



BROMSGROVE DISTRICT COUNCIL

YOU ARE HEREBY SUMMONED to attend a MEETING of BROMSGROVE DISTRICT COUNCIL to be held in the Council Chamber at Parkside Suite - Parkside at 6.00 p.m. on Wednesday 21st February 2018, when the business referred to below will be brought under consideration:-

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 Council held on 24th January 2018 (Pages 1 - 14)**

4. **To receive any announcements from the Chairman and/or Head of Paid Service**

5. **To receive any announcements from the Leader**

6. **To receive comments, questions or petitions from members of the public**

A period of up to 15 minutes is allowed for members of the public to make a comment, ask questions or present petitions. Each member of the public has up to 3 minutes to do this. A councillor may also present a petition on behalf of a member of the public.

7. **Recommendations from the Cabinet (Pages 15 - 16)**

To consider the recommendations from the meeting(s) of the Cabinet held on 6th December 2017 and 7th February 2018.

8. **To receive the minutes of the meetings of the Cabinet held on 7th February 2018** (Pages 17 - 24)

9. **To receive and consider a report from the Portfolio Holder for Health and Wellbeing (to follow)**

Up to 30 minutes is allowed for this item; no longer than 10 minutes for presentation of the report and then up to 3 minutes for each question to be put and answered.

10. **Questions on Notice**

A period of up to 15 minutes is allocated for the asking and answering of questions. This may be extended at the discretion of the Chairman with the agreement of the majority of those present.

To deal with any questions on notice from Members of the Council, in the order in which they have been received.

11. **Motions on Notice (to follow if any)**

A period of up to one hour is allocated to consider the motions on notice. This may only be extended with the agreement of the Council.

12. **Background Information on the Recommendations from Cabinet**

Fees and Charges 2018/19 Report_(Pages 25 - 50)

Treasury Management Strategy 2018-19_(Pages 51 - 72)

Pay Policy Statement 2018/19_(Pages 73 - 84)

Medium Term Financial Plan 2018/19 - 2021/22_(Pages 85 - 100)

13. **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(s) of business on the grounds that it/they involve(s) 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> |
|-----------------|---------------------|
| 14 | 3 |

14. **Fees and Charges Report - Appendix 1 (Extract)** (Pages 101 - 102)

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

TO ALL MEMBERS OF THE BROMSGROVE DISTRICT COUNCIL

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

24TH JANUARY 2018, AT 6.00 P.M.

PRESENT: Councillors C. J. Spencer (Vice-Chairman), C. Allen-Jones, S. J. Baxter, C. J. Bloore, M. T. Buxton, S. R. Colella, B. T. Cooper, R. J. Deeming, G. N. Denaro, R. L. Dent, M. Glass, J. M. L. A. Griffiths (From Minute No. 76/17 to part way through Minute No. 82/17), C.A. Hotham, R. E. Jenkins, R. J. Laight, L. C. R. Mallett, K.J. May, C. M. McDonald, P. M. McDonald, S. R. Peters, S. P. Shannon, M. A. Sherrey, C. B. Taylor, P.L. Thomas, M. Thompson, L. J. Turner, K. J. Van Der Plank, M. J. A. Webb, S. A. Webb and P. J. Whittaker

71\17 **TO RECEIVE APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor H. Jones. Members were also advised that Councillor J. Griffiths would be a little late.

72\17 **DECLARATIONS OF INTEREST**

Councillor M. A. Sherrey declared a disclosable pecuniary interest in respect of Minute No. 81/17, in respect of the Question on Notice from Councillor L. C. R. Mallett. In light of this, Councillor Mallett agreed to withdraw his question. It was also questioned as to whether Councillor Sherrey had declared an interest at previous meetings in respect of this topic.

Councillor C. A. Hotham declared a disclosable pecuniary interest in respect of Minute No. 82/17 and the Notice of Motion put forward by Councillor Mallett. Councillor Hotham left the room for that Notice of Motion and took no part in the discussions relating to it.

73\17 **MINUTES**

The minutes of the meeting of the Council held on 22nd November 2017 were submitted. A number of areas of clarification were sought in respect of the following:

- Minute No. 66/17 Councillor C. B. Taylor, the Portfolio Holder for Planning and Strategic Housing had advised that he would provide further information in respect of the applicants who had not met the relevant criteria. This had not been provided and Councillor Taylor apologised for this and agreed to provide the

information as soon as possible. It was suggested that officers remind those who are required to take action following a meeting, to ensure that this did not happen again.

- When Members may expect to receive the Portfolio Holders report for Health and Wellbeing and Community Safety – the Leader confirmed that he was taking action in respect of this and hoped to resolve the matter within the next week.

RESOLVED that the minutes of the meeting of the Council held on 22nd November 2017 be approved as a correct record.

74\17

TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN AND/OR HEAD OF PAID SERVICE

The Vice Chairman, on behalf of the Chairman, reminded Members that there would be a Holocaust Memorial Service in the Parkside Suite on Monday 29th January commencing at 11.00 a.m. The theme was the power of words and pupils from six local schools would be taking part.

75\17

TO RECEIVE ANY ANNOUNCEMENTS FROM THE LEADER

The Leader took the opportunity to thank all those who had attended the Corporate Peer Challenge sessions which had taken place earlier in the week. The final report was due in two weeks' time, but he had today attended, a meeting of both Councils' Executives and members of the Corporate Management Team which had covered initial feedback from those sessions. This had included a presentation and the Leader agreed to provide all Members with copies of the slides from this as soon as they were available.

When questioned on the content of that initial feedback, the Leader commented that there were a number of positive and negative areas which would be considered and that it had been agreed by both Executives that no significant statement would be made by either until the written report had been received.

76\17

TO RECEIVE COMMENTS, QUESTIONS OR PETITIONS FROM MEMBERS OF THE PUBLIC

The Vice Chairman announced that a question had been received from the Public.

Question from Ms. Louise Humphries

At the moment, "the save our sports hall" group has two major concerns:

In the Overview and Scrutiny meeting minutes of the 27th November 2017, it was noted that that there was no negotiation on the availability of the school sports hall. Understandably the school won't let us use the sports hall during the 12 week examination period. But in an article in the Bromsgrove Advertiser the executive director of finance and resources was quoted as saying that negotiations for a shared space are still

ongoing. Why are the council still negotiating with BAM when we will not have access for 12 weeks of the year? What is the progress of the current report considering the various options? Is there a deadline and once completed will it be made available for Bromsgrove residents to read?

Councillor P. J. Whittaker, Portfolio Holder for Leisure thanked Ms. Humphries for her questions and gave the following response; he, together with residents had been disappointed not to get agreement with BAM. Officers were continuing to negotiate with BAM for the use of the Sports Hall as an additional facility that could be accessed and would be of benefit to the community. In addition, Officers were working with Mace and Sport England to prepare an options appraisal on the feasibility of refurbishment of the current Sports Hall or provision of anew hall. This report was anticipated to be completed by mid-February and would be presented to Members as a public document, once finalised. It was hoped that this could be reported to Cabinet in March for consideration and then presented to Council in April for a final decision to be made. As this would be a public document the community would be able to review the report once it was published.

Members asked what the cost to the Council had been to date, following the breakdown of negotiations with BAM and also questioned who the lead officer was in respect of the negotiations. It was understood that the costs to date were for utilities in respect of the old Sports Hall and that the Executive Director, Finance and Resources together with the Head of Leisure and Cultural Services, were working on the project.

77\17

RECOMMENDATIONS FROM THE CABINET

Fees and Charges 2018/19

Following a discussion where Members raised a number of queries in respect of the Fees and Charges Report, it was agreed that the report would be deferred until the next meeting of the Council, due to be held on 21st February 2018, with a list of queries and questions being prepared for consideration by the relevant Portfolio Holders and Officers, with responses being brought back to that meeting.

Local Development Scheme 2018

The recommendation in respect of the Local Development Scheme 2018 was proposed by Councillor C. B. Taylor and seconded by Councillor G. N. Denaro.

Councillor Taylor explained that this was merely the timetable which had been set in order to progress the review of the Local Plan. It was noted that this had also been considered by Members of the Strategic Planning Steering Group.

RESOLVED that Appendix A, the Bromsgrove District Council Local Development Scheme 2018 be approved as the Council's programme for strategic plan-making, effective as of 24th January 2018.

78\17

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE CABINET HELD ON 6TH DECEMBER 2017 AND 10TH JANUARY 2018

The minutes of the Cabinet meetings held on 6th December 2017 and 10th January 2018 were received for information.

Members raised and discussed a number of items within those minutes, including:

- Minute No. 68/17 and to what the Portfolio Holder for Planning and Strategic Housing was referring to in respect of his disappointment at comments made at Council. It was clarified that any criticism made had not been aimed at officers.
- Minute No. 71/17 and whether the shortfall would continue and what progress had been made in meeting the savings from the Efficiency Plan. The Portfolio Holder for Finance and Resources responded that the figures for Quarter 3 would be key and that no cuts were anticipated this year. All Heads of Service had been asked to look again at their budgets in order to make savings.
- Auditors comments in respect of the Efficiency Plan – it was confirmed that this was a four year plan.

79\17

LOCAL COUNCIL TAX SUPPORT SCHEME 2018/19

The recommendation in respect of the Local Council Tax Support Scheme 2018/19 was proposed by Councillor B. T. Cooper and seconded by Councillor G. N. Denaro.

Councillor Cooper reminded Members that this report had been deferred from the previous meeting and was brought back with additional information as requested. There was no change to the Scheme for 2018/19 and as detailed within the report it was proposed that a review would be carried out on the implementation of the Hardship Fund.

During the debate which followed Members raised a number of areas which were discussed in more detail, this included:

- The consultation which took place following inception of the scheme in 2013, which was not specifically targeted at those that were affected by the changes.
- The lack of detail within the report and the need for it to include what steps were being taken to mitigate the impact on the most vulnerable.
- The report should contain more detail around those that have been prosecuted or where legal action had been taken.

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- The comprehensive review that would be undertaken to which all precepting authorities will be invited to participate, when it was anticipated that some of the concerns raised would be addressed.
- It was highlighted that these concerns had been raised in previous years and not addressed.
- The need for all preceptors to take part in the consultation and agree to any changes that followed from it.
- The understanding that a decision needed to be made at this meeting.
- The reduction in the Council Tax Support from 100% to 80%.
- The inability to make changes without a consultation taking place.
- The lack of commitment for the review to be carried out and the assurance that this would be brought to the September Council meeting.
- Support which was provided through the Hardship Fund and if Members had concerns about particular residents then to contact the relevant officers to ensure that they were receiving the support that was needed.

Councillor C. J. Bloore proposed an amendment that the report be deferred until the consultation had been completed and if necessary a special Council meeting could be called to consider the matter and requested a named vote. The amendment was seconded by Councillor L. C. R. Mallett.

It was explained that there was not sufficient time for a meaningful consultation to take place as a decision needed to be made by 31st January 2018. Councillor Van der Plank suggested that as there was already a Hardship Fund in place then the Council should increase the funds available within it in the interim. It was requested that the additional funding be equivalent to 5% of the council tax support scheme. This would equate to approximately £80K to be used for additional hardship cases. It was confirmed that Worcestershire County Council would not agree to review the scheme this year and as had previously been explained a review could not take place without the agreement of all preceptors. It was discussed how this should have been something which had been considered by the Council at an earlier stage in order for them to influence the overall decision, as it now appeared that there was no opportunity to do so until 2019.

For the recommendation Councillors Baxter, Bloore, Buxton, Colella, Hotham, Jenkins, Mallett, Peter McDonald, Christine McDonald, Shannon, Thompson, Turner and Van der Plank (13).

Against the recommendation Councillors Allen-Jones, Cooper, Deeming, Denaro, Dent, Glass, Griffiths, Laight, May, Sherrey, Taylor, Thomas, Mike Webb, Shirley Webb and Whittaker (15).

Abstentions Councillor Peters (1).

The Chairman declared the amendment to be lost and agreed to a short adjournment.

Following the adjournment Councillor Denaro proposed an amendment to the recommendations, which was seconded by Councillor Bloore. The following points were clarified prior to this being put to the vote:

- The estimated cost to the Council – this was £80k.
- This proposal had been put forward by Councillor Van der Plank.

RESOLVED:

- a) that no changes are made to the Council Tax Support Scheme for 2018/19;
- b) that the equivalent of a 5% increase in Council Tax Support be added to the Hardship Fund in the 2018/19 budget proposals; and
- c) that a review is commenced immediately to be concluded by September 2018 and at that time a draft scheme, to include an in principle 5% increase in support be consulted upon.

80\17

REPORT AND RECOMMENDATIONS OF THE INDEPENDENT REMUNERATION PANEL

The recommendations in respect of the Independent Remuneration Panel were proposed by Councillor G. N. Denaro and seconded by Councillor K. J. May.

Councillor Denaro reported his disappointment when reading the report as the comments made from last year in respect of having more information to support the proposed changes had not been forthcoming. He referred Members to the statistics within the report and that the basic allowance cost had reduced over the year, with the Special Responsibility Allowances (SRAs) also showing a small decreased.

Councillor Denaro was in support of the small increase in the basic allowance but advised Members that he could not support the proposed changes regarding SRAs until he had been provided with the supporting information requested. He was therefore recommending that there be no change to the current level of SRAs paid. He had requested a meeting with the Panel and it was hoped that this would take place later in the year following the appointment of new Panel Members. The Leader of Wychavon District Council had also requested to meet with them to discuss similar concerns.

A number of points of clarification were raised by Members, including the SRA paid for the Electoral Matters Committee Chairman, it was confirmed that this was per meeting.

RESOLVED:

- (a) that the basic allowance for 2018-19 is £4,350 representing approximately a 1% increase;
- (b) that the Special Responsibility Allowances remain at the current levels;
- (c) that travel allowances for 2018-19 continue to be paid in accordance with the HMRC mileage allowance;
- (d) that subsistence allowances for 2018-19 remain unchanged;
- (e) that the Dependent Carer's Allowance remains unchanged; and
- (f) that the Parish Councils in the District, if travel and subsistence is paid, the Panel recommends that it is paid in accordance with the rates paid by Bromsgrove District Council and in accordance with the relevant Regulations.

81\17

QUESTIONS ON NOTICE

Question submitted by Councillor S Peters

"The former Dolphin Leisure Centre was operated as a charity in order to reduce the business rates liability. Is the new Bromsgrove Sports & Leisure Centre operating under a similar arrangement or is the Council now having to pay business rates either directly, or indirectly through the management company, Everyone Active?"

The Leader responded that as a Community Enterprise Company Everyone Active received similar business rate relief and therefore there were no such costs to the Council for the new Leisure Centre.

Question submitted by Councillor R Dent

Could the Portfolio Holder responsible for Leisure give an update on the progress regarding the options on the Sports Hall?

Councillor P. J. Whittaker, Portfolio Holder for Leisure, responded that he believed he had already provided an answer to this question earlier in the meeting when asked the question by the member of public.

Question submitted by Councillor M Thompson

What provision has the portfolio holder for finance made since the deal to use NBH's sports hall fell through?

Similarly Councillor P. J. Whittaker, Portfolio Holder for Leisure advised Councillor Thompson that a response to this question had been provided earlier in the meeting.

Question submitted by Councillor M Buxton

Noting the collapse of Carillion can the Portfolio Holder tell us of any businesses impacted locally, including those in the supply chain, and how will this Council be supporting them?

The Portfolio Holder for Economic Development responded that she was not aware of any immediate impact to local businesses and that the Council would continue to monitor the situation and work with partners such as the Growth Hubs and Local Enterprise Partnerships to support any affected businesses. If Members were aware of any businesses that had been affected then they should be advised to contact the Worcestershire Business Central (Growth Hub) in the first instance or the North Worcestershire Economic Development Team.

Questions submitted by Councillor S Shannon

With knowledge that this Council has contributed to the cost of the new train station transport interchange project for Bromsgrove, can I assume the Leader of the Council shares my concern for the sudden collapse of Midlands based Construction and Services Company Carillion with the related loss of jobs to the large workforce coupled with the inevitable disruption to essential services and delays to large local infrastructures projects? In particular can the Leader inform Council if the delays to the introduction of an improved electric train service from the new Bromsgrove train station are directly or indirectly connected to the failure of Carillion Rail Infrastructure division.

In particular, can I ask the Leader to exercise his leadership role by calling on those responsible for the delays in energising the electric cables that have resulted in a lengthy delay to the introduction of an improved electric powered train service from the new Bromsgrove train station. Also will he continue to exercise his leadership role in ensuring the promised delivery of this service to our residents is enacted as soon as possible?

The Leader responded that his County Council colleagues had confirmed that as far as they were aware electrification was still planned to be completed to Bromsgrove in May 2018. County officers would contact West Midlands Rail and Midlands Connect to obtain more details and once received these would be communicated to Councillor Shannon.

To the best of the Leader's knowledge, the electrification project would be complete and ready for the new train service (extension of the Cross City Line to Bromsgrove) by May this year. He had heard nothing to the contrary and neither had the specialist rail consultant. Nothing had been mentioned at a recent West Midlands Rail meeting either. Richard Dugdale from Network Rail had written to the Leader before Christmas and also stated that May was still on target.

Questions submitted by Councillor C Hotham

The proposed central government negative support grant for Bromsgrove -

The soon to be imposed annual payment demanded by central government of £750,000 amounts to a Bromsgrove Living Tax of £7.75 for every man, woman and child just for living in the district. This cannot be justified or fair. Please could the Leader explain why the residents of Bromsgrove are being asked to pay the BLT and what measures he is taking to stop the imposition of this new form of inequitable taxation?

The Leader responded that as part of the 2015/16 financial settlement a calculation was made to assess the relative need of councils. In Councils with a high tax base like Bromsgrove the amount of resources received was seen to be higher than the relative need and an adjustment was made to return funding back to Government from 2016/17. This was called a “tariff adjustment” or “negative grant”.

During consultation this tariff was removed from 2016/17 – 2018/19 and in the first 2 years a transition grant was provided. The tariff/negative grant remains for 2019/20 of £740k in our budget projections. In December 2017, the Secretary of State confirmed that a consultation would take place in Spring 2018 on these amounts, with the outcome feeding into the 2019/20 local government finance settlement. The Secretary of State stated that “I can confirm that my department will be looking at fair and affordable options for dealing with Negative RSG”. However, for now the negative RSG amounts remained with the 2019/20 individual authority figures.

Questions submitted by Councillor C Bloore

Could the CMR for housing please tell me the current number of 'sofa surfers' in Bromsgrove District broken down into age groups.

Councillor C. B. Taylor, the Portfolio Holder for Planning and Strategic Housing responded that the Council did not routinely record information regarding the number of sofa surfers in Bromsgrove. This is because the individual circumstances faced by sofa surfers often change on a regular basis, so it is difficult to measure this in a meaningful way. The housing waiting list itself provides the best indicator of the levels of sofa surfing in Bromsgrove, because applicants are able to declare as part of their application that they are staying with family, friends or relatives and do not have access to their own bedroom. I am able to advise that following a check of this list, which numbers 2,186 households, in total, there are 96 households registered as staying with family, friends or relatives who do not have access to their own bedroom. I am also able to break this figure of 96 households down by age as follows:

| | |
|-----------------|----|
| Under 26 years` | 38 |
| 26 – 30 | 22 |

| | |
|---------|----|
| 31- 40 | 16 |
| 41 – 50 | 11 |
| 51- 60 | 4 |
| 61+ | 5 |

The Portfolio Holder confirmed that sofa surfers were not classified as homeless.

82\17

MOTIONS ON NOTICE

Housing Needs

Members considered the following notice of motion submitted by Councillor S. R. Colella.

That Bromsgrove District Council suspends any discussions with Birmingham City Council and the Combined Authorities into taking any number of housing from the West Midlands conurbation until the impacts of delivering this council's own objectively assessed housing needs have been determined and demonstrated via a full public consultation.

The motion was proposed by Councillor S. R. Colella, with a request for a named vote and seconded by Councillor P. M. McDonald.

In presenting the motion Councillor S. R. Colella highlighted a number of areas of concern and asked Members to support his motion. These included:

- The duty to co-operate with other bordering local authorities and with Birmingham City Council in particular.
- The need to consider the Council's own housing needs before agreeing to provide for other local authorities.
- The Foxlydiate development on behalf of Redditch Borough Council.
- The understanding that Dudley Metropolitan Borough Council had suspended its Green Belt review.
- The lack of a Transport Plan and the number of Air Quality Management Areas within Worcestershire.
- How land for development will be identified.
- The impact these developments would have on the infrastructure.

In speaking to the motion Councillor P. M. McDonald also advised that it was his understanding that a commitment had been made by this Council to provide housing under the duty to co-operate agreement and reiterated Councillor Colella's concerns around the need to address this Council's housing needs before considering the needs of other local authorities. He also made reference to areas within his Ward which were earmarked for development and the concern that there was the potential for these to be allocated to other authorities. It was reaffirmed that any such negotiations should be put on hold under the Council was able to meet the needs of its own residents.

