



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 Tuesday 24th July 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 13th June 2018 (Pages 1 - 20)**

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. **Change to Committee Membership**

Council is asked to note the following change to the Membership of the Audit, Standards and Governance Committee:

Councillor P. McDonald replaces Councillor L. Mallett.

8. **Recommendations from the Cabinet** (Pages 21 - 22)

To consider the recommendations from the meeting(s) of the Cabinet held on 7th March, 30th May and 27th June 2018.

9. **To receive the minutes of the meetings of the Cabinet held on 27th June 2018** (Pages 23 - 28)

10. **Recommendations from the Audit, Standards and Governance Committee meeting held on 23rd July 2018 (to follow)**

11. **To receive and consider a report from the Portfolio Holder for Planning and Strategic Housing** (Pages 29 - 34)

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.

12. **Questions on Notice (to be circulated at the meeting)**

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

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.

13. **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.

14. **Background Information on the recommendations from the Cabinet**

(i) **Air Quality Management Area - Kidderminster Road, Hagley**
(Pages 35 - 86)

(ii) **Bromsgrove Sports and Leisure Centre - Sports Hall Options Appraisal** (Pages 87 - 144)

(iii) **Finance Monitoring Outturn 2017/18** (Pages 145 - 160)

(iv) **Future Provision of the Council's Core HR and Finance System**
(Pages 161 - 192)

15. **Background Information on the recommendations from Audit, Standards and Governance Committee (to follow)**

16. **To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of item(s) of business containing exempt information:-**

"RESOLVED: that under Section 100 I of the Local Government Act 1972, as amended, the public be excluded from the meeting during the consideration of the following item(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 Nos.</u>	<u>Paragraph(s)</u>
17	3
18	3
19	3

17. **Recommendation from the Cabinet meeting held on 27th June 2018**
(Pages 193 - 194)

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

(i) **Future Provision of the Council's Core HR and Finance System**
(Pages 195 - 230)

19. **Confidential Minutes of Cabinet meeting held on 27th June 2018** (Pages 231 - 232)

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

TO ALL MEMBERS OF THE BROMSGROVE DISTRICT COUNCIL

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

13TH JUNE 2018, AT 6.00 P.M.

PRESENT: Councillors C. J. Spencer (Chairman), M. J. A. Webb (Vice-Chairman), C. Allen-Jones, S. J. Baxter, C. J. Bloore, M. T. Buxton, B. T. Cooper, R. J. Deeming, G. N. Denaro, R. L. Dent, M. Glass, J. M. L. A. Griffiths, C.A. Hotham, R. E. Jenkins, H. J. Jones, R. J. Laight, L. C. R. Mallett, K.J. May, C. M. McDonald, P. M. McDonald, S. R. Peters, M. A. Sherrey, P.L. Thomas, M. Thompson, L. J. Turner, K. J. Van Der Plank, S. A. Webb and P. J. Whittaker

11\18 **APOLOGIES**

Apologies for absence were received from Councillors S. R. Colella, S. P. Shannon and C. B. Taylor and Members were advised that Councillors R. Jenkins and L. C. R. Mallett would be a little late.

12\18 **DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

13\18 **MINUTES**

The Minutes of the meeting of Council held on 25th April 2018 were submitted. A number of areas of clarification were sought in respect of the following:

- Councillor M. Thompson requested an update from the Leader in respect of Burcot Lane and the Leader responded that he hoped to be able to provide more detail after 2nd July.
- Councillor M. Thompson requested an update from the Leader in respect of the Sports Hall correspondence referred to at the previous meeting and whether the Leader had investigated the matter further. The Leader confirmed that the matter had been dealt with.
- Councillor M. Thompson referred to the item in respect of the Electoral Matters Committee and advised that he did not believe that the minutes reflected the discussions which had taken place. He wished it to be noted that he had made a number of critical observations in respect of the Parish Council in his ward which had been brought to his attention by a number of residents.

RESOLVED that subject to the preamble above, the minutes of the meeting of the Council held on 25th April 2018 be approved as a correct record.

The Minutes of the meeting of the Council held on 16th May 2018 were submitted.

RESOLVED that the minutes of the meeting of the Council held on 16th May 2018 be approved as a correct record.

14\18

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

The Chairman announced that there were two events coming up to which all Members had been invited. These were:

- The Court Leet Fayre on 23rd June.
- The Court Leet Patronal Service which would take place at St John's Church on 24th June.

The Chairman advised that she would also be attending a Muslim Community event that St John's Church was hosting to commemorate the genocide at Srebrenica at 1pm on 8th July 2018.

Councillor M. Thompson questioned the relationship between the Council and the Court Leet and those that were members of it. The Chairman advised that the relationship was historic and that all Members of the Council were invited to attend such events as those she had referred to.

15\18

TO RECEIVE ANY ANNOUNCEMENTS FROM THE LEADER

The Leader advised that he had no announcements to make at this time.

