Code	Description	Diff. level	PCN £
70	Parked in a loading area during restricted hours without reasonable excuse	Higher	£70
73	Parked without payment of the parking charge	Lower	£50
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	Higher	£70
80	Parked for longer than the maximum period permitted	Lower	£50
81	Parked in a restricted area in a car park	Higher	£70
82	Parked after the expiry of paid for time	Lower	£50
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	Lower	£50
84	Parked with additional payment made to extend the stay beyond time first purchased	Lower	£50
85	Parked in a permit bay without clearly displaying a valid permit	Higher	£70
86	Parked beyond the bay markings	Lower	£50
87	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge	Higher	£70
89	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area	Higher	£70
90	Re-parked within one hour* of leaving a bay or space in a car park	Lower	£50
91	Parked in a car park or area not designated for that class of vehicle	Higher	£70
92	Parked causing an obstruction	Higher	£70
93	Parked in car park when closed	Lower	£50
94	Parked in a pay & display car park without clearly displaying two**** valid pay and display tickets when required	Lower	£50
95	Parked in a parking place for a purpose other than the designated purpose for the parking place	Lower	£50
96	Parked with engine running where prohibited	Lower	£50

**NOTE:** Provided that payment is received within 14 days of service of the PCN the Council will accept a discounted amount equivalent to 50% of the rates listed above

## **Bromsgrove District Council (Off – Street Parking Places)**

### **Order 2017**

#### **Schedule 3 –Customer Parking Permits**

1. The Council may issue to applicants one permit or smartcard for use on one vehicle used by the applicant upon payment of the prescribed fee. For the purposes of this Schedule the use of smartcards is available only for parking at Churchfields Multi Storey

#### Specific provisions in relation to paper permits

2. The vehicle registration number printed on a permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
3. A permit shall only be considered to be valid if it is securely fixed to the windscreen of an authorised vehicle at the time of parking. Holders should not affix the permit to the windscreen so that it obscures their vision.
4. A permit shall only be valid in the car park designated on the front of the permit.
5. A vehicle displaying a valid permit shall be entitled to park in the designated car park at all times without payment providing a space is available and the person in control of the vehicle complies in all respects to the regulations and directions in place in the car park at that time.

#### Specific provisions in relation to smartcards

6. Smartcard holders have the option of linking their smartcard to be used in connection with one vehicle, the vehicle registration number of which must be provided to the Council. The smartcard operates using number plate recognition technology and when used in this mode the entrance and exit barriers will open automatically when the registered vehicle approaches.
7. Alternatively, it is open to smartcard users not to ask for the card to be linked to a particular vehicle, in which case it will operate in the same way with the exception that the entrance and exit barriers will not open automatically in response to recognising the vehicle registration number.

#### General provisions

8. A permit or smartcard does not confer on the holder any additional right(s) over and above those enjoyed by other members of the public using the car park.



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9. The Council in its absolute discretion may refuse to issue a permit or smartcard to any person without giving reason for such refusal, and similarly may withdraw the smartcard or permit, or invalidate the permit in writing at any time without giving reason for such withdrawal or invalidation.
10. Any vehicle parked on a car park entirely at the owner's risk; the issue of a permit or smartcard by the Council does not impose on the Council any liability for any loss or damage to any vehicle displaying a permit or its contents with the exception of such loss or damage due to negligence on the part of the Council.
11. The table below sets out the amounts payable for Annual and Quarterly Permits and smartcards and the types of permit issued.

Location	Annual Charge	Quarterly Charge	Type of permit
Churchfields Multi Storey Car Park	£215	£53.80	Smartcard
Aston Fields Car Park	£320	£80	Paper permit
Town Centre Long Stay Note: this pass allows long stay parking at the following car parks:- School Drive (for access to the Dolphin Centre) New Road Parkside Stourbridge Road	£320	£80	Paper permit
Alvechurch Sports and Social Club	£250	£62.50	Paper permit

12. An annual or quarterly permit holder or smartcard holder may surrender the permit to the Council at any time:

- a) A permit holder or smartcard holder who surrenders a permit to the Council before it has become valid shall be entitled to a refund of the fee paid in respect thereof.
  - b) A permit holder or smartcard holder who surrenders an annual or quarterly permit to the Council after it has become valid shall be entitled to a refund calculated on a pro rata basis for each complete month covered by the permit which remains unexpired at the date of surrender.
13. Smartcards which are lost and require replacement will be charged at £5 per replacement.

## **Bromsgrove District Council (Off – Street Parking Places)**

### **Order 2017**

#### **Schedule 4 – Staff Permits**

1. The Council may issue staff permits or smartcards to enable members of staff to park in the parking places referred to in this Order for the purposes of their employment.
2. Members of staff who are based at or work regularly at Parkside may be issued with either a smartcard for parking in Churchfields Multi Storey. Staff permits may also be issued for Parkside Office car park, to members of staff who need to park there for work related reasons or because they need to access the building out of normal office hours. The allocation of such permits/smartcards will be decided by the Head of Service responsible for Facilities Management.
3. Members of staff who require use of other car parks included in this Order in the course of their duties, or by reason of lack of access to adequate parking facilities may apply for a staff permit through their Head of Service or Director. The application must state the name of the member of staff, the registration number of the vehicle to be used, the date from which the permit is to be used, and identify the car park or car parks to be used

#### **Specific provisions in relation to staff permits for Parkside Offices Car Park and smartcards for Churchfields Multi Storey**

4. Members of staff may only use the parking permit/ smartcard for work purposes from Mondays to Fridays, save that parking at Parkside Offices Car

# Agenda Item 8

Park will be permitted at weekends for facilities management staff attending for work purposes.

5. Parking at these car parks is available on a first come first served basis. Members of staff who hold a permit or smartcard who cannot find a parking space should park in an alternative Council car park and seek reimbursement of the fee paid by way of an expenses claim.
6. Staff smartcard holders have the option of linking their smartcard to be used in connection with one vehicle, the vehicle registration number of which must be provided to the Council. The smartcard operates using number plate recognition technology and when used in this mode the entrance and exit barriers will open automatically when the registered vehicle approaches.
7. Alternatively, it is open to staff smartcard users not to ask for the card to be linked to a particular vehicle, in which case it will operate in the same way with the exception that the entrance and exit barriers will not open automatically in response to recognising the vehicle registration number.
8. Smartcards which are lost and require replacement will be charged at £5 per replacement.
9. For staff using permits for Parkside Offices car park the following provisions apply:-
  - The vehicle registration number printed on the permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
  - The permit shall only be considered to be valid if it is securely fixed to the windscreen of the authorised vehicle at the time of parking. The member of staff in control of the vehicle shall comply in all respects to the regulations and directions in place in the car park at that time.

## For staff using permits for other pay and display car parks

10. A vehicle displaying a valid staff permit shall be entitled to park in the designated pay and display car park at all times without payment providing a space is available.
11. The vehicle registration number printed on the permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
12. The permit shall only be considered to be valid if it is securely fixed to the windscreen of the authorised vehicle at the time of parking.

## General

# Agenda Item 8

13. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a staff permit or smartcard by the Council does not impose on the Council any liability for any loss or damage to any vehicle displaying a permit / using a smartcard or its contents with the exception of such loss of damage due to negligence on the part of the Council.
14. A staff permit or smartcard does not confer on the holder any additional right(s) over and above those enjoyed by other members of the public using the car park.
15. The staff permit or smartcard shall only be valid if the member of staff is engaged solely on Council business. The use of a staff permit or smartcard for other than official Council duties may lead to disciplinary action, withdrawal of the permit, and a Penalty Charge Notice may be issued
16. Members of staff who are not eligible for staff permits but who are obliged to make use of car parks included in this Order in the course of their duties should purchase a parking ticket at the time of parking and seek reimbursement of the fee paid by way of an expenses claim.

## **Bromsgrove District Council (Off – Street Parking Places)**

### **Order 2017**

#### **Schedule 5 – Other Parking Permits**

1. The Council may issue parking permits or smartcards to other persons including Elected Members, Worcestershire County Council employees, and non-staff users of the Council offices at Parkside for use at Parkside Offices car park and Churchfields Multi Storey.
2. Other persons may only use the parking permit at Parkside Offices car park on Mondays to Fridays and the smartcard at Churchfields Multi Storey from Mondays to Fridays during normal opening hours. Parking is available on a first come first served basis.
3. The vehicle registration number printed on the permit shall not be altered or substituted with a different number except by the Council on the application of the holder.
4. The permit shall only be considered to be valid if it is securely fixed to the windscreen of the authorised vehicle at the time of parking.
5. Only vehicles displaying permits designated for Elected Members may park in the allocated member bays; if no allocated bays are available members may use the other parking bays excluding the disabled bays (unless displaying a valid blue badge) and visitor bays.
6. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a permit or smartcard by the Council does not impose on the Council any liability for any loss of damage to any vehicle displaying a permit / using a smartcard or its contents with the exception of such loss of damage due to negligence on the part of the Council.
7. A permit or smartcard does not confer on the holder any additional right(s) over and above those enjoyed by other members of the public using the car park.
8. Smartcards which are lost and require replacement will be charged at £5 per replacement.
9. Under this Schedule, the Council may issue temporary permits for Parkside Offices car park to cover use by visitors attending functions or events taking place at Parkside. Such temporary permits will be valid for use in all bays except the allocated member bays and disabled bays (unless displaying a valid disabled badge).

**Bromsgrove District Council (Off-Street Parking Places)**  
**Order 2017**

**Schedule 6 – Issue of smartcards for use at Churchfields Multi Storey and Recreation South Car Parks**

1. The Council may issue smartcards for use at Churchfields Multi Storey and Recreation Road South (Asda) under this Schedule to disabled persons and to licenced private hire/ hackney carriage drivers who require access to the car parks to collect passengers. Taxis are limited to a maximum stay of 15 minutes to allow a passenger to board or alight.

**General**

2. No more than one smartcard will be issued per applicant.
3. Smartcard holders have the option of linking their smartcard to be used in connection with one vehicle, the vehicle registration number of which must be provided to the Council. The smartcard operates using number plate recognition technology and when used in this mode the entrance and exit barriers will open automatically when the registered vehicle approaches.
4. Alternatively, it is open to smartcard users not to ask for the card to be linked to a particular vehicle, in which case it will operate in the same way with the exception that the entrance and exit barriers will not open automatically in response to recognising the vehicle registration number.
5. The Council in its absolute discretion may refuse to issue a smartcard to any person, and similarly may withdraw, or invalidate the smartcard at any time.
6. A smartcard does not confer on the holder any additional right(s) over and above those enjoyed by other members of the public using the car park save as set out in paragraph 9 above.
7. Any vehicle parked on a car park is parked entirely at the owner's risk; the issue of a smartcard by the Council does not impose on the Council any liability for any loss or damage to any vehicle accessing the car parks using a smartcard or its contents with the exception of such loss or damage due to negligence on the part of the Council.
8. Smartcards which are lost and require replacement will be charged at £5 per replacement.

## Disabled Persons

9. The applicant must hold a current disabled person's badge at the time of application.
10. The expiry date on the disabled person's badge shall also be applied to the smartcard. The smartcard will not be valid after the expiry date.
11. In the case of use of a smartcard under either paragraph 6 or 7, the smartcard will only be valid if the vehicle displays the applicant's disabled person's badge in accordance with the terms and conditions of use.
12. Prior to exiting the car park the smartcard user shall pay the relevant charge. The amount of the charge will be calculated by the pay on foot payment machine when the smartcard is inserted.
13. For stays of less than 90 minutes the relevant charge will be reduced to the amount charged for up to 30 minutes. For stays of over 90 minutes the relevant charge will be reduced by a discount equivalent to the charge for one hours parking.

## Licensed Hire Drivers

14. Licensed hire and Hackney carriage drivers must apply for a smartcard from the licensing section.
15. Licensed hire and Hackney Carriage taxis are permitted to wait for in the car park for a maximum stay of 15 minutes to allow passengers to board/alight the vehicle.
16. Taxis should only wait in a designated bay
17. Any stay over 15 minutes will incur the tariff applicable to the duration

**Bromsgrove District Council (Off – Street Parking Places)**  
**Order 2017**

**Schedule 7 – Arrangements for parking for Disabled Person’s Badge Holders**  
**at parking places equipped with pay and display ticket machines.**

1. This Schedule applies to all parking places included Schedule 1 of this order where payment is made using pay and display ticket machines.
2. Disabled persons are required to purchase a pay and display ticket and display it on their vehicle together with their Disabled Persons Badge.
3. An additional hours free parking will be permitted, to expire one hour after the expiry time stated on the pay and display ticket.



Environmental Services

SERVICE CATEGORY	VAT Treatment	Revised Net Total	VAT to be applied	Proposed charge from 2017 £	Comments
<b>CAR PARKS</b>					
<b>Aston Fields</b>					
All day	Standard	0.00	0.00	0.00	Following amendments to parking order - .Two hours minimum waiting. No return within two hours.
<b>Churchfields Multi-storey</b>					
Not exceeding 30 minutes	Standard	0.33	0.07	0.40	
Not exceeding one hour	Standard	0.67	0.13	0.80	
Not exceeding two hours	Standard	1.33	0.27	1.60	
Not exceeding three hours	Standard	2.00	0.40	2.40	
All day	Standard	2.50	0.50	3.00	
<b>New Road</b>					
Not exceeding 30 minutes	Standard	0.33	0.07	0.40	
Not exceeding one hour	Standard	0.67	0.13	0.80	New tariff structure on New Road car park
Not exceeding two hours	Standard	1.33	0.27	1.60	
Not exceeding three hours	Standard	2.00	0.40	2.40	
All day	Standard	4.17	0.83	5.00	
<b>Parkside</b>					
Not exceeding 30 minutes	Standard	0.33	0.07	0.40	
Not exceeding one hour	Standard	0.67	0.13	0.80	New tariff structure on Parkside car park
Not exceeding two hours	Standard	1.33	0.27	1.60	
Not exceeding three hours	Standard	2.00	0.40	2.40	
All Day	Standard	4.17	0.83	5.00	
<b>Recreation Road South</b>					
Not exceeding 30 minutes	Standard	0.33	0.07	0.40	
Not exceeding one hour	Standard	0.67	0.13	0.80	
Not exceeding two hours	Standard	1.33	0.27	1.60	
Not exceeding three hours	Standard	2.00	0.40	2.40	
Not exceeding four hours	Standard	2.67	0.53	3.20	
Not exceeding five hours	Standard	3.33	0.67	4.00	New tariff structure on Recreation Rd car park
Not exceeding eight hours	Standard	5.33	1.07	6.40	
Not exceeding eleven hours	Standard	7.33	1.47	8.80	
Not exceeding fourteen hours	Standard	9.33	1.87	11.20	
<b>School Drive</b>					
Not exceeding 30 minutes	Standard	0.33	0.07	0.40	
Not exceeding one hour	Standard	0.67	0.13	0.80	
Not exceeding two hours	Standard	1.33	0.27	1.60	
Not exceeding three hours	Standard	2.00	0.40	2.40	
All day	Standard	4.17	0.83	5.00	
<b>Stourbridge Road</b>					
Not exceeding 30 minutes	Standard	0.33	0.07	0.40	
Not exceeding one hour	Standard	0.67	0.13	0.80	
Not exceeding two hours	Standard	1.33	0.27	1.60	
Not exceeding three hours	Standard	2.00	0.40	2.40	
All day	Standard	4.17	0.83	5.00	
<b>Windsor Street</b>					
Not exceeding 30 minutes	Standard	0.42	0.08	0.50	
Not exceeding one hour	Standard	0.83	0.17	1.00	
Not exceeding two hours	Standard	1.67	0.33	2.00	
<b>Season Tickets (valid for all Pay and Display Car Parks excluding Windsor Street, Hannover Street &amp; Aston Fields)</b>					
Annual	Standard	266.67	53.33	320.00	
Quarterly	Standard	66.67	13.33	80.00	
<b>Season Tickets (valid at Aston Fields car park only)</b>					

Annual	Standard	266.67	53.33	320.00	New Permit Option
Quarterly	Standard	66.67	13.33	80.00	
<b>Season Tickets (valid at Churchfields Road car park only)</b>					
Annual		179.17	35.83	215.00	
Quarterly		44.83	8.97	53.80	
<b>Season Tickets (valid at Alvechurch Sports and Social club car park only)</b>					
Annual		208.33	41.67	250.00	
Quarterly		52.08	10.42	62.50	

### **Cabinet**

**7<sup>th</sup> December 2016**

#### **Overview and Scrutiny Board - Finance & Budget Working Group**

Relevant Portfolio Holder	Cllr Geoff Denaro – Leader of the Council and Portfolio Holder for Finance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering – Executive Director Finance and Resources
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

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

- 1.1 At its meeting held on 25<sup>th</sup> April 2016 the Overview and Scrutiny Board considered its annual report for 2015/16 and considered actions which could be taken to improve the scrutiny process in future years. A number of potential options were discussed including the creation of a Finance and Budget Working Group.
- 1.2 Members were advised that a small working group could meet in private to investigate budgetary matters in detail and report their findings back to the Board. Group members would develop expertise which would be helpful when considering the budget. Meetings could be scheduled to take place in a timely manner so as to enable Members to scrutinise both future budget proposals and information about progress in securing efficiency savings as and when the information became available.
- 1.3 Officers advised that the external auditors had recommended that there should be greater Member involvement in the budget setting process and such a working group would help to achieve this objective. It was agreed that a Working Group would be established and begin its work in the 2016/17 municipal year.
- 1.4 Membership was agreed at the Board meeting held on 27<sup>th</sup> June 2016 with Cllr Mallett being the lead Member supported by Councillors S. R. Colella, B T Cooper, R. D. Smith and P. L. Thomas. (It should be noted that following Councillor Smith's appointment to the Cabinet, Councillor S. Baxter was became a Member of the Working Group with effect from 19<sup>th</sup> September 2016.)
- 1.5 The Board agreed the Working Group's terms of reference which are attached at Appendix 1 to this report at its meeting held on 19<sup>th</sup> September 2016.

#### **2. RECOMMENDATIONS**

- 2.1 The Overview & Scrutiny Board approved the following recommendations, identified by the Finance and Budget Working Group, at its meeting on 28<sup>th</sup> November 2016 and which Cabinet are now asked to consider.
- a) CMT to develop a set of principles around savings to be made;
  - b) The Leader should source, with immediate effect, the services of an external commercial organisation in order to review the management structure of the Council;
  - c) There be one overall corporate training budget and HR prioritise that budget to meet the needs of staff;
  - d) The £11k in respect of Business Transformation, which was reserved for training be given up as a saving;
  - e) The Council should have a robust four year funded Capital Programme for the period 2017/18 to 2020/21 to include estimates across each year of the budget;
  - f) There be an overall corporate budget for apprenticeships;
  - g) An exercise be carried out to ensure the Council makes the best use of its assets;
  - h) Officers ensure that the Asset Register is kept up to date at all times;
  - i) A review of the Low Cost Housing Scheme be undertaken as soon as possible.
  - j) Consideration be given to revising the pricing structure for the Recreation Road South car park, to blocks of hours and a day rate.
  - k) Virements between pay and general expenditure only be allowed with approval from Cabinet; and
  - l) Virements between income and expenditure only be allowed with approval from Cabinet.

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

- 3.1 The Finance & Budget Working Group has held 7 meetings to date, which have been supported by the Executive Director, Finance and Resources. The Leader of the Council (and Portfolio Holder for Finance) has also attended a number of these meetings and been made aware of the discussions which have taken place.
- 3.2 The recommendations put forward have been broadly supported by the Executive Director, Finance and Resources. Detailed below is a summary of the areas and reports discussed at each of the meetings of the Working Group.

### **Cabinet**

**7<sup>th</sup> December 2016**

3.3 2<sup>nd</sup> August 2016

Initial meeting with the terms of reference were set and work programme planning took place. This included the inclusion of a quorum for the Working Group and how it would report back its findings and recommendations. It was also agreed that the Portfolio Holder for Finance would be invited to all the Working Group's meetings.

3.4 25<sup>th</sup> August 2016

Members considered the Efficiency Plan and carried out a review of cost centres, by departments for actual spends, including comparative data for previous years. In respect of the Efficiency Plan this led to two recommendations being put forward (a and b as detailed in paragraph 2.1). It was agreed that the review of cost centres would be considered in more detail once the schedules from the Heads of Services, in respect of savings were available.

3.5 16<sup>th</sup> September 2016

The Working Group received 3 reports at this meeting, Earmarked Reserves, Borrowings and Capital Programme. In respect of the Earmarked reserves report Members put forward two recommendations (c and d at paragraph 2.1 above). A further recommendation was made following consideration of the Capital Programme (e at paragraph 2.1 above). Members requested additional information in respect of both the earmarked reserves and the capital programme.

3.6 28<sup>th</sup> September 2016

Following the deferment of two items at the Council meeting held on 21<sup>st</sup> September 2016 the Working Group were asked to consider the Efficiency Plan again and a report in respect of IT Infrastructure. Members asked officers to amend the Efficiency Plan in line with a number of comments they had made and to have sight of it prior to it being published in the Cabinet/Council agenda for 12<sup>th</sup> October. In respect of the IT Infrastructure report, whilst a number of issues were raised Members agreed that it did not fall within the remit of the Working Group.

3.7 6<sup>th</sup> October 2016

The Working Group received the additional information that had been requested at its meeting on 16<sup>th</sup> September together with details of Virements and the Asset Register. The updated Efficiency Plan was also provided for Members, however as this had been published the Working Group did not feel it was appropriate for it to make further comment. Following consideration of these reports the Working Group made three recommendations (f, g and h as detailed in paragraph 2.1

### **Cabinet**

7<sup>th</sup> December 2016

above). The Working Group also asked for clarification on a number of areas, particularly in respect of the Asset Register.

#### 3.8 18<sup>th</sup> October 2016

Members received additional information in respect of the Asset Register and in particular in respect of the Low Cost Housing which was included within it. Detailed information was provided in respect of the Low Cost Housing Scheme, including background and the current position. Following those discussions the Working Group put forward recommendation (i) as detailed at 2.1 above. The Working Group also took the opportunity to review its work programme and set dates to specifically review the forthcoming budget. Members also agreed that it would be useful to receive an update in respect of implementing the Efficiency Plan at all future meetings.

#### 3.9 10<sup>th</sup> November 2016

Members considered the Fees and Charges Report. Due to time constraints Members only had the opportunity to look in detail at those in respect of Community, Environmental and Leisure Services. The Head of Leisure and Cultural Services, Environmental Services and Community Services attended the meeting to discuss these areas in detail and explain the changes which had been proposed. During consideration of the car parking fees Members recommended that consideration be given to the pricing structure of the Recreation Road South car park to show blocks of hours rather than hourly and to include a daily rate (j at paragraph 2.1 above) as it was felt that this would be more manageable and understood. Members discussed a number of options under each of these areas and have asked for additional information in order to give further consideration to them at future meetings.