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During the debate which followed a number of areas were discussed in more detail:

- The duty to co-operate should be in line with this Council's timetable and not dictated to by others.
- Whether there was a conflict of interest in respect of the Portfolio Holder chairing the Strategic Planning Steering Group meetings.
- The need to ensure that we have the skills and abilities to challenge the duty to co-operate approaches from other local authorities. This had been done in other areas.
- The need to withdraw from any discussions until the housing needs of the Council had been agreed.
- The understanding that an agreement had been reached with Birmingham, following information provided at a Strategic Planning Steering Group meeting.
- The need to put the development plans of Bromsgrove and its housing needs first.
- Take action to slow down the process of duty to co-operate.
- Clarification as to whether the Council could withdraw from the meetings or whether these could be suspended

Councillor C. B. Taylor, as Portfolio Holder for Planning and Strategic Housing reassured Members that there had been no agreement or promise to take any houses and that the residents of Bromsgrove were the Council's priority. As it had been explained in the Strategic Planning Steering Group meetings, the Council had no option but to co-operate with other authorities under the legislation. The Council needed to be involved in any discussions in order to ensure that any agreement reached was what the Council was happy with. There would be consultation at various stages of the review process and there would be opportunity for everyone to have their say. The timetable for that review was considered at this evening's meeting and Members also had the opportunity through the Strategic Planning Steering Group to feed into the process.

In summing up Councillor Colella highlighted that he believed that the housing allocation taken on behalf of Redditch Borough Council had not been made clear to residents, and expressed concerns that officers were involved in over-arching discussions around potential allocations from other local authorities. The implications of LTP4 were also of concern as it appeared from information received that these were based on national statistics and not from local information and knowledge. The importance of the Council putting its residents first was also reiterated

For the recommendation Councillors Baxter, Bloore, Buxton, Colella, Hotham, Jenkins, Mallett, Peter McDonald, Christine McDonald, Peters, Shannon, Thompson, Turner and Van der Plank (14).

Against the recommendation Councillors Allen-Jones, Cooper, Deeming, Denaro, Dent, Glass, Laight, May, Sherrey, Taylor, Thomas, Mike Webb, Shirley Webb, Whittaker and Spencer (15).

Abstentions NIL

The Chairman declared the motion to be lost.

Housing Needs

The Notice of Motion submitted by Councillor P. M. McDonald was withdrawn.

NHS Crisis Hitting Bromsgrove Residents

Members considered the following notice of motion submitted by Councillor L. C. R. Mallett.

Council notes the national crisis in the NHS which has seen growing queues at A&E wards in Worcestershire Hospitals and across the UK. With December showing the lowest percentage of patients in A&Es in England treated within the 4 hour government target ever.

Recent reports of ambulance queues outside Worcestershire hospitals – with the high pressure on the county’s hospitals meant there were more than 1,200 times when paramedics had to wait for more than 30 minutes outside sites in December. At points in December the Royal was running at close to a 10 hour wait in A&E.

Worcestershire Acute Hospitals Trust has slashed budgets to reach savings targets and open up an extra 29.6 million in Government funding. This funding has however been delayed – meanwhile local services are failing.

These cuts have resulted in a greatly reduced and damaged service – with, for example key services, moving from the Alex and growing waiting times and pressure at the County’s hospitals.

Council resolves that the Leader should urgently write to the Secretary of State for Health and Social Care:

- highlighting Council’s dismay and concern for the impact that cuts and underfunding are having upon our local hospitals and the risk this presents to Bromsgrove patients;
- and demanding the immediate release of promised funding for our local hospitals.

The motion was proposed by Councillor L. C. R. Mallett and seconded by Councillor C. J. Bloore.

In presenting the motion Councillor Mallett advised that Councillor Denaro had proposed an amendment to it, as detailed below:

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Council resolves that the Leader should urgently write to the Secretary of State for Health and Social Care:

- Highlighting the Council's concern about the funding issues that were impacting on the local hospitals and the risk this presented to Bromsgrove patients; and
- Requesting the immediate release of promised funding for the local hospitals.

Councillor Mallett indicated that he would be happy for the amendment to be made.

In presenting the amended Motion Councillor Mallett highlighted a number of areas of concern, these included:

- Ambulance waiting times at the Worcester Royal Hospital.
- The number of patients who had waited more than 12 hours in the Accident and Emergency Department at the hospital.
- The number of vacant posts at the hospital.
- The number of targets being missed by the hospital.
- The continued inadequate rating of the Worcestershire Acute Hospitals Trust by the CQC.

Councillor Mallett urged all Members to support this motion as the funds which had been promised to support the hospitals were needed urgently. Councillor Denaro spoke to his amendments, but confirmed that he widely supported the Motion put forward and the need to exercise pressure on the Secretary of State to release the funds as soon as possible.

A query was raised in respect of Councillor B. Cooper Disclosable Interest (DPI) Form and he clarified that he was now retired from the NHS and apologised if he had not updated his online DPI form.

On being put to the vote the amendment was declared to be carried.

The meeting closed at 9.31 p.m.

Chairman

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CABINET

RECOMMENDATIONS TO THE COUNCIL

24TH JANUARY 2018

6TH DECEMBER 2017

1. FEES & CHARGES 2018/19 REPORT

(Deferred from Council meeting held on 24th January 2018)

The Cabinet has considered a report on proposed fees and charges to be levied on services provided by the Council and used as the basis for income targets in the Medium Term Financial Plan 2017/18 – 2020/21.

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 2.8% in line with CPI. Council are asked to approve those fees and charges which are over or under that guideline increase.

RECOMMENDED

That Council approve all fees and charges that are included within Appendix 1 of the report and which have a proposed increase/decrease for 2018/19 of over/under the current agreed budget assumption of 2.8%.

7TH FEBRUARY 2018

2. TREASURY MANAGEMENT STRATEGY 2018/19 – 2021/22

Members were asked to approve the strategy statement for treasury management and investments in order to comply with the Local Government Act 2003.

RECOMMENDED:

- (1) that the Strategy and Prudential Indicators at Appendix 1 to the report be approved; and
- (2) that the Treasury Management Policy at Appendix 2 to the report be approved.

3. PAY POLICY STATEMENT

The Localism Act requires England and Welsh local authorities to produce a Pay Policy Statement. The Act requires the statement to be approved by Full

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Council and to be adopted by 31st March each year for the subsequent financial year.

RECOMMENDED that the Pay Policy as detailed in Appendix 1 to the report be approved.

4. MEDIUM TERM FINANCIAL PLAN

The Cabinet considered the final revenue position and the Capital Programme 2018/19 – 2021/22 and made the following recommendations.

RECOMMENDED:

a) that the additional income / efficiencies as attached at Appendix 1 be approved:

2018/19 £ 580k
2020/21 £ 53k
2021/22 £272k

b) that the unavoidable pressures as attached at Appendix 2 be approved:

2018/19 £ 515k
2019/20 £ 3k

c) that the Revenue bids as attached at Appendix 3 be approved:

2018/19 £165k
2019/20 £15k

d) that the Capital Programme bids as attached at Appendix 4 be approved:

2018/19 £1.293m
2019/20 £999 k
2020/21 £1.940m
2021/22 £1.245m

e) that the Capital Programme unavoidable pressures as attached at Appendix 4 be approved:

2018/19 £110k
2019/20 £110k

f) that the budget savings and pressures for 2018/19-2021/22 are subject to change due to the potential impact of changes to service delivery and the localisation of Business Rates together with any future changes to New Homes Bonus; and

g) that following the decision at Council on 24th January 2018, the sum of £80k is made available from balances to fund potential Hardship cases in relation to Council Tax Support in 2018/19.

THE REVISED MEDIUM TERM FINANCIAL PLAN REPORT – TO BE CONSIDERED AT THE CABINET MEETING ON 21ST FEBRUARY IS ATTACHED AT ITEM 12 OF THIS AGENDA.

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

7TH FEBRUARY 2018, AT 6.00 P.M.

PRESENT: Councillors G. N. Denaro (Leader), K.J. May (Deputy Leader),
B. T. Cooper, M. A. Sherrey and C. B. Taylor

Observers: Councillor L. Mallett

Officers: Mr. K. Dicks, Ms. J. Pickering, Mrs. C. Felton, Ms. D. Poole,
Mr. D. Allen, Ms. A. Glennie and Ms. A. Scarce

79/17 **APOLOGIES FOR ABSENCE**

Prior to formally opening the meeting the Chairman invited Members to be upstanding for a minutes silence in memory of Jenny Delorenzo, a well respected colleague who had recently passed away.

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

80/17 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

81/17 **MINUTES**

The minutes of the meeting of the Cabinet held on 10th January 2018 were submitted.

RESOLVED that the minutes of the meeting of the Cabinet held on 10th January 2018 be approved as a correct record.

82/17 **WORCESTERSHIRE OFFICE FOR DATA AND ANALYTICS (WODA)**

The Head of Business Transformation introduced the report and in so doing provided background information in respect of the Worcestershire Office for Data and Analytics, the progress made to date together with planned steps for the future. It was confirmed that endorsement of the charter was being sought from all partner organisations. Whilst there were no direct financial implications it was noted that a revenue bid for £10k had been submitted as a contribution to further support the project.

Councillor Cooper, as Portfolio Holder for Finance and Resources as the Head of Business Transformation to clarify the sort of data that would be

shared in order to reassure residents that only appropriate information would be processed. The Head of Business Transformation confirmed that there were clear guidelines around data sharing and the aim was to improve the services and only appropriate data would be shared.

Members raised concerns around the new GDPR legislation and changes to data protection arrangements, it was confirmed that any arrangements in place would not be affected by the WODA charter and the Council would continue to adhere to the data protection procedures. Members also raised the issue of those Councillors that were dual hatters and whether there would be any changes to how they received data, as currently they needed to have separate equipment for each Council. It was explained that this arrangement was due to constraints from the Cabinet Office and whilst the Council continued to discuss this matter with them it was unlikely that this would be resolved in the near future. It was also added that the ICT Transformation Manager was in discussions with Worcestershire County Council to try and find a satisfactory solution to this issue.

RESOLVED that the Worcestershire data sharing charter attached to the report at appendix 1 be noted and endorsed.

83/17

FLEXIBLE HOMELESSNESS SUPPORT GRANT

The Housing Strategy Manager introduced the report which set out how it was proposed that the homelessness resources would be funded. In addition to the Homelessness Grant there were additional resources which had been made available to the Council and the report set out the background to these additional grants together with details of how it was proposed that these would be used. As BDHT was the Council's recognised provider for this service the funds would be transferred to them in order for them to deal with matters on the Council's behalf.

Councillor Taylor, as Portfolio Holder for Strategic Housing, requested that Cabinet support the recommendations and gave Members the opportunity to comment on the reports content. Members asked for details in respect of the current number of homeless people in the District and an estimate of any increase in future years. Currently the Council had 70 Homelessness Acceptances per annum and between 700 – 800 housing options interviews each year. The position had remained relatively stable; however the Homelessness Reduction Act was likely to lead to more presentations. It was noted that in Wales, where the new approach had been in place for some time, they had seen an initial rise of 60% in households seeking assistance.

RESOLVED:

- a) that it be noted that the 2018/19 grant funding implications be included as part of the medium term financial plan report to Council in February 2018 and, subject to Council approval of the budget b) and c) below be resolved;

- b) that the initiatives in 3.12, 3.16 and 3.17 as detailed in the report be approved to receive allocation of funding in 2018/19; and
- c) that delegated authority be granted to the Head of Community Services following consultation with the Portfolio Holder for Strategic Housing to use any unallocated Grant during the year or make further adjustments as necessary to ensure full utilisation of the Grants for 2018/19 in support of existing or new schemes be approved.

84/17

MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 15TH JANUARY 2018

Councillor Mallett, as Chairman of the Overview and Scrutiny Board attended to present the recommendations within the Minutes of the meeting held on 15th January 2018. He explained that these had arisen from the work of the Finance and Budget Working Group. The initial work it had carried out in respect of the cost allocation of Shared Services had included a retrospective view of work the senior management team carried out at each Council together with a more detailed “time and motion” exercise. It came to light from this information that specific issues at Redditch had led to significant additional time being spent by officers on that work, hence the Working Group’s first recommendation. This then led into the Working Group’s second recommendation that a review of the Management Team re-charge be carried out.

The Executive Director, Finance and Resources confirmed that it was anticipated that the specific issues referred to would be concluded shortly. The Leader confirmed that, at one of his regular meetings with the Leader of Redditch Borough Council, he would discuss the second recommendation.

In respect of the minutes, Councillor Taylor, Portfolio Holder for Planning and Strategic Housing, asked for clarification in respect of the report referred to under the Transport Planning item and it was confirmed that the Strategic Housing and Conservation Manager would attend the March meeting of the Overview and Scrutiny Board with an outline of how he envisaged the report would like, in order to give Members an opportunity to make any changes they saw necessary before it was presented to Cabinet and Council in due course.

RESOLVED:

- a) that Redditch Borough Council refund Bromsgrove District Council for the additional officer time spent due to the additional management time being spent on housing services in Redditch;
- b) that a review of the Management Team re-charge between the two councils be carried out in light of the information received by the Finance and Budget Working Group; and
- c) that the Minutes of the Overview and Scrutiny Board meeting held on 15th January 2018 be noted.

85/17

RISK MANAGEMENT STRATEGY

The Executive Director, Finance and Resources explained that the Council had previously had a Strategy; however in updating it the Council had taken the opportunity to discuss this with its insurers, Zurich Alliance who had provided advice and examples of best practice. The following areas were highlighted:

- What Risk Management was and why it was needed
- How to approach risk management and areas to consider
- The Risk Management Framework
- The roles and responsibilities – which gives a clear guide as to responsibilities at various levels.

It was confirmed that once the Strategy had been endorsed then appropriate training would be rolled out across the Council.

Councillor Cooper, as Portfolio Holder for Finance and Enabling, highlighted that there were responsibilities for Councillors and asked whether appropriate training would also be made available to them. The Executive Director, Finance and Resources confirmed that, this would be included within the training provided to Members of the Audit, Standards and Governance Committee which took place prior to its first meeting in the new municipal year and that all Councillors were invited to attend.

It was also noted that there was a Risk Champion appointed at the Audit, Standards and Governance Committee's first meeting and this was currently Councillor P. Thomas.

RESOLVED that the Risk Management Strategy be approved.

86/17

TREASURY MANAGEMENT STRATEGY 2018/19 - 2021/22

Councillor Cooper, as Portfolio Holder for Finance and Enabling, asked the Executive Director, Finance and Enabling to present the report, which he acknowledged was exceptionally detailed and of a technical nature. The Executive Director, Finance and Resources explained that this was something which was a statutory requirement and that there was a set template which had to be followed. In presenting the report she highlighted the following:

- The finance requirement to produce a forecast to 2021, taking into account both external and internal borrowing.
- Approved investments counterparties and limits – it was noted that the Council used standard credit ratings from Fitch, Moody's or Standard and Poor's.
- Investment limits and non-specific investment limits.
- Authorised limits and operational boundaries.

- Various forecasts around interest rates and a general statement in respect of the Code of Practice.

RECOMMENDED:

- a) that the Strategy and Prudential Indicators at Appendix 1 to the report be approved; and
- b) that the Treasury Management Policy at Appendix 2 to the report be approved.

87/17

PAY POLICY STATEMENT

The Executive Director, Finance and Resources introduced the report and explained that under the Localism Act it was a requirement that local authorities produced a Pay Statement, which needed to be approved by full Council. That statement must include the following:

- The remuneration of its chief officers
- The remuneration of its lowest-paid employees and the relationship between the remuneration of its chief officers and the remuneration of its employees who are not chief officers.

Due to the figures within the Pay Statement being rounded, the Executive Director, Finance and Resources highlighted to Members the following amendments:

- Executive Director - National determined rate – Minimum £92,604 (cost to Bromsgrove becomes £47,212)
- Deputy Chief Executive – National determined rate – Minimum £101,979 (cost to Bromsgrove becomes £51,507)

An explanation was provided in respect of the Council's pay and grading structure and the increased for grades as agreed by the National Joint Council. For senior roles, these posted had been Hay evaluated and the report gave details of the workings of this scheme and the process. The external assessor used for the Council for the Hay Job Evaluation Scheme was West Midlands Councils, a regional grouping of the Local Government Association who were used widely for this purpose.

It was confirmed that it was a statutory requirement to produce this document and the Council would be seen as being non-compliant if it did not do so. It was noted that the cost of the senior management team actually 50% of the overall cost in line with the Shared Service agreement with Redditch Borough Council.

RECOMMENDED that the Pay Policy as detailed in Appendix 1 to the report be approved.

MEDIUM TERM FINANCE PLAN 2018/19 - 2021/2022

The Executive Director, Finance and Resources highlighted a number of areas within the report for further consideration by Members, this included:

- Pressures facing the Council over the coming years; reductions in New Homes Bonus Grant, Negative Revenue Support Grant, impact of the Localisation of Business Rates scheme being deferred until 2020/21.
- It was also highlighted that it had been discovered prior to the meeting that due to an error from the Valuation Office, there was a further small reduction.
- Council Tax – the potential to increase this by 2.99%. It was noted that the amount that this would increase the Council Tax by would equate to £76k.
- Business Rates pilot scheme – feedback was still awaited from Central Government, but it was understood that further rounds of bidding would be available in due course.
- The four year settlement which the Council had signed up to, whilst bringing some certainty there were still a number of areas which the Council was awaiting further information on.
- New Homes Bonus (NHB) had been less than anticipated for a number of reasons; the 0.4% levy on growth equated to 169 properties which would have generated approximately £217k additional income.
- The figures provided were on the assumption of an increase of 2.99% (£6.29) in Council Tax. Figures were also beginning to filter through from preceptors.
- The national pay increase was likely to be 2% as opposed to the 1% originally included.
- An increase in national planning applications fees which Members needed to be aware of as this was to be ring-fenced to cover additional resources.
- Assumptions had also been made in respect of the £20m allocated to Investments and Acquisitions, including income.
- The need for only the 2018/19 budget to be balanced at this stage.

In respect of the appendices for savings and additional income and new revenue bids the Executive Director, Finance and Resources drew Members' attention to £150k to fund transport assessment work, a revenue pressure in respect of the decline in the use of car parks and savings from the new Leisure Centre which would be made in future years.

A number of Capital Bids were also highlighted; £100k funding for Hagley Scouts headquarters extension and refurbishment. It was confirmed that following discussions the Head of Leisure and Cultural Services supported this bid and would be of benefit to the wider

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community. The figures for allotment fencing had been revised from £41k to £21k. Members felt this was still high and asked for further detail to be provided.

Following presentation of the report Members discussed a number of areas in more detail:-

- Members were pleased to note that there was no impact to service delivery.
- Members were happy to support the Hagley Scouts project.
- The capitalisation of wheelie bin replacement and there estimated life expectancy.
- The cost of resurfacing the car park in Catshill and at the depot. The new procurement guidelines were highlighted to Members to assure them that best value would be achieved.
- The Bromsgrove Energy Efficiency Fund – the increase that had previously been agreed at Council would be separated out to show how it was being funded, as would the additional £80k funding for the Hardship Fund.
- A number of queries were raised in respect of vehicle replacement and depot repairs and it was confirmed that the Executive Director, Finance and Resources had asked for further detail to be provided.

Members discussed whether it would be appropriate to include £150k in respect of transport assessment work in future years. However, after consideration it was agreed as there continued to be ongoing discussions with Worcestershire County Council and the desire on both sides to rebuild a working relationship, this would not be appropriate.

RECOMMENDED:

- a) that the additional income / efficiencies as attached at Appendix 1 be approved:

2018/19 £ 580k
2020/21 £ 53k
2021/22 £272k

- b) that the unavoidable pressures as attached at Appendix 2 be approved:

2018/19 £ 515k
2019/20 £ 3k

- c) that the Revenue bids as attached at Appendix 3 be approved:

2018/19 £165k
2019/20 £15k

- d) that the Capital Programme bids as attached at Appendix 4 be approved:

2018/19 £1.293m
2019/20 £999 k

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2020/21 £1.940m

2021/22 £1.245m

- e) that the Capital Programme unavoidable pressures as attached at Appendix 4 be approved:
 - 2018/19 £110k
 - 2019/20 £110k

- f) that the budget savings and pressures for 2018/19-2021/22 are subject to change due to the potential impact of changes to service delivery and the localisation of Business Rates together with any future changes to New Homes Bonus; and

- g) that following the decision at Council on 24th January 2018, the sum of £80k is made available from balances to fund potential Hardship cases in relation to Council Tax Support in 2018/19.

The meeting closed at 7.27 p.m.

Chairman

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FEES AND CHARGES

| | |
|----------------------------|---|
| Relevant Portfolio Holder | Councillor Brian Cooper |
| 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 2018/19 – 2021/22.

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 2018/19 over the currently agreed budget assumption of 2.8%.
- 2.1.2 **approve** the fees and charges as presented in Appendix 1 that have no increase for 2018/19
- 2.1.3 **approve** the fees and charges as presented in Appendix 1 that have reduced for 2018/19.

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 2.8% in line with CPI. However managers have been asked to look at their fees and charges to review demand and cost.
- 3.2 It is proposed that the revised fees and charges will be advertised to the public within approved deadlines with a start date of 1st January 2018, where an invoice has not already been raised covering the last quarter of the financial year, or as soon as practicable thereafter, dependant upon the notice period required prior to implementation.

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- 3.3 There are a number of increases that are in excess of the 2.8% approval which are identified in Appendix 1. The Heads of Service have commented within the Appendix as to the reasons for the increase.

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

6. BACKGROUND PAPERS

None.

7. KEY

None

AUTHOR OF REPORT

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Tel: 01527 881208

Business Transformation

Roundings to the nearest 10p.

| Service Category | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|-------------------------------|-----------------------------|---------------------------|--------------------------------------|--|
| <u>New Properties</u> | | | | | |
| Naming and numbering new street | 251.30 | 7.04% | | 269.00 | Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%. |
| Naming and numbering new premises. | 124.60 | 6.74% | | 133.00 | Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%. |
| Additional Adjoining premises to the above | 24.70 | 5.26% | | 26.00 | Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 5%. |
| Confirmation of address to solicitors/conveyancers/occupiers or owners | 24.70 | 5.26% | | 26.00 | Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 5%. |
| Additional charge where this includes naming of a building (e.g. block of flats) | 62.80 | 6.69% | | 67.00 | Assessed the benchmark and identified that a more commercial approach would be to increase by the proposed 7%. |

Customer Access and Financial Support

Roundings to the nearest 10p.