Councillor S. Baxter noted that whilst there was a question later on the agenda in respect of the recent flooding which had taken place in Wythall, she asked for her thanks to be placed on record to the Leader and those officers who had been involved in the incident and the ongoing clear up. Councillor Baxter had been on holiday at the time and said it was testament to the hard work which had been carried out that she had not received any phone calls asking for help over the period.

Councillor C. Bloore, also thanked officers but advised that as he still had family and friends in the area had received a number of phone calls from residents who had been unable to get information or access help, as it had appeared that the emergency phone lines had not been working or were overloaded. He requested that a lessons learnt exercise be carried out to ensure that this did not happen again in the future.

The Leader confirmed that the relevant partners were continuing to meet and that he would highlight the concerns raised by Councillor Bloore to ensure these issues were addressed in the future.

16\18

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

The Chairman announced that there had been a question raised by a member of the public.

Julie Woods

When the new leisure centre project started we were told that the existing sports hall couldn't be retained and refurbished, My understanding was that there could be structural issues as a result of having to demolish the old leisure centre.

When negotiations with BAM for the use of NBHS was unsuccessful refurbishment of the old sports hall became one of the five options available to the Council.

Can you explain why this became an option recently when it wasn't before please?

Was the initial information presented to Councillors, to aid their decision making, inaccurate or possibly the full facts unknown?

Councillor P. J. Whittaker, Portfolio Holder for Leisure, Cultural and Community Services responded that when the new leisure project was agreed by elected Members the redevelopment proposals were predicated on the new centre being able to generate sufficient revenue from the facilities to meet the prudential borrowing requirements in place from the Public Loans Board. The context of this had been to ensure that the new facilities did not place a greater burden on the general tax payer than was already the case by providing the Dolphin Centre.

Councillor Whittaker reminded everyone that when the feasibility study was completed and the associated costs and available funding reviewed, a decision had been made on the facility mix for the new site that did not include a replacement Sports Hall. This was because, as part of the wider project, the extra capital cost that would have been required to build the extra facilities and the limited return that would be offered would have meant that the prudential borrowing requirements would not be satisfied. Therefore the whole scheme could not have been progressed without alternative funding being brought forward from within the Council's Medium Term Financial Plan.

At the time reference had been made to the possibility of refurbishing the current Sports Hall and for a wide variety of reasons which included:

- Additional Costs that would be incurred.

- Risk of demolition given the structural concerns that existed and whether professional indemnity could be achieved.
- Increased operational costs and the impact on the prudential borrowing position.
- Lose of enabling land and reduction in capital receipt that was underpinning the prudential borrowing position of the agree scheme.

This option was not felt to be economically viable as the costs incurred would still mean that the prudential borrowing requirements would not be satisfied and the position would remain the same regardless of which option was considered to be the preferred route to maintain a Sports Hall within the facility mix.

As such the discussions that were held and the decisions that were made were based on affordability and viability as detailed in the feasibility studies that were commissioned.

Refurbishment of the Sports Hall was not an option that was within the feasibility studies and the possibility of its refurbishment was only raised after the formal decision was made. It was confirmed that these questions had been responded to at the time and it is clear that the structural issue and concerns were part of the reasoning as to why it was not considered to be appropriate. However, the overriding reasoning was based on the financial viability implications for the whole project and the Sport England Facility Planning Model data sets that showed an oversupply of sports halls in the local area following the demolition of the Dolphin Centre site.

Councillor Whittaker reminded Members that they would be debating the Sport Hall position and the Cabinet's recommendation later in the agenda as a separate feasibility study had been commissioned to review this matter in order to understand what the position was at this time. Within the studies cost proposals there was an allowance for the risks associated with the demolition and structural risk which had been factored into the financial appraisal provided.

Officers had also asked the current operator to provide provisional running costs for the refurbishment option and the option to have a proposed new sports hall adjacent to the BSLC building to ensure sufficient information was provided to understand the issue before a detailed design and financial assessment was undertaken.

It was highlighted that as part of the report the Council had reviewed the possibility of a refurbishment option and as suggested previously this remained unaffordable as the gap between the available funding and the capital costs meant the scheme could not meet prudential borrowing requirements.

Councillor M. J. A. Webb, the most recent Chairman of the Audit, Standards and Governance Committee presented its Annual Report for 2017/18.

Councillor M. Thompson questioned whether it was appropriate to discuss this report as he did not believe that it gave a true reflection of the work of the Audit, Standards and Governance Committee and contained no foreword from the Chairman. He therefore proposed that the report be deferred for further detail to be included within it. This proposal was seconded by Councillor P. M. McDonald.

It was highlighted that the report had been approved by the Committee Members and therefore there would have been ample opportunity for them to have input into it and by discussing it at this meeting any additional comments could also be considered.

Reference was made to the content of the Overview and Scrutiny Board Annual Report which appeared to be much more comprehensive than the Audit, Standards and Governance Committee report. It was also commented that the report should have contained more detail in respect of the charges made by the external Auditors. It was however highlighted that the charges for this service were set by Central Government and outside of the Council's control.

On being put to the vote the amendment was lost.