Financial regulations, budget guidelines and a verbal update on the Efficiency Plan were also considered at this meeting, with particular reference to the guidelines and virements, something which had been discussed previously and which led to two further recommendations being put forward (k and l at paragraph 2.1 above). The Working Group's work programme was also discussed with agreement being reached on the reports to be considered at its next two meetings.

#### **Financial Implications**

- 3.10 There are no specific financial implications as a result of the proposed recommendations as officer time in implementing any approved changes will form part of the financial planning framework.

**Legal Implications**

- 3.11 The Council has a statutory responsibility to set a balanced budget for each financial year and the recommendations will provide additional information for the budget setting process.

**Service / Operational Implications**

- 3.12 Heads of Service have the responsibility to consider all the budgetary implications across their services and to set robust projections for future years. Should the recommendations be approved these will be used for the setting of the 2017/218-2020/21 medium term financial plan.

**Customer / Equalities and Diversity Implications**

- 3.13 The budget planning process provides a financial framework to deliver all services to the community

**4. RISK MANAGEMENT**

- 4.1 The medium term financial plan and accuracy of budget projections is included in the Councils Corporate Risk Register.

**5. APPENDICES**

Appendix 1 – Terms of Reference for the Finance and Budget Working Group

**6. BACKGROUND PAPERS**

N/A

**7. KEY**

None

**AUTHOR OF REPORT**

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## **OVERVIEW & SCRUTINY BOARD – Finance & Budget Scrutiny Working Group**

### **Terms of Reference as at August 2016**

The Finance & Budget Scrutiny Working Group has been set up by the Overview & Scrutiny Board to carry out detailed scrutiny/pre-scrutiny of a number of Financial Reports (listed below) and the setting of the Council's budget.

1. The Working Group be made up of 5 Members with a quorum of 3. The Working Group will meet throughout the year at intervals dependent upon the reports to be considered. It is anticipated that this will be most frequent during the budget setting period.
2. The Working Group will be a standing item on the agenda of the Overview & Scrutiny Board and either a verbal or written report will be provided at each of the Board's meetings.
3. The Working Group is able to make recommendations in one of two ways (dependent on the timescales of its meetings and the reports it considers); by reporting back to the Overview & Scrutiny Board who will then put forward its recommendations for consideration by Cabinet or directly to Cabinet/Council.
4. The work of the Working Group will be reviewed as part of the Overview & Scrutiny Board's annual report process.

The Working Group will scrutinise the following reports, which had previously been part of the Overview & Scrutiny Board's Work Programme:

- Finance Monitoring Report (on a quarterly basis)
- Write Off of Debts Report (received annually)

### **Budget Scrutiny**

Scrutiny of the budget will cover the following areas, although this list is not exclusive.

- Full review of the cost centres for actual spend, involving comparable figures for consecutive years.
- Assessing income levels.
- Considering the quarterly budget monitoring report.
- Reviewing the capital programme and borrowing costs.
- Commenting on the report format for budget reports to Committee.
- Considering links to the strategic purposes.
- Addressing the S11 recommendations.
- Investigating new pressures on savings.
- Reviewing reserves and balances.
- Assessing any sources of external funding that has been received.

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### **CABINET**

**7<sup>TH</sup> December 2016**

#### **FEES AND CHARGES 2016/17**

Relevant Portfolio Holder	Councillor Geoff Denaro
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering , Director of Finance and Resources
Wards Affected	All
Ward Councillor Consulted	No
Non-Key Decision	

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

- 1.1 To set out the fees and charges to be levied on services provided by the Council as used as the basis for income targets in the Medium Term Financial Plan 2017/18 – 2019/20.

#### **2. RECOMMENDATIONS**

- 2.1 It is recommended that Cabinet consider the fees and charges as included at Appendix 1 and;
- 2.1.1 **recommend to Council** the approval of all fees and charges that are included in Appendix 1 which have a proposed increase for 2017/18 over the currently agreed budget assumption of 3%.
- 2.1.2 **approve** the fees and charges as presented in Appendix 1 that have no increase for 2017/18
- 2.1.3 **approve** the fees and charges as presented in Appendix 1 that have reduced for 2017/18.

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

##### **Financial Implications**

- 3.1 The Medium Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. The guideline increase provided to Heads of Service was 3%.
- 3.2 It is proposed that the revised fees and charges will be advertised to the public within approved deadlines with a start date of 1<sup>st</sup> January 2017, where an invoice has not already been raised covering the last

### **CABINET**

**7<sup>TH</sup> December 2016**

quarter of the financial year, or as soon as practicable thereafter, dependant upon the notice period required prior to implementation.

- 3.3 There are a number of increases that are in excess of the 3% approval which are identified in Appendix 1. The Heads of Service have commented within the Appendix as to the reasons for the increase.

3.4 **Garden Waste.**

The increase for 2018 requires approval during this budget round. The proposed increase for 2018 is £3 which equates to 7% increase on the current price of £42. The new charge will therefore be £45. 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.

#### **Legal Implications**

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

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

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

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

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

### **4. RISK MANAGEMENT**

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

### **5. APPENDICES**

Appendix 1 – Fees and Charges

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**7<sup>TH</sup> December 2016**

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6. **BACKGROUND PAPERS**

None.

7. **KEY**

None

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**Finance and Resources**

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b>LOCAL TAX COLLECTION</b>		<b>3.00%</b>		Costs must be based on actual costs and worked out in accordance with guidance provided.  (0%) Statutory Fixed Fees and not subject to any change
- Council Tax Court Costs	65.60	1.97	67.60	
- NNDR Court Costs	93.20	2.80	96.30	
- Magistrates' court fee (added to both council tax and NNDR Summons)	3.00	0.00	3.00	

**Legal and Democratic**

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b><u>ELECTORAL REGISTRATION</u></b>				
<b><u>Register Sales*</u></b>				
<b>In data form</b>				
- basic fee	20.00	0.00	20.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.50	0.00	1.50	Statutory Fixed Fees and not subject to any change
<b>In printed form</b>				
- basic fee	10.00	0.00	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	5.00	0.00	5.00	Statutory Fixed Fees and not subject to any change
<b><u>Marked Election Register Sales*</u></b>				
<b>In data form</b>				
- basic fee	10.00	0.00	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.00	0.00	1.00	Statutory Fixed Fees and not subject to any change
<b>In printed form</b>				
- basic fee	10.00	0.00	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	2.00	0.00	2.00	Statutory Fixed Fees and not subject to any change
Copy of return of Election expenses plus 20p per sheet, per side.	5.00	0.00	5.00	Statutory Fixed Fees and not subject to any change
<b><u>Miscellaneous Charges</u></b>		<b>3.00%</b>		
* Address labels printed	12.70	0.38	13.10	
* - for each 1,000 properties or part thereof	6.40	0.19	6.60	
- street list	12.70	0.38	13.10	
* - Data Property Addresses	23.10	0.69	23.80	
* - For each 1,000 properties or part thereof	1.70	0.05	1.80	
- Confirmation letter of registration	17.30	0.52	17.80	
* Plus Postage & Packaging at cost.				
<b><i>*This charge is determined by the Representation of the People Regulations 2001</i></b>				

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b>LEGAL</b>		<b>3.00%</b>		
- Legal work (per hour)	128.80	3.86	132.70	
- RTB	180.00	5.40	185.40	
- Consent for proposed works	141.50	4.25	145.70	
- Retrospective Consent	148.80	4.46	153.30	
<b>Section 106:</b>				
- Private Owner	481.50	14.45	495.90	
- Each additional unit added (up to a maximum of £1,500) *	60.30	1.81	62.10	
- Affordable housing schemes	903.80	27.11	930.90	
- Deed of Variation**	343.50	10.31	353.80	
- Fee for agreeing a unilateral undertaking	343.50	10.31	353.80	
<i>* Please note that for complex 106 agreements charges may be calculated based at the current hourly rate for legal work to reflect the time taken to complete the negotiations and drafting. Fees calculated under this provision may exceed £1,500</i>				
<i>**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.</i>				
<b>Other Fees</b>				
- Fees for sale of property under Low Cost Housing Scheme	236.90	7.11	244.00	
- Fees for purchase of additional 30% Share	154.50	4.64	159.10	
- Fees for preparation of Deed of postponement	100.90	3.03	103.90	
- Administration fee for the grant of licences for more than 12 months	56.70	1.70	58.40	
- Issuing of consents (transfer of mortgage)	67.00	2.01	69.00	
Minor land sales up to £10,000	0.00	0.00	475.00	This is a new head of charge not previously included as a fixed fee
Major Land sales £10,000+ <b>0.5% of purchase price with a minimum charge of £500</b>	0.00	0.00	Fixed Fee	This is a new head of charge not previously included as a fixed fee
Major Land sales £50,000+ <b>0.5% of purchase price with a minimum charge of £750</b>	0.00	0.00	Fixed Fee	This is a new head of charge not previously included as a fixed fee
- Diversion of footpath under section 257 of the Town and Country Planning Act	1,936.40	58.09	1,994.50	
<b>LAND SEARCHES</b>		<b>3.00%</b>		
<b>Single Con29 Question</b>				
Official Certificate of Search (LLC1) only	26.00	0.78	26.80	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
CON29R Enquiries of Local Authority (2007)				
- Residential	85.10	13.55	98.70	
- Commercial	126.00	14.78	140.80	BDC 30% Increase. Additional charged by WCC of £11 to reflect their response charge to the query
Standard Search Fee: LLC1 and CON 29R combined				
- Residential	111.00	14.33	125.30	
- Commercial	152.00	15.56	167.60	



SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
CON 29O Optional enquiries of Local Authority (2007) (Questions 5,6,8,9,11,15) per question	12.00	0.36	12.40	Separate to reflect county fee on the question.
(Questions 7,10,12,13,14,16-21) per question	6.00	0.18	6.20	
(Question 22)	24.00	0.72	24.70	
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	47.00	1.41	48.40	
Question 4	12.00	1.36	13.40	
Each additional parcel of land (LLC1 and CON29R)	22.00	0.66	22.70	
Refresher Search	38.00	1.14	39.10	
Expedited (within 48 hrs)	30.00	0.90	30.90	

### Business Transformation

Service Category	Proposed charge from 2016 £	% increase / £ increase £	Proposed charge from 2017 £	
<b><u>New Properties</u></b>		<b>3.00%</b>		
Naming and numbering new premises.	244.00	7.32	251.30	
Naming and numbering new premises.	121.00	3.63	124.60	
Additional Adjoining premises to the above	24.00	0.72	24.70	
Confirmation of address to solicitors/conveyancers/occupiers or owners	24.00	0.72	24.70	
Additional charge where this includes naming of a building (e.g. block of flats)	61.00	1.83	62.80	

### Planning and Regeneration

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b><u>DEVELOPMENT CONTROL</u></b>		<b>3.00%</b>		
A0/A1 size print	14.40	0.43	14.80	
A2 size print	7.20	0.22	7.40	
<b><u>Development Management</u></b>		<b>3.00%</b>		
High Hedge Complaints	577.80	17.33	595.10	
High Hedge Complaints - reduced for people on benefits	230.70	6.92	237.60	
<b><u>Residential Development/ Development Site Area/Proposed Gross Floor Area</u></b>				
<b>1-4 dwellings / less than 0.5 ha</b>	297.70	8.93	306.60	
- Additional Meetings (after first three)	118.50	3.56	122.10	
<b>5-9 dwellings / 0.6-0.99ha</b>	598.40	17.95	616.40	
- Additional Meetings (after first three)	118.50	3.56	122.10	
<b>10-49 dwellings / 1.0-1.25ha</b>	1,194.80	35.84	1,230.60	
- Additional Meetings (after first three)	597.40	17.92	615.30	
<b>50-199 dwellings / 1.26 - 2.0ha</b>	2,389.60	71.69	2,461.30	
- Additional Meetings (after first three)	883.70	26.51	910.20	
<b>200+ dwellings / more than 2ha</b>	3,583.40	107.50	3,690.90	
- Additional Meetings (after first three)	1,194.80	35.84	1,230.60	

**BUILDING CONTROL - APRIL 2017 - VAT AT 20%**  
**Explanatory notes**

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

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

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

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

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

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**

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<p><b><u>TABLE A: Standard Charges for the Creation or Conversion to New Housing</u></b></p> <p>Application Charge</p> <p>Regularisation Charge</p> <p>Additional Charge</p>	<p>Please Ring for Quote</p> <p>Please Ring for Quote</p> <p>Please Ring for Quote</p>		<p>Please Ring for Quote</p> <p>Please Ring for Quote</p> <p>Please Ring for Quote</p>	<p>An increasing number of customers are aware of the obligation for local authority building control to provide project specific fees, which are now provided in virtually all cases. It is proposed to continue with provision of site specific fees in accordance with The Building (Local Authority Charges) Regulations 2010 as in previous years, however it is also now proposed to expand this to cover the remaining few fee categories where a fixed fee is currently published.</p>
<p><b><u>TABLE B: Domestic Extensions to a Single Building</u></b></p> <p><b>Garage Conversion to habitable room</b></p> <p>Application Charge</p> <p>Regularisation Charge</p> <p>Additional Charge</p>	<p>Please contact us</p> <p>Please contact us</p> <p>Please contact us</p>		<p>Please contact us</p> <p>Please contact us</p> <p>Please contact us</p>	<p>The number of applications received which fall within these final few categories amounts to around 5% of all applications.</p>
<p><b>Extension project up to 10sq.m floor area</b></p> <p>Application Charge</p> <p>Regularisation Charge</p> <p>Additional Charge</p>	<p>Please contact us</p> <p>Please contact us</p> <p>Please contact us</p>		<p>Please contact us</p> <p>Please contact us</p> <p>Please contact us</p>	
<p><b>All Other extensions</b></p> <p>Application Charge</p> <p>Regularisation Charge</p> <p>Additional Charge</p>	<p>Please contact us</p> <p>Please contact us</p> <p>Please contact us</p>		<p>Please contact us</p> <p>Please contact us</p> <p>Please contact us</p>	
<p><b>Loft Conversions</b></p> <p>Application Charge</p> <p>Regularisation Charge</p> <p>Additional Charge</p>	<p>Please contact us</p> <p>Please contact us</p> <p>within provided quote</p>		<p>Please contact us</p> <p>Please contact us</p> <p>within provided quote</p>	
<p><b>Detached garage over 30sq.m floor area</b></p> <p>Application Charge</p> <p>Regularisation Charge</p> <p>Additional Charge</p>	<p>Please contact us</p> <p>Please contact us</p> <p>Please contact us</p>		<p>Please contact us</p> <p>Please contact us</p> <p>Please contact us</p>	

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b>Electrical works by non-qualified electrician</b>				
Application Charge	Please contact us		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
<b>Renovation of thermal element</b>				
Application Charge	Please contact us		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
<b>Installing steel beam(s) within an existing house</b>				
Application Charge	Please contact us		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
<b>Window replacement</b>				
Application Charge	Please contact us		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
<b>Installing a new boiler or wood burner etc.</b>				
Application Charge	Please contact us		Please contact us	
Regularisation Charge	Please contact us		Please contact us	
<b><u>TABLE C: All Other works - Alterations</u></b>				
Application Charge	Please Contact Us		Please Contact Us	
Regularisation Charge	Please Contact Us		Please Contact Us	

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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.

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b><u>ARCHIVED APPLICATIONS</u></b>		<b>3.00%</b>		
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	
<b><u>WITHDRAWN APPLICATIONS</u></b>				
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 £65.90 per site visit made	0.00	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	
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	

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SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £65.90 per site inspection made	0.00	refund any paid inspection fee less admin fee, less £65.90 per site inspection made	
<b>RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS</b> Process request to re-invoice inspection fee to new addressee	49.00	1.47	50.50	
Optional Consultancy Services	Please Contact Us		Please Contact Us	
<b>*Charges Note*</b>				
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. 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 the 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.				

**Regulatory Services**

SERVICE CATEGORY	Agreed new charge 1st April 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
		<b>0.00%</b>		
<b>TAXI LICENSING</b>				
- Hackney Carriage - excluding vehicle testing	243.00	0.00	243.00	
- Hackney Carriage vehicle tests	64.00	0.00	64.00	
- Private Hire - excludes vehicle testing	225.00	0.00	225.00	
- Private Hire vehicle tests	54.90	0.00	54.90	
- Private Hire Operator 1 year	290.00	0.00	290.00	
- Private Hire Operator 5 year	1,102.00	0.00	1,102.00	
- HC/PH Drivers Licence - 1 year	92.00	2.76	95.00	
- HC/PH Drivers Licence - 3 year	220.80	7.20	228.00	
- Private Hire Drivers Licence - 1 year	92.00	2.76	95.00	
- Private Hire Drivers Licence - 3 year	220.00	7.20	228.00	
- Meter Test	23.00	0.69	24.00	
- Hackney Carriage mid-term vehicle test	64.00	0.00	64.00	
- Private Hire mid-term vehicle test	54.90	0.05	55.00	In line with recharge from depot

- Re-Test Fee - Within 48 hours	28.00	0.00	28.00	
- Knowledge test	20.00	0.60	21.00	
- Administration charge - new applications	35.00	0.00	35.00	In line with all County wide charges
<b>SERVICE CATEGORY</b>	<b>Proposed charge from 2016</b>	<b>% increase/ £ increase</b>	<b>Proposed charge from 2017</b>	<b>Comments</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
- Replacement vehicle plate	20.00	0.60	21.00	increase due to full cost recovery.
- Replacement Driver's Licence	15.00	3.00%	16.00	increase due to full cost recovery.
- Trailer Test	20.00	0.00	20.00	In line with recharge from depot
- Transfer of ownership of licensed vehicle	35.00	3.00%	36.00	increase due to full cost recovery.
- Criminal Bureau Check	50.00	3.00	53.00	Increase of 6% to recover accurate costs based on time spent
- DVLA Check - Electronic	6.00	0.18	6.00	
- DVLA Check	11.00	0.33	11.00	
<b>GENERAL LICENSING</b>		<b>0.00%</b>		
<b>Licensing Act 2003</b>				
- Annual Street Trading Consent - Food - Initial - per annum	1,418.00	0.00	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	0.00	1,301.00	
- Annual Street Trading Consent - Non Food - Initial - per annum	1,183.00	0.00	1,183.00	At full cost of recovery
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,064.00	0.00	1,064.00	
- Animal Boarding - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00	225.00	
- Dog Breeding establishments - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00	225.00	
- Dangerous wild animals - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00	225.00	
- Pet Shops - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00	225.00	
- Riding Est. - Vet fees / animal welfare visit costs if applicable charged at cost	225.00	0.00	225.00	
- Sex Establishments	979.00	0.00	979.00	3% to reflect costs
- Zoo - Vet fees / animal welfare visit costs if applicable charged at cost	97.10	2.91	100.00	
<b>Tattooing/ ear piercing/ electrolysis/ acupuncture</b>				
- Premises	125.00	0.00	130.00	
- Practitioners	82.00	0.00	85.00	
<b>Scrap Metal Dealers Act 2013</b>				
- Site Licence (New)	290.00	0.00	290.00	
Per Additional Site	150.00	0.00	150.00	
- Collectors Licence (New)	145.00	0.00	145.00	
- Site Licence (Renewal)	240.00	0.00	240.00	
Per Additional Site	150.00	0.00	150.00	
- Collectors Licence (Renewal)	95.00	0.00	95.00	
- Variation of Licence	65.00	0.00	65.00	
- Copy of Licence (if lost or stolen)	25.00	0.00	25.00	

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b>ENVIRONMENTAL HEALTH</b>				
<b>Dog Warden</b>				
Penalty* (statutory fee)	25.00	0.00	25.00	Statutory Charge - Legislation since 1992
Kennelling Fee - £13.50 per day or part day	12.00	1.50	13.50	An increase of 12% to reflect the cost recovery of the dog warden
Kennelling Fee for dangerous dogs by breed or behaviour - £16 per day or part day	-	0.00	16.00	An new charge to reflect costs associated with dangerous dogs
Admin charge	10.00	0.00	10.00	
Out of hours fee	30.00	0.90	31.00	3% increase
Repeat offenders fee	25.00	0.00	25.00	
*No charge for a first offence to those on income related means tested benefits				
<b>Other Environmental Health Fees</b>				
ISS Certs Condemned Food*	Full Cost Recovery		Full Cost Recovery	
Food Hygiene Basic Course fee	Full Cost Recovery		Full Cost Recovery	
<b>Gambling Fees 16-17</b>				
<b>Premises Licence Fees - Discretionary</b>				
<b>Bingo Premises</b>				
Application to vary	1,017.00	0.00	1,017.00	
Application to transfer	694.00	0.00	694.00	
New applications	2,029.50	0.00	2,029.50	
Annual fee	580.00	0.00	580.00	
Copy of licence	25.00	0.00	25.00	Statutory charge - cannot be above £25
Notification of change	50.00	0.00	50.00	Statutory charge - cannot be above £50
Reinstatement of licence	676.50	0.00	676.50	
Provisional statement	2,029.50	0.00	2,029.50	
<b>Adult Gaming Centre</b>				
Application to vary	870.00	0.00	870.00	
Application to transfer	694.00	0.00	694.00	
New applications	1,158.25	0.00	1,158.30	
Annual fee	580.00	0.00	580.00	
Copy of licence	25.00	0.00	25.00	Statutory charge - cannot be above £25
Notification of change	50.00	0.00	50.00	Statutory charge - cannot be above £50
Reinstatement of licence	676.50	0.00	676.50	
Provisional statement	1,158.25	0.00	1,158.30	
<b>Family Entertainment Centre</b>				
Application to vary	672.50	0.00	672.50	
Application to transfer	550.50	0.00	550.50	
New applications	1,158.25	0.00	1,158.30	
Annual fee	436.00	0.00	436.00	



SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
Copy of licence	25.00	0.00	25.00	Statutory charge - cannot be above £25
Notification of change	50.00	0.00	50.00	Statutory charge - cannot be above £50
Reinstatement of licence	540.00	0.00	540.00	
Provisional statement	1,158.25	0.00	1,158.30	
<b>Betting Premises (Excluding Track)</b>				
Application to vary	870.00	0.00	870.00	
Application to transfer	694.00	0.00	694.00	
New applications	1,691.50	0.00	1,691.50	
Annual fee	348.50	0.00	348.50	
Copy of licence	25.00	0.00	25.00	Statutory charge - cannot be above £25
Notification of change	50.00	0.00	50.00	Statutory charge - cannot be above £50
Reinstatement of licence	676.50	0.00	676.50	
Provisional statement	1,691.50	0.00	1,691.50	
<b>Track</b>				
Application to vary	724.00	0.00	724.00	
Application to transfer	550.50	0.00	550.50	
New applications	1,411.50	0.00	1,411.50	
Annual fee	580.00	0.00	580.00	
Copy of licence	25.00	0.00	25.00	Statutory charge - cannot be above £25
Notification of change	50.00	0.00	50.00	Statutory charge - cannot be above £50
Reinstatement of licence	540.00	0.00	540.00	
Provisional statement	1,411.50	0.00	1,411.50	
<b>Temporary use notices</b>				
New applications	275.00	0.00	275.00	
Copy of licence	26.70	0.00	26.70	
<b>Gambling Act Permit Fees - Statutory</b>				
<b>Licensed Premises Gaming Machine Permit</b>				
Grant	150.00	0.00	150.00	Statutory charges
Existing operator grant	100.00	0.00	100.00	
Variation	100.00	0.00	100.00	
Transfer	25.00	0.00	25.00	
Annual Fee	50.00	0.00	50.00	
Change of name	25.00	0.00	25.00	
Copy of Permit	15.00	0.00	15.00	

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b><u>Licensed Premises Automatic Notification Process</u></b>				
Grant	50.00	0.00	50.00	
<b><u>Club Gaming Permits</u></b>				
Grant	200.00	0.00	200.00	
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	
Existing operator grant	100.00	0.00	100.00	
Variation	100.00	0.00	100.00	
Renewal	200.00	0.00	200.00	
Renewal (Club Premises Certificate holder)	100.00	0.00	100.00	
Annual Fee	50.00	0.00	50.00	
Change of name	100.00	0.00	100.00	
Copy of Permit	15.00	0.00	15.00	
<b><u>Club Machine Permits</u></b>				
Grant	200.00	0.00	200.00	
Grant (Club Premises Certificate holder)	100.00	0.00	100.00	
Existing operator grant	100.00	0.00	100.00	
Variation	100.00	0.00	100.00	
Renewal	200.00	0.00	200.00	
Renewal (Club Premises Certificate holder)	100.00	0.00	100.00	
Annual Fee	50.00	0.00	50.00	
Copy of Permit	15.00	0.00	15.00	
Change of Name	25.00	0.00	25.00	
Transfer of Permit	25.00	0.00	25.00	
<b><u>Family Entertainment Centre Gaming Machine Permit</u></b>				
Grant	300.00	0.00	300.00	
Existing operator grant	100.00	0.00	100.00	
Change of name	25.00	0.00	25.00	
Renewal	300.00	0.00	300.00	
Copy of Permit	15.00	0.00	15.00	
<b><u>Prize Gaming Permits</u></b>				
Grant	300.00	0.00	300.00	
Existing operator grant	100.00	0.00	100.00	
Change of name	25.00	0.00	25.00	
Renewal	300.00	0.00	300.00	
Copy of Permit	15.00	0.00	15.00	
Transitional Application Fee	100.00	0.00	100.00	
<b><u>Small Lottery Registration (set by legislation)</u></b>				
Grant	40.00	0.00	40.00	
Annual fee	20.00	0.00	20.00	

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b>Fee Licensing 2016/17- Statutory</b> <b>The fee for a Personal Licence is £37.00</b>				
<b>Premises Licence and Club Premises Certificate</b> <b>Non- Domestic rateable value of premises</b>				
BAND A	0 - 4,300		0 - 4,300	Statutory charges
BAND B	4,301 - 33,000		4,301 - 33,000	
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	
<b>New applications and variations</b>				
BAND A	100.00	0.00	100.00	
BAND B	190.00	0.00	190.00	
BAND C	315.00	0.00	315.00	
BAND D	450.00	0.00	450.00	
BAND E	635.00	0.00	635.00	
<b>Annual Fee</b>				
BAND A	70.00	0.00	70.00	
BAND B	180.00	0.00	180.00	
BAND C	295.00	0.00	295.00	
BAND D	320.00	0.00	320.00	
BAND E	350.00	0.00	350.00	
Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.				
Those premises which fall into Band 'D' will be subject to two times the amount of fee payable as outlined above, whilst those premises which fall into Band 'E' will be subject to three times the amount of fee payable, <b>if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises</b> , i.e. large public houses.				
<b>Large Events</b> An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.				
<b>Exemptions</b> Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising <b>ONLY</b> the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.				

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising <b>ONLY</b> the provision of regulated entertainment providing that is for and on behalf of the educational institution.				
Application for copy of licence or summary on theft, loss etc.	10.50	0.00	10.50	
Notification of change of name or address (holder of premises licence)	10.50	0.00	10.50	
Application to vary the Designated Premises Supervisor	23.00	0.00	23.00	
Application to transfer a premises licence	23.00	0.00	23.00	
Interim authority notice following death etc. of licence holder	23.00	0.00	23.00	
Right of freeholder etc to be notified of licensing matters	21.00	0.00	21.00	
Application for making of a provisional statement	315.00	0.00	315.00	
Application for copy of certificate or summary on theft, loss etc.	10.50	0.00	10.50	
Notification of change of name or alteration of club rules	10.50	0.00	10.50	
Change of relevant registered address of club	10.50	0.00	10.50	
Temporary Event Notices	21.00	0.00	21.00	
Application for copy of licence on theft, loss etc. of temporary event notice	10.50	0.00	10.50	
Application for copy of licence on theft, loss etc. of personal licence	10.50	0.00	10.50	
Notification of change of name or address (Personal Licence)	10.50	0.00	10.50	
Notice of interest in any premises	21.00	0.00	21.00	
Minor variation application	89.00	0.00	89.00	
Should you need assistance in determining which level of fee you are required to pay, please contact the Licensing Section on (01527) 881473 or (01527) 881626. Alternatively email - licensing@bromsgrove.gov.uk In all cases, cheques must be made payable to 'Bromsgrove District Council'				

### Community Services

SERVICE CATEGORY	charge 1st April 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b>STRATEGIC HOUSING</b>		<b>3.00%</b>		
<b>Homeless persons' hostels</b>				
- Single room	9.00	0.27	9.30	
- Heating	0.60	0.02	0.60	
- Two single rooms	13.90	0.42	14.30	
- Heating	1.40	0.04	1.40	
- Double room	13.90	0.42	14.30	
- Heating	1.40	0.04	1.40	
- More than one double room	19.00	0.57	19.60	
- Heating	2.10	0.06	2.20	
<b>Bed and breakfast</b>				
- Single room	14.80	0.44	15.20	
- Two single rooms	29.70	0.89	30.60	

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SERVICE CATEGORY	charge 1st April 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
- Double room - More than one double room <b>- Breakfast</b> - adult - child - Storage of effects (per night) - RTB Plan Preparation for BDHT	14.80 19.10 2.20 1.80 2.30 112.80	0.44 0.57 0.07 0.05 0.07 3.38	15.20 19.70 2.30 1.90 2.40 116.20	
<b>Private Sector Housing</b> Housing Fitness Inspections <b>Registration of housing in multiple occupation:</b> per occupant - first property per occupant - subsequent property Service and Administration of Improvement Prohibition, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004  Enforcement of Statutory Notices, Supervision of Work in Default etc.  - Valuation Fee (relating to properties of 30% ownership)	111.20 91.70 79.30 25.80 per hour + 10% Admin charge per Notice Actual + 10% Admin charge 133.90	<b>3.00%</b> 3.34 2.75 2.38 0.77     4.02	114.50 94.50 81.70 26.60 per hour + 10% Admin charge per Notice Actual + 10% Admin charge 137.90	
<b>*Based on salary of employee</b>				
<b>LIFELINE</b> - Installation Fee - Lifeline (per week)	35.00 3.70	<b>3.00%</b> 1.05 0.11	36.00 3.80	All products are VAT free due to VAT relief exemptions.
<b>HIRE PRODUCTS</b> Hire of smoke alarm per week CO2 Detector per week Bogus Caller Panic Button Flood Detector Falls Detector Additional pendant Temperature extreme sensor	1.20 1.20 1.20 1.20 1.20 1.20 1.20	<b>3.00%</b> 0.04 0.04 0.04 0.04 0.04 0.04	1.25 1.25 1.25 1.25 1.25 1.25 1.25	

**Customer Access & Financial Support**  
**Scale of Proposed Charges**

SERVICE CATEGORY	charge 1st April 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b>Customer Services</b> Interview Rooms ( based at Service Centre Max 6 persons in room) - Per full day (9am - 5pm) - Per half day 9am-1pm/1pm-5pm) - Per hour (1full hour only)	42.40 26.50 9.00	<b>3.00%</b> 1.27 0.80 0.27	43.70 27.30 9.30	

**Environmental Services**

SERVICE CATEGORY	charge 1st April 2016	% increase/ £ increase	Proposed charge from 2017	Comments
	£	£	£	
<b>Parking Fines PCN's On Street</b>				No increase proposed
Certain Contraventions	70.00	0.00	70.00	
If paid within fourteen days	35.00	0.00	35.00	
Other contraventions	50.00	0.00	50.00	
If paid within fourteen days	25.00	0.00	25.00	
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>				
<b>Parking Fines PCN's Off Street</b>				
Certain Contraventions	70.00	0.00	70.00	
If paid within fourteen days	35.00	0.00	35.00	
Other contraventions	50.00	0.00	50.00	
If paid within fourteen days	25.00	0.00	25.00	
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>				
<b>Car Park charges only apply between 8.00am to 10.00pm everyday</b>				
<b>CEMETERY</b>		<b>3.00%</b>		
<b>Interments in a grave</b>				
- children aged under 1 year	FREE		FREE	Change to the age banding 1 year to 17 years inc to bring more in line with the child v adult legal ages. Currently we have only had 1 child burial (under 17) within Bromsgrove since April which was a resident 1 year to 17 years as above (no none resident butials of children since April)
- children aged under 1 year (non resident)	103.00	3.00	106.00	
- children aged 1 year - 16 years	FREE		FREE	
- children aged 1 year - 16 years (non resident)	149.40	4.60	154.00	
- persons aged 17 and over	463.50	126.50	590.00	Change age to 18 years and over as per the notes for child burials. <b>20%</b> increase will allow for the remove of oversize coffin fee as the standard size is increasing and is charged in a regular basis. Finally the triple fee option proposed to be removed as only charged twice in the last 12 months. This this new fee structure it will generate extra income whilst making the service more accessible to all N.B. This is still being well below the west midlands average.
<b>Interment in a bricked grave</b>				
<b>Interment of cremated remains</b>	190.60	5.42	196.00	proposed 17 years and under to bring in line with full burials
Interment of Cremated Remains (under 16 years no residents only)	70.00	2.00	72.00	
<b>Scattering cremated remains in grave</b>	80.00	2.00	82.00	
<b>Exclusive rights of burial (75-year grants)</b>				
- adult grave space	1,236.00	249.00	1,485.00	<b>20%</b> increase will allow for the remove the triple fee option proposed to be removed as only charged twice in the last 12 months. This this new fee structure it will generate extra income whilst making the service more accessible to all N.B. This is still being well below the west midlands average.

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SERVICE CATEGORY	charge 1st April 2016	% increase/ £ increase	Proposed charge from 2017	Comments
- child grave space	262.60	8.40	271.00	<b>20%</b> increase will allow for the remove the triple fee option proposed to be removed as only charged twice in the last 12 months. This new fee structure it will generate extra income whilst making the service more accessible to all N.B. This is still being well below the west midlands average.
- cremated remains plot	473.80	94.20	568.00	
<b>Renewal of expired deed (single fee charged in all cases)</b>				
-Burial	412.00	12.00	424.00	
-Cremated remains	159.70	5.30	165.00	
-Adult sized grave purchased in reserve	N/A		N/A	<b>20%</b> increase will allow for the remove the triple fee option proposed to be removed as only charged twice in the last 12 months. This this new fee structure it will generate extra income whilst making the service more accessible to all N.B. This is still being well below the west midlands average.
	566.50	112.50	679.00	
-Ashes grave purchased in reserve				
- Disinterment of Remains - Cremated Remains	257.50	258.50	516.00	increase to cover full cost recovery
- Wooden cremated remains casket	92.70	0.00	90.00	reduced to reflect lower costs in purchasing
<b>Memorials</b>				
-Memorial permit (North Bromsgrove Cemetery only)	0.00	0.00	0.00	
- Memorial application administration fee	92.70	3.30	96.00	
Bench with 10 year lease & top rail engraving (max 40 letters) - £800.00	0.00	0.00	800.00	
Bench with 10 year lease & standard silver plaque (max 60 letters) - £760.00	0.00	0.00	760.00	
Bench replacement plaque - £110.00	0.00	0.00	110.00	
-Assignment / Transfer of Exclusive Right of Burial	41.20	54.80	96.00	raised in line with memorial processing due to officer processing time
Exhumation Ground works	0.00	0.00	196.00	New charge
New Container	0.00	0.00	90.00	New charge
Officer time	0.00	0.00	200.00	New charge
Cremator usage	0.00	0.00	30.00	New charge
<b>Certified copy of entry</b>	20.60	0.40	21.00	
<b>Bird bath memorial (new memorial option)</b>				
<b>5 Year Lease</b>				
- size 1 (small)	185.40	5.56	191.00	
- size 2	206.00	6.18	212.20	
- size 3	226.60	6.80	233.40	
- size 4	247.20	7.42	254.60	
- size 5 (large)	267.80	8.03	275.80	
<b>10 Year Lease</b>				
- size 1 (small)	288.40	8.65	297.10	
- size 2	309.00	9.27	318.30	
- size 3	329.60	9.89	339.50	

- size 4	350.20	10.51	360.70	
- size 5 (large)	370.80	11.12	381.90	
<b>SERVICE CATEGORY</b>	<b>charge 1st April 2016</b>	<b>% increase/ £ increase</b>	<b>Proposed charge from 2017</b>	<b>Comments</b>
<b>20 Year Lease</b>				
- size 1 (small)	391.40	11.74	403.10	
- size 2	412.00	12.36	424.40	
- size 3	432.60	12.98	445.60	
- size 4	453.20	13.60	466.80	
- size 5 (large)	473.80	14.21	488.00	
<b>Motif</b>	103.00	3.09	106.10	
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.				
<b>REFUSE COLLECTION</b>		<b>0.00%</b>		Trade waste charges are being fully reviewed and will be included in a report that will go to the same meeting as the fees and charges report.
<b>Bulky Household Waste</b>				
<b>Proposed Charges</b>		<b>3.00%</b>		
It is proposed that the following charges are trialled for the next year whilst we continue to learn more about the customers' nominal value whilst continuing to improve operational efficiency. The charges would be the same across Bromsgrove and Redditch.				
Bulky collection - single unit*	8.00	0.24	8.20	
Bulky collection - two unit*	16.00	0.48	16.50	
Bulky collection - three unit* (reduced rate for 3 unit)	21.10	0.63	21.70	
10 black bags	21.10	0.63	21.70	
*Depending on size items maybe charged for as a multiple of units				
Bulky collection - three items or more	Quotation		Quotation	
Item inside house or garage	Quotation		Quotation	
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	
				At present we charge per item however, the size of an item has a bearing on the amount of work needed to remove and dispose of it. Therefore we are suggesting a change to a unit price where certain items will be made up of a number of units i.e. an under the counter fridge would be 1 unit where as a larger fridge freezer would be 2 units, etc.



- Green houses  <b>SERVICE CATEGORY</b>	Quotation  <b>charge 1st April 2016</b>	<b>% increase/ £ increase</b>	Quotation  <b>Proposed charge from 2017</b>	<b>Comments</b>
- Hazardous oils (Special Collections) because of the distance to dispose of them correctly. - Over 10 x black bags - Wheels, Tyres and other car parts	Quotation Quotation Quotation		Quotation Quotation Quotation	
Items that are classed by WCC as non domestic waste <b>Litter and Dog Bins (Yearly Charge)</b> High Usage Site First Bin High Usage Site Additional Bins (each) Medium Usage Site First Bin Medium Usage Site Additional Bins (each) Low Usage Site First Bin  Low Usage Site Additional Bins (each)			Quotation          1,040.00 442.00 520.00 221.00 260.00  110.50	New Charge - The County Council now treats certain household and garden items as non domestic waste and there a disposal charge is payable on these items/loads as well as the usual charge for collection.  Change from rigid level of service to a more flexible model based on Place Working. Tailored service to level of need on site, which will give Parishes greater security in standard of the site at peak periods of use. 3 levels of service based on site usage in order to reflect the level of work expected. Overall prices will not change for the majority of existing Parishes, with one parish seeing a £25 reduction, and one a £20 increase.
<b>Investigation of Abandoned Vehicles on Private Land</b>  Per Vehicle			60.00	New Discretionary Fee - Applied where the landowner cannot demonstrate that they have taken reasonable steps to identify the owner or make people aware that action may be taken to remove it, and so BDC has to do this. Ref large number of false reports of abandoned vehicles on private land over last two years.
Mechanically Sweep Private Road / Car Park - Mini Sweeper per Hour Mecnanically Sweep Private Road / Car Park - HGV Sweeper per Hour	0.00 0.00	0.00 0.00	30.00 50.00	New New
<b>Garden Waste Collection Service</b>  * 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	40.00	1.20	42.00	Charge of £42 already agreed for 2017 collections. Members need to agree the price for 2018 collections <b>£45</b>
<b><u>CESSPOOL EMPTYING Fees for contract customers effective 1st Oct-30th Sept to tie in with contract period</u></b>				<b>Officers to be authorised to vary prices by +/- 25%to enable us to attract/keep business or deal with difficult to empty properties</b>
<b>Per 4,500 litres or part thereof</b>				We have changed the pricing structure to try and develop the service.N.B. we should not be publishing these prices due to our competitors
Pre booked customers - 0 - 15 pipes On demand customers - 0 - 15 pipes Additional charge for attendance within 48hrs	136.40 0.00 60.00	0.00 0.00 15.00	125.00 140.00 75.00	
<b>Additional charges for laying pipes</b>				
16 - 24 pipes 25+ pipes or Two operative job	47.10 0.00	2.90 0.00	50.00 75.00	

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)

**Leisure Services**

SERVICE CATEGORY	Proposed charge from 2016 £	% increase/ £ increase £	Proposed charge from 2017 £	Comments
<b><u>SPORTS DEVELOPMENT</u></b>		<b>5.00%</b>		Following a review of competitors and other providers costs F&Cs are proposed to increase above the standard 3% increase to reduce the deficit funding provided to the current activity programme and to allow additional services to be developed and implemented at no extra cost to BDC.
Community exercise class	3.00	0.15	3.15	
Specialised health class	3.00	0.15	3.15	
Primary Sports Project	19.60	<b>12.50%</b>	22.05	Price increased by 12.5% which equates to an increase of 15p per pupil.
After school session	21.50	2.69	24.20	Price increased by 12.5% which equates to an increase of 15p per pupil.
		0.00		
Sports Specific Coaching (Adults)	4.90	<b>5.00%</b>	5.15	
Inclusive activities	2.80	<b>7.00%</b>	0.05	Increased by 7% to bring the charge in line with other targeted activity programmes i.e. PSI.
Adult Coach Session (requires facility hire)	3.60	0.20	3.80	
Holiday club rate	2.20	<b>5.00%</b>	2.30	
		0.11		
Concessionary holiday club rate (free school dinners)	1.00	<b>15.00%</b>	1.15	Price is set at 50% of above rate and tracks the non concession price. This will mean respective % price increase is higher but the pricing point remains as per previous decisions made by members.
		0.15		
Junior Sport Specific Holiday club / sport session	2.50	<b>5.00%</b>	2.65	
Multi Skills clubs	2.20	0.13	2.30	
Activity referral	25.80	0.11	27.10	
		1.29		
PSI Falls Prevention	3.00	<b>0.00%</b>	3.00	It is not possible to increase the fees in this area as it is a commissioned service at a fixed pricing point.
		0.00		
<b><u>SANDERS PARK</u></b>		<b>6.00%</b>		Based on customer feedback, benchmarking and usage analysis a new pricing structure has been proposed for introduction to reflect the average duration of a game and to allow users to complete a match at a more cost effective rate. As such half hour charge is removed and a revised charge of 1.5hrs introduced.
<b>Tennis Courts (per court per Hour)</b>				
- Adult	7.10	0.43	7.55	
- Adult & Junior	6.20	0.37	6.60	
		<b>-10.00%</b>		

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- Junior/Senior Citizen	5.60	-0.56	5.05	Price decreased to offer better value for targeted groups to increase holiday and off peak usage. Price set by applying 33% discount to the adult price.
<b>SERVICE CATEGORY</b>	<b>Proposed charge from 2016</b>	<b>% increase/ £ increase</b>	<b>Proposed charge from 2017</b>	<b>Comments</b>
	<b>£</b>	<b>£</b>	<b>£</b>	
<b>Tennis Courts (per court per 1 and 1/2 Hour)</b>				
- Adult	3.60	n/a	n/a	Delete former half hour charge
- Adult	n/a	n/a	11.00	New charge 1.5hrs
- Adult & Junior	3.10	n/a	n/a	Delete former half hour charge
- Adult & Junior	n/a	n/a	9.50	New charge 1.5hrs
- Junior/Senior Citizen	2.80	n/a	n/a	Delete former half hour charge
- Junior/Senior Citizen	n/a	n/a	8.50	New charge 1.5hrs
		<b>6.00%</b>		Price increase above 3% level based on cost analysis of other similar activities within the area and in order to move towards full cost recovery.
<b>Bowls</b>				
- Adult (per hour)	7.40	0.44	7.85	
- Junior (per hour)	4.00	0.24	4.25	
- Senior Citizen (per hour)	5.10	0.31	5.40	
		<b>0.00%</b>		
- Adult (season ticket)	63.00	0.00	63.00	Price frozen to increase opportunity for additional sales and usage.
- Junior (season ticket)	34.10	0.00	34.10	Price frozen to increase opportunity for additional sales and usage.
- Senior Citizen (season ticket)	45.90	0.00	45.90	Price frozen to increase opportunity for additional sales and usage.
<b>Bromsgrove Town Bowling Club</b>		<b>6.00%</b>		
- for season (exclusive use on present basis)	3,008.20	180.49	3,188.70	
- additional use, other days (per rink)	27.20	1.63	28.85	
		<b>3.00%</b>		Charges increased in line with corporate approach to reflect current market for pitches and the issues faced with team generation rates within the local leagues and feedback from hirers on the current low attendances for fairs.
<b>OTHER RECREATION GROUNDS AND OPEN SPACES</b>				
<b>Football Pitch (without changing facilities)</b>				
- adult (per game)	30.60	0.92	31.50	
- junior (per game)	18.60	0.56	19.20	
<b>Changing Facilities</b>				
- adult	43.90	1.32	45.20	
- junior	22.50	0.68	23.20	
<b>Boleyn Road, Frankley</b>				
- fairs (per day)	460.00	13.80	473.80	
- deposit	2,103.60	63.11	2,166.70	
<b>Market Street Recreation Ground</b>		<b>4.00%</b>		
- fairs (per day)	459.00	18.36	477.35	
- deposit	2,103.60	84.14	2,187.75	
<b>One free day is allowed for each of the above bookings by fairs/circuses. Other hiring's – charge to be decided at the time of application.</b>				
		<b>5.00%</b>		Prices increased by 5% to reflect the current low pricing point and excellent value for money the service provided with an average plot holder [1/16 plot] generating £1.4K worth of produce (Based on NSLAG stats) per annum.
<b>ALLOTMENTS</b>				