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/decrease / £ increase/decrease % / £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|---|-------------------------------|---|---------------------------|--------------------------------------|----------|
| <u>LOCAL TAX COLLECTION</u> | | | | | |
| - Council Tax Court Costs | 67.60 | 0.00 | 0.00% | 67.60 | |
| - NNDR Court Costs | 96.30 | 0.00 | 0.00% | 96.30 | |
| - Magistrates' court fee (added to both council tax and NNDR Summons) | 3.00 | 0.00 | 0.00% | 3.00 | |
| <u>Customer Services</u> | | | | | |
| Interview Rooms (based at Service Centre Max 6 persons in room) | | | | | |
| - Per full day (9am - 5pm) | 43.70 | 0.00 | 0.00% | 43.70 | |
| - Per half day 9am-1pm/1pm-5pm) | 27.30 | 0.00 | 0.00% | 27.30 | |
| - Per hour (1full hour only) | 9.30 | 0.00 | 0.00% | 9.30 | |

Community Services

Roundings to the nearest 10p.

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|--|-----------------------------|------------------------|--------------------------------|--|
| STRATEGIC HOUSING | | | | | |
| Homeless persons' hostels | | | | | |
| - Single room | 9.30 | £0.26 | 2.80% | 9.60 | Inflation increases in line with CPI |
| - Heating | 0.60 | £0.02 | 2.80% | 0.60 | Inflation increases in line with CPI |
| - Two single rooms | 14.30 | £0.40 | 2.80% | 14.70 | Inflation increases in line with CPI |
| - Heating | 1.40 | £0.04 | 2.80% | 1.40 | Inflation increases in line with CPI |
| - Double room | 14.30 | £0.40 | 2.80% | 14.70 | Inflation increases in line with CPI |
| - Heating | 1.40 | £0.04 | 2.80% | 1.40 | Inflation increases in line with CPI |
| - More than one double room | 19.60 | £0.55 | 2.80% | 20.20 | Inflation increases in line with CPI |
| - Heating | 2.20 | £0.06 | 2.80% | 2.30 | Inflation increases in line with CPI |
| Bed and breakfast | | | | | |
| - Single room | 15.20 | £0.43 | 2.80% | 15.60 | Inflation increases in line with CPI |
| - Two single rooms | 30.60 | £0.86 | 2.80% | 31.50 | Inflation increases in line with CPI |
| - Double room | 15.20 | £0.43 | 2.80% | 15.60 | Inflation increases in line with CPI |
| - More than one double room | 19.70 | £0.55 | 2.80% | 20.30 | Inflation increases in line with CPI |
| - Breakfast | | | | | |
| - adult | 2.30 | £0.06 | 2.80% | 2.40 | Inflation increases in line with CPI |
| - child | 1.90 | £0.05 | 2.80% | 2.00 | Inflation increases in line with CPI |
| - Single of effects (per night) | 2.40 | £0.07 | 2.80% | 2.50 | Inflation increases in line with CPI |
| - RCB Plan Preparation for BDHT | 116.20 | 0.00 | | 116.20 | |
| Private Sector Housing | | | | | |
| Housing Fitness Inspections | 114.50 | £4.47 | 3.90% | 119.00 | Based on average time/officer costs of service |
| Registration of housing in multiple occupation: | | | | | |
| per occupant | 94.50 | 5.82% | | 100.00 | Based on average time/officer costs assessment |
| per occupant - subsequent property | 81.70 | 0.00 | | 0.00 | No longer required (see above line) |
| Service and Administration of Improvement | 26.60 | 12.78% | | 30.00 | Based on officers hourly rate incl oncosts |
| Prohibition, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004 | per hour + 10% Admin charge per Notice | | | | |
| Enforcement of Statutory Notices, Supervision of Work in Default etc. | Actual + 10% Admin charge | | | Actual + 10% Admin charge | |
| - Valuation Fee (relating to properties of 30% ownership) | 137.90 | 45.03% | | 200.00 | Currently what the council is being charged. Costs passed onto Seller. |
| - Late Consents to transfer (shared ownership and low cost properties) | | | | 250.00 | Request for transfer of ownership for intermediate housing units. |
| *Based on salary of employee | | | | | |
| LIFELINE | | | | | |
| - Installation Fee | 36.00 | 38.89% | | 50.00 | All products are VAT free due to VAT relief exemptions. Analysis has been completed to define the actual cost of a standard installation. Therefore the price has been increased to meet this cost. Should any potential customer refuse the service on grounds of being unable to afford the installation cost this will be reviewed on a case by case basis. |
| - Lifeline (per week) | 3.80 | 5.26% | | 4.00 | Based on the actual cost of the product + 17% admin fee. Customer to pay for replacement to reduce losses. The cost of the pendant will be dependent on the supplier |
| - Replacement Pendant | | | | | Manufacturers cost + 17% admin fee. To enable access into the property in an emergency. The cost of the key safe will be dependent on the manufacturer |
| - Key Safe | | | | | |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|------------------------------|-------------------------------|-----------------------------|---------------------------|--------------------------------------|---|
| - GSM Alarm Hire | | | | 5.80 | This unit includes the cost of a sim card. Ideal for those with no landline. This price is based upon the use of an OWNPHONE Footprint Tracker. Other devices are available and are being trialled which may require a review of this cost. This equipment provides support for service users outside their home. |
| - GPS Tracker Hire | | | | 6.80 | |
| HIRE PRODUCTS | | | | | |
| Hire of smoke alarm per week | 1.25 | 4.00% | | 1.30 | Hire and Monitoring fee |
| CO2 Detector per week | 1.25 | 4.00% | | 1.30 | Hire and Monitoring fee |
| Bogus Caller Panic Button | 1.25 | 4.00% | | 1.30 | Hire and Monitoring fee |
| Flood Detector | 1.25 | 4.00% | | 1.30 | Hire and Monitoring fee |
| Falls Detector | 1.25 | 4.00% | | 1.30 | Hire and Monitoring fee |
| Additional pendant | 1.25 | 4.00% | | 1.30 | Hire and Monitoring fee |
| Temperature extreme sensor | 1.25 | 4.00% | | 1.30 | Hire and Monitoring fee |

Environmental Services

Roundings to the nearest 10p.

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|----------------------------|-----------------------------|---------------------------|-----------------------------------|---|
| Parking Fines PCN's On Street | | | | | |
| Certain Contraventions | 70.00 | 0.00 | | 70.00 | |
| If paid within fourteen days | 35.00 | 0.00 | | 35.00 | |
| Other contraventions | 50.00 | 0.00 | | 50.00 | |
| If paid within fourteen days | 25.00 | 0.00 | | 25.00 | |
| <i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i> | | | | | |
| Parking Fines PCN's Off Street | | | | | |
| Certain Contraventions | 70.00 | 0.00 | | 70.00 | |
| If paid within fourteen days | 35.00 | 0.00 | | 35.00 | |
| Other contraventions | 50.00 | 0.00 | | 50.00 | |
| If paid within fourteen days | 25.00 | 0.00 | | 25.00 | |
| <i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i> | | | | | |
| Car Park charges only apply between 8.00am to 10.00pm everyday | | | | | |
| CEMETERY | | | | | |
| Interments in a grave | | | | | |
| - children aged under 1 year | FREE | 0.00 | | FREE | |
| - children aged under 1 year (non resident) | 106.00 | 2.83% | | 109.00 | lower than CPI to ensure rounded charge |
| - children aged 1 year - 16 years | FREE | 0.00 | | FREE | |
| - children aged 1 year - 16 years (non resident) | 154.00 | 2.92% | | 158.50 | higher than CPI to ensure rounded charge |
| - persons aged 17 and over | 590.00 | 2.88% | | 607.00 | lower than CPI to ensure rounded charge |
| Interment of cremated remains | 196.00 | 2.81% | | 201.50 | lower than CPI to ensure rounded charge |
| Interment of Cremated Remains (under 16 years no residents only) | 72.00 | 2.78% | | 74.00 | lower than CPI to ensure rounded charge |
| Scattering cremated remains in grave | 82.00 | 3.05% | | 84.50 | higher than CPI to ensure rounded charge |
| Exclusive rights of burial (75-year grants) | | | | | |
| - adult grave space | 1,485.00 | 2.90% | | 1,528.00 | |
| - child grave space | 271.00 | 2.95% | | 279.00 | higher than CPI to ensure rounded charge |
| - cremated remains plot | 568.00 | 2.90% | | 584.50 | |
| Renewal of expired deed (single fee charged in all cases) | | | | | |
| -Burial | 424.00 | 2.83% | | 436.00 | lower than CPI to ensure rounded charge |
| -Cremated remains | 165.00 | 3.03% | | 170.00 | higher than CPI to ensure rounded charge |
| -Adult sized grave purchased in reserve | N/A | 0.00 | | N/A | |
| -Ashes grave purchased in reserve | 679.00 | 2.95% | | 699.00 | higher than CPI to ensure rounded charge |
| - Full grave purchased in reserve | | | | 1,878.00 | Due to expanded area at North Bromsgrove Cemetery we are now able offer purchase in reserve full adult graves again |
| - Disinterment of Remains - Cremated Remains | 516.00 | 2.91% | | 531.00 | higher than CPI to ensure rounded charge |
| - Wooden cremated remains casket | 90.00 | 3.33% | | 93.00 | higher than CPI to ensure rounded charge |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|----------------------------|-----------------------------|---------------------------|--------------------------------|--|
| Memorials | | | | | |
| -Memorial permit (North Bromsgrove Cemetery only) | 0.00 | 0.00 | | 0.00 | line to be removed |
| - Memorial application administration fee | 96.00 | 3.13% | | 99.00 | higher than CPI to ensure rounded charge |
| Bench with 10 year lease & top rail engraving (max 40 letters) - £800.00 | 800.00 | 2.88% | | 823.00 | lower than CPI to ensure rounded charge |
| Bench with 10 year lease & standard silver plaque (max 60 letters) - £760.00 | 760.00 | 2.89% | | 782.00 | lower than CPI to ensure rounded charge |
| Bench replacement plaque - £110.00 | 110.00 | 2.73% | | 113.00 | lower than CPI to ensure rounded charge |
| -Assignment / Transfer of Exclusive Right of Burial | 96.00 | 3.13% | | 99.00 | higher than CPI to ensure rounded charge |
| Exhumation ground works | 196.00 | 3.06% | | 202.00 | higher than CPI to ensure rounded charge |
| New Container | 90.00 | 3.33% | | 93.00 | higher than CPI to ensure rounded charge |
| Officer time | 200.00 | 3.00% | | 206.00 | higher than CPI to ensure rounded charge |
| Cremator usage | 30.00 | 3.33% | | 31.00 | higher than CPI to ensure rounded charge |
| Certified copy of entry | 21.00 | 4.76% | | 22.00 | higher than CPI to ensure rounded charge |
| Bird bath memorial (new memorial option) | | | | | |
| 5 Year Lease | | | | | |
| - size 1 (small) | 191.00 | £9.55 | 5.00% | 200.50 | price increased in line with supplier increases |
| - size 2 | 212.20 | £10.61 | 5.00% | 223.00 | price increased in line with supplier increases |
| - size 3 | 233.40 | £11.67 | 5.00% | 245.00 | price increased in line with supplier increases |
| - size 4 | 254.60 | £12.73 | 5.00% | 267.50 | price increased in line with supplier increases |
| - size 5 (large) | 275.80 | £13.79 | 5.00% | 289.50 | price increased in line with supplier increases |
| 10 Year Lease | | | | | |
| - size 1 (small) | 297.10 | £14.86 | 5.00% | 312.00 | price increased in line with supplier increases |
| - size 2 | 318.30 | £15.92 | 5.00% | 334.00 | price increased in line with supplier increases |
| - size 3 | 339.50 | £16.98 | 5.00% | 356.50 | price increased in line with supplier increases |
| - size 4 | 360.70 | £18.04 | 5.00% | 378.50 | price increased in line with supplier increases |
| - size 5 (large) | 381.90 | £19.10 | 5.00% | 401.00 | price increased in line with supplier increases |
| 20 Year Lease | | | | | |
| - size 1 (small) | 403.10 | £20.16 | 5.00% | 423.50 | price increased in line with supplier increases |
| - size 2 | 424.40 | £21.22 | 5.00% | 445.50 | price increased in line with supplier increases |
| - size 3 | 445.60 | £22.28 | 5.00% | 468.00 | price increased in line with supplier increases |
| - size 4 | 466.80 | £23.34 | 5.00% | 490.00 | price increased in line with supplier increases |
| - size 5 (large) | 488.00 | £24.40 | 5.00% | 512.50 | price increased in line with supplier increases |
| Motif | 106.10 | £5.31 | 5.00% | 111.50 | price increased in line with supplier increases |
| Memorial Vaults | | | | | |
| Double unit - 20 year lease in first interment and casket | | | | 1,250.00 | |
| 2nd interment of remains including casket | | | | 172.00 | |
| Inscribed tablet of upto 80 letters | | | | 140.00 | New above ground burial option for cremated remains which allow families to inscribe the tablet and add photos and badges where appropriate. |
| Additional letters (per letter) | | | | 4.00 | Allows an alternative to the standard below the ground burial option. |
| Standard Motif | | | | 100.00 | |
| Photo of 1 person | | | | 120.00 | |
| Photo of 2 people | | | | 190.00 | |
| Photo of 3 people | | | | 245.00 | |
| Other items are available but quoted individually | | | | QUOTED INDIVIDUALLY | |
| Memorial Posts | | | | | |
| Memorial plaque - 3 year lease | | | | 240.00 | New memorial scheme to allow families to place an inscribed memorial plaque on a post within the grounds. |
| Motif | | | | 45.00 | |
| Replacement Plaque | | | | 120.00 | |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|----------------------------|-----------------------------|---------------------------|---|---|
| Private Memorial Garden Including memorial - 20 year lease | | | | 1,600.00 | New memorial scheme to allow families a new and innovative way to personalise a small section of our grounds with family tributes and memorials which can span the generations. |
| Barbican Memorial Inscribed tablet including 3 year lease Standard Motif Photo of 1 person Photo of 2 people Photo of 3 people Other items are available but quoted individually | | | | 250.00 100.00 120.00 190.00 245.00 QUOTED INDIVIDUALLY | New memorial scheme to support the development of the scattering area within the North Bromsgrove Cemetery. |
| REFUSE COLLECTION | | | | | |
| Bulky Household Waste | | | | | |
| Proposed Charges | | | | | |
| The Bulky Service operates based on a standard unit price based on size and weight, with collection from the boundary of the property with the public highway. 1 Unit is equivalent to an under unit appliance, and this measure is multiplied up for multiple or larger items and items that cannot be lifted by two people will need to be quoted seperately. | | | | | |
| Bulky collection - single unit* *Depending on size items maybe charged for as a multiple of units | 8.20 | 3.66% | | 8.50 | Above CPI to reflect increasing operational costs. |
| Items that are classed by WCC as non domestic waste | Quotation | | | Quotation | Quotations for this material will be linked to national waste disposal costs, as not disposable through WCC as the disposal authority. |
| Bulky collection - two unit* | 16.50 | 0.00 | | 0.00 | No longer applicable |
| Bulky collection - three unit* (reduced rate for 3 unit) | 21.70 | 0.00 | | 0.00 | No longer applicable |
| 10 black bags | 21.70 | 0.00 | | 0.00 | No longer applicable |
| Bulky collection - three items or more | Quotation | | | N/A | No longer applicable |
| Items not on the boundary of the property | Quotation | | | Quotation | |
| The items below to be quoted for independently depending on size, and weight and position of collection point | | | | | |
| - Garden Shed | Quotation | | | N/A | No longer applicable |
| - Piano | Quotation | | | N/A | No longer applicable |
| - Chest Freezer | Quotation | | | N/A | No longer applicable |
| - Large Cookers (Ranges) | Quotation | | | N/A | No longer applicable |
| - Green houses | Quotation | | | N/A | No longer applicable |
| - Hazardous oils (Special Collections) because of the distance to dispose of them correctly. | Quotation | | | N/A | No longer applicable |
| - Over 10 x black bags | Quotation | | | N/A | No longer applicable |
| - Wheels, Tyres and other car parts | Quotation | | | N/A | No longer applicable |
| Litter and Dog Bins (Yearly Charge) | | | | | |
| High Usage Site First Bin | 1,040.00 | -£130.00 | -12.50% | 910.00 | Prices have not been competitive enough to take on additional work, and existing arrangements have been at risk as a result of growing financial pressure and cheaper alternatives for waste management services. This reduction secures existing arrangements and will support creation of new arrangements. |
| High Usage Site Additional Bins (each) | 442.00 | -£55.25 | -12.50% | 386.75 | |
| Medium Usage Site First Bin | 520.00 | -£65.00 | -12.50% | 455.00 | |
| Medium Usage Site Additional Bins (each) | 221.00 | -£27.63 | -12.50% | 193.37 | |
| Low Usage Site First Bin | 260.00 | -£32.50 | -12.50% | 227.50 | |
| Low Usage Site Additional Bins (each) | 110.50 | -£13.81 | -12.50% | 96.69 | |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|----------------------------|-----------------------------|---------------------------|--------------------------------|--|
| Investigation of Abandoned Vehicles on Private Land | | | | | |
| Per Vehicle | 60.00 | 0.00 | 0.00% | 60.00 | Low level usage. No increase in costs for dealing with private land abandoned vehicles. |
| Mechanically Sweep Private Road / Car Park - Mini Sweeper per Hour | 30.00 | 0.00 | 0.00% | 30.00 | Low usage as a chargeable service to date, so no business case to support increasing the costs at this time. |
| Mechanically Sweep Private Road / Car Park - HGV Sweeper per Hour | 50.00 | 0.00 | 0.00% | 50.00 | As above. |
| Garden Waste Collection Service | 42.00 | 7.14% | | 45.00 | Higher than CPI as agreed with members in the 2017/18 fees and charges to cover increased costs in operating the service. However, shared service arrangements coming into place during 2018 will offset further operating costs in 2019/20 and secure a 0% price increase in 2019/20. |
| Re-issue of service | | | | 40.00 | To recover the additional costs with re-issuing the garden waste service. |

Legal and Democratic

Roundings to the nearest 10p.

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments | |
|--|----------------------------|-----------------------------|------------------------|--------------------------------|---|--|
| ELECTORAL REGISTRATION | | | | | | |
| Register Sales* | | | | | | |
| In data form | | | | | | |
| - basic fee | 20.00 | 0.00 | | 20.00 | Amounts are set by legislation and therefore cannot be changed. | |
| - for each 1,000 names or part thereof | 1.50 | 0.00 | | 1.50 | | |
| In printed form | | | | | | |
| - basic fee | 10.00 | 0.00 | | 10.00 | | |
| - for each 1,000 names or part thereof | 5.00 | 0.00 | | 5.00 | | |
| Marked Election Register Sales* | | | | | | |
| In data form | | | | | | |
| - basic fee | 10.00 | 0.00 | | 10.00 | | |
| - for each 1,000 names or part thereof | 1.00 | 0.00 | | 1.00 | | |
| In printed form | | | | | | |
| - basic fee | 10.00 | 0.00 | | 10.00 | | |
| - for each 1,000 names or part thereof | 2.00 | 0.00 | | 2.00 | | |
| Copy of return of Election expenses plus 40p per sheet, per side. | 5.00 | 0.00 | | 5.00 | | |
| Miscellaneous Charges | | | | | | |
| * Address labels printed | 13.10 | 0.00 | | 13.10 | | |
| * - for each 1,000 properties or part thereof | 6.60 | 0.00 | | 6.60 | | |
| - street list | 13.10 | 0.00 | | 13.10 | | |
| * - Data Property Addresses | 23.80 | 0.00 | | 23.80 | | |
| * - For each 1,000 properties or part thereof | 1.80 | 0.00 | | 1.80 | | |
| - Confirmation letter of registration | 17.80 | 0.00 | | 17.80 | | |
| * Plus Postage & Packaging at cost. | | | | | | |
| *This charge is determined by the Representation of the People Regulations 2001 | | | | | | |
| LEGAL | | | | | | |
| - Legal work (per hour) | 132.70 | £3.72 | 2.80% | 136.40 | | |
| - RTB | 185.40 | £5.19 | 2.80% | 190.60 | | |
| - Consent for proposed works | 145.70 | £4.08 | 2.80% | 149.80 | | |
| - Retrospective Consent | 153.30 | £4.29 | 2.80% | 157.60 | | |
| Section 106: | | | | | | |
| - Private Owner | 495.90 | £13.89 | 2.80% | 509.80 | | |
| - Each additional unit added (up to a maximum of £1,500) * | 62.10 | £1.74 | 2.80% | 63.80 | | |
| - Affordable housing schemes | 930.90 | £26.07 | 2.80% | 957.00 | | |
| - Deed of Variation** | 353.80 | £9.91 | 2.80% | 363.70 | | |
| - Fee for agreeing a unilateral undertaking | 353.80 | £9.91 | 2.80% | 363.70 | | |
| * Please note that for complex 106 agreements charges may be calculated based at the current hourly rate for legal work to reflect the time taken to complete the negotiations and drafting. Fees calculated under this provision may exceed £1,500 | | | | | | |
| **This new head of charge is required as variations to S106 agreements were rare but are becoming more frequent and this enables the charge to be published. The rate is the same as that for a similar type of planning agreement, for consistency. | | | | | | |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|---|----------------------------|-----------------------------|------------------------|--------------------------------|---------------------------------|
| Other Fees | | | | | |
| - Fees for sale of property under Low Cost Housing Scheme | 244.00 | £6.83 | 2.80% | 250.80 | |
| - Fees for purchase of additional 30% Share | 159.10 | £4.45 | 2.80% | 163.60 | |
| - Fees for preparation of Deed of postponement | 103.90 | £2.91 | 2.80% | 106.80 | |
| - Administration fee for the grant of licences for more than 12 months | 58.40 | £1.64 | 2.80% | 60.00 | |
| - Issuing of consents (transfer of mortgage) | 69.00 | £1.93 | 2.80% | 70.90 | |
| Minor land sales up to £10,000 | 475.00 | £13.30 | 2.80% | 488.30 | |
| Major Land sales £10,000+ 0.5% of purchase price with a minimum charge of £500 | Fixed Fee | 0.00 | | Fixed Fee | |
| Major Land sales £50,000+ 0.5% of purchase price with a minimum charge of £750 | Fixed Fee | 0.00 | | Fixed Fee | |
| - Footpath diversion orders | 1,994.50 | £55.85 | 2.80% | 2,050.30 | |
| LAND SEARCHES | | | | | |
| Single Con29 Question | | | | | |
| Official Certificate of Search (LLC1) only | 26.80 | £0.75 | 2.80% | 27.60 | |
| CON29R Enquiries of Local Authority (2007) | | | | | |
| - Residential | 98.50 | £2.76 | 2.80% | 101.30 | |
| - Commercial | 140.80 | £3.94 | 2.80% | 144.70 | |
| Standard Search Fee: LLC1 and CON 29R combined | | | | | |
| - Residential | 125.30 | £3.51 | 2.80% | 128.80 | |
| - Commercial | 167.60 | £4.69 | 2.80% | 172.30 | |
| CON 29O Optional enquiries of Local Authority (2007) | | | | | |
| (Questions 5,6,8,9,11,15) per question | 12.40 | £0.35 | 2.80% | 12.80 | Now 2016 not 2007 |
| (Questions 7,10,12,13,14,16-21) per question | 6.20 | £0.17 | 2.80% | 6.40 | Amend to Qs 9,10,18 and 19. |
| (Question 22) | 24.70 | £0.69 | 2.80% | 25.40 | Amend to Qs 5-8,11-17 and 20-21 |
| Question 4 | 13.40 | £0.38 | 2.80% | 13.80 | |
| Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries) | 48.40 | £1.36 | 2.80% | 49.80 | |
| Each additional parcel of land (LLC1 and CON29R) | 22.70 | £0.64 | 2.80% | 23.30 | |
| Refresher Search | 39.10 | £1.09 | 2.80% | 40.20 | |
| Expedited (within 48 hrs) | 30.90 | £0.87 | 2.80% | 31.80 | |

Leisure Services

Roundings to the nearest 10p.