Councillor M. Webb, as Chairman of the Audit, Standards and Governance Committee went on to introduce the Committee's annual report and in so doing took the opportunity to thank all the Members involved with it and advised Members that he felt it had been a good example of cross party working. He also thanked the Portfolio Holder for Finance and Resources for his help and support, together with thanks to Council Officers and Officers from the external and internal auditors. He highlighted the areas which were covered regularly at the Committee's meetings including the monitoring officer's report, which included the opportunity for parish council representatives to feed into the Committee should they so wish. Whilst the report was not as detailed as some Members had obviously hoped it was highlighted that the minutes and agendas for all the Committee's meetings were readily available on the Council's website.

Significant other items which had been considered by the Committee included the Audit Findings and Statement of Accounts and it should be noted that the accounts had been submitted a month earlier than the previous year, in preparation for the revised deadline for local authority accounts which had been brought forward in 2017/18.

Councillor Webb confirmed that Members were welcome to suggest areas for inclusion on the Committee's Work Programme and to

contribute to future annual reports. He then responded to a number of points raised by Members, including:

- The new deadline for production of the accounts and whether this had been achieved. It was confirmed that this was the end of July and that the Accounts needed to be submitted by the end of May 2018 and this had been achieved.
- The Council's current financial situation. Councillor Webb commented that he believed this Council was in a better financial position than many others.
- The impact of the negative grant on the Council's future financial position. It was acknowledged that the Council would face a number of challenges in the future.
- The involvement of the Parish Councils at the Committee. It was confirmed that Parish Representatives were invited to attend and were given the opportunity to contribute to the agenda should they wish to.
- The External Auditor fees and any additional charges for work that has needed to be carried out. The Portfolio Holder for Finance and Enabling reiterated that the fees were set by Central Government and were outside the control of the Council.

RESOLVED that the Audit, Standards and Governance Annual Report be noted.

18\18

TO RECEIVE THE ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY BOARD

Councillor L. Mallett, as Chairman of the Overview and Scrutiny Board introduced the Annual Report and in so doing highlighted that the role of the Board was one of effective challenge to Cabinet and Council, to ensure that value for money was achieved and efficient services were provided with the right decisions being made. He reminded Members that it was not a party political committee and that in the last year he believed it had carried out more work than ever before and had covered a wide range of topics, including the Sports Hall and Transport. It had made a number of recommendations to Cabinet, who had always listened, if not always agreed with the views of the Board. A number of task groups had also been undertaken covering a wide variety of topics from social media to CCTV. He took the opportunity to thank all those Board Members who had chaired these groups. He thanked all Board Members and advised that the Board had not shied away from controversy and had tackled some important issues, asking difficult questions of a number of witnesses including officers and Members from Worcestershire County Council. The Working Groups, which had been introduced more recently, had also played an integral part in the work of the Board. Councillor Mallett concluded by thanking all those who had been involved in the work of the Board and Councillor S. Webb as Vice Chairman.

Councillor B. Cooper, Portfolio Holder for Finance and Resources commented that he had seen both sides of the Board, that of a Member and more recently in his role as Portfolio Holder and reaffirmed the good work that had been carried out by the Finance and Budget Working Group in particular. Its work had been very helpful and played an important role in the budget setting process. He also thanked the Executive Director, Finance and Resources for her support in his role and with the Working Group.

The Leader took the opportunity to also thank the Overview and Scrutiny Board and its working groups for the work carried out.

RESOLVED that the Overview and Scrutiny Board Annual Report be noted.

19\18

RECOMMENDATIONS FROM THE CABINET

Bromsgrove Sport & Leisure Centre – Sports Hall Options Appraisal

The recommendation from Cabinet in respect of the Sports Hall was proposed by Councillor P. J. Whittaker, Portfolio Holder for Leisure, Cultural and Environmental Services and seconded by Councillor B. Cooper.

Councillor P. Whittaker advised Members that the Council had, today 13th June, received a nomination for the Sports Hall to be considered for listing as an Asset of Community Value. This application had been acknowledged and would be processed in the usual way. The listing of an asset as an “Asset of Community Value” operates to delay any proposed sale of the listed asset by the owner, by giving a community group the time to declare an interest in acquiring the asset and to make a bid to buy it. Councillor Whittaker advised that for this reason, receipt of this nomination did not affect the recommendation from Cabinet, which was before Council. As landowners of the site, the Council could make this decision.

In presenting the report Councillor Whittaker reminded Members that the decision to replace the old Dolphin Centre was taken in 2014, based on Sport England’s appraisal that there was no need to build a replacement Sports Hall as there was adequate provision within the district (Councillor Whittaker believed that there were some 7 halls around the District). Officers were tasked to enter negotiations with BAM, North Bromsgrove High School (NBHS) and Worcestershire County Council (WCC) in order to gain access to NBHS’s sports hall which was adjacent to the new leisure centre. This was to allow a continuation of sports provision after school and at weekends.

The agreed facility mix of the new leisure centre allowed the Council to meet the prudential borrowing criteria which would allow the Council to borrow sufficient funds for the project to proceed. The Capital

Programme was subsequently increased after the Council received news that Sports England would grant some £1.5m to facilitate the climbing wall and estimates suggested an increase in the total cost of the project. Construction started some two years ago, around August 2016 and Phase 1 was completed at the end of November 2017.