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(Charge is for October 2014 - September 2015) - Rent per acre equivalent to 0.404685 hectares - Rent per 3/4 acre equivalent to 0.303514 hectares	1,038.10 697.10	51.91 34.86	1,090.00 731.95	
SERVICE CATEGORY	Proposed charge from 2016	% increase/ £ increase	Proposed charge from 2017	Comments
- Rent per 1/2 acre equivalent to 0.202342 hectares - Rent per 1/4 acre equivalent to 0.101171 hectares - Rent per 1/16 acre equivalent to 0.25529 hectares - Rent per 1/32 acre equivalent to 0.01264 hectares	413.70 190.10 43.70 30.60	20.69 9.51 2.19 1.53	434.40 199.60 45.90 32.15	
<b><u>Bromsgrove Outdoor Events &amp; Outdoor Fitness– Hire of Parks and Open Spaces</u></b> <b><u>£250 - £1500 Bond Payable</u></b> <b><u>Events</u></b> <b><u>Commercial Rates</u></b> <b>Small Attendance = 0 to 99</b> Per Hour Per Day <b>Medium Attendance = 100 to 499</b> Per Hour Per Day <b>Large Attendance = 500 to 1999</b> Per Hour Per Day <b>Community Rates</b> <b>Small Attendance = 0 to 99</b> Per Hour Per Day <b>Medium Attendance = 100 to 499</b> Per Hour Per Day <b>Large Attendance = 500 to 1999</b> Per Hour Per Day <b>Charities / Not For Profit Organisations</b> <b>Small Attendance = 0 to 99</b> Per Hour Per Day <b>Medium Attendance = 100 to 499</b> Per Hour Per Day <b>Large Attendance = 500 to 1999</b> Per Hour Per Day <b>Fairs &amp; Circuses Min of 3 day Hire</b> Small Attendance = 0 to 99 Per Day		<b>3.00%</b>		Charges increased in line with corporate approach to reflect the demand currently experienced.
	50.50 246.20 65.90 328.60 83.40 411.00 20.60 96.80 25.80 123.60 30.90 151.40 14.40 69.00 17.50 83.40 22.70 110.20 383.20	1.52 7.39 1.98 9.86 2.50 12.33 0.62 2.90 0.77 3.71 0.93 4.54 0.43 2.07 0.53 2.50 0.68 3.31 11.50	52.00 253.60 67.90 338.45 85.90 423.35 21.20 99.70 26.55 127.30 31.85 155.95 14.85 71.05 18.00 85.90 23.40 113.50 394.70	

		0.00%		A new pricing structure proposed based on buoyancy within the market, impact on the areas that are being used, customer feedback and to aid officers in providing a broader product line to attract new business. The breakdown of usage has changed to show different maximum number of days per summer, winter or annual use so charges are in line with participation numbers.
SERVICE CATEGORY	Proposed charge from 2016	% increase/ £ increase	Proposed charge from 2017	Comments
<b>Outdoor Fitness Session</b>				
<b>Commercial Rates (Per Day)</b>				
Summer Fee (Apr to Sept)	383.20	n/a	n/a	No Longer applicable
Winter Fee (Oct to Mar)	164.80	n/a	n/a	No Longer applicable
Annual Fee	467.60	n/a	n/a	No Longer applicable
<b>Community Rates (Per Day)</b>				
Summer Fee (Apr to Sept)	274.00	n/a	n/a	No Longer applicable
Winter Fee (Oct to Mar)	83.40	n/a	n/a	No Longer applicable
Annual Fee	328.60	n/a	n/a	No Longer applicable
<b>Commercial Rates (Per Day)</b>				
Summer Fee (Apr to Sept) <b>One day maximum usage per week</b>	383.20	17.24	400.45	Reflects a more balanced offer to the commercial operator
Summer Fee (Apr to Sept) <b>Two days maximum usage per week</b>	n/a	n/a	650.00	New fee designed to reflect increase usage patterns
Summer Fee (Apr to Sept) <b>Three days maximum usage per week</b>	n/a	n/a	700.00	New fee designed to reflect increase usage patterns
		<b>-27.00%</b>		
Winter Fee (Oct to Mar) <b>One day maximum usage per week</b>	274.00	-73.98	200.00	Reduced fee to stimulate opportunities for commercial development during difficult trading periods
Winter Fee (Oct to Mar) <b>Two days maximum usage per week</b>	n/a	n/a	400.00	New fee designed to reflect increase usage patterns but lower levels of participation in winter months.
Winter Fee (Oct to Mar) <b>Three days maximum usage per week</b>	n/a	n/a	600.00	New fee designed to reflect increase usage patterns but lower levels of participation in winter months.
Annual Fee <b>One day maximum usage per week</b>	n/a	n/a	520.00	New fee to increase options to hirers and reflect full year commitment
Annual Fee <b>Two days maximum usage per week</b>	n/a	n/a	850.00	New fee to increase options to hirers and reflect full year commitment
Annual Fee <b>Three days maximum usage per week</b>	n/a	n/a	1000.00	New fee to increase options to hirers and reflect full year commitment
<b>Community Rates (Per Day)</b>				
Summer Fee (Apr to Sept) <b>One day maximum usage per week</b>	274.00	-73.98	200.00	Reduced fee to stimulate opportunities for community development
Summer Fee (Apr to Sept) <b>Two days maximum usage per week</b>	n/a	n/a	300.00	New fee reflecting increased usage
Summer Fee (Apr to Sept) <b>Three days maximum usage per week</b>	n/a	n/a	350.00	New fee reflecting increased usage
Winter Fee (Oct to Mar) <b>One day maximum usage per week</b>	n/a	n/a	80.00	Reduced fee to stimulate opportunities for community development
Winter Fee (Oct to Mar) <b>Two days maximum usage per week</b>	n/a	n/a	200.00	New fee reflecting increased usage but lower attendances in winter
Winter Fee (Oct to Mar) <b>Three days maximum usage per week</b>	n/a	n/a	300.00	New fee reflecting increased usage but lower attendances in winter
Annual Fee <b>One day maximum usage per week</b>	n/a	n/a	250.00	New fee to increase options to hirers and reflect full year commitment
Annual Fee <b>Two days maximum usage per week</b>	n/a	n/a	450.00	New fee to increase options to hirers and reflect full year commitment
Annual Fee <b>Three days maximum usage per week</b>	n/a	n/a	500.00	New fee to increase options to hirers and reflect full year commitment
Trial fee (1 day per week - MAX 4 week trial)	n/a	n/a	100.00	New fee to incentivise the opportunity an allow short term trails to maximise options in these areas.
<b>Additional Costs for Outdoor Event Space:</b>				
Ø Set up and Clearance charged @ 50% of applicable rate				
Ø Any event in excess of 1999 attendees is STN				
<b>Additional Costs for Outdoor Fitness Space:</b>				
Ø Set up and Clearance charged @ 50% of applicable rate				

SERVICE CATEGORY	Proposed charge from 2016	% increase/ £ increase	Proposed charge from 2017	Comments
<b><u>BROMSGROVE DISTRICT COUNCIL - PARKSIDE SUITE</u></b>				
<b><u>Scale of Charges from 2015</u></b>				
<b><u>Per Hour (Suggest min Hire of 2hrs)</u></b>				
<b>Main Room</b>				
Community Group	20.00	1.00	21.00	Prices increase 5% - (based on better offer of room from Spadesbourne Suite including improved offer) as above as above
Regular Hire	30.00	1.50	31.50	
Commercial Hire	40.00	2.00	42.00	
<b>Committee Room</b>				
Community Group	10.00	1.00	11.00	Price increased by 10% (Standards in the Committee Room warrant a higher rate than originally charged) as above as above
Regular Hire	15.00	1.50	16.50	
Commercial Hire	20.00	2.00	22.00	
<b>Combined</b>				
Community Group	25.00	1.88	26.90	7.5% based on the Hall and Committee room increase above - with discount for booking both rooms as above as above
Regular Hire	40.00	3.00	43.00	
Commercial Hire	55.00	4.13	59.15	
<b><u>Half Day up to 5pm (max 4hrs)</u></b>				
<b>Main Room</b>				
Community Group	75.00	3.75	78.75	5% (based on better offer of room from Spadesbourne Suite including high quality AV equipment) as above as above
Regular Hire	90.00	4.50	94.50	
Commercial Hire	150.00	7.50	157.50	
<b>Committee Room</b>				
Community Group	30.00	3.00	33.00	Price increased by 10% (Standards in the Committee Room warrant a higher rate than originally charged) as above as above
Regular Hire	40.00	4.00	44.00	
Commercial Hire	50.00	5.00	55.00	
<b>Combined</b>				
Community Group	90.00	6.75	96.75	7.5% based on the Hall and Committee room increase above with discount for booking both rooms as above as above
Regular Hire	125.00	9.38	134.40	
Commercial Hire	180.00	13.50	193.50	
<b><u>Full Day Up to 5pm</u></b>				
<b>Main Room</b>				
Community Group	140.00	7.00	147.00	5% (based on better offer of room from Spadesbourne Suite including high quality AV equipment) as above as above
Regular Hire	175.00	8.75	183.75	
Commercial Hire	250.00	12.50	262.50	

SERVICE CATEGORY	Proposed charge from 2016	% increase/ £ increase	Proposed charge from 2017	Comments
<b>Committee Room</b>		<b>10.00%</b>		
Community Group	50.00	5.00	55.00	Price increased by 10% (Standards in the Committee Room warrant a higher rate than originally charged)
Regular Hire	60.00	6.00	66.00	as above
Commercial Hire	75.00	7.50	82.50	as above
<b>Combined</b>		<b>7.50%</b>		
Community Group	180.00	13.50	193.50	7.5% based on the Hall and Committee room increase above with discount for booking both rooms
Regular Hire	225.00	16.88	241.90	as above
Commercial Hire	300.00	22.50	322.50	as above
		<b>10.00%</b>		
	400.00	40.00	440.00	Price increased by 10% - weekend overtime costs for caretaking plus additional weekend clean(Standards in the Committee Room warrant a higher rate than originally charged)
<p><b><u>Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight</u></b></p> <p>Only half day and full day rates allowed for weekends. No hourly rates.</p> <p>All day rate for weddings £720** (day and evening to include kitchen and set up) 9am – 12 midnight</p> <p>Sunday hire rates by negotiation.</p> <p>Prices for current users of the Spadesbourne Suite will be held for 12mths as part of the transition arrangements</p> <p>Room 54(Training Room) - Any internal county organisations whom wish to use this room will be charged £25.00 per hour.</p>				

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**CABINET**

7th December 2016

**FINANCE MONITORING REPORT 2016/17**

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

**1. SUMMARY OF PROPOSALS**

To report to Cabinet on the Council’s financial position for Revenue and Capital for the period April –September 2016 (Quarter 2 – 2016/17)

**2. RECOMMENDATIONS**

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

**3. KEY ISSUES**

3.1 This report provides details of the financial information across the Council. The aim is to ensure officers and members can make informed and considered judgement of the overall position of the Council. The report reflects the financial position across the Strategic Purposes to enable Members to be aware of the level of funding attributed to these areas.

3.2 This report includes both a summary for revenue and capital expenditure with a summary for the Council followed by the departmental analysis of expenditure detailed appendices showing the areas that link to the Strategic Purposes.

**CABINET**

7th December 2016

**Revenue Budget summary  
Financial Year 2016/17 – Overall Council**

3.3 Internal recharges have not been included in these figures to allow comparison for each service area. However Support costs have been included

Strategic Purpose	Original Budget £'000	Latest budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Keep my place safe and looking good	4,948	5,118	2,098	1,938	-161	5,058	-61
Help me run a successful business	-592	-592	-201	-170	31	-552	40
Help me be financially independent	263	263	206	217	12	252	-11
Help me to live my life independently	593	593	192	132	-61	529	-64
Help me find somewhere to live in my locality	1,082	1,085	544	524	-20	1,027	-58
Provide Good things for me to see, do and visit	1,388	1,490	778	774	-4	1,466	-24
Enable others to work/do what they need to do (to meet their purpose)	5,783	5,782	2,799	2,763	-36	5,691	-93
<b>Totals</b>	<b>13,465</b>	<b>13,741</b>	<b>6,337</b>	<b>6,179</b>	<b>-159</b>	<b>13,472</b>	<b>-270</b>
Corporate Financing	274	274	137	-197	-334	-60	-334

**Financial Commentary:**

There are a number variances within the second quarter of 2016/17. In particular there have been two large planning applications fees received and are included within 'Keep my place safe and looking good'. In addition there has been an increase in lifeline customers which has led to additional income being received within the strategic purpose 'Help me to live my life independently'. The variance in Enabling is mainly due to salary vacancies and additional income received.

As shown above the Original budget has changed to the Latest budget within 'Keep my place safe and looking good' and 'provide good things for me to see, do and visit' due to the release of approved earmarked reserves.

**CABINET**

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It is projected that there will be a saving on Minimum Revenue provision (MRP) £100k which is due to slippage within the capital program 2015/16. We have also received a payment from the Greater Birmingham and Solihull Pool following the distribution of the 2015/16 Levy payments of £234k which could not be confirmed until the final pool allocation for 2015/16 was reported.

**Capital Budget summary  
Financial Year 2016/17 – Overall Council**

Strategic Purpose	Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
<b>Keep my place safe and looking good</b>	3,322	1,482	1,385	-97	3,157	-165
<b>Help me be financially independent</b>	17	8	0	-8	7	-10
<b>Help me to live my life independently</b>	1,103	551	629	77	1,034	-69
<b>Help me find somewhere to live in my locality</b>	29	29	40	11	40	11
<b>Provide Good things for me to see, do and visit</b>	10,266	6,759	6,801	42	8,895	-1,371
<b>Enable others to work/do what they need to do (to meet their purpose)</b>	114	57	54	-3	109	-5
<b>Totals</b>	<b>14,852</b>	<b>8,888</b>	<b>8,909</b>	<b>21</b>	<b>13,243</b>	<b>-1,609</b>

**Financial Commentary:**

The majority of capital projects are currently in progress. However there are two significant variances to report in this second quarter. The £10.2m in 'Provide good things for me to see, do and visit' relates to the redevelopment of the dolphin centre and this will need reprofiling into 2017/18 when the project will be completed. In 'Keep my place safe looking good' the capital scheme for additional refuse freighter has had a delay from the suppliers and will be delivered in 2017/18.

## **CABINET**

7th December 2016

### **4. TREASURY MANAGEMENT**

- 4.1 The Council's Treasury Management Strategy has been developed in accordance with the Prudential Code for Capital Finance prudential indicators and is used to manage risks arising from financial instruments. Additionally treasury management practices are followed on a day to day basis.
- 4.2 The Council receives credit rating details from its Treasury Management advisers on a daily basis and any counterparty falling below the criteria is removed from the list of approved institutions.
- 4.3 Due to market conditions the Council has reduced its credit risk for all new investments by only investing in the highest rated instruments and has shortened the allowable length of investments in order to reduce risk.
- 4.4 At 30<sup>th</sup> September 2016 short term investments comprised:

	<b>30<sup>th</sup> September 2016 £'000</b>
Deposits	9,500
<b>Total</b>	<b>9,500</b>

### **Income from investments and other interest**

- 4.5 An investment income target of £93k has been set for 2016/17 using a projected return rate of 0.5%. During the past financial year bank base rates have remained 0.5% and current indications are projecting minimal upward movement for the short term.

### **5. REVENUE BALANCES**

#### **5.1 Revenue Balances**

The revenue balances brought forward at 1st April 2016 were £4.160m.

#### **Legal Implications**

None.

## **CABINET**

7th December 2016

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### **Service/Operational Implications**

All included in financial implications.

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

None as a direct result of this report

## **7. RISK MANAGEMENT**

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

## **8. APPENDICES**

Appendix 1 – Strategic Purposes

## **9. BACKGROUND PAPERS**

Available from Financial Services

## **AUTHORS OF REPORT**

Name: Kate Goldey – Business Support Senior Accountancy Technician  
Email: k.goldey@bromsgroveandredditch.gov.uk  
Tel: (01527) 881208

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Please note figures have been rounded.

Keep my place safe and looking good.

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
BDC Reg Client	Exp	248	241	-7	493	-15	-50
	Inc	-50	-0	-100	0	0	0
	Net	198	241	-107	493	-15	-50
Bereavement Services	Exp	178	177	-1	351	-0	-194
	Inc	-176	18	-375	12	0	0
	Net	2	195	-376	363	-0	-194
Building Control	Exp	244	235	-9	479	-9	-262
	Inc	-244	18	-483	30	0	0
	Net	0	253	-492	509	-9	-262
Climate Change	Exp	4	7	4	24	3	0
	Inc	-6	-6	-6	-6	0	0
	Net	-3	1	-3	18	3	0
Community Safety	Exp	307	286	-21	549	-18	-25
	Inc	-22	3	-47	2	0	0
	Net	285	289	-68	551	-18	-25
Core Environmental Operations	Exp	208	191	-17	420	4	-114
	Inc	-114	-0	-244	-16	0	0
	Net	94	191	-261	404	4	-114
Core Waste	Exp	1,595	1,566	-30	3,232	-59	-1,396
	Inc	-1,362	35	-1,805	76	0	0
	Net	234	1,600	-1,835	3,308	-59	-1,396
Development Control	Exp	675	642	-34	1,254	-28	-252
	Inc	-248	4	-504	-1	0	0
	Net	427	645	-538	1,253	-28	-252
Engineering	Exp	318	356	38	705	69	-334
	Inc	-409	-74	-599	-90	0	0
	Net	-90	282	-562	615	69	-334
Environmental Health / Protection / Enforcement	Exp	196	176	-20	353	-40	-95
	Inc	-96	-1	-166	23	0	0
	Net	100	175	-186	376	-40	-95
Highways	Exp	0	-0	-0	0	0	-6
	Inc	-6	-0	-7	-0	0	0
	Net	-6	-0	-7	-0	0	-6
Land Drainage	Exp	6	6	0	12	0	0
	Inc	-1	-1	-1	-1	0	0
	Net	5	5	-1	11	0	0
LSP/P'ships	Exp	31	37	6	67	5	0
	Inc	0	0	0	0	0	0
	Net	31	37	6	67	5	0
Pest & Dog control	Exp	50	50	0	102	0	-25
	Inc	-24	1	-50	-0	0	0
	Net	26	51	-50	102	0	-25
Place Teams	Exp	0	0	0	0	0	0
	Inc	-3	-3	-0	-0	0	0
	Net	-3	-2	-0	0	0	0
Public Conveniences	Exp	942	937	-5	1,858	-27	-532
	Inc	-522	10	-1,067	-3	0	0
	Net	420	947	-1,072	1,855	-27	-532
Strategic Housing	Exp	52	55	2	103	5	-0
	Inc	0	0	0	0	0	0
	Net	52	55	2	104	5	-0
	Exp	13	18	6	18	0	-6

	Inc	-11	-6	-11	0	0	0
	Net	1	13	-6	18	0	-6
Strategic Planning	Exp	165	166	1	332	3	0
	Inc	0	0	0	0	0	0
	Net	165	166	1	332	3	0
Town Centre Development	Exp	57	147	90	214	99	-18
	Inc	-98	-79	-118	-82	0	0
	Net	-40	68	-28	132	99	-18
Transport	Exp	239	233	-6	463	-15	-247
	Inc	-242	5	-479	14	0	0
	Net	-3	238	-485	477	-15	-247
Trees & Woodland Management	Exp	184	180	-4	359	-10	-138
	Inc	-138	0	-268	8	0	0
	Net	46	180	-273	367	-10	-138
Waste Management Policy	Exp	5	7	2	10	0	-5
	Inc	-2	2	-2	7	0	0
	Net	3	9	-0	17	0	-5
<b>Totals:</b>		<b>1,943</b>	<b>5,636</b>	<b>-6,342</b>	<b>11,369</b>	<b>-35</b>	<b>-3,699</b>

**Financial commentary:**

Development Management has received additional income due to two large planning applications being received - Foxlydiat Lane and Peryfelds Lane. BDC Reg Client have a saving in the current and future years due to additional licensing income and further efficiencies within Worcester Regulatory Services

**Help me run a successful business**

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Business Development - Business	Exp	18	57	39	68	50	-1
	Inc	-37	-37	-46	-45	0	0
	Net	-19	20	-7	23	50	-1
Car Parks / Civil Enforcement	Exp	419	403	-17	585	-46	-618
	Inc	-566	52	-1,129	108	0	0
	Net	-147	455	-1,146	693	-46	-618
Economic & Tourism Development	Exp	138	86	-52	161	-115	-55
	Inc	-4	51	-12	97	0	0
	Net	134	137	-64	258	-115	-55
Licenses (all)	Exp	0	0	0	0	0	-103
	Inc	-108	-5	-179	-8	0	0
	Net	-108	-5	-179	-8	0	-103
<b>Totals:</b>		<b>-140</b>	<b>607</b>	<b>-1,396</b>	<b>965</b>	<b>-112</b>	<b>-777</b>

**Financial commentary:**

There is an overall shortfall in income from Car Parking some of this is a result from the recent temporary closures of Hanover Street and Station car parks. There has been a noticeable reduction in income on the Recreation Road South car-park.

**Help me to be financially independent**

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Revenues & Benefits	Exp	8,403	8,218	-185	16,794	-11	-8,197
	Inc	-8,000	196	-16,542	0	0	0



	Net	402	8,414	-16,727	16,794	-11	-8,197
<b>Totals:</b>		<b>402</b>	<b>8,414</b>	<b>-16,727</b>	<b>16,794</b>	<b>-11</b>	<b>-8,197</b>

**Financial commentary:**

Variance to date is due to the additional work being carried out on the Single System in the first half of the year, however savings are anticipated to be realised by Outturn.

**Help me to live my life independently**

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Community Safety - lifeline	Exp	116	101	-15	220	-12	-219
	Inc	-263	-44	-279	-50	0	0
	Net	-148	56	-294	170	-12	-219
Community Transport / Dial a ride	Exp	14	17	3	34	6	0
	Inc	-4	-4	-8	-8	0	0
	Net	10	13	-5	26	6	0
Disabled Facilities grants	Exp	282	282	0	563	0	0
	Inc	-0	-0	0	0	0	0
	Net	282	282	0	563	0	0
<b>Totals:</b>		<b>144</b>	<b>351</b>	<b>-299</b>	<b>759</b>	<b>-6</b>	<b>-219</b>

**Financial commentary:**

The Lifeline team has been working to attract new customers and has achieved additional income.