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|---|----------------------------|-----------------------------|------------------------|--------------------------------|--|
| SPORTS DEVELOPMENT | | | | | |
| Community exercise class | 3.15 | 4.76% | | 3.30 | |
| Specialised health class | 3.15 | 4.76% | | 3.30 | Increase reflects the additional coaching cost to provide specialist health support |
| Primary Sports Project | 22.05 | 13.38% | | 25.00 | |
| Primary Sports Project | | | | 27.00 | Need 2 rates, one which is a higher rate (specialist curriculum) where we have to pay the coach a higher hourly rate and the other which is a lower rate (standard curriculum) where we pay the coach lower hourly rate. |
| After school session | 24.20 | -91.12% | | 2.15 | The proposal is to change the pricing approach. The reason for this is that consultation with the school as this gives them flexibility as they pay for each child who attends. The average yield per session is projected to be higher as the average session occupancy is 15 children. Proposal to charge £2.15 per child. |
| Activity Specific Coaching (Adults) | 5.15 | -2.91% | | 5.00 | to ensure adults are encouraged to be active |
| Inclusive activities (hourly rate) | 3.00 | 0.00% | | 3.00 | |
| Inclusive activities (90 minute rate) | | | | 3.50 | New charge to reflect the long session length that have been requested. |
| Inclusive activities (2 hour rate) | | | | 4.00 | New charge to reflect the long session length that have been requested. |
| Adult Coach Session (requires facility hire) | 3.80 | 0.00 | | 3.80 | no longer required |
| Holiday club rate | 2.30 | 0.00 | | 2.30 | no longer required |
| Parks Activities | | | | 1.00 | The approach holiday provision has changed based on user feedback, overheads reduced due to no facility hire-holiday activity |
| Commissionary holiday club rate (free school dinners) | 1.15 | 0.00 | | 1.15 | no longer required |
| Junior sport Specific Holiday club / sport session | 2.65 | 1786.79% | | 50.00 | To charge an hourly rate is no longer applicable to any sessions as all of the holiday camps are all provided over 5 days. The charge has been amended to reflect this duration and the improved service on offer. |
| Multi Skills clubs (Junior sports activity) | 2.30 | 52.17% | | 3.50 | The current charge of £2.30 has not been applied as this charge related to an activity session that is no longer provided, the new charge is in line with other junior charges that are name and the session will be renamed as shown in the brackets next to the current little. |
| Activity referral | 27.10 | -37.27% | | 17.00 | This reduction in price reflects a reduction in program length from 10 weeks to 6 weeks. The weekly charge for 10 weeks was £2.71 and the current recommended charge for 18/19 is £2.83 which is a 5% increase. |
| Community Gymnastics | | | | 3.50 | |
| Couch 2 5k | | | | 1.00 | Couch to 5k was previously grant funded and as such a charge was no imposed as it was classed as a developed session. The funding has ceased so a charge of £1 is to be introduced to sustain the programme, this has been discussed with users and there have been no issues raised. |
| PSI Falls Prevention | 3.00 | 0.00 | | 3.00 | This is a fixed cost as this is a county wide commissioned service with the price set in the contract. |
| SANDERS PARK | | | | | |
| Tennis Courts (per court per Hour) | | | | | |
| - Adult | 7.55 | 0.00 | 0.00% | 7.55 | No increase proposed to stimulate business and increase participation rates |
| - Adult & Junior | 6.60 | 0.00 | 0.00% | 6.60 | No increase proposed to stimulate business and increase participation rates |
| - Junior/Senior Citizen | 5.05 | 0.00 | 0.00% | 5.05 | No increase proposed to stimulate business and increase participation rates |
| Tennis Courts (per court per 1 and 1/2 Hour) | | | | | |
| - Adult | 11.00 | 0.00 | 0.00% | 11.00 | No increase proposed to stimulate business and increase participation rates |
| - Adult & Junior | 9.50 | 0.00 | 0.00% | 9.50 | No increase proposed to stimulate business and increase participation rates |
| - Junior/Senior Citizen | 8.50 | 0.00 | 0.00% | 8.50 | No increase proposed to stimulate business and increase participation rates |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|----------------------------|-----------------------------|------------------------|--------------------------------|---|
| Bowls | | | | | |
| - Adult (per hour) | 7.85 | 0.00 | 0.00% | 7.85 | No increase proposed to stimulate business and increase participation rates |
| - Junior (per hour) | 4.25 | 0.00 | 0.00% | 4.25 | No increase proposed to stimulate business and increase participation rates |
| - Senior Citizen (per hour) | 5.40 | 0.00 | 0.00% | 5.40 | No increase proposed to stimulate business and increase participation rates |
| - Adult (season ticket) | 63.00 | 0.00 | 0.00% | 52.50 | No increase proposed to stimulate business and increase participation rates |
| - Junior (season ticket) | 34.10 | 0.00 | 0.00% | 28.42 | No increase proposed to stimulate business and increase participation rates |
| - Senior Citizen (season ticket) | 45.90 | 0.00 | 0.00% | 38.25 | No increase proposed to stimulate business and increase participation rates |
| Bromsgrove Town Bowling Club | | | | | |
| - for season (exclusive use on present basis) | 3,188.70 | 0.00 | 0.00% | 3,188.70 | No increase proposed to stimulate business and increase participation rates |
| - additional use, other days (per rink) | 28.85 | 0.00 | 0.00% | 28.85 | No increase proposed to stimulate business and increase participation rates |
| OTHER RECREATION GROUNDS AND OPEN SPACES | | | | | |
| Football Pitch (without changing facilities) | | | | | |
| - adult (per game) | 31.50 | £1.58 | 5.00% | 33.10 | To reflect a more commercial approach to fee structures |
| - junior (per game) | 19.20 | £0.96 | 5.00% | 20.20 | To reflect a more commercial approach to fee structures |
| Changing Facilities | | | | | |
| - adult | 45.20 | 0.00 | | 45.20 | |
| - junior | 23.20 | 0.00 | | 23.20 | |
| Boleyn Road, Frankley | | | | | |
| - fairs (per day) | 473.80 | 0.00 | | 473.80 | |
| - deposit | 2,166.70 | 0.00 | | 2,166.70 | |
| Market Street Recreation Ground | | | | | |
| - fairs (per day) | 477.35 | 0.00 | | 477.35 | |
| - deposit | 2,187.75 | 0.00 | | 2,187.75 | |
| 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. | | | | | |
| ALLOTMENTS | | | | | |
| (Charge is for October - September) | | | | | |
| - Rent per acre equivalent to 0.404685 hectares | 1,090.00 | £54.50 | 5.00% | 1,144.50 | Prices increased by 5% to reflect the excellent service provided, level of demand and a very low cost of being a tenant. This increase will assist the service to move toward full cost recovery model for the service. |
| - Rent per 3/4 acre equivalent to 0.303514 hectares | 731.95 | £36.60 | 5.00% | 768.55 | |
| - Rent per 1/2 acre equivalent to 0.202342 hectares | 434.40 | £21.72 | 5.00% | 456.12 | |
| - Rent per 1/4 acre equivalent to 0.101171 hectares | 199.60 | £9.98 | 5.00% | 209.58 | |
| - Rent per 1/16 acre equivalent to 0.25529 hectares | 45.90 | £2.30 | 5.00% | 48.20 | |
| - Rent per 1/32 acre equivalent to 0.01264 hectares | 32.15 | £1.61 | 5.00% | 33.76 | |
| Bromsgrove Outdoor Events & Outdoor Fitness– Hire of Parks and Open Spaces | | | | | |
| £250 - £1500 Bond Payable | | | | | |
| Events | | | | | |
| Commercial Rates | | | | | |
| Small Attendance = 0 to 99 | | | | | |
| Per Hour | 52.00 | £3.64 | 7.00% | 55.64 | To reflect a more commercial approach to fee structures |
| Per Day | 253.60 | £17.75 | 7.00% | 271.35 | To reflect a more commercial approach to fee structures |
| Medium Attendance = 100 to 499 | | | | | |
| Per Hour | 67.90 | £4.75 | 7.00% | 72.65 | To reflect a more commercial approach to fee structures |
| Per Day | 338.45 | £23.69 | 7.00% | 362.14 | To reflect a more commercial approach to fee structures |
| Large Attendance = 500 to 1999 | | | | | |
| Per Hour | 85.90 | £6.01 | 7.00% | 91.91 | To reflect a more commercial approach to fee structures |
| Per Day | 423.35 | £29.63 | 7.00% | 452.98 | To reflect a more commercial approach to fee structures |
| Community Rates | | | | | |
| Small Attendance = 0 to 99 | | | | | |
| Per Hour | 21.20 | £0.42 | 2.00% | 21.62 | Lower % increase to reflect the increased costs of provision only |
| Per Day | 99.70 | £1.99 | 2.00% | 101.69 | Lower % increase to reflect the increased costs of provision only |
| Medium Attendance = 100 to 499 | | | | | |
| Per Hour | 26.55 | £0.53 | 2.00% | 27.08 | Lower % increase to reflect the increased costs of provision only |
| Per Day | 127.30 | £2.55 | 2.00% | 129.85 | Lower % increase to reflect the increased costs of provision only |
| Large Attendance = 500 to 1999 | | | | | |

| | 31.85 | £0.64 | 2.00% | 32.49 | Lower % increase to reflect the increased costs of provision only |
|---|----------------------------|-----------------------------|------------------------|--------------------------------|--|
| | 155.95 | £3.12 | 2.00% | 159.07 | Lower % increase to reflect the increased costs of provision only |
| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
| Charities / Not For Profit Organisations | | | | | |
| Small Attendance = 0 to 99 | | | | | |
| Per Hour | 14.85 | 0.00 | 0.00% | 14.85 | No Increased proposed to support community provision, the higher commercial rate will cover the addition costs |
| Per Day | 71.05 | 0.00 | 0.00% | 71.05 | No Increased proposed to support community provision, the higher commercial rate will cover the addition costs |
| Medium Attendance = 100 to 499 | | | | | |
| Per Hour | 18.00 | 0.00 | 0.00% | 18.00 | No Increased proposed to support community provision, the higher commercial rate will cover the addition costs |
| Per Day | 85.90 | 0.00 | 0.00% | 85.90 | No Increased proposed to support community provision, the higher commercial rate will cover the addition costs |
| Large Attendance = 500 to 1999 | | | | | |
| Per Hour | 23.40 | 0.00 | 0.00% | 23.40 | No Increased proposed to support community provision, the higher commercial rate will cover the addition costs |
| Per Day | 113.50 | 0.00 | 0.00% | 113.50 | No Increased proposed to support community provision, the higher commercial rate will cover the addition costs |
| Fairs & Circuses Min of 3 day Hire | | | | | |
| Small Attendance = 0 to 99 Per Day | 394.70 | £27.63 | 7.00% | 422.33 | To reflect a more commercial approach to fee structures |
| Outdoor Fitness Session | | | | | |
| Commercial Rates (Per Day) | | | | | |
| Summer Fee (Apr to Sept) One day maximum usage per week | 400.45 | 0.00 | | 400.45 | No increase is proposed on Outdoor Fitness to allow the previous 2 years of increase to be absorbed into hirers business models. |
| Summer Fee (Apr to Sept) Two days maximum usage per week | 650.00 | 0.00 | | 650.00 | |
| Summer Fee (Apr to Sept) Three days maximum usage per week | 700.00 | 0.00 | | 700.00 | |
| Winter Fee (Oct to Mar) One day maximum usage per week | 200.00 | 0.00 | | 200.00 | |
| Winter Fee (Oct to Mar) Two days maximum usage per week | 400.00 | 0.00 | | 400.00 | |
| Winter Fee (Oct to Mar) Three days maximum usage per week | 600.00 | 0.00 | | 600.00 | |
| Annual Fee One day maximum usage per week | 520.00 | 0.00 | | 520.00 | |
| Annual Fee Two days maximum usage per week | 850.00 | 0.00 | | 850.00 | |
| Annual Fee Three days maximum usage per week | 1,000.00 | 0.00 | | 1,000.00 | |
| Community Rates (Per Day) | | | | | |
| Summer Fee (Apr to Sept) One day maximum usage per week | 200.00 | 0.00 | | 200.00 | |
| Summer Fee (Apr to Sept) Two days maximum usage per week | 300.00 | 0.00 | | 300.00 | |
| Summer Fee (Apr to Sept) Three days maximum usage per week | 350.00 | 0.00 | | 350.00 | |
| Winter Fee (Oct to Mar) One day maximum usage per week | 80.00 | 0.00 | | 80.00 | |
| Winter Fee (Oct to Mar) Two days maximum usage per week | 200.00 | 0.00 | | 200.00 | |
| Winter Fee (Oct to Mar) Three days maximum usage per week | 300.00 | 0.00 | | 300.00 | |
| Annual Fee One day maximum usage per week | 250.00 | 0.00 | | 250.00 | |
| Annual Fee Two days maximum usage per week | 450.00 | 0.00 | | 450.00 | |
| Annual Fee Three days maximum usage per week | 500.00 | 0.00 | | 500.00 | |
| Trial fee (1 day per week - MAX 4 week trial) | 100.00 | 0.00 | | 100.00 | |
| Additional Costs for Outdoor Event Space: | | | | | |
| Ø Set up and Clearance charged @ 50% of applicable rate | | | | | |
| Ø Any event in excess of 1999 attendees is STN | | | | | |
| Additional Costs for Outdoor Fitness Space: | | | | | |
| Ø Set up and Clearance charged @ 50% of applicable rate | | | | | |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|---|----------------------------|-----------------------------|------------------------|--------------------------------|--|
| BROMSGROVE DISTRICT COUNCIL - PARKSIDE SUITE | | | | | |
| Scale of Charges from 2015 | | | | | |
| Per Hour (Suggest min Hire of 2hrs) | | | | | |
| Main Room | | | | | |
| Community Group | 21.00 | £1.05 | 5.00% | 22.05 | |
| Regular Hire | 31.50 | £1.58 | 5.00% | 33.08 | |
| Commercial Hire | 42.00 | £2.10 | 5.00% | 44.10 | |
| Committee Room | | | | | |
| Community Group | 11.00 | £1.10 | 10.00% | 12.10 | a 10% increase to ensure we remain commercial with other local providers |
| Regular Hire | 16.50 | £1.65 | 10.00% | 18.15 | |
| Commercial Hire | 22.00 | £2.20 | 10.00% | 24.20 | |
| Combined | | | | | |
| Community Group | 26.90 | £2.69 | 10.00% | 29.59 | a 10% increase to ensure we remain commercial with other local providers |
| Regular Hire | 43.00 | £4.30 | 10.00% | 47.30 | |
| Commercial Hire | 59.15 | £5.92 | 10.00% | 65.07 | |
| Half Day up to 5pm (max 4hrs) | | | | | |
| Main Room | | | | | |
| Community Group | 78.75 | £3.94 | 5.00% | 82.69 | |
| Regular Hire | 94.50 | £4.73 | 5.00% | 99.23 | |
| Commercial Hire | 157.50 | £7.88 | 5.00% | 165.38 | |
| Committee Room | | | | | |
| Community Group | 33.00 | £3.30 | 10.00% | 36.30 | a 10% increase to ensure we remain commercial with other local providers |
| Regular Hire | 44.00 | £4.40 | 10.00% | 48.40 | |
| Commercial Hire | 55.00 | £5.50 | 10.00% | 60.50 | |
| Combined | | | | | |
| Community Group | 96.75 | £4.84 | 5.00% | 101.59 | |
| Regular Hire | 134.40 | £6.72 | 5.00% | 141.12 | |
| Commercial Hire | 193.50 | £9.68 | 5.00% | 203.18 | |
| Full Day Up to 5pm | | | | | |
| Main Room | | | | | |
| Community Group | 147.00 | £7.35 | 5.00% | 154.35 | |
| Regular Hire | 183.75 | £9.19 | 5.00% | 192.94 | |
| Commercial Hire | 262.50 | £13.13 | 5.00% | 275.63 | |
| Committee Room | | | | | |
| Community Group | 55.00 | £5.50 | 10.00% | 60.50 | a 10% increase to ensure we remain commercial with other local providers |
| Regular Hire | 66.00 | £6.60 | 10.00% | 72.60 | |
| Commercial Hire | 82.50 | £8.25 | 10.00% | 90.75 | |
| Combined | | | | | |
| Community Group | 193.50 | £9.68 | 5.00% | 203.18 | |
| Regular Hire | 241.90 | £12.10 | 5.00% | 254.00 | |
| Commercial Hire | 322.50 | £16.13 | 5.00% | 338.63 | |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|----------------------------|-----------------------------|------------------------|--------------------------------|--|
| <p><u>Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight</u></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> | 440.00 | 0.00 | 0.00% | 440.00 | <p>no change to entice new business as demand at weekends remains low -</p> <p>only half and full days rates allowed for the weekend unless additional hours to a black booking rate</p> |

Planning and Regeneration

Roundings to the nearest 10p.