Councillor Whittaker went on to explain that after long and protracted negotiations Heads of Terms were agreed with regard to the BAM agreement and the documents were in the process of being written when there was a change of Head Teacher at NBHS. The Head insisted that the hall was needed for exams for a longer period than had been suggested and BAM were informed that the availability of the sports hall would now be for some 38 weeks instead of the 48 weeks as originally envisaged. BAM then communicated to the Council that the offer of 48 weeks could no longer proceed.

Councillor Whittaker therefore asked officers to prepare a report for consideration into the possibility of refurbishment of the existing Sports Hall or the building of a new facility. Knowing that it would be difficult to separate the Sports Hall from the Dolphin Centre, due to the structural issues, together with the fact that the Sports Hall was already nearly 40 years old, and was an add on to the Dolphin Centre, where all the services originated from. He had also tasked Officers to communicate with the Council's preferred operator of the new Leisure Centre for their requirements for a unique selling point for Bromsgrove, which would provide a greater income than simply a Sports Hall, which would not be able to sustain prudential borrowing on its own.

Councillor Whittaker concluded his presentation by advising Members that the report before them had been well aired at Cabinet when the reluctant decision not to proceed was taken. The report had also been seen and discussed in detail at the Overview and Scrutiny Board, when all comments had been considered. Councillor Whittaker then handed over to Councillor Cooper for clarification in respect of the financial implications.

In seconding the recommendation, Councillor B. Cooper, Portfolio Holder for Finance advised that he had looked at the Sports Hall project from the point of view as to whether it was in the interests of the council tax payers of the Council to fund it. He highlighted that the financial information was summarised at page 74 of the agenda papers and referred to paragraph 4.2 which gave the various build options and costs. Paragraph 4.5 showed the best predicted revenue from the sports hall, £70k per annum, which meant that the Council could borrow prudentially up to £1.9m from the Public Works Loans Board towards the project. Unfortunately this would still leave a funding shortfall of between £1.95 and £2.835m.

Members' attention was drawn to paragraph 4.4 which showed that £1.8m may be realised from the sale of land on School Drive. This was included in the business case for the new Leisure Centre and when the

money was received it would go towards paying off the loan on it, to reduce the borrowing costs. Therefore this was not available for building a sports hall.

Following presentation of the report Councillor M. Thompson referred to a letter which had been published in the local paper, from NBHS School Governors who had refuted the suggestion that use of the sports hall for 48 weeks had ever been an option. Councillor Thompson suggested that the item should be deferred until clarification of this could be made, as it appeared there was some confusion and the information before Members was contradictory to what the Governors had advised. The Leader commented that negotiations with BAM were continuing and that this did not impact on the decision that would be made at this meeting.

Members went on to discuss a number of areas in more detail, including:

- Whether consideration had been given to giving the sports hall to BAM or another operator who may be able to make it more financially viable.
- Clarification as to whether the decision was being made as to whether the Council could not afford to build a sports hall or whether it did not need a sports hall.
- The need to look at all options before a decision was made and the lack of information in respect of other options.
- The need for the Council to take the views of its residents into consideration when making a decision such as this.
- The need for the facility to stay open for residents.
- Councillor R. Jenkins highlighted a scheme from the Lawn Tennis Association which was looking for indoor courts and the availability of funding from them. She questioned whether this had been considered.

Councillor C. Hotham suggested that the idea of someone else operating the sports hall was a good one as from the revenue figures in the report the Council would not be able to raise sufficient borrowing. However, he raised a query within the report and drew Members' attention to Page 109 of the agenda pack where it stated that the achievable income was £20k per court per annum, which with four courts was significantly more than the £70k quoted within the report and which would increase the amount of prudential borrowing available to the Council.

Councillor L. Mallett supported the deferral of the report until all options had been considered and also highlighted a number of areas which needed to be investigated further before a decision could be made on this matter. He reiterated the comments in respect of whether the decision was being made because the Council could not afford to build a sports hall or whether it was because it did not believe it needed one. He reminded Members that there was support for the Sports Hall from the public and it was the Council's duty to ensure that all avenues had

been explored before making a decision. This was particularly important in light of the fact that there appeared to be a discrepancy within the financial information provided in the report.

The Chairman called for the meeting to be adjourned.

When the meeting resumed, Councillor Whittaker, as Portfolio Holder for Leisure and Cultural Services acknowledged that the figures in the Mace Options Appraisal were ambiguous and that as a result he would agree to a deferment of the report for one month.

Councillor Whittaker then went on to make reference to the possibility that it might be possible for third parties who wanted to take over the site to come forward.

The debate continued and Members generally felt that a month was insufficient time for such a process to be put in place as there was a need to follow the appropriate procurement process in order to protect the Council's position.

The Chairman called for a further adjournment in order for the Group Leaders to clarify matters with the relevant officers.

After a short adjournment and after taking professional advice from the Council's Monitoring Officer, S151 Officer and Chief Executive, the Leader formally accepted the unconditional deferral of the report and advised that the item would be brought back to the July Council meeting and that inviting expressions of interest from third parties at this stage was not a viable option.