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

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Housing Strategy & Enabling	Exp	560	535	-25	1,066	-52	-116
	Inc	-111	6	-239	-6	0	0
	Net	450	541	-264	1,059	-52	-116
Private Sector Housing	Exp	100	100	0	200	0	0
	Inc	0	0	0	0	0	0
	Net	100	100	0	200	0	0
<b>Totals:</b>		<b>550</b>	<b>641</b>	<b>-264</b>	<b>1,259</b>	<b>-52</b>	<b>-116</b>

**Financial commentary:**

There is a saving on Housing strategy due to the disabled facilities grant management fees being paid from the capital scheme due to increased funding now given. There are also some salary savings due to temporary vacancy.

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

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Business Development - Cultural	Exp	20	26	7	31	-8	-15
	Inc	-13	3	-17	13	0	0
	Net	7	29	-11	44	-8	-15
Community Cohesion (older and young people) social inclusion	Exp	15	3	-12	3	-26	0

	Inc	0	0	0	0	0	0
	Net	15	3	-12	3	-26	0
Cultural Services	Exp	141	141	1	220	1	0
	Inc	-0	-0	-26	0	0	0
	Net	140	141	-25	220	1	0
Grants & Donations	Exp	40	40	0	108	0	0
	Inc	0	0	0	0	0	0
	Net	40	40	0	108	0	0
Parks & Green Space	Exp	220	203	-17	377	-36	-57
	Inc	-36	21	-57	38	0	0
	Net	184	224	-74	416	-36	-57
Shopmobility	Exp	4	4	-0	6	0	0
	Inc	0	0	0	0	0	0
	Net	4	4	-0	6	0	0
Sports Services	Exp	443	436	-8	867	-17	-33
	Inc	-31	2	-45	10	0	0
	Net	412	438	-53	877	-17	-33
<b>Totals:</b>		<b>803</b>	<b>879</b>	<b>-174</b>	<b>1,673</b>	<b>-86</b>	<b>-105</b>

**Financial commentary:**

The over spend on the Business Development Budget relates to the difficulties we are facing with the selling of roundabout sponsorship opportunities in some areas. There is a saving in community Cohesion as the project Trunk has now finished.

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

Department		Annual budget £'000	Budget to date £'000	Actuals to date £'000	Variance to date £'000	Projected Outturn £'000	Projected Variance £'000
Accounts & Financial Management	Exp	186	176	-10	445	-28	0
	Inc	-0	-0	0	0	0	0
	Net	186	176	-10	445	-28	0
Business Development	Exp	266	385	119	736	204	-23
	Inc	-111	-89	-215	-169	0	0
	Net	155	297	-96	566	204	-23
Central Overheads	Exp	608	607	-1	1,245	-0	-2
	Inc	-2	-0	-3	0	0	0
	Net	606	607	-4	1,246	-0	-2
CMT	Exp	198	200	1	397	-0	-74
	Inc	-74	-0	-148	-0	0	0
	Net	125	200	-147	397	-0	-74
Communications	Exp	132	115	-17	235	-32	-68
	Inc	-63	4	-128	7	0	0
	Net	68	119	-145	242	-32	-68
Corporate	Exp	65	78	13	171	15	-0
	Inc	-1	-1	-1	-1	0	0
	Net	64	77	11	170	15	-0
Corporate Administration / Central Post Opening	Exp	103	113	10	207	2	-2
	Inc	-2	0	-5	0	0	0
	Net	100	113	6	208	2	-2
Customer service centre	Exp	177	166	-11	311	-38	0
	Inc	-0	-0	-42	0	0	0
	Net	177	166	-53	312	-38	0
Democratic Services & Member Support	Exp	284	275	-9	557	-20	-92
	Inc	-91	1	-167	8	0	0
	Net	194	277	-176	565	-20	-92
Election & Electoral Services	Exp	113	115	2	500	-17	-64
	Inc						

	Inc	-63	1	-319	21	0	0
	Net	50	116	-317	521	-17	-64
Emergency Planning / Business Continuity	Exp	7	7	0	14	0	0
	Inc	0	0	0	0	0	0
	Net	7	7	0	14	0	0
Equalities	Exp	24	19	-5	41	-8	-9
	Inc	-9	0	-19	0	0	0
	Net	15	19	-24	41	-8	-9
Human Resources & Welfare	Exp	125	104	-20	248	-1	0
	Inc	0	0	0	0	0	0
	Net	125	104	-20	248	-1	0
ICT	Exp	908	877	-31	1,681	-135	-383
	Inc	-352	31	-631	136	0	0
	Net	556	908	-662	1,817	-135	-383
Land Charges	Exp	41	41	0	71	-0	-85
	Inc	-61	24	-121	49	0	0
	Net	-20	65	-121	120	-0	-85
Leisure & Cultural Mgt	Exp	50	49	-0	99	-0	-25
	Inc	-25	0	-49	0	0	0
	Net	25	49	-50	99	-0	-25
Policy	Exp	72	44	-28	119	-26	-34
	Inc	-34	0	-64	3	0	0
	Net	39	44	-92	122	-26	-34
Printing & Reprographics	Exp	28	26	-2	60	-4	0
	Inc	-0	-0	-0	-0	0	0
	Net	28	26	-2	60	-4	0
Professional Legal Advice & Services	Exp	270	267	-3	510	-5	-134
	Inc	-128	6	-281	-13	0	0
	Net	141	273	-284	497	-5	-134
SMT	Exp	178	176	-2	351	-4	-72
	Inc	-71	1	-142	2	0	0
	Net	107	176	-144	353	-4	-72
Transformation	Exp	63	50	-13	99	-27	-32
	Inc	-40	-8	-72	-8	0	0
	Net	23	42	-85	91	-27	-32
	<b>Totals:</b>	<b>2,770</b>	<b>3,862</b>	<b>-2,414</b>	<b>8,132</b>	<b>-127</b>	<b>-1,099</b>

**Financial commentary:**

There is a saving within Accounts and Financial Management due to a vacant post. This will be looked at within service review.

Business Development is showing an overspend due expenditure still being incurred on the Burcot Lane Council house.

Communications has a saving for current year and future years due to a review of the Together Bromsgrove magazine. The Better Bromsgrove once launched and in circulation is hoped will generate more income.

The savings shown on Customer Services are due to vacant posts which will be looked at within the Service review and operational budgets.

Democratic Services have some small savings on salaries and Member budgets.

Within Land Charges there is a variance due to under achieved income for search fees due to a reduction in house sales which is also compared to figures at this time in the previous year. If this trend continues it is predicted that there would be an under achievement of approx £48k by outturn which will also be reported as a pressure for 2017/18.

Policy underspend at this quarter are due to monies not yet spent on IT GIS project/Tender work and an apprentice this may result in some savings by year end.

The Legal Services at present are achieving a higher than predicted income generation target.

There are some salary savings within Business Transformation and these posts are unlikely to be filled by the end of the financial year.

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**Business Waste Collection and Recycling Service**

Relevant Portfolio Holder	Cllr Roger Smith
Portfolio Holder Consulted	Yes
Relevant Head of Service	Guy Revans
Ward(s) Affected	All
Ward Councillor(s) Consulted	No
Key Decision / Non-Key Decision	Non-Key

**1. SUMMARY OF PROPOSALS**

- 1.1 Environmental Services run a Business Waste Collection Service for around 600 commercial properties. The waste collected is residual in nature (not separated for recycling) and is all sent for disposal either by landfill or Energy from Waste.
- 1.2 Following a period of decline from 2010-2012 Environmental Services have made marked changes in turning around the Business Waste Collection Service. Additional resources were sourced and officers focussed on investing in the service to ensure customer growth and satisfaction, whilst at the same time ensuring no financial losses. This growth and success is something Environmental Services wish to build upon for the future.
- 1.3 Due to customer demand, legislation, increasing disposal charges and pressure from competing service providers, the service needs to consider the development of the service and how recycling provision can be incorporated.
- 1.4 This report identifies the need to introduce a Recycling Service for Business Waste customers for the year 2017-18 and beyond.
- 1.5 This report sets out the information in relation to this matter which is not exempt and can be made available publically. Members will be supplied with a separate exempt report. The exempt report will include commercially sensitive information regarding the financial details on which the business case is based and the planned charging structure for the Business Waste Collection Service which cannot be released publically.

**2. RECOMMENDATIONS**

- 2.1 The Cabinet is asked to RECOMMEND to the Council that:
  - i) A phase 1 Business Waste Recycling Service is introduced in 2017/18;
  - ii) The service is extended and rolled out to all customers from 2018/19;
  - ii) The fees and charges in Appendix 2 are adopted;
  - iv) That delegated authority is given to the Head of Service of Environmental Services to have discretion to vary the charges for the Business Waste

Collection Service when agreeing terms with customers within a variance of plus or minus 25%.

### **3. KEY ISSUES**

#### **Financial Implications**

- 3.1 Since 2012/13 the service has shown a steady increase in net additional revenue attributable mainly to the growth in customer base. From 2009-10 to 2015-16, income increased on average by 3.90% per year and from 2013-14 to 2015-16 customer base increased on average by 4.03%.
- 3.2 For every tonne of waste BDC collects from business customers, £102.00 is paid to Worcestershire County Council (WCC) in Tipping charges. The estimated annual charge for 2016-17 is between £xxx and £xxx and is likely to increase at around 4% for every tonne disposed of, making this a considerable expenditure. This increase in disposal charges is decided by WCC and must be reflected in BDC costs during the fees and charges process to ensure annual increments cover costs.
- 3.3 Without significant increases in fees and charges and increases in tipping charges, it becomes less financially viable to continue attracting new customers to collect only residual waste. Projections based on current information show a reduction in net additional revenue for the foreseeable future as service costs are increasing at a higher rate than the associated price increase.
- 3.4 WCC has proposed a £35.00 per tonne charge for mixed dry recyclables and £55.00 per tonne for mixed dry recyclables co-collected with household recycling for 2016-17<sup>1</sup> as opposed to the £102.00 for residual waste. Should BDC be able to encourage business waste customers to dispose waste as recycling as opposed to residual waste, there is an opportunity to share in the disposal saving for both the customer and service provider (BDC).
- 3.5 Spare capacity will naturally be generated as residual waste is diverted into the household recycling collection vehicles. This capacity should be viewed as potential surplus revenue as more space is generated to take on new customers. This capacity will depend on how many customers take up a full Alternate Weekly Collection service or decide to stay on weekly residual collections. The estimated income for year one in the scenario of Appendix 3 is therefore £xxx.
- 3.6 **Surplus Revenue from Potential Phase 1 Customers**

#### **Table excluded as exempt information**

- 3.7 By offering a recycling waste service, the total cost to customers will be offered as one total price without showing the breakdown of rental, collection and

<sup>1</sup> With a current annual increase estimate of 4%

disposal costs. This will reflect the approach taken by other service providers competing for business within our area.

- 3.8 Officers will require an additional 25% flexibility (plus or minus) on the total customer charge to allow BDC to compete for business against national companies where sliding scales of cost and contract tie-ins are common place.
- 3.9 VAT will be charged on collections where the customer is located outside of the Bromsgrove District boundary.

#### **Legal Implications**

- 3.10 This report sets out the non-exempt information in relation to this matter which can be released publically. As explained at 1.5 a separate exempt report will be circulated to Members.
- 3.11 Bromsgrove District Council (BDC) as Waste Collection Authority make provision to collect and dispose of business waste where required according to the Environmental Protection Act (1990).
- 3.12 Environmental Permitting Regulations 2010 (amended 2012) require that all waste must be pre-treated before it is disposed of in landfill. Segregation of recyclables for recycling is deemed as 'treatment'. BDC currently fulfil this legal requirement in that municipal waste is sorted for recycling. This however does not assist those Business Waste customers that do wish to recycle their waste.
- 3.13 The position on VAT has been subject to recent litigation when a private waste disposal company challenged through Judicial Review the accepted position that Local Authorities collecting trade waste within their areas are not required to charge VAT. The judgment in the case of The Durham Company Ltd and The Commissioners for HMRC and HM Treasury, held that VAT in these circumstances need not be charged for collections within the authority's area, but would apply to collections from addresses outside of the authority's area.

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

- 3.14 There is potential to align commercial recycling services with current household services therefore optimising vehicle operating costs and maximising vehicle capacity.
- 3.15 A waste composition study has identified that the materials that can be processed through the WCC household waste contract, will also cater well for the materials found in the business waste sector. In processing business recycling through the current household waste route, no additional collection vehicles or sorting mechanisms need be employed.

- 3.16 In running a trial recycling service, this allows integration into the existing service profile without requiring additional resources from the current business waste service as the household recycling rounds can accommodate estimated business recycling with ease.



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

- 3.17 A recent customer survey identified that 86% of current BDC customers have advised they would find a business recycling collection useful<sup>2</sup>.
- 3.18 The current lack of opportunities for businesses to recycle is creating additional pressure on the household recycling service as 23% of respondents in a recent survey confirmed suspicions that business waste was taken home and placed in household green recycling bins.

#### **4. RISK MANAGEMENT**

- 4.1 Without the proposed adaptations to the Business Waste Service, the service will risk losing customers and the ability to expand. More importantly, without offering recycling provision, the margins in offering residual only collection do not allow additional growth in income moving forward.
- 4.2 In order to afford the service and trial the best opportunity to succeed, the fees and charges and other information within this report must be treated as commercially sensitive.

#### **5. APPENDICES**

Appendix 1 - Forecast of Trial Income – Excluded as exempt information  
Appendix 2 - Proposed Fees and Charges – Included in part with exempt information removed  
Appendix 3 - Trade Waste Business Plan Included in part with exempt information removed

#### **6. BACKGROUND PAPERS**

None.

#### **7. KEY**

None.

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Tel: ext 1715

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<sup>2 2</sup> Based on extremely, very and moderately useful responses. customer survey 2016



APPENDIX 1

**FORECAST OF PHASE 1 SURPLUS:**

**Excluded as exempt information**

### APPENDIX 2

### PROPOSED FEES AND CHARGES

2017.18	Residual		
	Bin Size	Total	Actual total % increase
Schedule 1	80	xxx	3.70%
	240	xxx	3.21%
	660	xxx	3.44%
	770	xxx	3.43%
	1100	xxx	3.54%
	1280	xxx	3.53%
Schedule 2	80	xxx	3.52%
	240	xxx	2.86%
	660	xxx	3.11%
	770	xxx	2.98%
	1100	xxx	2.99%
	1280	xxx	3.01%
Duty of Care & admin*	all bin sizes where own bins are used	xxx	na

2017.18	Recycling	
	Bin Size / Sack	Total nearest £0.50
Schedule 1	80	xxx
	240	xxx
	660	xxx
	770	xxx
	1100	xxx
	1280	xxx
Schedule 2	80	xxx
	240	xxx
	660	xxx
	770	xxx
	1100	xxx
	1280	xxx
Duty of Care & admin *	all bin sizes where own bins are used	xxx

- The increase in residual fees is made up of 3% increase on collection and rental fees and 4% increase on disposal fees. The disposal element is simply passed on directly from WCC charges.
- In order to make the prices saleable to customers the total price has been rounded to the nearest whole £0.50.
- Under normal circumstances, the above fees and charges will be used however 25% flexibility on the price is required to allow Officers to reasonably 'sell' the service to customers.
- VAT to be added to all collections outside the BDC boundary.
- Discount will be applied to where customers use their own bins.

APPENDIX 3

Business Plan for  
Business Waste & Recycling

Business Plan for  
Business Waste & Recycling

Term	Definition / Meaning
BDC	Bromsgrove District Council
JMWMS	Joint Municipal Waste Management Strategy
Co – collection	The collection of household and commercial waste or recyclables using the same vehicle
Commercial waste	Waste generated from the businesses of a property used for the purpose of trade such as offices, shops, showrooms, pubs, restaurants, government and local authority offices, caravan and camping parks, self-catering accommodation, medical practitioners, markets, fairs, charity shops and places of worship
Household Waste	
SME	Small & Medium Sized Enterprises are defined as <b>Micro Businesses</b> Less than 10 staff, a turnover of less than 2 million euro or a balance sheet less than 2 million euro <b>Small businesses</b> Less than 50 staff, a turnover of less than 10 million euro or a balance sheet less than 10 million euro <b>Medium business</b> less than 250 staff, a turnover of less than 50 million euro or a balance sheet less than 43 million euro
Commingled recycling	The practice of collecting recyclable materials in the same container for future. The resulting materials are then likely to be sorted at a MRF prior to processing.
MRF	Material Reclamation Facility where comingled recycling is sorted.
WCA	Waste Collection Authority
WDA	Waste Disposal Authority
WCC	Worcestershire County Council
RCV	Refuse Collection Vehicle
USP	Unique Selling Point
SWS	Severn Waste Services – the contractor dealing with all Municipal waste on behalf of Worcestershire County Council
EfW	Energy from Waste
Schedule 2	A list of properties Benefiting from free waste disposal. Referred to in the The Controlled Waste (England and Wales) Regulations 2012 (see appendix).



## 1. Strategic Purpose

The Business waste service works towards the following strategic purposes:

### 1.1 Keep my place safe and looking good<sup>1</sup>:

- By assisting local businesses to fulfil their legal waste management requirements.
- By reducing the need to extract further virgin materials.

### 1.2 Help me run a successful business

- By providing a fully integrated and economical method of waste management.
- By easily being able to take advantage of environmentally acceptable waste disposal.
- By attracting like-minded business and associated benefits including supply chain and environmental management system controls.
- By safeguarding or enhancing employment opportunities for the local community in dealing with waste and recycling close to where it is generated; the proximity principle.

There are also indirect links to other corporate purposes:

### 1.3 Help me to be financially independent

### 1.4 Provide good things for me to see and do

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<sup>1</sup> Operation and Strategic Purposes for BDC V3 2012

## 2. Setting the Scene

### 2.1 Our Vision

To offer an affordable, efficient, environmentally friendly and attractive waste and recycling collection service for local businesses in our area, whilst at the same time, inwardly investing any surplus in local facilities and services.

### 2.2 Our Mission

To cultivate an attractive, affordable and comprehensive business waste service for local companies.

### 2.3 Our Values

- Competitive and fully inclusive price with no hidden extras
- Transparency across our service
- Approachability and friendliness of staff, who understand the local area and the needs of their customers
- Clear focus on customer needs to provide the most appropriate solution
- Internal investment in the district and social framework of the community to enhance further the opportunities for those that live, work, visit and play here

### 2.4 Our Objectives

- To ensure our customers fulfil their legal obligations with regard to commercial waste
- To reduce waste sent to landfill
- To provide saving opportunities for business and positive environmental outcomes
- To grow the business waste service without compromising the customer experience

### 2.5 Definition of Commercial waste

Commercial waste as defined by Waste Strategy 2007<sup>2</sup>

'Waste arising from wholesalers, catering establishments, shops and offices (in both public and private sectors). This category does not account for wastes arising from factories and industrial plant, construction, demolition and excavation sectors'.

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<sup>2</sup> Defra, Waste Strategy for England 2007

For the avoidance of doubt, Business Waste Service is the term chosen by Environmental Services to describe the collection of Commercial or Trade Waste.

## 3. Legislation and Policy

### 3.1 Legislative compliance

Environmental Protection Act 1990 requires authorities to “arrange for the collection of commercial waste, if requested (s45(1)(b)) and a reasonable charge may be made for its collection. (s45(4))

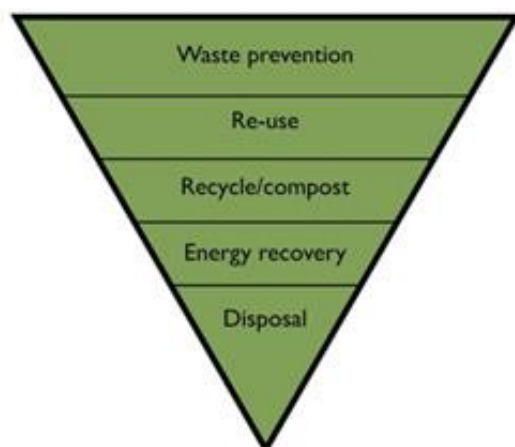
Waste Framework Directive, 2008 prioritises the most sustainable options for waste management in the Waste hierarchy. Commercial organisations can also reduce costs by producing less waste.

Environmental Permitting Regulations 2010 – as amended 2012 of which, the Pre-treatment Regulations 2007 require that “all waste must be pre-treated before it is disposed of in landfill”. Segregation of recyclables for recycling is deemed as ‘treatment’.

The Waste (England and Wales) Regulations 2011 requires the separate collection of paper, plastic metals and glass for recycling where this is it is technically, environmentally and economically practicable (TEEP). Commercial and trade waste is covered by the new regulations - for at least the 4 recyclable materials. Regulation 13 covers any ‘establishment or undertaking’ collecting dry recyclables.

The Controlled Waste (England and Wales) Regulations 2012. Local authorities “may charge for the collection and disposal of waste from certain commercial activities”.

**Figure 1: The Waste Hierarchy**



### 3.2 National policy

National Waste Strategy for England 2007 and the subsequent review in 2011 focus on targeting action on materials and sectors with the greatest scope for improving

environmental outcomes and highlights the need to work with businesses to prevent waste occurring wherever possible.

### 3.3 Local Policy Joint Municipal Waste Management Strategy (H&W JMWMS)

The specific policies from the H&W JMWMS are highlighted below<sup>3</sup>:

- Policy 1 Waste hierarchy
- Policy 2 Value for money for local tax payers and communities
- Policy 3 Meeting customer needs
- Policy 7 Reducing the carbon footprint of waste management activities
- Policy 16 Consideration of environmental, social and economic impacts
- Policy 17 Increase recovery and diversion of biodegradable waste from landfill
- Policy 20 Recycling of waste by the commercial sector will be supported

### 2.8 Income and income protection

In delivering a waste and recycling collection service to businesses, the Local Authority must make the necessary arrangements and recover all related costs of collection and disposal.

If correct investment is made in the service, it is not unrealistic to take a percentage of the market from the private sector therefore generating income which can be reinvested back into local authority services.