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|----------------------------|-----------------------------|---------------------------|-----------------------------------|---|
| DEVELOPMENT CONTROL | | | | | |
| A0/A1 size print | 14.80 | 0.00 | | 14.80 | |
| A2 size print | 7.40 | 0.00 | | 7.40 | |
| Development Management | | | | | |
| High Hedge Complaints | 595.10 | 0.00 | | 595.10 | |
| High Hedge Complaints - reduced for people on benefits | 237.60 | 0.00 | | 237.60 | |
| Residential Development/ Development Site Area/Proposed Gross Floor Area | | | | | |
| 1-4 dwellings / less than 0.5 ha | 306.60 | 0.00 | | 0.00 | |
| - Additional Meetings (after first three) | 122.10 | 0.00 | | 0.00 | |
| 5-9 dwellings / 0.6-0.99ha | 616.40 | 0.00 | | 0.00 | |
| - Additional Meetings (after first three) | 122.10 | 0.00 | | 0.00 | |
| 10-49 dwellings / 1.0-1.25ha | 1,230.60 | 0.00 | | 0.00 | |
| - Additional Meetings (after first three) | 615.30 | 0.00 | | 0.00 | |
| 50-199 dwellings / 1.26 - 2.0ha | 2,461.30 | 0.00 | | 0.00 | |
| - Additional Meetings (after first three) | 910.20 | 0.00 | | 0.00 | |
| 200+ dwellings / more than 2ha | 3,690.90 | 0.00 | | 0.00 | |
| - Additional Meetings (after first three) | 1,230.60 | 0.00 | | 0.00 | |
| Residential Development/ Development Site Area/Proposed Gross Floor Area | | | | | |
| 1* Dwelling | 0.00 | 0.00 | | 200.00 | The Council already charges a pre application fee for residential developments over a certain size. Charging for larger employment pre applications (greater than 1 hectare) would be a more commercial approach for charging. |
| 2 - 4 Dwellings | 0.00 | 0.00 | | 300.00 | |
| 5 - 9 Dwellings | 0.00 | 0.00 | | 600.00 | |
| 10 - 49 Dwellings | 0.00 | 0.00 | | 1,200.00 | |
| 50 - 99 Dwellings | 0.00 | 0.00 | | 2,200.00 | |
| 100 - 199 Dwellings | 0.00 | 0.00 | | 3,000.00 | |
| 200+ Dwellings | 0.00 | 0.00 | | 4,000.00 | |
| * includes one-for-one replacements | | | | | |
| Non-residential development (floor space) | | | | | |
| Floor area is measured externally | | | | | |
| Less than 500sqm | 0.00 | 0.00 | | 0.00 | With respect to Changes of Use if the development is a change to create dwellings the charge will be for the number of dwellings created. If the change is to another use the charge will be based on the floor area created or the site area involved if there are no building operations proposed. There is no charge of Advertisement schemes, variation or removal of conditions, car parks & roads or for certificates for lawfulness. All fees are inclusive of VAT. (at 20%) |
| 500 - 999sqm | 0.00 | 0.00 | | 500.00 | |
| 1000 - 1999sqm | 0.00 | 0.00 | | 1,000.00 | |
| 2000 - 4999sqm | 0.00 | 0.00 | | 2,000.00 | |
| 5000 - 9999sqm | 0.00 | 0.00 | | 2,500.00 | |
| 10,000sqm or greater | 0.00 | 0.00 | | 3,000.00 | |
| Non-residential development (site area) where no building operations are proposed | | | | | |
| Less than 0.5ha | 0.00 | 0.00 | | 300.00 | |
| 0.5 - 0.99ha | 0.00 | 0.00 | | 600.00 | |
| 1 - 1.25ha | 0.00 | 0.00 | | 1,000.00 | |
| 1.26 - 2ha | 0.00 | 0.00 | | 2,000.00 | |
| 2ha or greater | 0.00 | 0.00 | | 3,000.00 | |

Fee Concessions

Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building. Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%.

BUILDING CONTROL - APRIL 2018 - 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.

5. Regularisation applications are available for cases where unauthorised building work was undertaken without an application. Such work can only be regularised where the work was undertaken after October 1985 and not within the last 6 months. The Authority is not obliged to accept Regularisation applications. Regularisation application fees are individually determined. Please contact us to discuss regularisation application fees.

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

Other information

1 These notes are for guidance only and do not replace Statutory Instrument 2010 number 0404 which contains the full statement of the law, and the Scheme of Recovery of Fees dated April 2014.
2 These guidance notes refer to the charges that you have to pay for building control services within North Worcestershire.

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

Bromsgrove 01527 881402

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| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|---|----------------------------|-----------------------------|---------------------------|-----------------------------------|----------|
| <u>TABLE A: Standard Charges for the Creation or Conversion to New Housing</u> | | | | | |
| Application Charge | Please Ring for Quote | | | Please Ring for Quote | |
| Regularisation Charge | Please Ring for Quote | | | Please Ring for Quote | |
| Additional Charge | Please Ring for Quote | | | Please Ring for Quote | |
| Garage Conversion to habitable room | | | | | |
| Application Charge | Please contact us | | | Please contact us | |
| Regularisation Charge | Please contact us | | | Please contact us | |
| Additional Charge | Please contact us | | | Please contact us | |
| Extension project up to 10sq.m floor area | | | | | |
| Application Charge | Please contact us | | | Please contact us | |
| Regularisation Charge | Please contact us | | | Please contact us | |
| Additional Charge | Please contact us | | | Please contact us | |
| All other extensions | | | | | |
| Application Charge | Please contact us | | | Please contact us | |
| Regularisation Charge | Please contact us | | | Please contact us | |
| Additional Charge | Please contact us | | | Please contact us | |
| Loft Conversions | | | | | |
| Application Charge | Please contact us | | | Please contact us | |
| Regularisation Charge | Please contact us | | | Please contact us | |
| Additional Charge | within provided quote | | | within provided quote | |
| Detached garage over 30sq.m floor area | | | | | |
| Application Charge | Please contact us | | | Please contact us | |
| Regularisation Charge | Please contact us | | | Please contact us | |
| Additional Charge | Please contact us | | | Please contact us | |
| Electrical works by non-qualified electrician | | | | | |
| Application Charge | Please contact us | | | Please contact us | |
| Regularisation Charge | Please contact us | | | Please contact us | |
| Additional Charge | N/A | | | N/A | |

Appendix

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|---|-----------------------------|---------------------------|---|----------|
| Renovation of thermal element Application Charge Regularisation Charge Additional Charge | Please contact us Please contact us N/A | | | Please contact us Please contact us N/A | |
| Installing steel beam(s) within an existing house Application Charge Regularisation Charge Additional Charge | Please contact us Please contact us N/A | | | Please contact us Please contact us N/A | |
| Window replacement Application Charge Regularisation Charge Additional Charge | Please contact us Please contact us N/A | | | Please contact us Please contact us N/A | |
| Installing a new boiler or wood burner etc. Application Charge Regularisation Charge Additional Charge | Please contact us Please contact us N/A | | | Please contact us Please contact us N/A | |
| TABLE C: All Other works - Alterations Application Charge Regularisation Charge | Please Contact Us Please Contact Us | | | Please Contact Us Please Contact Us | |

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

These charges have been set on the following basis:

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

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).
 Legitimate 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.

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| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|---|--|-----------------------------|---------------------------|--|---|
| ARCHIVED APPLICATIONS Process request to re-open archived building control file, resolve case and issue completion certificate (Administration Fee) Each visit to site in connection with resolving archived building control cases (Per Site Visit) | 50.50 65.90 | £0.76 £0.99 | 1.50% 1.50% | 51.30 66.90 | Factoring in the overhead increases has revised the breakeven hourly rate for Building Control. This increase reflects this |
| WITHDRAWN APPLICATIONS Process request <u>With additional fees of:</u> | 50.50 | £0.76 | 1.50% | 51.30 | |
| 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 £66.90 per site visit made | |
| Withdrawn Full Plans application without plans being checked or any site inspections being made | refund submitted fee less admin fee | 0.00 | | refund submitted fee less admin fee | |
| Withdraw Full Plans application after plan check but before any inspections on site | refund inspection fee (where paid up-front) less admin fee | 0.00 | | refund inspection fee (where paid up-front) less admin fee | |

Appendix

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | 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 £66.90 per site inspection made | |
| RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS Process request to re-invoice inspection fee to new addressee Optional Consultancy Services | 50.50 Please Contact Us | £0.76 0.00 | 1.50% | 51.30 Please Contact Us | |
| <p>*Charges Note* 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 fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service.</p> | | | | | |

Regulatory Services

Roundings to the nearest 10p.

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|---|----------------------------|-----------------------------|---------------------------|-----------------------------------|----------------------------|
| TAXI LICENSING | | | | | |
| - Hackney Carriage - excluding vehicle testing | 243.00 | 0.00 | | 243.00 | |
| - Hackney Carriage vehicle tests | 64.00 | 0.00 | | 64.00 | |
| - Private Hire - excludes vehicle testing | 225.00 | 0.00 | | 225.00 | |
| - Private Hire vehicle tests | 54.90 | 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 | 95.00 | 0.00 | | 95.00 | |
| - HC/PH Drivers Licence - 3 year | 228.00 | 0.00 | | 228.00 | |
| - Private Hire Drivers Licence - 1 year | 95.00 | 0.00 | | 95.00 | |
| - Private Hire Drivers Licence - 3 year | 228.00 | 0.00 | | 228.00 | |
| - Meter Test | 24.00 | 0.00 | | 24.00 | |
| - Hackney Carriage mid-term vehicle test | 64.00 | 0.00 | | 64.00 | |
| - Private Hire mid-term vehicle test | 55.00 | 0.00 | | 55.00 | |
| - Re-Test Fee - Within 48 hours | 28.00 | 0.00 | | 28.00 | |
| - Knowledge test | 21.00 | 0.00 | | 21.00 | |
| - Administration charge - new applications | 35.00 | 0.00 | | 35.00 | |
| - Replacement vehicle plate | 21.00 | 0.00 | | 21.00 | |
| - Replacement Driver's Licence | 16.00 | 0.00 | | 16.00 | |
| - Trailer Test | 20.00 | 0.00 | | 20.00 | |
| - Transfer of ownership of licensed vehicle | 36.00 | 0.00 | | 36.00 | |
| - Criminal Bureau Check | 53.00 | 0.00 | | 53.00 | |
| - DVLA Check - Electronic | 6.00 | 0.00 | | 6.00 | |
| - DVLA Check | 11.00 | 0.00 | | 11.00 | |
| GENERAL LICENSING | | | | | |
| - Annual Street Trading Consent - Food - Initial - per annum | 1,418.00 | 0.00 | | 1,418.00 | |
| - Annual Street Trading Consent - Food - Renewal - per annum | 1,301.00 | 0.00 | | 1,301.00 | |
| - Annual Street Trading Consent - Non Food - Initial - per annum | 1,183.00 | 0.00 | | 1,183.00 | |
| - Annual Street Trading Consent - Non Food - Renewal - per annum | 1,064.00 | 0.00 | | 1,064.00 | |
| - Animal Boarding/Home 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 | |
| - Zoo - Vet fees / animal welfare visit costs if applicable charged at cost | 100.00 | 5.00% | | 105.00 | To reflect cost increases. |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|---|----------------------------|-----------------------------|---------------------------|-----------------------------------|---|
| Tattooing/ ear piercing/ electrolysis/ acupuncture | | | | | |
| - Premises | 130.00 | 0.00 | | 130.00 | |
| - Practitioners | 85.00 | 0.00 | | 85.00 | |
| Scrap Metal Dealers Act 2013 | | | | | |
| - Site Licence (New) | 290.00 | 0.00 | | 290.00 | |
| Per Additional Site | 150.00 | 0.00 | | 150.00 | |
| | 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 | |
| ENVIRONMENTAL HEALTH | | | | | |
| Dog Warden | | | | | |
| Penalty* (statutory fee) | 25.00 | 0.00 | | 25.00 | Statutory Charge - Legislation since 1992 |
| Kennelling Fee - £13.50 per day or part day | 13.50 | 0.00 | | 13.50 | |
| Kennelling Fee for dangerous dogs by breed or behaviour - £20 per day or part day | 16.00 | 25.00% | | 20.00 | Cost increase to reflect cost recovery charges. |
| Admin charge | 10.00 | 50.00% | | 15.00 | Cost increase to reflect cost recovery charges. |
| Out of hours fee | 31.00 | 12.90% | | 35.00 | Cost increase to reflect cost recovery charges. |
| Repeat offenders fee | 25.00 | 0.00 | | 25.00 | |
| *No charge for a first offence to those on income related means tested benefits | | | | | |
| Other Environmental Health Fees | | | | | |
| ISS Certs Condemned Food* | Full Cost Recovery | | | Full Cost Recovery | |
| Food Hygiene Basic Course fee | Full Cost Recovery | | | Full Cost Recovery | |
| Gambling Fees 18-19 | | | | | |
| <u>Premises Licence Fees - Discretionary</u> | | | | | |
| Bingo Premises | | | | | |
| 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 | |
| Adult Gaming Centre | | | | | |
| Application to vary | 870.00 | 0.00 | | 870.00 | |
| Application to transfer | 694.00 | 0.00 | | 694.00 | |
| New applications | 1,158.30 | 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 | 1,158.30 | 0.00 | | 1,158.30 | |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|----------------------------|-----------------------------|---------------------------|-----------------------------------|--|
| Family Entertainment Centre | | | | | |
| Application to vary | 672.50 | 0.00 | | 672.50 | |
| Application to transfer | 550.50 | 0.00 | | 550.50 | |
| New applications | 1,158.30 | 0.00 | | 1,158.30 | |
| Annual fee | 436.00 | 0.00 | | 436.00 | |
| 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 | 1,158.30 | 0.00 | | 1,158.30 | |
| Betting Premises (Excluding Track) | | | | | |
| 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 | |
| Track | | | | | |
| 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 | |
| Temporary use notices | | | | | |
| New applications | 275.00 | 0.00 | | 275.00 | |
| Copy of licence | 26.70 | 0.00 | | 26.70 | |
| <u>Gambling Act Permit Fees - Statutory</u> | | | | | |
| Licensed Premises Gaming Machine Permit | | | | | |
| Grant | 150.00 | 0.00 | | 150.00 | |
| 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 | |
| <u>Licensed Premises Automatic Notification Process</u> | | | | | |
| Grant | 50.00 | 0.00 | | 50.00 | |
| <u>Club Gaming Permits</u> | | | | | |
| 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 | |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|---|----------------------------|-----------------------------|---------------------------|-----------------------------------|----------|
| <u>Club Machine Permits</u> | | | | | |
| 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 | |
| <u>Family Entertainment Centre Gaming Machine Permit</u> | | | | | |
| 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 | |
| <u>Prize Gaming Permits</u> | | | | | |
| 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 | |
| <u>Small Lottery Registration (statutory)</u> | | | | | |
| Grant | 40.00 | 0.00 | | 40.00 | |
| Annual fee | 20.00 | 0.00 | | 20.00 | |
| <u>Licensing Act - Statutory</u> | | | | | |
| Personal Licence | 37.00 | 0.00 | | 37.00 | |
| <u>Premises Licence and Club Premises Certificate</u> | | | | | |
| Non- Domestic rateable value of premises | | | | | |
| BAND A | 0 - 4,300 | | | 0 - 4,300 | |
| 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 | |
| New applications and variations | | | | | |
| 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 | |
| Annual Fee | | | | | |
| 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 | |

| SERVICE CATEGORY | charge 1st April 2017 £ | % increase/ £ increase £ | % Increase/ % Decrease | Proposed charge from 2018 £ | Comments |
|--|----------------------------|-----------------------------|---------------------------|-----------------------------------|----------|
| Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C. | | | | | |
| Those premises which fall into Band 'D' will be subject to two times the amount of fee payable as outlined above, whilst those premises which fall into Band 'E' will be subject to three times the amount of fee payable, if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises , i.e. large public houses. | | | | | |
| Large Events An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details. | | | | | |
| Exemptions Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising ONLY the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above. No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising ONLY the provision of regulated entertainment providing that is for and on behalf of the educational institution. | | | | | |
| 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 Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email - wrsenquiries@worcestershire.gov.uk In all cases, cheques must be made payable to 'Bromsgrove District Council' | | | | | |

BROMSGROVE DISTRICT COUNCIL

CABINET

7th February 2018

TREASURY MANAGEMENT STRATEGY 2018/19

| | |
|----------------------------|---|
| Relevant Portfolio Holder | Councillor Geoff Denaro |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Jayne Pickering – Exec Director Finance and Resources |
| Wards Affected | All Wards |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

Members are asked to approve the strategy statement for treasury management and investments in order to comply with the Local Government Act 2003.

2. RECOMMENDATIONS

The Cabinet is asked to RECOMMEND that

- 1) the Strategy and Prudential Indicators at Appendix 1 to the report be approved; and**
- 2) the Treasury Management Policy at Appendix 2 to the report be approved.**

3. KEY ISSUES

Financial Implications

3.1 The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public services (the CIPFA TM Code) and the Prudential Code require local authorities to set the Treasury Management Strategy Statement (TMSS) and Prudential Indicators each financial year. The TMSS also incorporates the Investment Strategy as required under the CLG's Investment Guidance.

3.2 CIPFA has defined Treasury Management as:

“the management of the organisation’s investments, cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

- 3.3 The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Treasury management risks are identified in the Council's approved Treasury Management Practices and include:
- Liquidity Risk (Adequate cash resources)
 - Market or Interest Rate Risk (Fluctuations in the value of investments)
 - Inflation Risks (Exposure to inflation)
 - Credit and Counterparty Risk (Security of Investments)
 - Refinancing Risks (Impact of debt maturing in future years)
 - Legal & Regulatory Risk (Compliance with statutory and regulatory requirements)
- 3.4 In addition, the Local Government Act 2003 requires the Council to 'have regard to the Prudential Code and to set Prudential Indicators for the next three years to ensure that the Council's capital investment plans are affordable, prudent and sustainable'.
- 3.5 The revised CLG guidance issued in November 2011 makes it clear that investment priorities should be security and liquidity, rather than yield and that authorities should not rely just on credit ratings, but consider other information on risk.
- 3.6 The guidance requires investment strategies to comment on the use of treasury management consultants and on the investment of money borrowed in advance of spending needs.
- 3.7 In formulating the Treasury Management Strategy and the setting of the Prudential Indicators, the Council adopts the Treasury Management Framework and Policy recommended by CIPFA.

Legal Implications

- 3.8 This is a statutory report under the Local Government Act 2003.

Service/Operational Implications

- 3.9 None as a direct result of this report.

Customer / Equalities and Diversity Implications

- 3.7 None as a direct result of this report.

4. RISK MANAGEMENT

Failure to manage the Treasury Management function effectively to ensure the delivery of maximum return within a secure environment. Controls in place to mitigate these risks are as follows:

Appendix

- Regular monitoring of the status of the organisations we invest with
- Daily monitoring by internal officers of banking arrangements and cash flow implications.

AUTHOR OF REPORT

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Appendix 1

Treasury Management Strategy Statement 2018/19

Bromsgrove District Council

Introduction

On the 17th March 2010, the Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2011 Edition* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year. CIPFA consulted on changes to the Code in 2017, but as yet have not published a revised Code.

In addition, the Department for Communities and Local Government (CLG) issued revised *Guidance on Local Authority Investments* in March 2010 that requires the Council to approve an investment strategy before the start of each financial year. A copy of the Council's Treasury Management Policy Statement is attached in Appendix 2.

The purpose of this Treasury Management Strategy Statement (TMSS) is, therefore, to approve:

- Treasury Management Strategy for 2018/19
- Annual Investment Strategy for 2018/19
- Prudential Indicators for 2018/19, 2019/20 and 2020/21
- MRP Statement

This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to both the CIPFA Code and the DCLG Guidance.

Revised strategy: In accordance with the DCLG Guidance, the Authority will be asked to approve a revised TMSS should the assumptions on which this report is based change significantly. Examples of which could include a large unexpected change in; interest rates, in the Council's capital programme or in the level of its investment balance.

External Context

Economic background: The major external influence on the Council's treasury management strategy for 2018/19 will be the UK's progress in negotiating its exit from the European Union and agreeing future trading arrangements. The domestic economy has remained relatively robust since the 2016 referendum, but there are indications that uncertainty over the future is now weighing on growth. Transitional arrangements may prevent a cliff-edge, but will also extend the period of uncertainty for several years. Economic growth is therefore forecast to remain sluggish throughout 2018/19.

Consumer price inflation reached 3.0% in September 2017 as the post-referendum devaluation of sterling continued to feed through to imports. Unemployment continued to fall and the Bank of England's Monetary Policy Committee judged that the extent of spare capacity in the economy seemed limited and the pace at which the economy can grow without generating inflationary pressure had

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fallen over recent years. With its inflation-control mandate in mind, the Bank of England's Monetary Policy Committee raised official interest rates to 0.5% in November 2017.

In contrast, the US economy is performing well and the Federal Reserve is raising interest rates in regular steps to remove some of the emergency monetary stimulus it has provided for the past decade. The European Central Bank is yet to raise rates, but has started to taper its quantitative easing programme, signalling some confidence in the Eurozone economy.

Credit outlook: High profile bank failures in Italy and Portugal have reinforced concerns over the health of the European banking sector. Sluggish economies and fines for pre-crisis behaviour continue to weigh on bank profits, and any future economic slowdown will exacerbate concerns in this regard.

Bail-in legislation, which ensures that large investors including local authorities will rescue failing banks instead of taxpayers in the future, has now been fully implemented in the European Union, Switzerland and USA, while Australia and Canada are progressing with their own plans. In addition, the largest UK banks will ringfence their retail banking functions into separate legal entities during 2018. There remains some uncertainty over how these changes will impact upon the credit strength of the residual legal entities.

The credit risk associated with making unsecured bank deposits has therefore increased relative to the risk of other investment options available to the Council; returns from cash deposits however remain very low.

Interest rate forecast: The Council's treasury adviser Arlingclose's central case is for the UK Bank Rate to remain at 0.5% during 2018/19, following the rise from the historic low of 0.25%. The Monetary Policy Committee re-emphasised that any prospective increases in Bank Rate would be expected to be at a gradual pace and to not rise significantly above current levels.

Future expectations for higher short term interest rates are subdued. On-going decisions remain data dependant and negotiations on exiting the EU cast a shadow over monetary policy decisions. The risks to Arlingclose's forecast are broadly balanced on both sides. The Arlingclose central case is for gilt yields to remain broadly stable across the medium term. Upward movement will be limited, although the UK government's seemingly deteriorating fiscal stance is an upside risk.

A more detailed economic and interest rate forecast provided by Arlingclose is attached at **Appendix A**.

For the purpose of setting the budget, it has been assumed that new investments will be made at an average rate of 0.35%, and that new long-term loans will be borrowed at an average rate of 3.5%.

Local Context

On 31st December 2017, the Council held £4m in short-term debt. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

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Table 1: Balance sheet summary and forecast

| | 31.3.17 Actual £m | 31.3.18 Estimate £m | 31.3.19 Forecast £m | 31.3.20 Forecast £m | 31.3.21 Forecast £m |
|---|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| General Fund CFR | 14.2 | 16.3 | 17.8 | 18.9 | 19.1 |
| Total CFR | 14.2 | 16.3 | 17.8 | 18.9 | 19.1 |
| Less: External borrowing | -4.0 | 0 | 0 | 0 | 0 |
| Internal (over) borrowing | 10.2 | 16.3 | 17.8 | 18.9 | 19.1 |
| Less: Usable reserves | -8.5 | -8.5 | -7.7 | -7.0 | -6.0 |
| Less: Working capital | -1.7 | -1.7 | -1.7 | -1.7 | -1.7 |
| Investments (or New borrowing requirement) | 0 | (6.1) | (8.4) | (10.2) | (11.4) |

The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. The Council's current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing.