20\18

TO RECEIVE THE MINUTES OF THE MEETINGS OF THE CABINET HELD ON 30TH MAY 2018

The minutes of the Cabinet meeting held on 30th May 2018 were received for information.

21\18

QUESTIONS ON NOTICE

Question submitted by Councillor P. Thomas

"To the Leader of the District Council, what action has been taken to help residents in Wythall affected by the flash floods?"

The Leader responded that he would like to put on record his thanks to Bromsgrove's Emergency Team who responded so ably on Bank Holiday Monday. The Leader advised that they were around on the morning to assist where they could along with the County Council Highways Team and Fire assistance on the Sunday evening. The Leader highlighted that there had only been two Councillors out of a possible six County/District Councillors around at the time. The latest figures from the Multi Agency Recovery Team was that approximately

300 properties had been affected with 220 having full internal flooding which would take some time to dry out and make homes habitable again. As it had been a mixture of surface and drain water, a large area had been contaminated and would require decontamination by Severn Trent.

The Council had provided sandbags and further support over subsequent days with a presence in the Community Hub. The National Flood Team van was around for four days last week and North Worcestershire Water had three teams knocking on doors to check residents. Severn Trent had advised that it was a “one in 2,000 year event” with over 130mm of rain (5 inches) in 2 hours and more rain had fallen on Wythall than in Tewkesbury in 2007.

The Leader concluded that the Council’s task would be ongoing for some time as many people would have to leave their homes and would want advice on Council tax and other areas and the Council would continue to be proactive in helping its residents.

Question submitted by Councillor S. Webb

“What activities are available for families and children in the town centre parks over the summer?”

Councillor P. J. Whittaker, Portfolio Holder for Leisure, Cultural and Community Services highlighted to Members the Better Bromsgrove magazine which contained details of all activities which were planned for the summer months throughout the District. Copies of the magazine were available for all Members and details of the events were also available on the Council’s website.

22\18

MOTIONS ON NOTICE

Water Fountains

Members considered the following notice of motion, submitted by Councillor P. McDonald.

“That we call upon the Cabinet Member responsible to consider implementing a programme for the installation of water fountains throughout our recreation grounds.”

The motion was proposed by Councillor P. McDonald and seconded by Councillor C. McDonald.

In proposing the motion Councillor McDonald referred to the previous decision by the Council to no longer use single use plastics at its sites and advised that the damage to the environment from single use plastics had been well documented in recent months. He believed that this was the next step in assisting its residents to reduce the number of single use water bottles for example and also to contribute to the reduction in

obesity in children as he believed that by providing water fountains in its parks and open spaces then it would encourage people of all ages to choose the healthy option of water rather than sugary drinks. Similar schemes had been successful in a number of other local authorities and there were now clean modern water fountains which could be installed successfully.

In seconding the motion Councillor C. McDonald informed Members that she believed this was an important step in helping residents live a healthier life, by providing fresh water whilst they were being active within the parks and would reduce the need to buy single use plastics as Councillor P. McDonald had highlighted.

Councillor B. Cooper, Portfolio Holder for Finance and Resources spoke in support of the motion and reiterated the various benefits. He highlighted that there were cost implications and first estimates appeared to be between £3.5k and £6k per fountain, the Council would therefore need to consider the cost implications against the various benefits before making a final decision.

Councillor P. Whittaker concurred with Councillor Cooper and was happy to support the motion subject to detailed costings being provided. However, Councillor Whittaker commented that not all parks may be suitable for water fountains. It was therefore suggested that a report be brought to Cabinet for consideration in due course.

On being put to the vote the Chairman declared the motion to be agreed.

BDC Planning Review

Members considered the following notice of motion, submitted by Councillor C. Hotham:

“The recent exposure by the members of the Independent group of the potential conflict of interest surrounding the BDC plan review is deeply concerning. This has been brought about by the Council employing the co-author of the Hearn-Wood study as consultant to advise on our own plan review. It appears these commissions ran concurrently. This has created the impossible circumstance whereby the average Bromsgrove resident is highly likely to lose faith in the impartiality of the plan review process. It is therefore only right and proper that: “This council suspends the entire plan review until such time as residents, developers and elected members can have faith that, via an independent audit, the review is being and has been conducted in an open and transparent manner and that no perceived or actual conflict of interest exist.”

The motion was proposed by Councillor C. Hotham and seconded by Councillor S. Baxter.

In proposing the motion Councillor Hotham highlighted a number of concerns in respect of what he believed to be a conflict of interest

between G. L. Hearn who had prepared the report to which he referred and the use of Wood in preparing a report for the Council as part of the process for reviewing the Local Plan. The Hearn report referred to was signed off by both G. L. Hearn and Wood and made suggestions of a large number of houses from the Birmingham area and had proposed sites for these to be built in the Bromsgrove District.