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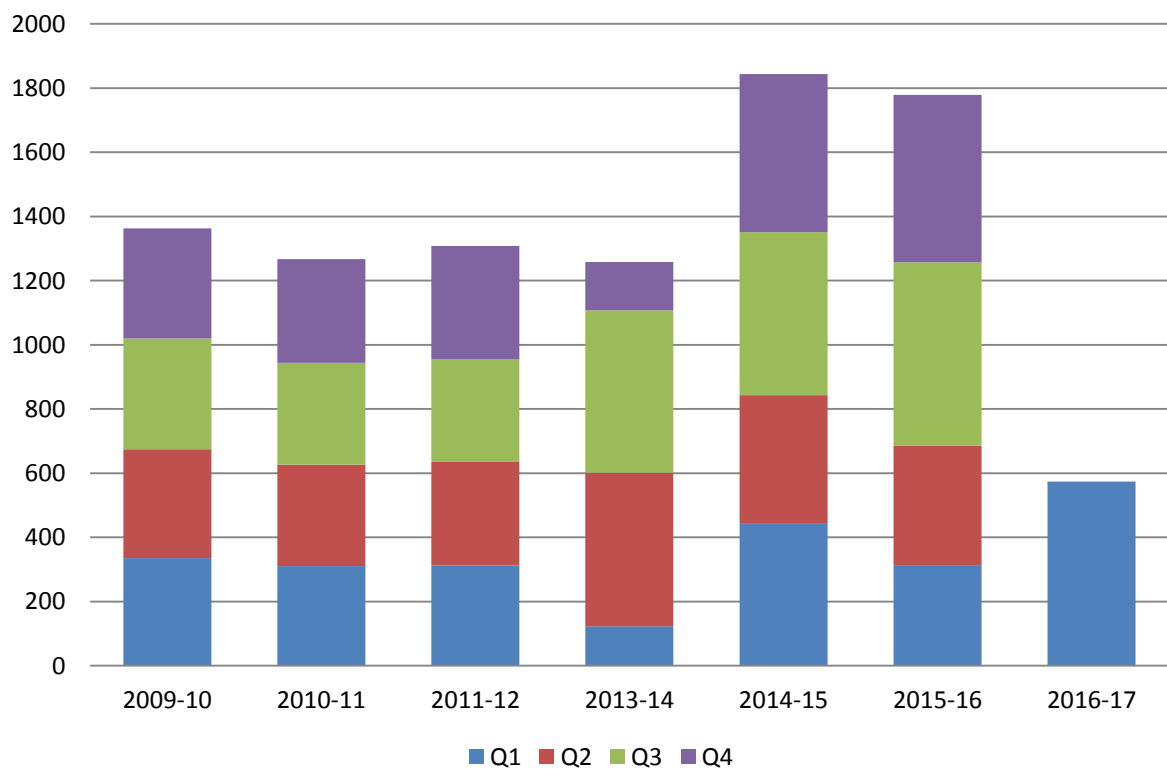
<sup>3</sup> The Joint Municipal Waste Management Strategy for Herefordshire 7 Worcestershire 2004-2034 review 2011

## 4. Data and reporting

4.1 Currently all waste collected through the Business waste service is reported quarterly to Defra via Waste Data Flow, however there are currently no requirements to report separately on commercial waste recycling or reduction.

4.2 Since 2015 there has been a renewed impetus to grow the Business Waste Service. To compare recent (2016-17) sales activity in the service, Chart 1 identifies by quarter the tonnage of business waste collected. The increase activity in Q1 2016-17 is clearly evident.

**Chart 1: Business Waste Tonnage 2009 - Present with Quarterly Breakdown**



## 5. Current Business Waste and Recycling Services

5.1 In 2012/13, BDC opted not to invest in the Business waste service, instead soft market testing was undertaken to identify options for selling the customer list to a preferred supplier. During 2013 there was a renewed impetus to generate growth in the Business Waste Service and harness the opportunity to utilise a commercial service to generate income that would assist the Council in developing other important public services.

5.2 The Business Waste Service is operated from Aston Road, Bromsgrove B60 3EX and is run as a Bromsgrove District Council Service. The vehicle operates with 1 driver and 1 loader who are managed by a Co-ordinator. There is a Customer Liaison Officer working with the team to increase business activity and all this is overseen by an Environmental Operations Supervisor.

5.3 RBC sold their Trade Waste Customer list to a corporate collection company in 2003/4. Since 2014 BDC have been able to market waste collection to businesses within the Redditch Borough area. BDC is now acting as the preferred supplier for trade customers within Redditch Borough.

5.4 There are 2,958 businesses registered in Bromsgrove and 2,363 registered in Redditch of which 540 contracts are held in with Bromsgrove Businesses and 45 are held with Redditch Businesses. This gives us an 18.2% and 1.9% market share respectively.

5.5 As a local authority BDC is uniquely positioned within the market to offer an incomparable customer experience in a number of areas.

- Reputable Council Brand
- Surplus income is reinvested into Council services
- Options on contract length & no tie in
- No hidden or extra charges (e.g. Duty of Care or contract changes)
- Wide containment options more choice than major competitors
- Equally value small and large contracts
- Located amongst customers allows some flexibility for customer and operator
- Historic Schedule 2 customers benefit from no disposal charges<sup>4</sup>

5.6 Local government business waste collections do not register as a taxable activity<sup>5</sup>. As such there is no VAT applied to the collection element of the charge, VAT may still be applied to bin rental where this applies. However, this exemption is void outside of

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<sup>4</sup> Applies only to schedule 2 customers signed up to the service before April 2012

<sup>5</sup> Article 13.1 of the Principal VAT Directive

the council boundary; therefore where BDC collects waste from Redditch Borough VAT must be included.

5.7 A range of containers are used from 80 litre sacks through to 1280 litre steel bins (Table 1). Each container size is priced accordingly and a hire charge is applied to those customers that do not have their own bins. BDC will no longer actively sell new contracts for where customers intend to use their own bins. This is due in part to quality issues where customer purchased bins are not fit for purpose and also to the financial impact on the service. Where possible purchased bin contracts are changed to rented bin contracts. (see 6.2 for financial bearing)

**Table 1: Business Waste Residual Collection Charges<sup>6</sup>**

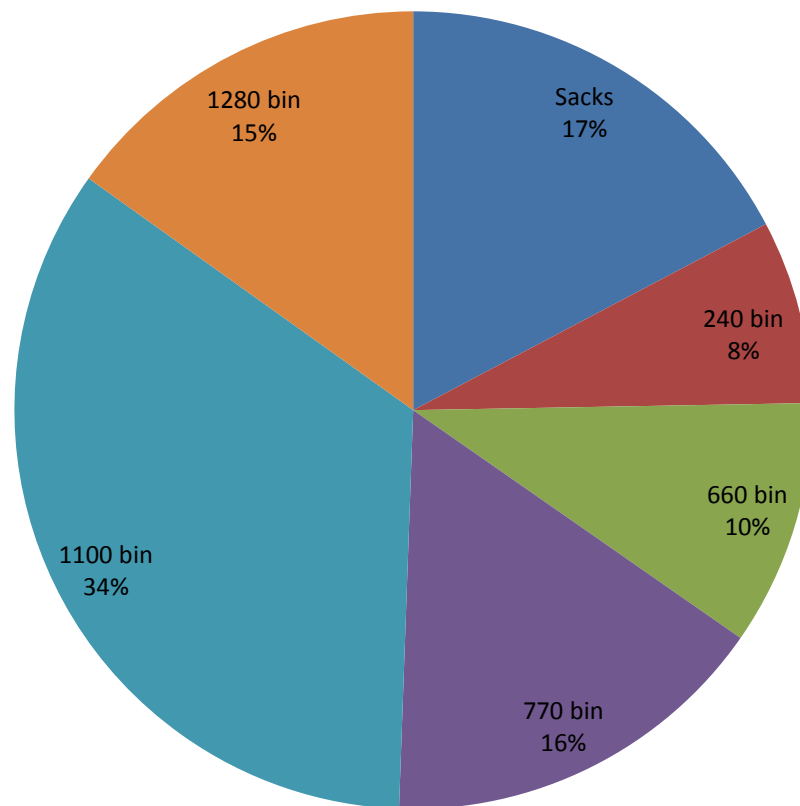
Container size	Rental (inc VAT) <sup>7</sup>	Collection (ex VAT)	Total Annual charge
80 litre sack		xxx	xxx
240 litre bin	xxx	xxx	xxx
660 litre bin	xxx	xxx	xxx
770 litre bin	xxx	xxx	xxx
1100 litre bin	xxx	xxx	xxx
1280 litre bin	xxx	xxx	xxx

5.7 1,308 bins are emptied each week containing residual waste only with the most popular container being 1100litres at 35%. Sacks are a favourable option with a wide number of smaller business establishments that do not create a large volume of waste. These contracts are not sought after by the large corporate waste providers as they do not generally offer a sack option. (Chart 2).

<sup>6</sup> 2016-17 prices used. Vat is not charged on collection only rental of the bin. Price subject to annual increase.

<sup>7</sup> Not all contracts will pay rental due to purchased bins and Schedule 2 of The Controlled Waste Regulations 2012

**Chart 2: Type of Waste Containment by Percentage**



5.8 Residual waste is tipped at Crossgates Transfer Station, Redditch where it is compacted, bulked and transported by Severn Waste Services (SWS) to Energy from Waste (EfW) facility.

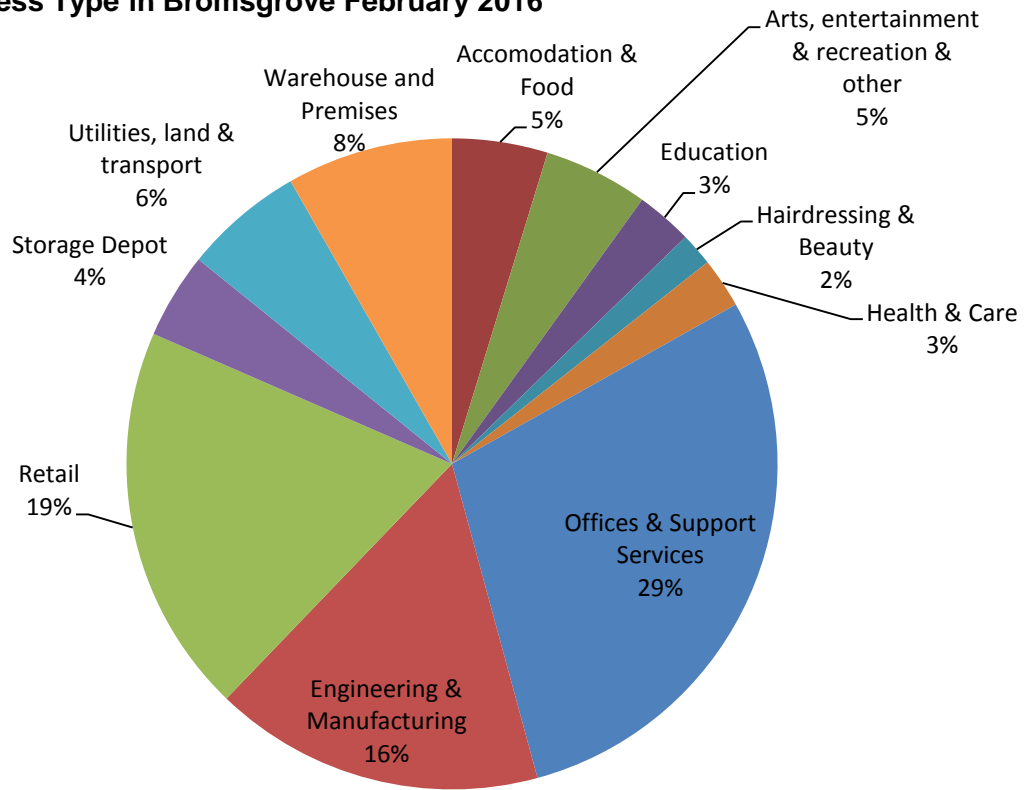
EnviRecover (the EfW facility for Herefordshire & Worcestershire) is due for completion early 2017. At this point BDC may have to transport waste from this service to the new plant in Hartelbury one day a week but this is still in negotiation with WCC.

5.9 The largest business sectors present within Bromsgrove are Offices & Support Services (27%), Engineering & Manufacturing (16%) and Retail (19%). Due to the nature of some wastes BDC is not able to carry liquids, chemical and hazardous waste which will preclude certain sectors, primarily within Engineering & Manufacturing. There are also wastes such as used oils and construction materials that BDC cannot carry and treat as part of the Business Waste Service (chart 3).

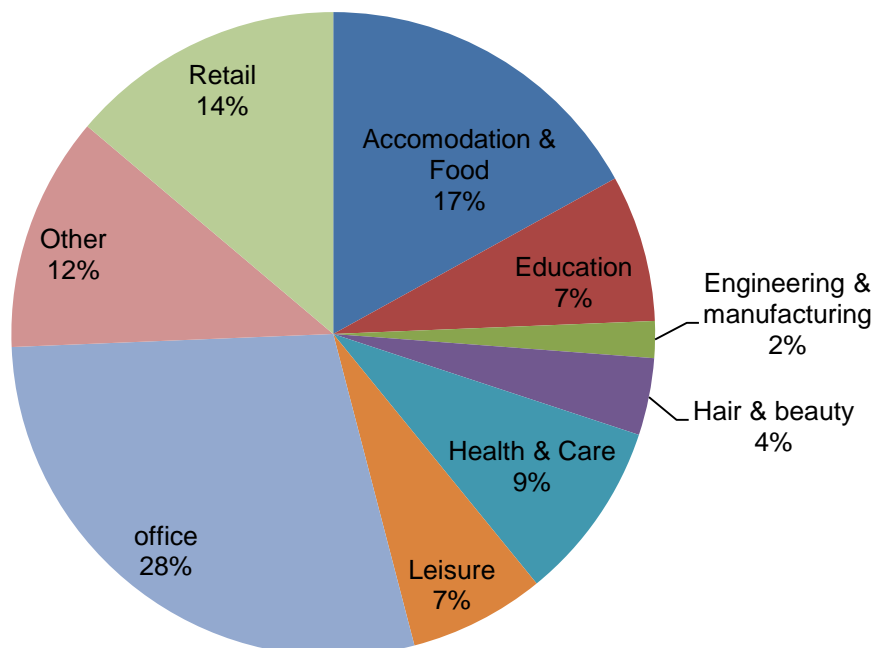
Potential customers are screened at the point of sign up via the Customer Liaison Officer and the Co-Ordinator to ensure BDC are able to provide a waste collection service that is suitable for their needs.



**Chart 3: Breakdown of Business Rate Registered Properties by Business Type in Bromsgrove February 2016**



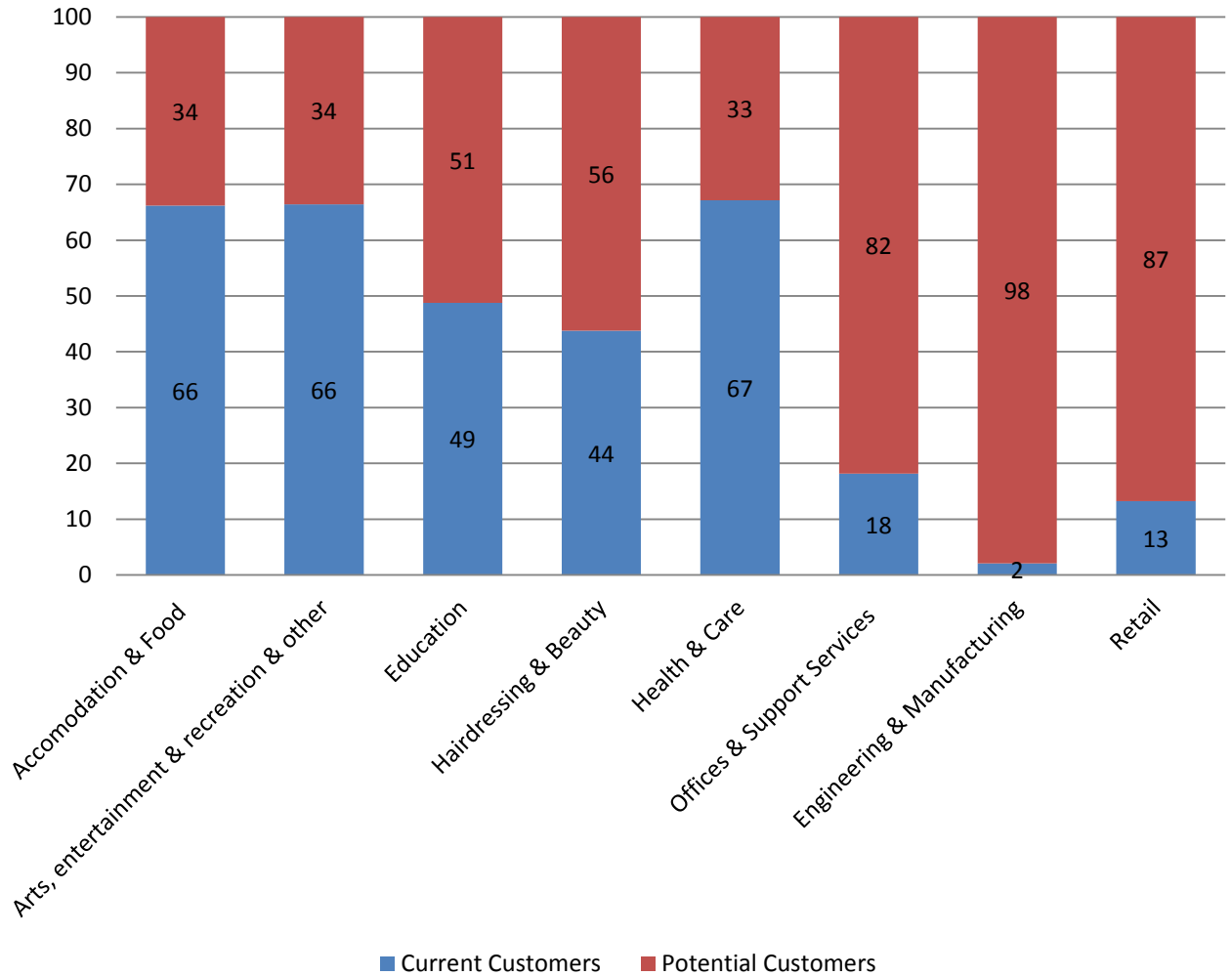
**Chart 4: Breakdown of Total BDC Customer Base by Sector February 2016**



5.11 The market strongholds are Accommodation & Food (66% of total establishments in the district), Arts, Entertainment & Recreation (66%), Health Care Education and Hairdressing & Beauty. These establishments tend to be smaller and are perhaps best suited to the service a local waste collection service can offer (chart 5).

The Education sector is naturally strong due to the requirement for WCA's to only charge Schedule 2 properties for the collection and not the disposal of waste so long as the establishment held the contract prior to 6 April 2012.<sup>8</sup>

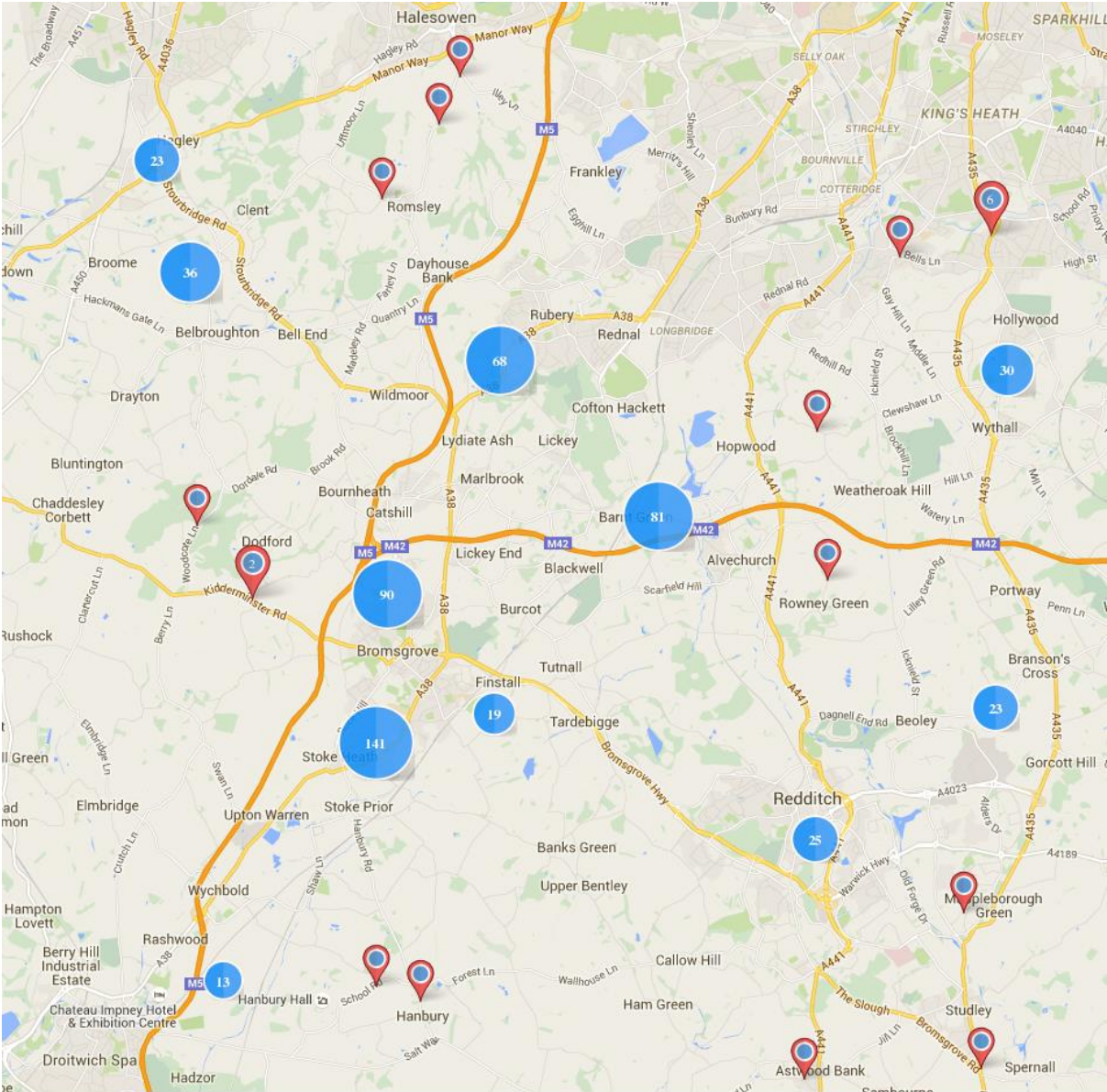
**Chart 5: Percentage of Market Share by Business Sector, February 2016**



<sup>8</sup> Controlled Waste Regulations 2012

5.8 During 2016 BDC commenced selling contracts to businesses in Redditch, up until this point the service was operated solely within the boundary of BDC. 45 contracts to date have been signed from within the RBC area; however, this is clearly an area for potential growth. The location and numbers of customers can be see in Figure. 2

Figure 2: Location and Concentration of customer base



## 6 Finances

6.1 Income from the Business Waste Service is made up of a number of elements, Collection of waste, Bin Rental and Purchase of Sacks.