The Council has an increasing CFR due to the capital programme, but minimal investments and will therefore be required to borrow up to £11.4m over the forecast period.

CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Authority expects to comply with this recommendation during 2018/19.

Borrowing Strategy

The balance sheet forecast in table 1 shows that the Council expects to borrow up to £8.4m by the end of 2018/19. The Council may also borrow additional sums to pre-fund future years' requirements, providing this does not exceed the authorised limit for borrowing of £40 million.

Objectives: The Council's chief objective when borrowing money is to strike an appropriately low risk balance between securing low interest costs and achieving certainty of those costs over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective. The following issues will be considered prior to undertaking any external borrowing:

- Affordability;
- Maturity profile of existing debt;
- Interest rate and refinancing risk;
- Borrowing source and flexibility

Strategy: Given the significant cuts to public expenditure and in particular to local government funding, the Council's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently

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much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.

By doing so, the Council is able to reduce net borrowing costs (despite foregoing investment income) and reduce overall treasury risk. The benefits of internal / short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. The Council's treasury advisor, Arlingclose Ltd will assist the Council with this 'cost of carry' and breakeven analysis. Its output may determine whether the Council borrows additional sums at long-term fixed rates in 2018/19 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.

Alternatively, the Council may arrange forward starting loans during 2018/19, where the interest rate is fixed in advance, but the cash is received in later years. This would enable certainty of cost to be achieved without suffering a cost of carry in the intervening period.

In addition, the Authority may borrow further short-term loans to cover unplanned cash flow shortages.

Sources of borrowing: The approved sources of long-term and short-term borrowing are:

- Public Works Loan Board (PWLB) and any successor body
- any institution approved for investments (see below in Table 2)
- any other bank or building society authorised to operate in the UK
- UK public and private sector pension funds (except Worcestershire County Pension Fund)
- capital market bond investors
- UK Municipal Bonds Agency plc and other special purpose companies created to enable local authority bond issues

Short-term and variable rate loans: These loans leave the Authority exposed to the risk of short-term interest rate rises and are therefore subject to the limit on the net exposure to variable interest rates in the treasury management indicators below.

Debt rescheduling: The PWLB allows authorities to repay loans before maturity and either pay a premium (i.e. an amount over and above the principal outstanding) or receive a discount according to a set formula based on current interest rates. The Authority may take advantage of this and replace some loans with new loans, or repay loans without replacement, where this is expected to lead to an overall cost saving or a reduction in risk.

Investment Strategy

In the past 12 months, the Authority's investment balance has ranged between nil and £6 million; higher levels are expected in the forthcoming year.

Objectives: Both the CIPFA Code and the CLG Guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

Negative interest rates: If the UK enters into a recession in 2018/19, there is a small chance that the Bank of England could set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. This situation already exists in many other European countries. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

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Strategy: Given the increasing risk and very low returns from short-term unsecured bank investments, the Authority aims to diversify into more secure and/or higher yielding asset classes during 2018/19. All of the Authority's surplus cash is currently invested in call accounts or term deposits with banks and building societies which, by their nature, are unsecured.

The Authority will also consider investment of surplus monies in pooled Money Market Funds which provide much greater diversification of credit risk as well as high liquidity (same day access to the investment).

Approved counterparties: The Authority may invest its surplus funds with any of the counterparty types in table 2 below, subject to the cash limits (per counterparty) and the time limits shown.

Table 2: Approved investment counterparties and limits

| Credit rating | Banks unsecured | Banks secured | Government | Corporates |
|---------------------|-------------------|------------------|-------------------------|------------------|
| UK Govt | n/a | n/a | £ Unlimited 50 years | n/a |
| AAA | £2m 5 years | £2m 20 years | £2m 50 years | £2m 5 years |
| AA+ | £2m 5 years | £2m 10 years | £2m 25 years | £2m 5 years |
| AA | £2m 4 years | £2m 5 years | £2m 15 years | £2m 5 years |
| AA- | £2m 3 years | £2m 4 years | £2 m 10 years | £2m 3 years |
| A+ | £2m 2 years | £2m 3 years | £2m 5 years | £2m 2 years |
| A | £2m 13 months | £2m 2 years | £2m 5 years | £2m 2 years |
| A- | £2m 6 months | £2m 13 months | £2 m 5 years | £2m 13 months |
| None | £0.5m 6 months | n/a | £3m 25 years | £500k 1 year |
| Pooled funds | £2m per fund | | | |

Credit rating: Investment limits are set by reference to the lowest published long-term credit rating from Fitch, Moody's or Standard & Poor's. Where available, the credit rating relevant to the specific investment or class of investment is used, otherwise the counterparty credit rating is used. However, investment decisions are never made solely based on credit ratings, and all other relevant factors including external advice will be taken into account.

Banks unsecured: Accounts, deposits, certificates of deposit and senior unsecured bonds with banks and building societies, other than multilateral development banks. These investments are subject to the risk of credit loss via a bail-in should the regulator determine that the bank is failing or likely to fail. See below for arrangements relating to operational bank accounts.

Banks secured: Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in.

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Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

Government: Loans, bonds and bills issued or guaranteed by national governments, regional and local authorities and multilateral development banks. These investments are not subject to bail-in, and there is an insignificant risk of insolvency. Investments with the UK Central Government may be made in unlimited amounts for up to 50 years.

Corporates: Loans, bonds and commercial paper issued by companies other than banks and registered providers. These investments are not subject to bail-in, but are exposed to the risk of the company going insolvent. Loans to unrated companies will only be made following an external credit assessment as part of a diversified pool in order to spread the risk widely.

Pooled funds: Shares in diversified investment vehicles consisting of the any of the above investment types, plus equity shares and property. These funds have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager in return for a fee. Short-term Money Market Funds that offer same-day liquidity and very low or no volatility will be used as an alternative to instant access bank accounts, while pooled funds whose value changes with market prices and/or have a notice period will be used for longer investment periods.

Bond, equity and property funds offer enhanced returns over the longer term, but are more volatile in the short term. These allow the Authority to diversify into asset classes other than cash without the need to own and manage the underlying investments. Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Authority's investment objectives will be monitored regularly.

Operational bank accounts: The Authority may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £1m per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Authority maintaining operational continuity.

Risk assessment and credit ratings: Credit ratings are obtained and monitored by the Authority's treasury advisers, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made,
- any existing investments that can be recalled or sold at no cost will be, and
- full consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a credit rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

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Other information on the security of investments: The Authority understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Authority will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Authority's cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office or invested in government treasury bills for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

Specified investments: The CLG Guidance defines specified investments as those:

- denominated in pound sterling,
- due to be repaid within 12 months of arrangement,
- not defined as capital expenditure by legislation, and
- invested with one of:
 - the UK Government,
 - a UK local authority, parish council or community council, or
 - a body or investment scheme of “high credit quality”.

The Authority defines “high credit quality” organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher. For money market funds and other pooled funds “high credit quality” is defined as those having a credit rating of A- or higher.

Non-specified investments: Any investment not meeting the definition of a specified investment is classed as non-specified. The Authority does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition on high credit quality. Limits on non-specified investments are shown in table 3 below.

Table 3: Non-specified investment limits

| | Cash limit |
|---|------------|
| Total long-term investments | £1.5m |
| Total investments without credit ratings or rated below A- (except UK Government and local authorities) | £0.5m |
| Total non-specified investments | £2m |

Appendix

Investment limits: The Authority's revenue reserves available to cover investment losses are forecast to be £8.5 million on 31st March 2018. In order that no more than 24% of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £2 million. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers' nominee accounts, foreign countries and industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 4: Investment limits

| | Cash limit |
|---|-----------------|
| Any single organisation, except the UK Central Government | £2m each |
| UK Central Government | unlimited |
| Any group of organisations under the same ownership | £2m per group |
| Any group of pooled funds under the same management | £5m per manager |
| Negotiable instruments held in a broker's nominee account | £5m per broker |
| Unsecured investments with building societies | £2m in total |
| Money Market Funds | £11m in total |

Liquidity management: The Authority uses purpose-built cash flow forecasting tools to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise the risk of the Authority being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Authority's medium term financial plan and cash flow forecast.

Non-Treasury Investments

Although not classed as treasury management activities and therefore not covered by the CIPFA Code or the CLG Guidance, the Authority may also purchase property for investment purposes and may also make loans and investments for service purposes, for example in shared ownership housing, as loans to local businesses and landlords, or as equity investments and loans to the Authority's subsidiaries.

Such loans and investments will be subject to the Authority's normal approval processes for revenue and capital expenditure and need not comply with this treasury management strategy.

The Authority's existing non-treasury investments are listed in Appendix B.

Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit score of its investment portfolio. This is calculated by applying a

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score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

| | Target |
|--------------------------------|---|
| Portfolio average credit score | 6.0 which is equivalent to a credit rating of A |

Liquidity: The Authority has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three month period, without additional borrowing.

| | Target |
|--------------------------------------|--------|
| Total cash available within 3 months | £3m |

Interest rate exposures: This indicator is set to control the Authority's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed will be:

| | 2018/19 | 2019/20 | 2020/21 |
|--|---------|---------|---------|
| Upper limit on fixed interest rate exposure | 100% | 100% | 100% |
| Upper limit on variable interest rate exposure | 50% | 50% | 50% |

Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months, measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

Maturity structure of borrowing: This indicator is set to control the Authority's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

| | Upper | Lower |
|--------------------------------|-------|-------|
| Under 12 months | 15% | 0% |
| 12 months and within 24 months | 15% | 0% |
| 24 months and within 5 years | 35% | 0% |
| 5 years and within 10 years | 100% | 0% |
| 10 years and above | 100% | 0% |

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

Principal sums invested for periods longer than 364 days: The purpose of this indicator is to control the Authority's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the long-term principal sum invested to final maturities beyond the period end will be:

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| | 2018/19 | 2019/20 | 2020/21 |
|---|---------|---------|---------|
| Limit on principal invested beyond year end | £1.5m | £1.5m | £1.5m |

Other Items

There are a number of additional items that the Authority is obliged by CIPFA or CLG to include in its Treasury Management Strategy.

Policy on the use of financial derivatives: Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g. interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g. callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e. those that are not embedded into a loan or investment).

The Authority will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Authority is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds and forward starting transactions, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

Investment training: The needs of the Authority's treasury management staff for training in investment management are assessed every three months as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, the Association of Corporate Treasurers and other appropriate organisations.

Investment advisers: The Authority has appointed Arlingclose Limited as treasury management advisers and receives specific advice on investment, debt and capital finance issues.

Investment of money borrowed in advance of need: The Authority may, from time to time, borrow in advance of need, where this is expected to provide the best long-term value for money. Since amounts borrowed will be invested until spent, the Authority is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Authority's overall management of its treasury risks.

The total amount borrowed will not exceed the authorised borrowing limit of £40 million. The maximum period between borrowing and expenditure is expected to be two years, although the Authority is not required to link particular loans with particular items of expenditure.

Appendix

Other Options Considered

The CLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. It is considered that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

| Alternative | Impact on income and expenditure | Impact on risk management |
|---|--|---|
| Invest in a narrower range of counterparties and/or for shorter times | Interest income will be lower | Lower chance of losses from credit related defaults, but any such losses may be greater |
| Invest in a wider range of counterparties and/or for longer times | Interest income will be higher | Increased risk of losses from credit related defaults, but any such losses may be smaller |
| Borrow additional sums at long-term fixed interest rates | Debt interest costs will rise; this is unlikely to be offset by higher investment income | Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs may be more certain |
| Borrow short-term or variable loans instead of long-term fixed rates | Debt interest costs will initially be lower | Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long-term costs may be less certain |
| Reduce level of borrowing | Saving on debt interest is likely to exceed lost investment income | Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs may be less certain |

Prudential Indicators 2018/19 - 2020/21

Background: There is a requirement under the Local Government Act 2003 for local authorities to have regard to CIPFA's Prudential Code for Capital Finance in Local Authorities (the "CIPFA Prudential Code") when setting and reviewing their Prudential Indicators. The objectives of the Prudential Code are to ensure that the capital investment plans are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Authority has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

Estimates of Capital Expenditure: The Authority's planned capital expenditure and financing may be summarised as follows. Further detail is provided in the Budget report.

| Capital Expenditure and Financing | 31.3.17 Actual £m | 31.3.18 Estimate £m | 31.3.19 Forecast £m |
|-----------------------------------|-------------------------|---------------------------|---------------------------|
| General Fund | 7.8 | 7.6 | 1.8 |
| Total Expenditure | 7.8 | 7.6 | 1.8 |
| Capital Receipts | 0 | 0 | 0 |
| Government Grants | 1.1 | 0 | 0 |
| Reserves | 0 | 0 | 0 |
| Revenue | 0.5 | 0 | 0 |
| Borrowing | 6.2 | 7.6 | 1.8 |
| Total Financing | 7.8 | 7.6 | 1.8 |

Capital Financing Requirement: The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose. The calculation of the CFR is taken from the amounts held in the Balance Sheet relating to capital expenditure and its financing.

| | 31.3.17 Actual £m | 31.3.18 Estimate £m | 31.3.19 Forecast £m | 31.3.20 Forecast £m | 31.3.21 Forecast £m |
|------------------|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| General Fund CFR | 14.2 | 16.3 | 17.8 | 18.9 | 19.1 |
| Total CFR | 14.2 | 16.3 | 17.8 | 18.9 | 19.1 |

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Gross Debt and the Capital Financing Requirement: In order to ensure that over the medium term debt will only be for a capital purpose, the Authority should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

| Debt | 31.3.17 Revised £m | 31.3.18 Estimate £m | 31.3.19 Estimate £m | 31.3.20 Estimate £m |
|-------------------|--------------------------|---------------------------|---------------------------|---------------------------|
| Borrowing | 4.0 | 10.1 | 12.4 | 14.2 |
| Total Debt | 4.0 | 10.1 | 12.4 | 14.2 |

Total debt is expected to remain below the CFR during the forecast period.

Actual External Debt: This indicator is obtained directly from the Council's balance sheet. It is the closing balance for actual gross borrowing plus other long-term liabilities. This Indicator is measured in a manner consistent for comparison with the Operational Boundary and Authorised Limit.

| Actual External Debt as at 31/03/2017 | 31.3.17 Actual £m |
|--|-------------------------|
| Borrowing | 4.0 |
| Other Long-term Liabilities | 0 |
| Total | 4.0 |

Authorised Limit and Operational Boundary for External Debt: The Council has an integrated treasury management strategy and manages its treasury position in accordance with its approved strategy and practice. Overall borrowing will therefore arise as a consequence of all the financial transactions of the Council and not just those arising from capital spending reflected in the CFR.

The **Authorised Limit** sets the maximum level of external borrowing on a gross basis (i.e. not net of investments) for the Council. It is measured on a daily basis against all external borrowing items on the Balance Sheet (i.e. long and short term borrowing, overdrawn bank balances and long term liabilities). This Prudential Indicator separately identifies borrowing from other long term liabilities such as finance leases. It is consistent with the Council's existing commitments, its proposals for capital expenditure and financing and its approved treasury management policy statement and practices.

The Authorised Limit has been set on the estimate of the most likely, prudent but not worst case scenario with sufficient headroom over and above this to allow for unusual cash movements.

The Authorised Limit is the statutory limit determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

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| Authorised Limit for External Debt | 2018/19 Estimate £'000 | 2019/20 Estimate £'000 | 2020/21 Estimate £'000 |
|------------------------------------|------------------------------|------------------------------|------------------------------|
| Borrowing | 40,000 | 40,000 | 40,000 |
| Other Long-term Liabilities | 0 | 0 | 0 |
| Total | 40,000 | 40,000 | 40,000 |

The Operational Boundary links directly to the Council's estimates of the CFR and estimates of other cashflow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst case scenario but without the additional headroom included within the Authorised Limit.

The Executive Director of Finance and Corporate Resources has delegated authority, within the total limit for any individual year, to effect movement between the separately agreed limits for borrowing and other long-term liabilities. Decisions will be based on the outcome of financial option appraisals and best value considerations. Any movement between these separate limits will be reported to the next meeting of Full Council.

| Operational Boundary for External Debt | 2018/19 Estimate £'000 | 2019/20 Estimate £'000 | 2020/21 Estimate £'000 |
|--|------------------------------|------------------------------|------------------------------|
| Borrowing | 30,000 | 30,000 | 30,000 |
| Other Long-term Liabilities | 0 | 0 | 0 |
| Total | 30,000 | 30,000 | 30,000 |

Ratio of Financing Costs to Net Revenue Stream: This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the net revenue budget required to meet financing costs, net of investment income.

| Ratio of Financing Costs to Net Revenue Stream | 2017/18 Estimate % | 2018/19 Estimate % |
|--|--------------------------|--------------------------|
| General Fund | 1.8 | 5.1 |

Adoption of the CIPFA Code of Practice: The indicator below demonstrates that the Council has adopted the principles of best practice.

| Adoption of the CIPFA Code of Practice in Treasury Management |
|--|
| The Council approved the adoption of the CIPFA Treasury Management Code at its meeting on 17 th March 2010. |

The Council has incorporated the changes from the revised 2011 CIPFA Code of Practice into its treasury policies, procedures and practices.

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Appendix A - Arlingclose Economic & Interest Rate Forecast November 2017

Underlying assumptions:

- In a 7-2 vote, the MPC increased Bank Rate in line with market expectations to 0.5%. Dovish accompanying rhetoric prompted investors to lower the expected future path for interest rates. The minutes re-emphasised that any prospective increases in Bank Rate would be expected to be at a gradual pace and to a limited extent.
- Further potential movement in Bank Rate is reliant on economic data and the likely outcome of the EU negotiations. Policymakers have downwardly assessed the supply capacity of the UK economy, suggesting inflationary growth is more likely. However, the MPC will be wary of raising rates much further amid low business and household confidence.
- The UK economy faces a challenging outlook as the minority government continues to negotiate the country's exit from the European Union. While recent economic data has improved, it has done so from a low base: UK Q3 2017 GDP growth was 0.4%, after a 0.3% expansion in Q2.
- Household consumption growth, the driver of recent UK GDP growth, has softened following a contraction in real wages, despite both saving rates and consumer credit volumes indicating that some households continue to spend in the absence of wage growth. Policymakers have expressed concern about the continued expansion of consumer credit; any action taken will further dampen household spending.
- Some data has held up better than expected, with unemployment continuing to decline and house prices remaining relatively resilient. However, both of these factors can also be seen in a negative light, displaying the structural lack of investment in the UK economy post financial crisis. Weaker long term growth may prompt deterioration in the UK's fiscal position.
- The depreciation in sterling may assist the economy to rebalance away from spending. Export volumes will increase, helped by a stronger Eurozone economic expansion.
- Near-term global growth prospects have continued to improve and broaden, and expectations of inflation are subdued. Central banks are moving to reduce the level of monetary stimulus.
- Geo-political risks remains elevated and helps to anchor safe-haven flows into the UK government bond (gilt) market.

Forecast:

- The MPC has increased Bank Rate, largely to meet expectations they themselves created. Future expectations for higher short term interest rates are subdued. On-going decisions remain data dependant and negotiations on exiting the EU cast a shadow over monetary policy decisions.
- Our central case for Bank Rate is 0.5% over the medium term. The risks to the forecast are broadly balanced on both sides.
- The Arlingclose central case is for gilt yields to remain broadly stable across the medium term. Upward movement will be limited, although the UK government's seemingly deteriorating fiscal stance is an upside risk.