Councillor Hotham explained that it had become apparent at the Strategic Planning Steering Group meetings that the consultants had also been used to carry out work for this Council's Plan Review. It was only after further investigation that it had become clear to Councillor Hotham that Wood had been involved in the G. L. Hearn report, and that this had not been made clear from the outset. Councillor Hotham explained why he believed there was a conflict of interest and questioned whether it was appropriate, as they would have access to potentially confidential information whilst preparing the sustainability appraisal, which would look at potential areas for housing. This appeared to be clearly in conflict with the work of the G. L. Hearn report as it entailed looking at potential sites and undertaking the Green Belt Review. Councillor Hotham was of the view that there must be a conflict when Wood had also undertaken work for neighbouring authorities.

Councillor Hotham went on to provide details of the procurement process for the contract for this work, which he had had the opportunity to examine following raising these concerns. He explained that three companies had put forward proposals, all of which seemed more than capable of carrying out the work. However, he highlighted what appeared to be a number of discrepancies in the process and quotations received and he suggested that this should be investigated further through the Audit, Standards and Governance Committee.

In the absence of the Portfolio Holder for Planning and Strategic Housing, the Leader provided a detailed response to the motion as follows:

Context – a sustainability appraisal (SA) was a part of the evidence base that would underpin the progress of the Plan Review to ensure that the sustainability factors had been fully considered at each stage of the Plan preparation process. The SA was only one part of a very lengthy and exhaustive process and was not in itself the sole determinant of any policy decision or land allocation.

Scope of SA – an SA was a highly technical, specialist and niche piece of work, which was tailored specifically to each individual client, its location and the detailed extent of the appraisal needed. An SA from regional level to District level was a sifting process whereby the level of detail taken into consideration increased at a more local level and was being tested against specific local objectives, not overarching regional objectives. Each iteration of the SA was published for public consultation, which offered an opportunity to challenge the assessment.

SA Objectives – an SA was carried out against a framework of objectives and decision making criteria which was specific to the Plan/Study being assessed. The SA framework included 15 objectives and 78 decision making criteria questions which guided the assessor's thought process during the SA. The Strategic Growth Study SA Report had 9 SA objectives and 14 decision making criteria. There was therefore no like for like comparison between the two.

Why Wood – the explanation of the proposed approach to undertaking this work for the Council was well set out with clear explanation of what would be undertaken at each stage and the outputs the Council could expect. Wood was able to offer a vast resource pool to ensure work for the Council was undertaken in a timely manner. The vast pool of staff resources also ensured that different staff could be drafted in to a project should a potential conflict of interest occur.

Why not another consultant – the third placed consultant (RSK ADAS) did not present a very clear understanding of the brief and there were concerns relating to the underestimate of hours allocated to specific tasks. Some aspects of the brief were not responded to at all. The second placed consultant (Lepus) had the same level of expertise at the most senior level (Project Director) as Wood. However, there were concerns relating to the level of experience of the Project Leader at Lepus (only two years), compared with the approximately 20 years at Wood. In addition, the team was very small with no additional staff resources available.

Conflicts of Interest – there was a limited number of consultancies which carried out this specialist technical work and inevitably there would be working overlaps between local authorities irrespective of whether regional or local level work was being undertaken. Both Wood and Lepus had undertaken SA work at the regional level. The question of conflict of interest was raised in the ITT document, to which all responded that there was none in relation to undertaking the SA of the emerging District Plan. Wood acknowledged that within the company, they represented HCA in relation to land holdings at Barnsley Hall. There is no evidence to suggest that the conclusions reached in the G L Hearn Report were in any way beneficial to the HCA in relation to land at Barnsley Hall.

Professional integrity – as professional planners, both Council Officers and consultants were bound by the RTPi professional code of conduct.

The Leader went on to say that he did not believe that Councillor Hotham realised that professionals were bound by a code of ethics and were answerable to the regulatory bodies of their profession. All professional had to deal with what might be seen by outsiders to be conflicts of interest. However, any transgression of the rules within regard to conflict of interest would lead to suspension by the relevant professional body. The Leader believed that the professional ethics of

Wood were being denigrated without any evidence and as such believed this was a dangerous path to follow.

Following presentation of the motion and the response from the Leader, Members discussed a number of areas in more detail, this included:

- Concerns around the perception with residents and the need for this matter to be given further consideration before taking the matter further and the need to put the interests of residents first.
- What clearly appeared to be a conflict and the need for this to be clearly explained to give everyone the confidence that the matter had been dealt with appropriately.
- The tendering process – the need for this to be investigated to ensure that the correct procedures were followed and the right company for the work had been appointed.
- That the process should be suspended under an investigation by the Audit, Standards and Governance Committee has been carried out.
- Concerns around the impact on the reputation of the Council.

Councillor P. Whittaker proposed an amendment to the motion in that the process should not be suspended, but the LGA should be asked to clarify the position in respect of conflict of interest and a report be brought back to Council in respect of this.

Councillor M. Sherrey seconded the proposed amendment.