6.2 Due to the number of customers that have historically purchased their own bins, there 2411 bins from which BDC hold contracts for but for which only a collection charge is invoiced. The lost income from these bins amounts to £xxx per annum.

The practice of selling bins is no longer employed. Where customers have had problems with their own bins, and where they are nearing their useful life, officers will actively look to convert purchased over to rental as appropriate.

6.3 Business waste is not covered in the contract held between WCC and SWS, therefore, WCC invoice BDC on a monthly basis for the disposal of residual business waste at £102 per tonne. Currently, this charge is based on a density factor where WCC calculates the charge using the size and number of containers emptied. Discussions have been held with WCC with regards to charging by weight; however the need to regularly use an alternative RCV for the Business Waste Service can result in incorrect weight data. These problems are in the main due to the reliability of the vehicle.

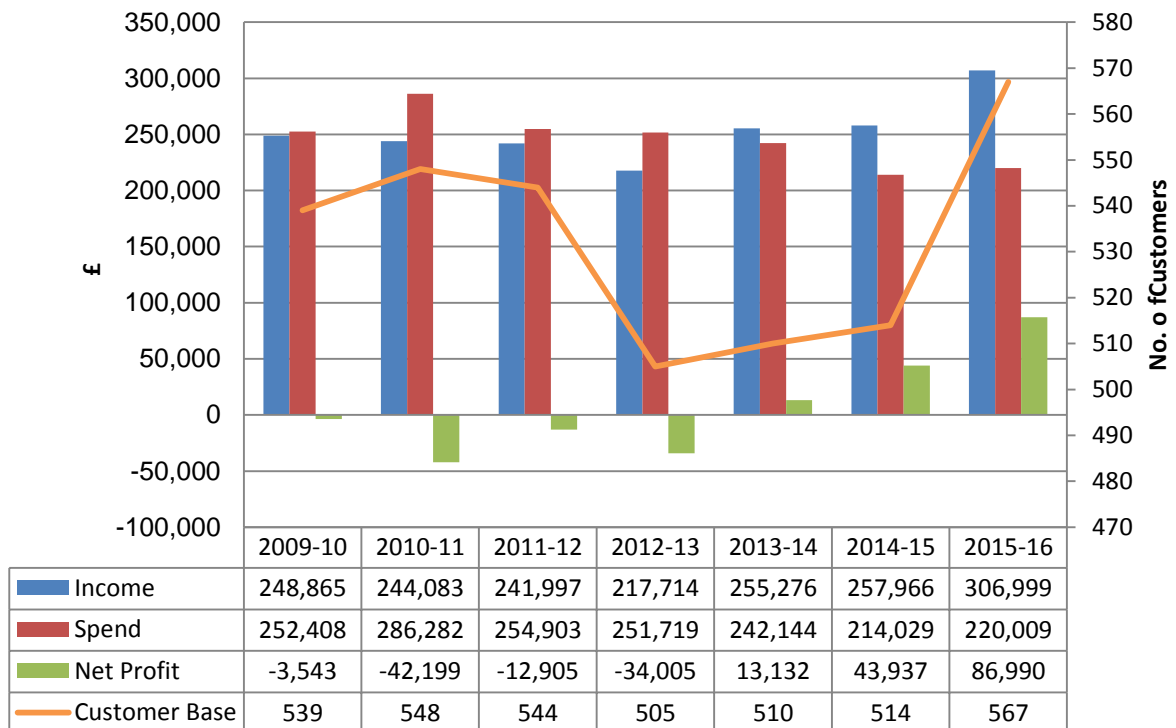
WCC has proposed a £35 per tonne charge for mixed dry recyclables and £55 per tonne for mixed dry recyclables co-collected with household recycling for 2016-17 as opposed to the £102 for residual waste.

6.4 The pricing structure is set annually through the formal fees and charges process and is reviewed by Members in Quarter 3 therefore there are no sliding scales or discounts that can be applied. Customers are therefore less or more profitable for us dependent upon their location due to the time and fuel used in accessing their bins.

6.5 No investment was made in the business waste service from 2009 as soft market testing previously undertaken, had identified that selling the customer list would be preferable. As a result temporary operation staff were utilised in the day to day running of the business. The decision was reversed in 2015 and additional resources were sourced to ensure the service was invested in and turned into a profitable venture. This turnaround can be identified in Chart 6 where a steady increase in profit can clearly be seen.

The increase in income is attributable to the annual increase in fees and charges in addition to growth in customer base from 2013. (2012-13 increase of 2.4%, then annually 3% thereafter).

**Chart 6: Income, Spend & Surplus for Business Waste Service 2009-Present**



6.6 During the period when the service was in decline (see 6.4) capital investment earmarked for the service was reinvested thus the current RCV's lifespan had to be extended. This needless to say, gave rise to increased breakdowns and associated costs. The Capital Replacement Programme has since been revisited and funds made available to procure a new vehicle in 2017/18.

6.7 From 2009-10 to 2015-16, income increased on average by 3.90% per year and from 2013-14 to 2015-16 customer base increased on average by 4.03%

These figure have been used to project forward for 2016-17 through to 2018-19. The projections assume that the increase is sustainable, the service has the capacity to expand within current resource provision and the annual increase in fees is sustained (chart 7).<sup>9</sup>

6.8 The major spends associated with the service are vehicle cost and maintenance and Waste tipping charges. As laid out in 6.6, a new vehicle is anticipated during 2017-18 at a cost of circa £180,000 and the depreciation of this will be £20,000 over a five year period. During 2016-17 prior to the procurement of the new vehicle, the costs associated with vehicle maintenance are expected to be in the region of £21,000 due to the age of the current RCV.

6.9 Actual tipping charges are directly related to the total tonnage of waste the BDC collects from business waste customers. The estimated annual charge for 2016-17 is

<sup>9</sup> These figures are based on the assumptions as set out in Forecasting Workbook 280816

between £xxx and £xxx this is likely to increase at around 4% for every tonne disposed of making this a considerable expenditure. This increase in disposal charges is decided by WCC and must be reflected in BDC costs during the fees and charges process to ensure annual increments do cover costs.

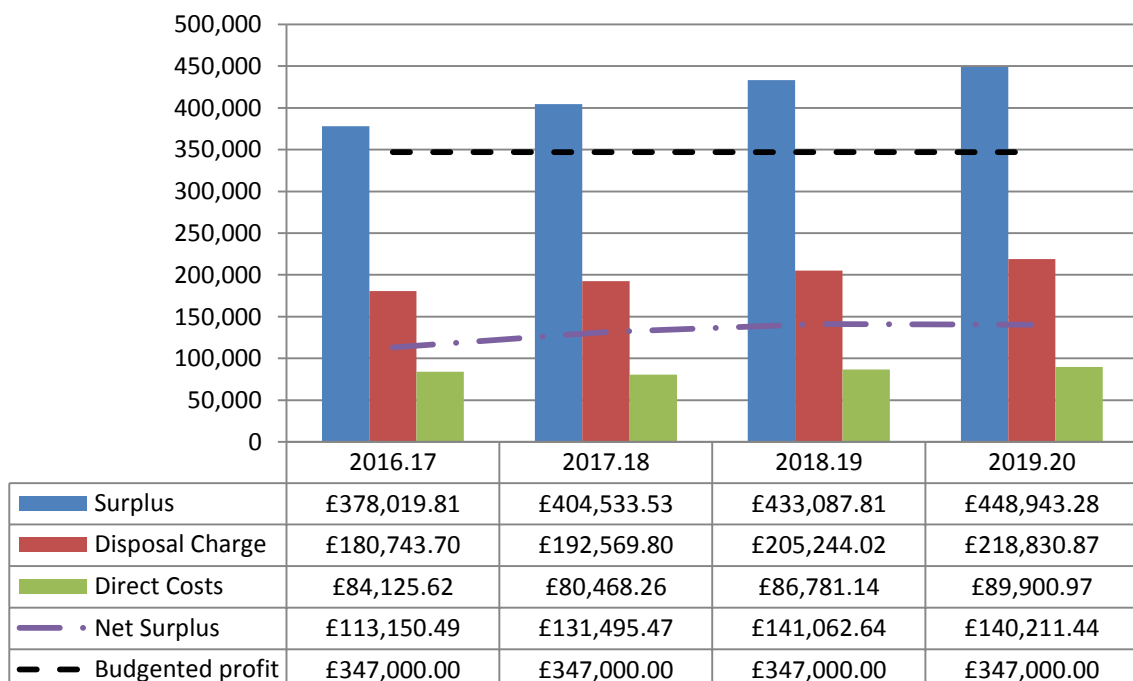
Increasing customers and collecting and increased tonnages of waste merely increases the overall tipping cost BDC have to pay, thus to make significant increases in profit it would be necessary to substantially increase customer prices.

6.10 Without significant increases in fees and charges and increases in tipping charges, it becomes unattractive financially to continue attracting new customers to collect only residual waste. Projections based on current information show a reduction in net profit for the foreseeable future as service costs are increasing at a higher rate than price increases. Services costs (fuel, equipment, consumables and salaries) are increasing at a predicted rate of between 2% and 4%.

6.11 Chart 7 below identifies an expected income, spend and net profit based upon a 4% increase on current rental bins and an annual increase of 3% for collection and rental charges and a 4% annual increase in disposal charges.

6.12 The increase in income is dependent on the increase in customer base and as discussed in 6.9, this also increases the total spend in disposal charges for the authority. Current resources limit the growth of the customer base to running with 1 RCV and 1 two man crew, it is envisaged that maximum capacity will be reached at around 700 customers. It is however impossible to predict actual maximum capacity due to the different requirements of individual customers.

**Chart 7: Projected Income, Spend & Profit against Budgeted Profit**



## 7 Future Business Recycling Collections

### 7.1 Legislation

- Businesses have a legal duty to ensure their waste is produced, stored, transported and disposed of with no harm to the environment. This legal duty is referred to as the Duty of Care.<sup>10</sup>
- Businesses must take all reasonable measures to apply the waste hierarchy to prevent waste
- All business waste must be pre-sorted (sorted for recycling) prior to disposal.<sup>11</sup>

7.2 Councils that have municipal waste strategies in place to achieve the diversion of waste from landfill will meet landfill treatment requirements through the sorting and recovery of material. However, in the strictest sense, provision should be offered to business waste customers to pre-sort the business waste element prior to collection enabling business waste customers to recycle their waste.

### Drivers for Developing of Recycling Collections

#### 7.3 Customer demand

86% of current BDC customers would find a business recycling collection useful<sup>12</sup>. A small number of potential customers have sought alternative providers due BDC not currently providing a recycling service.

Currently over 65% of authorities in England provide a direct commercial residual waste collection with 43% providing a Commercial Recycling Service<sup>13</sup>, as this provision grows, this adds further pressure to BDC to introduce business recycling.

#### 7.4 Reduce misuse of household recycling service

41% of English micro businesses use household collection services to dispose of and recycle their waste<sup>14</sup>. This is additional burden on household waste collections for which no cost recovery can be made. The withdrawal of the household bring site network from

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<sup>10</sup> Environmental Protection Act 1990

<sup>11</sup> Landfill Directive Regulations 2002 As the total municipal waste stream of is made up in part of business waste, BDC is in theory pre-sorting its waste.

<sup>12</sup> Based on extremely, very and moderately useful responses. customer survey 2016

<sup>13</sup> WRAP 2010

<sup>14</sup> Recycling Activities in SMEs – a survey, Defra 2010

September 2016 will also reduce the recycling options available to such micro businesses.

## 7.5 Reinforce household recycling and reputation

Providing commercial recycling allows BDC to be leading by example and enabling and encouraging businesses and their staff to recycle at work which, in turn, reinforces the message of recycling being the social norm which can positively influence household recycling performance.

## 7.6 Avoid unnecessary disposal costs

WCC currently charge £102 per tonne to dispose of residual commercial waste and £35 \*£55 per tonne to sort and recycle commingled commercial waste. In offering a recycling collection service, the residual element will reduce therefore reducing the waste disposal charge which can in turn be passed onto the customer.

## 7.7 Optimising resources

If service, cost and environmental benefits can be demonstrated, there is potential to align commercial recycling services with current household services therefore optimising vehicle operating costs and maximising vehicle capacity.

## 7.8 Commercial fly-tipping

Although the actual constituent materials in Commercial fly-tips are not currently recorded, it is hoped that with the provision of another methods of waste disposal available to businesses, this will have a positive impact on the level or type of fly-tipping in the local area.

## 7.9 Other service providers

The largest waste operators in the UK are Veolia, Biffa, Sita, FCC, Viridor and Cory however there are hundreds of operators reflecting the importance of local and regional markets in waste and recycling opportunities<sup>15</sup>. The national situation is also reflected in the local market where Veolia and Biffa are predominant.

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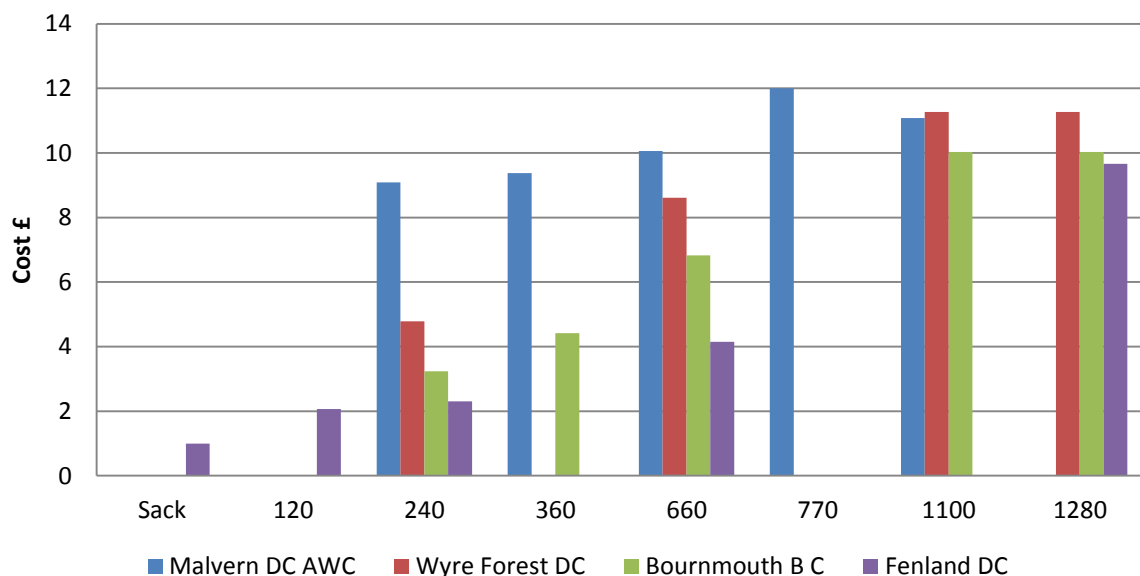
<sup>15</sup> Grant Thornton, 2008



7.10 Competitor pricing varies dramatically from business to business with no set price per bin, this is why a comparison with other councils is given as comparison to larger waste operators is ineffectual.

7.11 Privately run recycling services are predominantly focussed on paper and card, wood and glass. Local authorities generally offer the same as the household service therefore offers a familiarity for those that live and work in the area. Ideally a full waste composition analysis would have been carried out on our current customers waste but due to funding and timescales national standard will be used instead and applied to individual sectors.

**Chart 8: Business Waste Recycling charges per lift by Container Size**



## Customer Feedback

7.12 A recent customer survey<sup>16</sup> identified that:

- 83% had high aspirations for their business to recycle
- 56% preferred a fortnightly collection and 14% were unsure as to frequency.
- 41% felt a recycling service should be incentivised by lower costs that residual and 29% felt no incentive was necessary. Only 6% felt a free recycling service was necessary.
- 86% felt that a recycling service would be very, extremely or moderately useful to their business whilst only 14% felt it was only slightly or not at all useful.

<sup>16</sup> Survey dated August 2016 with and a 6% return rate was achieved

- 63% stated they currently do nothing with their recycling and 23% admitted to using bring banks or taking it home. Only 15% already have a recycling contract in place.
- 72% believe they can recycle between 30% and 60% of their waste<sup>17</sup> whilst 14% believe they can recycle between 70% and 100% of their waste.
- 28% would consider recycling Cardboard, 21% Paper and 20% Plastic with Cans and Glass at 15% and 14% respectively.

7.13 From the survey responses it is reasonable to assume that current customers are receptive to a business recycling service. The materials collected through the household service are also suitable for business was customers although Officers would have to advise new customers of what is acceptable and what is not acceptable.

7.14 Only 15% of customers currently have a recycling contract in place, it is also reasonable to assume that 349 customers do not have anything in place therefore leaving plenty of scope for growth of the service.

7.15 23% of customers claimed to take their recycling home or use a recycling bring site confirming the misuse of household recycling services (7.2). In addition to this, the removal of bring sites from September 2016 will further reduce the outlets for business recycling.

7.16 Prevention, Intervention and Enforcement with regards to misuse of the service will be required. Contamination in particular needs to be monitored and this is easiest at the point of collection. Consideration could be given to the use of bin with clear panels where contamination is suspected or a problem. Where a problem is identified by crews, it would be possible to charge the recycling collection until residual waste or remove the service for repeat offenders.

## 7.17 SWOT Analysis

A workshop was held involving key officers to evaluate the various options of rolling out a Trial Business Recycling Service. The following options were assessed:

- A. 6 month trial with all customers
- B. 6 month trial will selected customers
- C. Big bang launch
- D. Drip feed into existing service

The preferred option was a hybrid of B and D. As new Business customers come on board Officers can assess offer the recycling service where appropriate as well as offering it to selected current customers for a 6 month trial period. In reality this will involve the Officers approaching suitable customers. To assess suitability of current customers see 7.17.

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<sup>17</sup> This is unqualified and answers were not checked against actual materials accepted

**Figure 3: SWOT Analysis findings**

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Tailored to our needs</li> <li>• Full control of growth</li> <li>• Low impact/low risk</li> <li>• Improving trade waste as per mandate</li> <li>• Meeting Strategic Purpose</li> <li>• Good marketing tool</li> <li>• Less to landfill</li> <li>• Meet our legal obligation</li> <li>• Enables customers to meet their legal obligation</li> <li>• Greater control of start- up issues with Administration and operations</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• Reduced loss of profit margin</li> <li>• Poor route optimisation increasing costs</li> <li>• Lack of economies of scale residual/recycling.</li> <li>• Confusion on rounds</li> <li>• Bitty paperwork</li> <li>• Lots of variables</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Improves and develops service to customers.</li> <li>• Increase on profit margin</li> <li>• Learn what works</li> <li>• Raises awareness</li> <li>• Provide service to all council buildings</li> <li>• Look at existing crewing and staff levels</li> <li>• Increase credibility and improve reputation</li> <li>• Allows reinvestment into services.</li> <li>• Allows for customer /location targeting</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Get pricing wrong</li> <li>• Low impact / Low risk</li> <li>• New process IT/ Systems/Web Aspects/EDoC</li> <li>• Two tier service, annoying customer who are not offered the service</li> </ul>

7.18 Due to time and cost implications, it is not feasible to undertake a full waste composition analysis of current and potential business waste in Bromsgrove and Redditch, however it is essential to understand the nature of business waste available in order to assess potential material for capture and quantity.

The data in Figure 4 has been calculated using compositional analysis data from commercial waste collections to reflect the estimated tonnage of waste available for recycling in our customer's residual waste.

In total 49% of business waste has the potential to be recycled through using Severn Waste Services facilities.

**Figure 4 Calculated Composition of Current Business Waste (Tonnage)<sup>18</sup>**

Material Type	Tonnage by Sector					Total
	Food & Drink	Retail	Office	Leisure	Others	
<b>Mixed paper*</b>	33.3	46.56	168.0	23.1	209.6	480.6
<b>Cardboard*</b>	35.6	42.72	61.6	16.5	82.4	238.8
<b>Food waste</b>	121.6	33.12	80.3	23.7	65.9	324.7
<b>Other organics</b>	28.0	19.92	30.6	10.1	46.5	135.0
<b>Plastic film</b>	17.4	230.4	41.9	8.2	35.9	333.7
<b>Plastic bottles*</b>	5.6	4.08	14.3	4.6	11.2	39.8
<b>Other dense plastic*</b>	1.5	8.64	10.3	1.5	6.5	28.5
<b>Other plastic</b>	7.1	8.64	18.2	3.6	11.8	49.3
<b>Packaging glass*</b>	16.2	3.84	6.4	11.0	10.6	48.0
<b>Other metal</b>	4.1	6.96	18.2	3.9	23.6	56.8
<b>Other glass</b>	0.9	14.16	2.0	1.4	24.7	43.2
<b>Metal cans*</b>	5.6	1.2	4.4	1.8	1.8	14.8
<b>Other</b>	17.7	27.12	36.5	9.1	58.3	148.7
<b>Total</b>	294.4	240	492.8	118.4	588.8	1734.4
<b>% recyclable by SWS*</b>	97.7	107.04	265.1	58.5	322.1	850.5

\*Materials that are easily sorted and sent for recycling through Severn Waste Services (part of current household recycling)

7.19 The quantities of cardboard in the Figure 4 are significant enough to be considered separately from the rest of the waste. Cardboard is one material that can be dealt with safely by flattening all boxes and bundling together for example within another cardboard box. This approach is commonly used amongst other providers and can help to reduce the number of bins that need to be purchased and reduces the number of bins required for the customer. This may be of particular interest to retail units where space is at a premium.

#### Service Design

7.20 Keeping numbers low during the trial will allow additional information to be gathered on volumes, bin suitability and dealing with contamination before opening up to all customers.

Once the trial has been established, the growth of the service will be organic as new customers are taken on they can automatically be offered the new joint refuse and recycling service. Targeting the trial customers should prove easy due to the latent demand in the current market. The 51 businesses highlighted would form the basis of the trial in year 1. Year 2 and 3 would look to increase organically as new customers are taken on board as well as direct marketing to our customers.

<sup>18</sup> Using figures from Figure 2

**Table 5: Factors for consideration in the selection of trial customers**

Factor	Explanation
Bins or bags	WCC do not allow for large quantities of bagged recycles to be collected. The impact at the MRF in sorting bagged waste is a slower sorting time and potentially non-target items not being pulled out of the line. Using bags will also restrict the use of glass from the collection.
Number of current residual bins	2 plus residual bins, allows for the recycling proportion of the waste to be easily redistributed across both a recycling and a residual container
Type of Business	The service on offer is clearly more suited to particular types of business: Schools Offices Care Homes Cafes / Catering Facilities Pubs And would be less favourable for manufacturing and engineering types businesses.
Location	The potential customer would need to be located in amongst a residential area or on route to and from such area.
Type of waste	The range of materials to be collected is identical to those for the Household Recycling Service. For example normal household sized cans are accepted but large oil drums are not as they will not physically fit through the sorting machinery.