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| | Dec-17 | Mar-18 | Jun-18 | Sep-18 | Dec-18 | Mar-19 | Jun-19 | Sep-19 | Dec-19 | Mar-20 | Jun-20 | Sep-20 | Dec-20 | Average |
|---------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| Official Bank Rate | | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.00 | 0.00 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.19 |
| Arlingclose Central Case | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Downside risk | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -0.25 | -0.25 | -0.25 | -0.25 | -0.25 | -0.25 | -0.25 | -0.25 | -0.15 |
| 3-month LIBID rate | | | | | | | | | | | | | | |
| Upside risk | 0.10 | 0.10 | 0.10 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.22 |
| Arlingclose Central Case | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Downside risk | -0.10 | -0.10 | -0.15 | -0.15 | -0.15 | -0.25 | -0.25 | -0.25 | -0.25 | -0.25 | -0.25 | -0.25 | -0.25 | -0.20 |
| 1-yr LIBID rate | | | | | | | | | | | | | | |
| Upside risk | 0.15 | 0.15 | 0.20 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | 0.27 |
| Arlingclose Central Case | 0.70 | 0.70 | 0.70 | 0.70 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.77 |
| Downside risk | -0.15 | -0.20 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.30 | -0.15 | -0.26 |
| 5-yr gilt yield | | | | | | | | | | | | | | |
| Upside risk | 0.20 | 0.25 | 0.25 | 0.25 | 0.30 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.40 | 0.32 |
| Arlingclose Central Case | 0.75 | 0.75 | 0.80 | 0.80 | 0.80 | 0.85 | 0.90 | 0.90 | 0.95 | 0.95 | 1.00 | 1.05 | 1.10 | 0.89 |
| Downside risk | -0.20 | -0.20 | -0.25 | -0.25 | -0.25 | -0.35 | -0.40 | -0.40 | -0.40 | -0.40 | -0.40 | -0.40 | -0.40 | -0.33 |
| 10-yr gilt yield | | | | | | | | | | | | | | |
| Upside risk | 0.20 | 0.25 | 0.25 | 0.25 | 0.30 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.40 | 0.32 |
| Arlingclose Central Case | 1.25 | 1.25 | 1.25 | 1.25 | 1.25 | 1.30 | 1.30 | 1.35 | 1.40 | 1.45 | 1.50 | 1.55 | 1.55 | 1.36 |
| Downside risk | -0.20 | -0.25 | -0.25 | -0.25 | -0.25 | -0.30 | -0.35 | -0.40 | -0.40 | -0.40 | -0.40 | -0.40 | -0.40 | -0.33 |
| 20-yr gilt yield | | | | | | | | | | | | | | |
| Upside risk | 0.20 | 0.25 | 0.25 | 0.25 | 0.30 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.40 | 0.32 |
| Arlingclose Central Case | 1.85 | 1.85 | 1.85 | 1.85 | 1.85 | 1.90 | 1.90 | 1.95 | 1.95 | 2.00 | 2.05 | 2.05 | 2.05 | 1.93 |
| Downside risk | -0.20 | -0.30 | -0.25 | -0.25 | -0.30 | -0.35 | -0.40 | -0.45 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.38 |
| 50-yr gilt yield | | | | | | | | | | | | | | |
| Upside risk | 0.20 | 0.25 | 0.25 | 0.25 | 0.30 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.40 | 0.32 |
| Arlingclose Central Case | 1.70 | 1.70 | 1.70 | 1.70 | 1.70 | 1.75 | 1.80 | 1.85 | 1.90 | 1.95 | 1.95 | 1.95 | 1.95 | 1.82 |
| Downside risk | -0.30 | -0.30 | -0.25 | -0.25 | -0.30 | -0.35 | -0.40 | -0.45 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.39 |

Appendix 2

TREASURY MANAGEMENT POLICY STATEMENT

1. INTRODUCTION AND BACKGROUND

- 1.1 The Council adopts the key recommendations of CIPFA's Treasury Management in the Public Services: Code of Practice (the Code), as described in Section 5 of the Code.
- 1.2 Accordingly, the Council will create and maintain, as the cornerstones for effective treasury management:-
 - A treasury management policy statement, stating the policies, objectives and approach to risk management of its treasury management activities
 - Suitable treasury management practices (TMPs), setting out the manner in which the Council will seek to achieve those policies and objectives, and prescribing how it will manage and control those activities.
- 1.3 The Council (i.e. full Council) will receive reports on its treasury management policies, practices and activities including, as a minimum, an annual strategy and plan in advance of the year, a mid-year review and an annual report after its close, in the form prescribed in its TMPs.
- 1.4 The Council delegates responsibility for the implementation and monitoring of its treasury management policies and practices to Full Council and for the execution and administration of treasury management decisions to Executive Director of Finance and Resources, who will act in accordance with the organisation's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.
- 1.5 The Council is responsible for ensuring effective scrutiny of the Treasury Management Strategy and policies.

2. POLICIES AND OBJECTIVES OF TREASURY MANAGEMENT ACTIVITIES

- 2.1 The Council defines its treasury management activities as:

“The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

- 2.2 This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will

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focus on their risk implications for the organisation, and any financial instruments entered into to manage these risks.

- 2.3 This Council acknowledges that effective treasury management will provide support towards the achievement of its business and service objectives. It is therefore committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.”
- 2.4 The Council’s borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk.
- 2.5 The Council’s primary objective in relation to investments remains the security of capital. The liquidity or accessibility of the Council’s investments followed by the yield earned on investments remain important but are secondary considerations.

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CABINET6th FEBRUARY 2018**PAY POLICY STATEMENT 2018/19**

| | |
|------------------------------|--|
| Relevant Portfolio Holder | Cllr Brian Cooper |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Deb Poole, Head of Transformation and Organisational Development |
| Ward(s) Affected | n/a |
| Ward Councillor(s) Consulted | n/a |

1. SUMMARY OF PROPOSALS

To enable Members to approve the Pay Policy for 2018/19

2. RECOMMENDATIONS

The Committee is asked to RECOMMEND to Council that the Pay Policy as detailed in Appendix 1 to the report be approved.

3. KEY ISSUES

- 3.1 The Localism Act requires English and Welsh local authorities to produce a Pay Policy statement ('the statement'). The Act requires the statement to be approved by Full Council and to be adopted by 31st March each year for the subsequent financial year. The Pay Policy Statement for the Council is included at Appendix 1.

The Statement must set out policies relating to-

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

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

Financial Implications

- 3.2 All financial implications have already been included as part of the budget setting process and posts are fully budgeted for.

Legal Implications

3.3 These are already included in the report

Service / Operational Implications

3.4 There are no implications in relation to this report

Customer / Equalities and Diversity Implications

3.5 There are no implications in relation to this report

4. RISK MANAGEMENT

There are no implications in relation to this report

5. APPENDICES

Appendix 1 - Pay Policy 2018/19

AUTHOR OF REPORT

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APPENDIX 1

BROMSGROVE DISTRICT COUNCIL PAY POLICY STATEMENT

Introduction and Purpose

1. Under section 112 of the Local Government Act 1972, the Council has the “power to appoint officers on such reasonable terms and conditions as authority thinks fit”. This pay policy statement sets out the Council’s approach to pay policy in accordance with the requirements of Section 38 of the Localism Act 2011. It shall apply for the financial year 2018/19 and each subsequent financial year, until amended. The information provided is based on the current pay structure and is subject to any national pay award for 2018/19 being agreed.
2. The purpose of the statement is to provide transparency with regard to the Council’s approach to setting the pay of its employees by identifying;
 - a. the methods by which salaries of all employees are determined;
 - b. the detail and level of remuneration of its most senior staff i.e. ‘chief officers’, as defined by the relevant legislation;
 - c. the Committee(s) responsible for ensuring the provisions set out in this statement are applied consistently throughout the Council and for recommending any amendments to the full Council
3. Once approved by the full Council, this policy statement will come into immediate effect and will be subject to review on a minimum of an annual basis, in accordance with the relevant legislation prevailing at that time.

Legislative Framework

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

Pay Structure

5. The Council’s pay and grading structure comprises grades 1 – 11. These are followed by grades for Managers 1 - 2, Head of Service 1, Head of Service 2, Head of Service 3, Executive Director, Deputy Chief Executive

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and then Chief Executive; all of which arose following the introduction of shared services with Redditch Borough Council.

6. Within each grade there are a number of salary / pay points. Up to and including grade 11 scale, at spinal column point 49, the Council uses the nationally negotiated pay spine. Salary points above this are locally determined. The Council's Pay structure is set out below. This includes the increases for grade 1-11 as agreed by the National Joint Council for 2017.

| Grade | Spinal Column Points | | Nationally determined rates | |
|--------------------|----------------------|-----|-----------------------------|-----------|
| | | | Minimum £ | Maximum £ |
| 1 | 6 | 9 | 15,014 | 15,375 |
| 2 | 9 | 14 | 15,375 | 16,781 |
| 3 | 13 | 17 | 16,491 | 17,722 |
| 4 | 17 | 22 | 17,722 | 20,660 |
| 5 | 21 | 25 | 20,138 | 22,659 |
| 6 | 25 | 30 | 22,659 | 26,822 |
| 7 | 30 | 36 | 26,822 | 31,601 |
| 8 | 35 | 40 | 30,784 | 35,444 |
| 9 | 39 | 43 | 34,538 | 38,236 |
| 10 | 42 | 46 | 37,306 | 41,025 |
| 11 | 45 | 49 | 40,557 | 43,821 |
| Manager 1 | Hay evaluated | 43% | 52,013 | 55,927 |
| Manager 2 | Hay evaluated | 45% | 56,233 | 58,528 |
| Head of Service 1 | Hay evaluated | 51% | 63,730 | 66,332 |
| Head of Service 2 | Hay evaluated | 61% | 76,226 | 79,338 |
| Head Of Service 3 | Hay evaluated | 68% | 84,974 | 88,443 |
| Executive Director | Hay evaluated | 74% | 92,472 92,604 | 96,246 |

Appendix

| | | | | |
|------------------------|---------------|------|-------------------|---------|
| Deputy Chief Executive | Hay evaluated | 80% | 99,970 101,979 | 104,050 |
| Chief Executive | Hay evaluated | 100% | 124,962 | 130,063 |

7. All Council posts are allocated to a grade within this pay structure, based on the application of a Job Evaluation process. Posts at Managers and above are evaluated by an external assessor using the Hay Job Evaluation scheme. Where posts are introduced as part of a shared service, and where these posts are identified as being potentially too 'large' and 'complex' for this majority scheme, they will be double tested under the Hay scheme, and where appropriate, will be taken into the Hay scheme to identify levels of pay. This scheme identifies the salary for these posts based on a percentage of Chief Executive Salary (for ease of presentation these are shown to the nearest whole % in the table above). Posts below this level (which are the majority of employees) are evaluated under the "Gauge" Job Evaluation process..
8. In common with the majority of authorities the Council is committed to the Local Government Employers national pay bargaining framework in respect of the national pay spine and annual cost of living increases negotiated with the trade unions.
9. All other pay related allowances are the subject of either nationally or locally negotiated rates, having been determined from time to time in accordance with collective bargaining machinery and/or as determined by Council policy. In determining its grading structure and setting remuneration levels for all posts, the Council takes account of the need to ensure value for money in respect of the use of public expenditure, balanced against the need to recruit and retain employees who are able to meet the requirements of providing high quality services to the community; delivered effectively and efficiently and at all times those services are required.
10. New appointments will normally be made at the minimum of the relevant grade, although this can be varied where necessary to secure the best candidate. From time to time it may be necessary to take account of the external pay market in order to attract and retain employees with particular experience, skills and capacity. Where necessary, the Council will ensure the requirement for such is objectively justified by reference to clear and transparent evidence of relevant market comparators, using appropriate data sources available from within and outside the local government sector.
11. For staff not on the highest point within the salary scale there is a system of annual progression to the next point on the band.

Senior Management Remuneration

12. For the purposes of this statement, senior management means 'chief officers' as

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defined within S43 of the Localism Act. The posts falling within the statutory definition are set out below, with details of their basic salary as at 1st April 2018 (assuming no inflationary increase for these posts).

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

| Title | % of Chief executive salary | Pay range (minimum) £ | Pay range (maximum) £ | Incremental points | Cost to Bromsgrove District Council £ |
|---|------------------------------------|------------------------------|------------------------------|---------------------------|--|
| Chief Executive | 100% | 124,962 | 130,063 | 3 | 63,756 |
| Deputy Chief Executive | 80% | 99,970 101,979 | 104,050 | 3 | 51,005 51,507 |
| Executive Director of Finance and Resources. (Also S151 Officer) | 74% | 92,472 92,604 | 96,246 | 3 | 47,179 47,212 |
| Head of Worcestershire Regulatory Services | 68% | 84,974 | 88,443 | 3 | <i>This is a shared post across 6 district Authorities at a cost of £14,451 each</i> |
| Head of Customer Access and Financial Support | 61% | 76,226 | 79,338 | 3 | 38,891 |
| Head of Planning and | 61% | 76,226 | 79,338 | 3 | 38,891 |

Appendix

| | | | | | |
|---|-----|--------|--------|---|--------|
| Regeneration | | | | | |
| Head of Transformation and Organisational Development | 61% | 76,226 | 79,338 | 3 | 38,891 |
| Head of Legal, Equalities and Democratic Services | 61% | 76,226 | 79,338 | 3 | 38,891 |
| Head of Environmental Services | 61% | 76,226 | 79,338 | 3 | 38,891 |
| Head of Leisure and Cultural Services | 61% | 76,226 | 79,338 | 3 | 38,891 |
| Head of Community Services | 61% | 76,226 | 79,338 | 3 | 38,891 |

Recruitment of Chief Officers

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

Performance-Related Pay and Bonuses – Chief Officers

Appendix

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

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

17. In addition to the basic salary for the post, all staff may be eligible for other payments under the Council's existing policies. Some of these payments are chargeable to UK Income Tax and do not solely constitute reimbursement of expenses incurred in the fulfilment of duties. The list below shows some of the kinds of payments made.
- a. reimbursement of mileage. At the time of preparation of this statement, the Council pays an allowance of 45p per mile for all staff, with additional or alternative payments for carrying passengers or using a bicycle;
 - b. professional fees. The Council pays for or reimburses the cost of one practicing certificate fee or membership of a professional organisation provided it is relevant to the post that an employee occupies within the Council.
 - c. long service awards. The Council pays staff an additional amount if they have completed 25 years of service.
 - d. honoraria, in accordance with the Council's policy on salary and grading. Generally, these may be paid only where a member of staff has performed a role at a higher grade;
 - e. fees for returning officer and other electoral duties, such as acting as a presiding officer of a polling station. These are fees which are identified and paid separately for local government elections, elections to the UK Parliament and EU Parliament and other electoral processes such as referenda;
 - f. pay protection – where a member of staff is placed in a new post and the grade is below that of their previous post, for example as a result of a restructuring, pay protection at the level of their previous post is paid for the first 12 months. In exceptional circumstance pay protection can be applied for greater than 12 months with the prior approval of the Chief Executive.
 - g. market forces supplements in addition to basic salary where identified and paid separately;
 - h. salary supplements or additional payments for undertaking additional responsibilities such as shared service provision with another local authority or in respect of joint bodies, where identified and paid separately;
 - i. attendance allowances.

Payments on Termination

18. The Council's approach to discretionary payments on termination of employment of chief officers prior to reaching normal retirement age is set out within its policy statement in accordance with Regulations 5 and 6 of the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 and Regulations 12 and 13 of the Local Government Pension Scheme (Benefits, Membership and Contribution) Regulations 2007.

Appendix

19. Any other payments falling outside the provisions or the relevant periods of contractual notice shall be subject to a formal decision made by the full Council or relevant elected members, committee or panel of elected members with delegated authority to approve such payments.
20. Redundancy payments are based upon an employee's actual weekly salary and, in accordance with the Employee Relations Act 1996, will be up to 30 weeks, depending upon length of service and age.

Publication

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

Lowest Paid Employees

22. The Council's definition of lowest paid employees is persons employed under a contract of employment with the Council on full time (37 hours) equivalent salaries in accordance with the minimum spinal column point currently in use within the Council's grading structure. As at 1st April 2018 this is £15,014 per annum.
23. The Council also employs apprentices (or other such categories of workers) who are not included within the definition of 'lowest paid employees' (as they are employed under a special form of employment contract; which is a contract for training rather than actual employment).
24. The relationship between the rate of pay for the lowest paid and chief officers is determined by the processes used for determining pay and grading structures as set out earlier in this policy statement.
25. The statutory guidance under the Localism Act recommends the use of pay multiples as a means of measuring the relationship between pay rates across the workforce and that of senior managers, as included within the Hutton 'Review of Fair Pay in the Public Sector' (2010). The Hutton report was asked by Government to explore the case for a fixed limit on dispersion of pay through a requirement that no public sector manager can earn more than 20 times the lowest paid person in the organisation. The report concluded that "it would not be fair or

Appendix

wise for the Government to impose a single maximum pay multiple across the public sector". The Council accepts the view that the relationship to median earnings is a more relevant measure and the Government's Code of Recommended Practice on Data Transparency recommends the publication of the ratio between highest paid salary and the median average salary of the whole of the authority's workforce.

26. The current pay levels within the Council define the multiple between the lowest paid (full time equivalent) employee and the Chief Executive as [1:8.3] and; between the lowest paid employee and average chief officer as [1:4.6]. The multiple between the median (average) full time equivalent earnings and the [Chief Executive] is [1:5.3] and; between the median (average) full time equivalent earnings and average chief officer is [1:2.8].
27. As part of its overall and ongoing monitoring of alignment with external pay markets, both within and outside the sector, the Council will use available benchmark information as appropriate.

Accountability and Decision Making

28. In accordance with the Constitution of the Council, the Council is responsible for setting the policy relating to the recruitment, pay, terms and conditions and severance arrangements for employees of the Council. Decisions about individual employees are delegated to the Chief Executive.
29. The Appointments Committee is responsible for recommending to Council matters relating to the appointment of the Head of Paid Service (Chief Executive), Monitoring Officer, Section 151 Officer and Chief Officers as defined in the Local Authorities (Standing Orders) Regulations 2001 (as amended);
30. For the Head of Paid Service, Monitoring Officer and the Chief Finance Officer, the Statutory Officers Disciplinary Action Panel considers and decides on matters relating to disciplinary action.

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MEDIUM TERM FINANCIAL PLAN 2018/19 -2021/22

| | |
|----------------------------|----------------------------------|
| Relevant Portfolio Holder | Brian Cooper |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Jayne Pickering (Exec Director) |
| Wards Affected | All |
| Ward Councillor Consulted | None specific |

1. SUMMARY OF PROPOSALS

- 1.1 This report presents the final position on Revenue and Capital for the period 2018/19-2021/22.
- 1.2 Following the recommendations from Cabinet on 7th February 2018 changes have been made to the unavoidable pressures due to a withdrawal of funding from Worcestershire County Council together with a an update on the borrowing position for 2018/19. These are reflected in the recommendation at 2.1.2 and the table at 3.16.
- 1.3 In addition the layout of the table at 3.16 has been revised following discussions at Overview and Scrutiny on 12th February and the recommendations below reflect the ongoing pressures over the 4 year period.

2. RECOMMENDATIONS**2.1 Cabinet is asked to recommend to Full Council****2.1.1 Approve the additional income / efficiencies as attached at Appendix 1:**

2018/19 £ 580k
2020/21 £ 53k
2021/22 £272k

2.1.2 Approve the unavoidable pressures as attached at Appendix 2:

2018/19 £ 515k
2019/20 £ 346k
2020/21 £200k
2021/22 £200k

2.1.3 Approve the Revenue bids as attached at Appendix 3:

2018/19 £165k
2019/20 £15k
2020/21 £15k
2021/22 £15k

- 2.1.4 Approve the Capital Programme bids (to exclude the energy efficiency programme) as attached at Appendix 4:**
2018/19 £1.293m
2019/20 £999k
2020/21 £1.940m
2021/22 £1.245m
- 2.1.5 Approve the unavoidable Capital Bids in relation to the energy efficiency programme of:**
2018/19 £110k
2019/20 £110k
- 2.1.5 The approval of the funding from balances of :**
2018/19 £ 9k
- 2.1.6 Approval of the Increase of Council Tax by 2.99% (£6.29 pa) per Band D equivalent for 2018/19**
- 2.1.7 That the budget savings and pressures for 2018/19-2021/22 are subject to change due to the potential impact of changes to service delivery and the localisation of Business Rates together with any future changes to New Homes Bonus.**
- 2.1.8 That following the decision at Council on 24th January 2018, the sum of £80k is made available from balances to fund potential Hardship cases in relation to Council Tax Support in 2018/19.**

3. KEY ISSUES

Financial Implications

- 3.1** The Council's Medium Term Financial Plan (MTFP) provides the framework within which the revenue and capital spending decisions can be made. For 2018/19 a 4 year plan is proposed to 2021/22. The plan addresses how the Council will provide financial funding to the Strategic Purposes and ensure residents receive quality services to meet their needs in the future. The Purposes that drive the financial considerations are :
- Help me find somewhere to live in my locality
 - Provide good things for me to see, do and visit
 - Help me live my life independently
 - Help me run a successful business
 - Help me be financially independent
 - Keep my place safe and looking good

3.2 When reviewing the budget projections officers consider the impact of demand on service and the costs associated with this demand. This may result in additional costs (associated with maintaining current service delivery) or reductions in anticipated income revenue over the next 4 years.

3.3 As Members are aware there continue to be considerable pressures facing the Council over the next 4 years as a result of a number of issues including:

- Potential further reductions in New Homes Bonus Grant
- Impact of Negative Revenue Support Grant currently estimated at £740k in 2019/20. There is a consultation paper expected on this in Spring 2018.
- Impact of the Localisation of Business Rates scheme which is now deferred to 2020/21.
- Impact of the fair funding review which is to be implemented in 2020/21.

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

3.5 **Settlement**

3.5.1 The provisional settlement was announced in mid-December 2017. A number of issues were included within the information, including;

- Local Government Funding Reform to be implemented in 2020/21. A Consultation paper to be published in Spring 2018.
- Advised that the Business Rates Baseline reset will be in 2020/21
- From 2020/21 all grants to be included in Business Rates Retention
- Council Tax – can increase Council Tax by 3% (previously 2%) without a referendum for both 2018/19 & 2019/20. This would increase Council Tax by approximately £47k.
- Business Rate Pilots – Worcestershire not approved as a pilot. Potential for further rounds of bidding. Therefore Bromsgrove will remain in GBS Pool for 2018/19
- No changes to New Homes Bonus
- Advised that there will be consultation in Spring 2018 in relation to “negative “ grant – currently £740k in 2019/20

3.6 **Revenue Support Grant**

3.6.1 This Council in common with virtually every other Council in the country signed up to the government offer of a four year funding settlement.

This brought more certainty to the funding figures but not complete certainty or protection from changes to the funding levels as described below.

3.6.2 As Members are aware from previous reports the Revenue Support Grant for the Council was withdrawn from 2016/17 with 2 years of transitional grant being paid to reduce the impact of the income shortfall. A transitional grant of £114k was paid in 2017/18 with no grant payable in 2018/19.