In speaking to the amendment Councillor L. Mallett raised concerns that from the information provided at this meeting, which was now in the public domain, that the Council it appeared to have engaged an organisation who were “working for the other side” with a procurement process that also appeared not to have been followed appropriately. He questioned whether this in particular could leave the Council open to a legal challenge from the unsuccessful contractors and therefore the Council should suspend the process until the external auditors had looked at the matter to ensure that the appropriate process had been followed, as it was important that the Council was seen by its residents to be doing the right thing. Councillor Whittaker responded that he was happy for this investigation to be carried out by the external auditors.

The Leader responded that he understood the procurement of this work had in fact been carried out by Worcestershire County Council and therefore suggested that the matter needed further investigation before being brought back to a future Council meeting, but he could not agree to the suspension of the Plan Review.

In summing up, Councillor Hotham thanked Members for their cross party support and highlighted that it was a conflict of interest from Wood and not from the Council’s officers. He was happy with the suggestion from Councillor Whittaker that the external auditors investigated the procurement process to ensure that this had been followed correctly.

A point of clarification was raised in respect of the appointment of Wood and the contract. The Monitoring Officer confirmed that the contract had been awarded and as such caution should be shown in respect of conditionality.

New Homes

Members considered the following notice of motion, submitted by Councillor M. Thompson:

Council Notes

- Bromsgrove District Council closed its Housing Revenue Account when it transferred its housing stock to Bromsgrove District Housing Trust.
- The LGA states “local government shares the collective national ambition to build one million new homes, which will only be achieved with strong national and local leadership working together. As house builders, housing enablers, and landlords; as planners, place-shapers, and agents of growth, transport and infrastructure; as responsible guardians to the vulnerable and the homeless; and as democratically accountable to communities – local government is at the heart of the housing solution.”
- Local authorities, such as Bromsgrove District Council, are limited in how much they can build because of the cap on borrowing within Local Authority Housing Revenue Accounts.
- In Autumn Budget 2017, the Government raised the borrowing cap for councils in areas of high affordability, like Bromsgrove, by £1 billion to help achieve its target of 300,000 new homes per year. Private housebuilders have consistently provided 150,000 units per year, so the target is unlikely to be met without a significant increase in supply by local authorities.
- The precarious financial position of local authorities, such as Bromsgrove District Council, and the necessity to identify and pioneer new areas of income generation.

Council Believes

- Bromsgrove residents deserve the opportunity to live in good quality and affordable homes in Bromsgrove District.
- The only way for Bromsgrove District Council to meet its housing responsibility to its residents is if it starts building council houses again.
- If Bromsgrove District Council builds council homes, not only will they help provide an essential service to its residents, but also create a much-needed source of income.

Council Resolves

- That Bromsgrove District Council sets up a new Housing Revenue Account.
- To form a cross party committee, including the leader and cabinet member for housing, to formulate a policy paper that prepares the

Council to enter the housing market and build council houses on its own or in partnership or with social housing associations.

- To write to the Prime Minister, Chancellor of the Exchequer and Secretary of State for Housing to call for the Local Authority Housing Revenue Account borrowing cap to be removed.

The motion was proposed by Councillor M. Thompson and seconded by Councillor C. Bloore.

In proposing the motion Councillor Thompson highlighted the lack of social housing problem within the District and the housing that was available was not fit for purpose. Whilst he accepted that there was a national Government drive to build new houses, the Council needed to ensure that opportunities of investment met the needs of those most vulnerable residents and that the Council must ensure that it meets the needs of its residents. By building houses for those in need it would contribute towards the economic development of Bromsgrove and much needed improvements to the infrastructure.

In the absence of the Portfolio Holder for Strategic Planning and Housing, the Leader responded to the motion and advised that it had given him the opportunity to explain how the Council intended to increase the number of homes available to local residents. He reminded Members that the Council had transferred its stock to BDHT in 2004 and the Housing Revenue Account was closed down. Members were advised that the housing sector had changed significantly since then, including the subsequent switch to self-financing for stock holding authorities in 2012. The Leader went on to say that given that the Council wanted to boost housing supply locally, building directly-owned council homes was an option that could be pursued and would require the opening of a Housing Revenue Account in line with the requirements of Part 2 of the Housing Act 1985. However, it was important to note that this option came with a number of ongoing challenges which were well-documented, including restrictions on rent levels, limited borrowing and the impact of right to buy. The Council had explored how other councils in a similar position had tackled this situation and it had become clear that a large number of authorities had opened housing companies to stimulate housing growth. Such companies take on ownership and management of the properties created, an arrangement which was permitted under Sections 1-7 of the Localism Act 2011.

This allowed for a far more flexible approach to housing delivery. Councils were able to use it to influence the private rented sector or to provide a mixture of affordable rent and sale, plus open market rent and sale. The Leader advised that other benefits included jobs and regeneration locally and the potential to generate an income stream. There were also numerous funding streams which could be pursued through this route that would not be available via a Housing Revenue Account. The Council's bid for support to develop Burcot Lane via the

Homes England Accelerated Growth Fund was one such example as the funding criteria prevented Housing Revenue Account applications.