7.21 Narrowing down current customers for suitability immediately identifies 51 customers that currently have more than 1 bin who would more easily be able realise the benefits of have a bin for recycling and a bin for residual waste. These businesses would be the main target for a trial.

7.22 Collecting dry business recycling with the household recycling collections the efficiency of the existing rounds will be maximised.

**Table 6: Service Details summary**

Item	Information
Collection Round	Household
Collection Frequency	Bi – weekly (to fit in with household AWC service)
Materials	Paper, Card, Glass bottles & Jars, Cans, Cartons, Plastic Bottles, Pots, Tubs & Trays
Containers	Standard trade waste containers to be used, no sacks Large quantities of flattened cardboard bundled and separated from binned waste
Proposed customers	Existing Schools, Offices, Residential Homes, Catering facilities + new customers that are suitable
Scheme length	Initially a 6 month trial period (may be extended)
Growth of service	If 6 month trial is successful, offer out service to all customers <sup>19</sup>
Measure of success	Customer Satisfaction Decrease in residual Business Waste Contamination Levels

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<sup>19</sup> Customers will still need to be assessed for suitability

## 8. Projecting Surplus for Business Recycling

8.1 Due to the reduced cost of tipping charge for recyclables, there is scope to reduce the collection price for customers significantly. Chart 8 identified established recycling service and their relevant charge per lift per container. There is some significant variance in pricing structure which is likely due to the immaturity of the services and difference in disposal charges.

8.2 Using the 51 customers established in 7.18 above, calculations have been made to identify the current profit on the residual service and potential profit moving to a AWC residual and recycling service. It has been assumed that a total recycling rate of 30% will be achieved from a potential 49% and that all of the 51 customers will take part in the trial.

8.3 71% of customers indicated an incentive should be offered to recycle, with 41% specifying there should be a financial reward. It is possible for both the customer to benefit financially at the same time as seeing an increasing profit margin.

Costs have been calculated to allow the customer to benefit from the lower disposal cost associated from sending waste to recycling. There may be instances where customers require a true AWC service alternating residual and recycling collections; however, it is assumed that the vast majority of customers will still require a weekly residual service alongside a fortnightly recycling service.

8.4 In table 7 the current charges per bin per year and the proposed charges are laid out. Charges for collection and rental for recycling are at 50% cost of those for residual and disposal is

8.5 Profit margins on the new proposed service are higher for customers with rented bins; customers with purchased bins will naturally produce a lower profit margin.

Profit margins shown therefore allow for some flexibility in the pricing. This flexibility will need to be utilised to recruit of new business and allow growth in particular locations that are advantageous to the service. An additional 25% flexibility (plus or minus) on the total customer charge is suggested and will also allow BDC to compete for business against national companies where sliding scales of cost and contract tie-ins are common place.

**Table 7: Proposed Recycling cost compared to current Residual Cost <sup>2021</sup>**

	2016-17 (current)		2017-18 proposed			
Bin Size	Current Residual Collection (52 weeks)	Surplus Margin	2017-18 Estimated Residual Collection	Surplus Margin on residual	2017-18 Proposed Recycling Collection (26 weeks)	Proposed Surplus Margin on recycled
sack / bundle	xxx	xxx	xxx	xxx	xxx	xxx
<b>240</b>	xxx	xxx	xxx	xxx	xxx	xxx
<b>660</b>	xxx	xxx	xxx	xxx	xxx	xxx
<b>770</b>	xxx	xxx	xxx	xxx	xxx	xxx
<b>1100</b>	xxx	xxx	xxx	xxx	xxx	xxx
<b>1280</b>	xxx	xxx	xxx	xxx	xxx	xxx

8.6 Spare capacity will naturally be generated as residual waste is diverted into the household recycling collection vehicles. This capacity should be viewed at potential surplus as more space is generated to take on new customers. This capacity will depend on how many customers take up a full AWC service or decide to stay on weekly residual collections. Using the assumptions from Table 8 this could be up to an additional £16,209 giving a possible overall surplus of £12,781 net. It is this potential surplus income that is crucial in raising the surplus income for the service and hence a full marketing plan will be drawn in due course to exploit this.

<sup>20</sup> Assumptions made in calculations: all 51 customers identified from Table 5 sign up to recycling, All customers opt for an AWC service, 2016-17 pricing structure used as base line figures.

<sup>21</sup> Figures are based on hired bin prices at Schedule 1 rates



**Table 8: Profit from Potential Trial Customers** <sup>22 23</sup>

Service Type	residual	recycling	Total surplus	Direct costs <sup>24</sup>	Net surplus
Current service	xxx	xxx	xxx	xxx	xxx
Proposed service	xxx	xxx	xxx	xxx	xxx
Difference	xxx	xxx	xxx	xxx	xxx

8.7 As the cost of providing a recycling collection will be absorbed by the core household service, there will no direct cost of collection to the trade service however, the trade service will still generate revenue for providing it. This will show as a lower gross profit, as income received will reduce however, the net profit will increase due to there being no cost to the trade service to deliver it.

8.8 It should be noted that should customers choose to move to a full AWC service and benefit from 26 residual collections, only half the income will be charged however rental of the bin can still be charged for 52 weeks. It is expected however that most customers will still require a weekly residual service.

8.9 Some worked examples of how a customer may be affected can be seen below. For the purpose of this exercise it has been assumed that the customers will require an AWC of residual waste, however there are likely to be some customers that wish to maintain a weekly residual service. For these customers the income for collection and disposal in the new service on residual only will be doubled.

#### Example One

**Current** Customer has 2 x 1100 rented bins at £xxx total surplus £xxx

**New** Customer AWC 1 x recycling and 1 x residual bin at £xxx total surplus £xxx

- BDC would benefit as the 1100 litres additional capacity created can now be sold to another (at £376 surplus) taking potential surplus from £xxx to £xxx
- Customer would receive reduction in charges of £xxx per year

#### Example Two

<sup>22</sup> Figures assume any capital spend on vehicle replacement is a below the line cost

<sup>23</sup> Figures calculated using purchased bin prices on weekly residual and fortnightly recycling for 2018-19 expected charges

<sup>24</sup> For a breakdown of direct costs see appendix

# Agenda Item 14

**Current** Customer has 1 x 660 rented bin at **£xxx** total surplus of **£xxx**

**New** Customer has 1 x 240 for residual at **£xxx** surplus of **£xxx**

3 x card bundles at **£xxx ea** surplus of **£xxx**

- BDC would benefit from overall surplus of **£xxx** plus the additional capacity created approx. an additional **£xxx** totalling **£xxx**
- Customer would receive a reduction in charges of **£xxx**

## 9. Marketing

9.1 As mentioned in 8.6, a full marketing plan will follow should the proposed service changes be adopted in order to sell the additional capacity created from moving customers onto AWC and recycling.

9.2 Officers will actively seek to pursue new customers through a range of appropriate activities:

- Annual leafleting to every existing BDC trade customer to upsell and advise of amendments to service
- Make direct contact with specific businesses that neighbour current customers (particularly Offices and Retail)
- Visit and agree contracts face to face any business that express an interest in the service
- Appropriate livery on collection vehicles
- Update Website to reflect new service and remove prices
- Arrange GIS referencing on customers for future analysis and marketing plans
- Liaise with waste management brokers to advise of the new service on offer

## Appendix

### i Customer Survey August 2016

<b>Question 1</b>			
How useful would this [ recycling ] service be to you?			
<b>Answer</b>	<b>Number of responses</b>	<b>Percentage</b>	<b>Proportionate number</b>
Extremely	17	47%	264
Very	9	25%	140
Moderately	5	14%	78
Slightly	2	6%	31
Not at all	3	8%	47
<b>Total</b>	<b>36</b>	<b>100%</b>	<b>558</b>

<b>Question 2</b>			
What do you currently do with your recycling?			
<b>Answer</b>	<b>Number of responses</b>	<b>Percentage</b>	<b>Proportionate number</b>
Nothing	25	63%	349
Use a recycling centre	4	10%	56
Take it home	5	13%	70
Recycling contract in place	6	15%	84
<b>Total</b>	<b>40</b>	<b>100%</b>	<b>558</b>

<b>Question 3</b>			
What would you consider recycling?			
<b>Answer</b>	<b>Number of responses</b>	<b>Percentage</b>	<b>Proportionate number</b>
Paper	23	21%	116
Cardboard	31	28%	156
Plastic	22	20%	111
Cans	17	15%	85
Glass	15	14%	75
na	3	3%	15
<b>Total</b>	<b>111</b>	<b>100%</b>	<b>558</b>

<b>Question 4</b>			
What % of your current waste do you think you could recycle?			
<b>Answer</b>	<b>Number of responses</b>	<b>Percentage</b>	<b>Proportionate number</b>
0%	3	8%	47
10%	1	3%	16
20%	1	3%	16
30%	7	19%	109
40%	0	0%	0
50%	10	28%	155
60%	9	25%	140
70%	2	6%	31
80%	1	3%	16
90%	1	3%	16
100%	1	3%	16
<b>Total</b>	<b>36</b>	<b>100%</b>	<b>558</b>

<b>Question 5</b>			
How would you rate your business aspirations to recycle?			
<b>Answer</b>	<b>Number of responses</b>	<b>Percentage</b>	<b>Proportionate number</b>
1	3	8%	47
2	1	3%	16
3	2	6%	31
4	12	33%	186
5	18	50%	279
<b>Total</b>	<b>36</b>	<b>100%</b>	<b>558</b>

<b>Question 6</b>			
Would a fortnightly collection be good for you?			
<b>Answer</b>	<b>Number of responses</b>	<b>Percentage</b>	<b>Proportionate number</b>
Yes	20	56%	310
No	11	31%	171
Not sure	5	14%	78
<b>Total</b>	<b>36</b>	<b>100%</b>	<b>558</b>

<b>Question 7</b>			
Do you think incentives should be offered to recycle			
<b>Answer</b>	<b>Number of responses</b>	<b>Percentage</b>	<b>Proportionate number</b>
Yes	24	67%	372
No	12	33%	186
<b>Total</b>	<b>36</b>	<b>100%</b>	<b>558</b>

<b>Question 8</b>			
What incentives should be offered?			
<b>Answer</b>	<b>Number of responses</b>	<b>Percentage</b>	<b>Proportionate number</b>
Cheaper collection	14	41%	230
Certificate	1	3%	16
Nothing	10	29%	164
Free	2	6%	33
Offer can crusher	1	3%	16
Provide smaller bins for inside building	1	3%	16
Prize for best recycler	1	3%	16
Bottles only	1	3%	16
Separate containers for everything	1	3%	16
Incentives for children	1	3%	16
Fined if contaminated	1	3%	16
<b>Total</b>	<b>34</b>	<b>100%</b>	<b>558</b>

<b>Question 9</b>			
What size bin would you require to recycle?			
<b>Answer</b>	<b>Number of responses</b>	<b>Percentage</b>	<b>Proportionate number</b>
sacks	0	0%	0
240l	9	20%	114
770l	6	14%	76
1100l	14	32%	178
1280l	13	30%	165
n/a	2	5%	25
<b>Total</b>	<b>44</b>	<b>100%</b>	<b>558</b>

B1149 Refuse Contract - Trade (formerly DW14)		Forecasted Spend 16/17	Forecasted Spend 17/18	Forecasted Spend 18/19	Forecasted Spend 19/20	Figures based on
3000	Salaries	xxx	xxx	xxx	xxx	figures from budget forecast
3010	Overtime	xxx	xxx	xxx	xxx	
3020	Agency Workers	xxx	xxx	xxx	xxx	
3605	Consumable Cleaning Materials	xxx	xxx	xxx	xxx	
3709	Depot - Miscellaneous Work	xxx	xxx	xxx	xxx	
3750	Fuel	xxx	xxx	xxx	xxx	15/16 spend plus 2% increase each year
3753	Tyres	xxx	xxx	xxx	xxx	Average of 12/13, 13/14 & 14/15 with 2% increase each year
3754	Licencing	xxx	xxx	xxx	xxx	Increase from 13/14 to 14/15 was 27.3%. 27.3% added onto 1/15 spend as 15/16 looks like an anomaly & 2% increase per annum
3755	Mot	xxx	xxx	xxx	xxx	
3757	Vehicle Repairs/Maint'Ce	xxx	xxx	xxx	xxx	A new vehicle in 17/18 should minimise maintenance spend etc 10K with 2% increase in yr 1 and 3% increase in yr 2 and 4% increase in yr 3
3761	Contract Hire Of Vehicles	xxx	xxx	xxx	xxx	
3950	Motor Insurance	xxx	xxx	xxx	xxx	15/16 rates with 2% annual increase
4000	Office Equipment Purchase	xxx	xxx	xxx	xxx	Based on 15/16 with a 2% annual increase
4002	Office Equipment Repairs	xxx	xxx	xxx	xxx	
4006	Materials Used From Stores	xxx	xxx	xxx	xxx	Based on 15/16 with a 2% annual increase
4111	Write offs	xxx	xxx	xxx	xxx	
4170	Materials	xxx	xxx	xxx	xxx	Based on 15/16 with a 2% annual increase
4250	Protective Clothing	xxx	xxx	xxx	xxx	Based on 15/16 with a 2% annual increase
4402	Postage Other	xxx	xxx	xxx	xxx	Based on 15/16 with a 2% annual increase
4455	Mobile Phone	xxx	xxx	xxx	xxx	Based on 15/16 with a 2% annual increase

4723	Tipping Charge	xxx	xxx	xxx	xxx
4730	Total	xxx	xxx	xxx	xxx
5901	Depreciation		xxx	xxx	xxx

based on 4% increase per annum on 16/17 rates (see trade waste income sheet)

20K over 5 years depreciate below the line 20K pa



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## ii Comparison of new service charges with old

### Example 1

#### Old Service

Type of Collection	Bin Size	Rental	Collection pa (52)	Disposal	Total Charge	profit	Profit Margin
Residual	1100	xxx	xxx	xxx	xxx	xxx	xxx
Residual	1100	xxx	xxx	xxx	xxx	xxx	xxx
				<b>Total</b>	xxx	xxx	xxx

#### New Service

Type of Collection	Bin Size	Rental	Collection pa (26 rec)	Disposal	Total Charge	profit	Profit Margin
Recycling	1100	xxx	xxx	xxx	xxx	xxx	xxx
Residual	1100	xxx	xxx	xxx	xxx	xxx	xxx
				<b>Total</b>	xxx	xxx	xxx

### Example 2

#### Old Service

Type of Collection	Bin Size	Rental	Collection pa (52)	Disposal	Total Charge	profit	Profit Margin
Residual	660	xxx	xxx	xxx	xxx	xxx	xxx
				<b>Total</b>	xxx	xxx	xxx

#### New Service AWC

Type of Collection	Bin Size	Rental	Collection pa (26 rec)	Disposal	Total Charge	profit	Profit Margin
Residual	240	xxx	xxx	xxx	xxx	xxx	xxx
Recycling	card bundle		xxx	xxx	xxx	xxx	xxx
Recycling	card bundle		xxx	xxx	xxx	xxx	xxx
Recycling	card bundle		xxx	xxx	xxx	xxx	xxx
				<b>Total</b>	xxx	xxx	xxx

## iii The Controlled Waste (England and Wales) Regulations 2012 - Schedule 2

These Regulations classify waste as household waste, industrial waste or commercial waste for the purposes of Part 2 of the Environmental Protection Act 1990 (“the Act”) and in consequence determine the meaning of “controlled waste” for the purposes of Part 2 of the Act (the definition of “controlled waste” is in section 75(4)).

They also prescribe the types of household waste for which a charge for collection may be made and provide that certain litter and refuse is to be treated under Part 2 in the same way as waste collected under section 45 of the Act.

<i>No.</i>	<i>Description of household waste</i>	<i>Collection charge</i>	<i>Disposal charge</i>
1	Any article of waste which exceeds 25kg in weight	Yes	No, subject to entries 11 to 17
2	Any article of waste which does not fit or cannot be fitted into—  (a) a receptacle for household waste provided in accordance with section 46 of the Act; or  (b) where no such receptacle is provided, a cylindrical container 750mm in diameter and 1m in length	Yes	No, subject to entries 11 to 17
3	Garden waste	Yes	No, subject to entries 11 to 17
4	Dead domestic pets	Yes	No, subject to entries 11 to 17
5	Waste oil or grease	Yes	No, subject to entries 11 to 17
6	Asbestos	Yes	No, subject to entries 11 to 17
7	Waste which may not be put into a receptacle provided under section 46 of the Act because of a notice served under that section	Yes	No, subject to entries 11 to 17

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No.	<i>Description of household waste</i>	<i>Collection charge</i>	<i>Disposal charge</i>
8	Waste from premises used wholly or mainly for public meetings	Yes	No
9	Clinical waste and offensive waste produced at a domestic property, a caravan or a vehicle or vessel used wholly for the purposes of living accommodation	Yes	No
10	Waste from a residential hostel which provides accommodation only to persons with no other permanent address or who are unable to live at their permanent address	Yes	No
11	Waste from a charity shop selling donated goods originating from domestic property	Yes	Yes, but only to the extent that the waste originated from non-domestic property
12	Waste from premises occupied by— (a) a community interest company (being a company which is registered as such with the registrar of companies), or (b) a charity or other not for profit body, which collects goods for re-use or waste to prepare for re-use from domestic property	Yes	Yes, but only to the extent that the waste originated from non-domestic property
13	Litter and refuse collected under section 89(1)(f) of the Act	Yes	Yes
14	Waste from a residential home or land belonging to or wholly or mainly used in connection with a residential home	Yes	Yes
15	Waste from premises forming part of a university, school or other educational establishment	Yes	In Wales: yes  In England: yes, subject to paragraph 4(8)
16	Waste from premises forming part of a hospital or nursing home except for waste from a residential hostel forming such	Yes	Yes

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<i>No.</i>	<i>Description of household waste</i>	<i>Collection charge</i>	<i>Disposal charge</i>
	part which provides accommodation only to persons with no other permanent address		
17	Waste from a penal institution	Yes	Yes

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## iv Annual impact of 30% recycling and 70% residual on current customers with more than 1 bin

		RESIDUAL surplus per bin		RESIDUAL surplus per bin		RECYCLING surplus per bin	
		Current Service (52) surplus per bin	Current service annual income	weekly annaul surplus per bin	annual income	AWC service annual surplus per bin	annual income
Schedule 2	purchased						
	240		xxx	xxx	xxx	xxx	xxx
	660		xxx	xxx	xxx	xxx	xxx
	770	8	xxx	xxx	xxx	xxx	xxx
	1100	37	xxx	xxx	xxx	xxx	xxx
	1280	10	xxx	xxx	xxx	xxx	xxx
	Rented						
	240		xxx	xxx	xxx	xxx	xxx
	660		xxx	xxx	xxx	xxx	xxx
	770	3	xxx	xxx	xxx	xxx	xxx
	1100	7	xxx	xxx	xxx	xxx	xxx
	1280	7	xxx	xxx	xxx	xxx	xxx
Schedule 1	purchased			xxx	xxx	xxx	xxx
	240		xxx	xxx	xxx	xxx	xxx
	660		xxx	xxx	xxx	xxx	xxx
	770		xxx	xxx	xxx	xxx	xxx
	1100	1	xxx	xxx	xxx	xxx	xxx
	1280	5	xxx	xxx	xxx	xxx	xxx
	Rented			xxx	xxx	xxx	xxx
	240		xxx	xxx	xxx	xxx	xxx
	660		xxx	xxx	xxx	xxx	xxx
	770	16	xxx	xxx	xxx	xxx	xxx
	1100	35	xxx	xxx	xxx	xxx	xxx
	1280	46	xxx	xxx	xxx	xxx	xxx
		<b>Income</b>	xxx	xxx	xxx	xxx	xxx

**Annual impact of 30% recycling and 70% residual on current customers with more than 1 bin continued**

Service Type	residual	recycling	Total surplus	Direct costs	Net surplus
Current service	xxx	xxx	xxx	xxx	xxx
Proposed service	xxx	xxx	xxx	xxx	xxx
Difference	xxx	xxx	xxx	xxx	xxx

**Potential surplus income from selling residual space:**

$$\text{xxx} - \text{xxx} = \text{xxx}$$

(Based on customers with 2 or more bins only)

(Using 2017/18 forecast charges)

**v Proposed Fees and Charges 2017-18**

2017.18	Residual						Actual total % increase
	Bin Size	Rental	Collection	Disposal	Total	Total	
Schedule 1	80	xxx	xxx	xxx	xxx	xxx	xxx
	240	xxx	xxx	xxx	xxx	xxx	xxx
	660	xxx	xxx	xxx	xxx	xxx	xxx
	770	xxx	xxx	xxx	xxx	xxx	xxx
	1100	xxx	xxx	xxx	xxx	xxx	xxx
	1280	xxx	xxx	xxx	xxx	xxx	xxx
Schedule 2	80	xxx	xxx	xxx	xxx	xxx	xxx
	240	xxx	xxx	xxx	xxx	xxx	xxx
	660	xxx	xxx	xxx	xxx	xxx	xxx
	770	xxx	xxx	xxx	xxx	xxx	xxx
	1100	xxx	xxx	xxx	xxx	xxx	xxx
	1280	xxx	xxx	xxx	xxx	xxx	xxx
Duty of Care & admin fee	Any					xxx	

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- The increase in residual fees is made up of 3% increase on collection and rental fees and 4% increase on disposal fees. The disposal element has been passed on to the customer plus an additional 25%.
- In order to make the prices saleable to customers the total price has been rounded to the nearest whole £0.50.
- Under normal circumstances, the above fees and charges will be used however 25% flexibility on the price is required to allow Officers to reasonably 'sell' the service to customers.
- DOC and administration fee is waived where rented bins apply

Recycling							
2017.18	Bin Size / Sack	Rental	Collection	Disposal	Total	Total	profit margin
Schedule 1	80	xxx	xxx	xxx	xxx	xxx	xxx
	240	xxx	xxx	xxx	xxx	xxx	xxx
	660	xxx	xxx	xxx	xxx	xxx	xxx
	770	xxx	xxx	xxx	xxx	xxx	xxx
	1100	xxx	xxx	xxx	xxx	xxx	xxx
	1280	xxx	xxx	xxx	xxx	xxx	xxx
Schedule 2	80	xxx	xxx	xxx	xxx	xxx	xxx
	240	xxx	xxx	xxx	xxx	xxx	xxx
	660	xxx	xxx	xxx	xxx	xxx	xxx
	770	xxx	xxx	xxx	xxx	xxx	xxx
	1100	xxx	xxx	xxx	xxx	xxx	xxx
	1280	xxx	xxx	xxx	xxx	xxx	xxx
Duty of Care & admin fee	Any					xxx	xxx

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