3.6.3 Within the current projections there is an assumption that a repayment will be made to Government in 2019/20. This is due to the calculated core spending power for the Council being less than the estimated funding received. For 2019/20 the provisional settlement provides for a £740k repayment. Officers have projected that this will continue into 2021/22.

3.7 **Business Rates**

3.7.1 For 2018/19 the government assessed baseline for business rates is £1.680m, if business rates grow above the baseline, then this council keeps a proportion of that funding. The opposite applies for any losses with the Council having to repay some of it its formula funding. It is anticipated that there will be a reset of business rates in 2020/21 which will absorb any growth and the Government has proposed that the changes to the Business Rates funding will be applicable from 2020/21, however no further details have been received on this.

3.8 **New Homes Bonus (NHB)**

3.8.1 The amount of NHB for 2018/19 has been confirmed as £1.643m which is £128k less than anticipated in the MTFP. This is due to the Band D equivalent properties being less than anticipated due to redevelopments not being delivered in the District. The 2018/19 income is £315k. The 0.4% levy on growth equated to 169 properties which would have generated approximately £217k additional income.

3.8.2 The Government also announced in the settlement that they expect to make further changes to NHB in future years. So not only can we expect significantly less than we would have earned, there is also increased risk to this funding stream in future years.

3.8.3 The MTFP will continue to be refreshed annually to take account of future changes in funding.

3.8.4 An assumption has been made that the Community Bid scheme will continue at a level of 25% per annum based on the additional New Homes Bonus payable for the year. For 2018/19 this equates to £79k.

3.9 **Council Tax**

3.9.1 Within the settlement the Government allowed Councils to increase Council Tax by up to 3% without the need for a referendum. The Council will decide the level of the council tax for 2018/19 on 21st February 2018. If the recommendations contained in this report are approved, the demand on the collection fund to meet the Council's own needs will be £7,910,079 representing a 2.99% (£6.29) increase on Band D Council Tax compared to the current financial year. The Council Tax relating to the Councils services will rise from £210.24 to £216.53.

3.10 **General Fund**

3.10.1 The level of the general fund balance is currently £4.2m. As part of the budget proposals for 2017/18 it was estimated that £279k would be returned to balances which would result in £4.5m remaining at 1st April 2018.

3.10.2 Should the budget be approved as included in the projections at 3.16 the draw down over the 4 years will be £2m and therefore retain £2.5m for future use. The minimum level of balances is £1.1m. As members are aware a report will be presented in March to consider options and funding requirements for the replacement Sports Hall. It is assumed that the majority of the funding will be drawn down from balances and therefore it is important to ensure that future savings are made to mitigate the impact of the pressure on the balances position.

3.11 **Collection Fund**

3.11.1 The collection fund has a declared surplus of over £600k as at March 2017 which will be distributed amongst the major preceptors using the prescribed formulae. This Councils share of the surplus payable as a one off sum is £109k.

3.12 **Precepts**

3.12.1 The precepts from Worcestershire County Council, the Hereford and Worcester Combined Fire Authority, and the West Mercia Police Authority have not yet been received. The precepting bodies have until 28 February to provide this information, which will be needed to enable the Council to make its formal decisions. Precept notifications have been received from all of the parish and town councils.

3.13 **Capital Programme**

3.13.1 The Capital Programme has been extended to a 4 year rolling and officers are currently working to ensure that the level of expenditure falls within the current estimated project allocation. The borrowing costs

associated with any schemes have been factored into the revenue summary statement. The Capital Programme is attached at Appendix 4 for consideration. There are detailed business cases available for all capital projects should members wish to consider them further. The bid for the £110k re energy efficiency has been classed as unavoidable as this was approved by Council to be included in the capital programme.

3.14 **Efficiency Plan**

3.14.1 The Efficiency Plan as approved in October 2016 included a number of areas whereby the costs to the Council could be reduced in a number of ways. The following key themes were identified to enable officers to manage the shortfalls in funding:

- Identifying opportunities to increase income and growth
- Identify alternative models of delivery in the provision of services and to consider the most appropriate provider
- Identify further efficiency by continuing to drive waste out of services and reduce cost
- Continue to redesign services to provide quality support and service to the customer whilst releasing savings
- Assessing the value for money of service provided and demonstrating where resources can be realigned note 1
- Designing services across public and voluntary sector organisations to secure better outcomes and reduce overall spend
- Resetting future budget to meet prior years expenditure and income

3.14.2 The budget includes the delivery of the savings and income as identified in the Efficiency Plan. As reported in the 2017/18 budget proposal there may be changes to the way that the savings are delivered when officers have reviewed the plans. The savings for 2018/19 detail how the financial pressures affecting the Council will be realised.

3.15 **Current Position**

3.15.1 When proposing the budget officers have also identified a number of budget pressures that have been deemed “unavoidable”. Unavoidable includes the ongoing effects of pressures identified during 2017/18 together with any issues that have been raised as fundamental to maintaining service provision as part of the budget process. In addition income shortfalls that cannot be managed by improved marketing or price increases have been addressed during the budget planning. The pressures and income shortfalls are identified at Appendix 1

3.15.2 In addition to the unavoidable pressures revenue bids have been identified and included at Appendix 2. The main bid relates to £150k in relation to the ongoing transport assessment work that is being undertaken for the Council. This is a one year only request for 2018/19.

3.15.3 In addition to Heads of Service proposed savings there have been a number of suggestions from staff in relation to efficiencies and income that could be realised. These are included at Appendix 3. The appendix shows the in year position on savings and these are then built into the base as they will be delivered in future years.

3.16 Financial Position

3.16.1 The final summary position below includes the financial impact of the above in addition to the following assumptions:

- 2% pay award in relation to the National Agreement in place. The initial budget was increased by 1% but the revised 2018/19-2019/20 takes into account the nationally proposed 2% increase for staff
- General inflationary increases in relation to contract arrangements
- An nationally set increase of 20% in planning fees that are to be utilised on investments and resourcing to the service.
- Payment of “negative grant” to the Government in 2019/20 - 2021/22 of £740k pa. This remains to be confirmed as part of the localisation of business rates implementation
- Increases as per the fees and charges proposals
- Borrowing costs resulting from the capital programme
- An estimation of the New Homes Bonus income based on planning numbers
- Additional growth income estimated in relation to the Business Rates receivable by the Council
- Council Tax at 2.99% for 2018/19-2019/20 and £5 for 2020/21-2021/22
- Draw down of £327k of reserves relating to vehicles
- Assumed that £20m investment and acquisition will be made by 2021/22. A rate of return of 5.33% has been included in the budget projections. Members should be aware that the draw down from balances will increase should no investments be identified.

| | 2018-19 | 2019-20 | 2020-21 | 2021-22 |
|--|----------------|----------------|----------------|----------------|
| | £000 | £000 | £000 | £000 |
| Departmental Expenditure (includes in year savings built into base) | 10,583 | 10,180 | 10,245 | 10,192 |
| Incremental Progression/Inflation on Utilities | 202 | 180 | 337 | 514 |
| Unavoidables | 540 | 346 | 200 | 200 |
| Revenue Bids/Revenue impact of capital bids | 165 | 15 | 15 | 15 |
| Savings and Additional income (in year savings) | -580 | - | -53 | -272 |
| Transfer from reserves (one year only transfer) | -327 | - | - | - |
| Net Service Expenditure | 10,583 | 10,720 | 10,744 | 10,649 |
| Interest Payable | 71 | 464 | 712 | 1,171 |
| Minimum Revenue Provision (Principal) | 497 | 569 | 822 | 1,079 |
| Recharge to Capital Programme | -25 | -25 | -25 | -25 |
| Net Operating Expenditure | 11,126 | 11,727 | 12,253 | 12,874 |
| Business Rates Retention (Baseline Funding) | -1,622 | -1,735 | -1,735 | -1,735 |
| Tariff Adjustment | - | 740 | 740 | 740 |
| Expected Levy Payment (net) | 88 | 81 | 83 | 84 |
| New Homes Bonus | -1,643 | -1,672 | -1,520 | -1,260 |
| New Homes Bonus Community Scheme | 79 | 79 | 79 | 79 |
| Collection Fund Surplus (Council Tax) | -109 | - | - | - |
| Council Tax - 2.99% 18/19 & 19/20 +£5 20/21 & 21/22 | -7,910 | -8,328 | -8,612 | -8,881 |
| Investment Income | - | -267 | -640 | -1,066 |
| Proposed Transfer to Balances | -9 | - | - | - |
| Funding Total | -11,126 | -11,101 | -11,605 | -12,039 |
| Shortfall | 0 | 626 | 648 | 835 |

3.17 As the table above shows there is a shortfall from 2019/20-2021/22 to be found by savings and additional income. Officers will continue to address the shortfall to ensure the balances position is maintained for future projects.

3.18 Over the last 12 months the Finance and Budget working group, as established by the Overview and Scrutiny Committee has met on a regular basis to review costs, fees and charges and the capital programme and have made a number of recommendations to Cabinet.

Legal Implications

3.19.1 As part of the budget and the Council Tax approval process, the Council is required by the Local Government Finance Act 1992 to make specific calculations and decisions in approving a balanced budget for the following financial year and setting the Council Tax Level

3.19.2 There are a number of requirements that the Council's Section 151 Officer (the Council's designated Senior Finance Officer) has to include in the budget report. These are set out below, together with S.151 comments on each of the issues:

a)The level and use of reserves to be formally determined by the Council must be informed by the judgement and advice of the Chief Financial Officer (CFO).

Section 151 Officer's comments: The level of reserves and budgets are consistent with the framework established in the approved MTFP. I believe this strategy to be robust. However further work needs to be done to identify savings in future years to maintain balances at an acceptable level.

b)The CFO to report the factors that have influenced his/her judgement in the context of the key financial assumptions underpinning the budget, and ensure that his/her advice is formally recorded. Where that advice is not accepted, this should be formally recorded in the minutes of the meeting.

Section 151 Officer's comments: The main assumptions included in the calculation of the budget are included within the report. The budget updates and considerations at previous Cabinet meetings have been formally recorded.

c)The report should include a statement showing the estimated opening balance on general fund reserves for the year ahead, any contribution to/from the fund, and the estimated closing balance.

Section 151 Officer's comments: statement included in this report (3.10.2)

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

Section 151 Officer's comments: reserves are used to fund specific expenditure and not ongoing liabilities.

e)The report should include a statement from the CFO on the adequacy of general reserves and provisions both for the forthcoming year and in the context of the medium term financial plan.

Section 151 Officer Comments: the Council holds adequate reserves to manage future liability and financial constraints

f)The report should include a statement on the annual review of earmarked reserves showing:

- i)list of earmarked reserves
- ii)purpose of reserve
- iii)advice on appropriate levels
- iv)estimated opening / closing balances
- v)planned additions / withdrawals.

Section 151 Officer's Comments: The current reserves are reported on a regular basis through the financial monitoring reports

3.20 Service / Operational Implications

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

Customer / Equalities and Diversity Implications

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

4. RISK MANAGEMENT

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

- Reductions in government funding leading to a reduction in the level of services delivered to the public
- Reductions in business rates income as a result of appeals or reduction in the rateable value leading to a lower level of income for the Council.
- Identification of sufficient and ongoing revenue savings to deliver a balanced budget.
- Allocation of sufficient resources to meet the needs of service delivery and the Councils priorities.
- Maintain adequate revenue and capital balances as identified in the MTFP to ensure financial stability.

The regular financial monitoring by Officers and Cabinet will provide a framework to mitigate the above risks.

5. APPENDICES

Appendix 1 – Additional income / Efficiencies

Appendix 2 – Unavoidable Pressures

Appendix 3 - Revenue Bids

Appendix 4 – Capital bids

AUTHOR OF REPORT

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SAVINGS & ADDITIONAL INCOME - BDC

TABLE SHOWING IN YEAR SAVINGS ONLY - ALL SAVINGS CONTINUE IN FUTURE YEARS

APPENDIX 1

| Department | Strategic Purpose | Description of saving | 2018-19 £'000 | 2019-20 £'000 | 2020-21 £'000 | 2021-22 £'000 | Comments |
|---------------------------------------|---|--|------------------|------------------|------------------|------------------|---|
| Business Transformation - ICT | All Strategic Purposes | Annual Revenue Budget Saving | -123 | | | | Saving from efficiencies and contract reviews |
| CCTV | Keep my place safe and looking good | acommodation charges | -12 | | | | Already included in support recharges |
| CCTV | Keep my place safe and looking good | telephone charges | -6 | | | | Savings from new contract |
| housing strategy | Help me find somewhere to live in my locality | staff savings from reduced mileage and reduced hours | -3 | | | | Savings from staff member reducing working hours |
| housing strategy | Help me find somewhere to live in my locality | removal of budget historical DFG monies | -7 | | | | Review of budget efficiencies |
| lifeline | Help me live my life independently | acommodation charges | -12 | | | | Already included in support recharges |
| community services | Help me live my life independently | various | -28 | | | | Review of budget efficiencies |
| Corporate | Enabling | Reduction in External Audit Costs | -16 | | | | Reduced as per new contract arrangements |
| Corporate | Provide good things for me to see and visit | Appeals in Asset of Community | -20 | | | | Savings to be offered, subject to any future appeals to be drawn down from balances |
| Customer Access and Financial Support | Enabling | Reduction in Hrs | -5 | | | | Savings from staff member reducing working hours |
| Environmental Services | Keep my place safe and looking good | Utilities | -36 | | | | More efficient lighting and boiler |
| Environmental Services | Keep my place safe and looking good | Maintenance | -9 | | | | Saving on Depot Maintenance |
| Environmental Services | Keep my place safe and looking good | Additional Garden Waste income | -54 | | | | Price increase to £45 in 18/19 |
| Environmental Services | Keep my place safe and looking good | Fuel and Veh R&M | -117 | | | | Fuel and R&M due more efficient working lower fuel costs. |
| Environmental Services | Keep my place safe and looking good | Domestic Bin Replacements | -53 | | | | Revenue saving achieved by moving replacement of bins to capital. |
| Environmental Services | Keep my place safe and looking good | Trade Bin Replacements | -10 | | | | Revenue saving achieved by moving replacement of bins to capital. |

Appendix

| Department | Strategic Purpose | Description of saving | 2018-19 £'000 | 2019-20 £'000 | 2020-21 £'000 | 2021-22 £'000 | Comments |
|------------------------|--|--|------------------|------------------|------------------|------------------|--|
| Environmental Services | Keep my place safe and looking good | Garden Waste Bin Replacements | -3 | | | | Revenue saving achieved by moving replacement of bins to capital. |
| Sports Development | Give me good things to see, do and visit | Efficiency Saving | -5 | | | | Review of budget efficiencies |
| Sports Development | Give me good things to see, do and visit | Savings on accomodation costs | -8 | | | | Review of budget efficiencies |
| Sports Services | Give me good things to see, do and visit | Year 3 and 4 income based upon operators offer at bscl | 0 | | -53 | -272 | Additional income generated from new service provider at the Bromsgrove Leisure Centre |
| Business Development | Give me good things to see, do and visit | NNDR on George House | -18 | | | | Savings following demolition of building |
| Business Development | Give me good things to see, do and visit | R & M for Parkside Building | -25 | | | | This saving relates to the repairs and maintenance of the building that are less than initially. This will be used to offset the income pressure against Parkside Hall which has been difficult to achieve but additional marketing will aim to mitigate the shortfall |
| Building Control | Keep my place safe and looking good | Additional cross boundary partnership working | -2 | | | | Additional income generated following marketing of service. |
| Planning | Enabling | Reduction in car mileage costs | -8 | | | | Review of budget efficiencies |
| TOTAL | | | -580 | 0 | -53 | -272 | |

NEW REVENUE BIDS - BDC

APPENDIX 2

| Department | Strategic Purpose | Description of revenue bid | 2018-19 £'000 | 2019-20 £'000 | 2020-21 £'000 | 2021-22 £'000 | Comments |
|-------------------------------------|--|---|------------------|------------------|------------------|------------------|---|
| Environmental Services | Keep my place safe and looking good | Street light repair and maintenance (Not Car parks) | 5 | 5 | 5 | 5 | No budget exists for maintaining Council owned street lights not on car parks |
| Strategic Planning and Conservation | Help me run a successful business Help me find somewhere to live in my locality Provide good things for me to see, do & visit Keep my place safe & looking good | Transport Consultancy | 150 | n/a | n/a | n/a | To provide funding for transport assessment |
| Business Transformation | Enabling | Worcestershire Office for Data and Analytics (WODA) Funding | 10 | 10 | 10 | 10 | Funding to support a County wide data sharign agreement. WODA aims to facilitate enhanced data sharing between partner organisations. |
| TOTAL | | | 165 | 15 | 15 | 15 | |

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UNAVOIDABLE PRESSURES - BDC

APPENDIX 3

| Department | Strategic Purpose | Description of Pressure | 2018-19 £'000 | 2019-20 £'000 | 2020-21 £'000 | 2021-22 £'000 | Comments |
|------------------------|--|--|------------------|------------------|------------------|------------------|--|
| community | Help me live my life independently | sunrise project staff cost - one year fixed term initially | 16 | - | - | - | To provide funding to the Sunrise Project in the District to ensure additional resource is available to provide the community with support - one year fixed term initially |
| Across all services | Enabling | Insurances - Due to inflation | 30 | 30 | 30 | 30 | Inflationary pressures to increase in insurance costs |
| Environmental Services | Help me run a successful business | Car Park Income | 100 | 100 | 100 | 100 | Decline in the number of people using the car parks |
| Sports Services | Give me good things to see, do and visit | Pressure based upon operators offer at bsic | 140 | 21 | - | - | Pressure based upon operators submission as part of the BSLC procurement exercise - additional income in future years |
| Business Development | Give me good things to see, do and visit | Parkside Hall Income | 25 | 25 | 25 | 25 | Shortfall in income from the Parkside Suite due to lower than anticipated usage. Additional marketing will be undertaken with the aim to mitigate the shortfall. The savings from the repairs and maintenance will offset this shortfall. |
| Business Development | Give me good things to see, do and visit | Bromsgrove Public Conveniences | 10 | 10 | 10 | 10 | Additional budget required for cleaning equipment and supplies to maintain the current standard of service provision. |
| Business Development | Give me good things to see, do and visit | Roundabout Sponsorship | 10 | 10 | 10 | 10 | Sponsorship income target has not been achieved this year (17/18) s due to a move away from more traditional marketing methods and on to on line platforms. The Bromsgrove A38 sites and those located near the town centre are successful/sponsored -however the sales of outlying sites proves to be very difficult with little interest shown and/or with issues around cost being apparent when interest is shown. |
| Business Development | Give me good things to see, do and visit | Council House | 62 | 0 | 0 | 0 | NNDR and essential utility costs continue to be incurred whilst the future use of the building/land is resolved. |
| Corporate | Salary pressure - 1% increase to 2% | to reflect the increase in estimated pay award for 2018/19 & 2019/20 | 122 | 125 | - | - | To provide the funding between the initial estimated pay award of 1% to the proposed award of 2% - pressure for 2018/19 & 2019/20 |
| TOTAL | | | 515 | 321 | 175 | 175 | |

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Appendix

CAPITAL BIDS - BDC

APPENDIX 4

| Department | Strategic Purpose | Description | 2018-19 £'000 | 2019-20 £'000 | 2020-21 £'000 | 2021-22 £'000 | Commentary |
|------------------------|---|---|------------------|------------------|------------------|------------------|--|
| Strategic Housing | Help me to live my life independently | Home Repairs Assistance Lifetime Loans | 50 | 50 | 50 | 50 | To continue the current initiative that was funded for 3 years |
| Strategic Housing | Help me to live my life independently | Disabled Facilities Grants | 780 | 750 | 750 | 750 | |
| Strategic Housing | Help me to be financially independent, help me to live my life independently, keep my place safe and looking good | Bromsgrove Energy Efficiency Fund | 110 | 110 | - | - | To further extend the current project for 2 years. |
| Leisure and Culture | Provide good things to see do and visit | Hagley Scouts | 100 | | - | - | To provide £100k of funding towards the extension and refurbish of the Hagley Scouts headquarters to enable the group to meet the demand from new residents and to enhance the premises available for use by the wider community. The overall cost is £375k. |
| Environmental Services | Keep my place safe and looking good | Depot Site resurfacing phase 2 | 150 | 100 | - | - | Depot Site resurfacing phase 2 |
| Environmental Services | Help me run a succesful business | resurfacing Golden Cross Lane Car park Catshill | 40 | - | - | - | resurfacing Golden Cross Lane Car park Catshill |
| Environmental Services | Keep my place safe and looking good | Multi 10T Gritter | 25 | - | - | - | Multi 10T Gritter |
| Environmental Services | Keep my place safe and looking good | Update Boundary Security at the Depot | 20 | - | - | - | Update Boundary Security at the Depot |
| Environmental Services | Keep my place safe and looking good | Vehicle replacement Schedule | - | - | 1,046 | 351 | |
| Environmental Services | Keep my place safe and looking good | Wheelie bin replacement | 107 | 99 | 94 | 94 | |

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Appendix

CAPITAL BIDS - BDC

APPENDIX 4

| Department | Strategic Purpose | Description | 2018-19 £'000 | 2019-20 £'000 | 2020-21 £'000 | 2021-22 £'000 | Commentary |
|--------------|--|---|------------------|------------------|------------------|------------------|---|
| Allotments | Give me good things to see, do and visit | Replacement Perimeter Fencing to Stoke Road (200m) & Rigby Lane (180M) allotments | 21 | - | - | - | Essential works now required and the fencing lines can no longer be maintained as they are at the end of their useful life. |
| TOTAL | | | 1,403 | 1,109 | 1,940 | 1,245 | |

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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