The Leader advised that when a comparison of the two options was made the evidence suggested that launching the Council's own housing company was the most effective way of moving forward. He concluded by noting that establishing housing companies was a way of increasing housing numbers had seen cross party support. The University College London Published a report in December 2017 entitled "Local Authority Direct Provision of Housing" which included a snapshot of political control in 80 councils who had opened housing companies, 40% of which had been Labour-controlled.

The Leader concluded that it was his intention to involve all Group Leaders in the Housing plans and he would continue to do so, he did not therefore believe a committee was necessary and the Council would continue to follow the route of a housing company which gave the Council more flexibility.

During the ensuing debate a number of areas were discussed in more detail, including:

- Concerns that properties would be purchased and rented out at rates which those in most need would be unable to afford and the need for homes for first time buyers.
- The number of affordable homes included within developments throughout the district and the need for this figure to be increased if the Council were to meet the needs of its residents.
- The length of time some people were on the housing waiting list and the increase in homelessness, the use of hostels and "sofa surfers" of all ages.
- The percentage of households in Bromsgrove who were unable to afford to buy a property and the percentage of secondary rented accommodation.
- The level of earnings in the District in contrast to those outside of it and the impact this had on the housing market.
- The impact on families of the "bedroom" tax.
- Young people and their families moving outside of the area due to the lack of affordable housing.
- The inability of the Council to be able to meet its housing needs.

Councillor K. May, Deputy Leader and Portfolio Holder for Economic Development explained that by going down the route suggested by the Leader then the Council would be in a better position to ensure that any new houses met the needs of its residents and contribute towards the economic growth of the District together with rebalancing the housing market. A housing company would be able to help address the current problems, which would not be the case with an HRA, as it would give much more flexibility.

A number of Members were keen to see more detail around the suggested plans put forward by the Leader and asked that a report be brought to Council in order to have an opportunity to see the plans in more detail. The Leader explained that the proposal for the Burcot Lane site would be for one bedroomed flats and that a meeting had been arranged for 2nd July after which he hoped he would have further information; but was unable to confirm at this stage, whether a report would be available for the July Council meeting. However, a report would be brought before Council as soon as possible.

In summing up Councillor Thompson reminded Members that everyone was guilty of taking their home for granted, but some people were unable to be in that position for whatever reason and it was the responsibility of the Council to meet the needs of those residents.

In accordance with Council Procedure Rule 18.3 a recorded vote was taken and the voting was as follows:

For the motion Councillors Baxter, Bloore, Buxton, Hotham, Mallett, P. McDonald, C McDonald, Peters, Turner, Thompson, Van der Plank. (11).

Against the motion Councillors Allen-Jones, Cooper, Deeming, Denaro, Dent, Glass, Jones, Laight, May, Sherrey, Thomas, M. Webb, S. Webb, Whittaker (14).

Abstentions Councillor Jenkins (1).

The Chairman declared the motion to be lost.

The meeting closed at 9.07 p.m.

Chairman

This page is intentionally left blank

CABINET

RECOMMENDATIONS TO THE COUNCIL

25TH JULY 2018

7TH MARCH 2018

When this item was considered at the Council meeting held on 25th April 2018 it was agreed that it would be deferred until further information had been provided. This is now attached as an addendum to the report within this agenda pack.

1. Air Quality Management Area – Kidderminster Road, Hagley

Members considered a report in respect of the revocation of Air Quality Management Area at Hagley.

Following the review of the air quality monitoring in Hagley, which had been undertaken and in light of the levels having fallen below the national objectives that required the adoption of an air quality management area
Cabinet

RECOMMEND TO COUNCIL that Kidderminster Road, Hagley AQMA be revoked.

30TH MAY 2018

When this item was considered at the Council meeting held on 13th June 2018 it was agreed that the item would be deferred pending clarification of a number of points raised at that meeting.

1. Bromsgrove Sport & Leisure Centre – Sports Hall Options Appraisal

Members considered a report which overviewed the feasibility study that had been undertaken on behalf of the Council to determine the potential to either refurbish or construct a new sports hall and ancillary facilities on School Drive, Bromsgrove as part of the Bromsgrove Sport & Leisure (BSCL) site. Following discussions Cabinet

RECOMMEND TO COUNCIL that capital funding of £600k be released from balances in 2018/19 to complete the Phase 2 and 3 works associated with the project.

27TH JUNE 2018

1. Finance Monitoring Outturn 2017/18

Cabinet considered a report in respect of the Council's financial position for Revenue and Capital for the financial year April 2017- March 2018.

RECOMMENDED TO COUNCIL:

- (1) That a transfer to balances of £303k is actioned as a result of revenue outturn savings 2017/18.
- (2) Approval of the movements of £257k in existing reserves as included in Appendix 1 which reflects the approval required for 2017/18
- (3) Approval of the addition of new reserves of £55k as included in Appendix 1. This reflects the approval required for 2017/18.
- (4) Approval of an increase in the 2018-19 Capital Programme of £66k for the Disabled facilities Grants is approved. This is due to the budget allocations now being announced by the Ministry of Housing, Communities and Local Government. This will increase the available budget to £846k.
- (5) Approve the carry forward to 2018/19 capital programme £1.215m as detailed at Appendix 3; and
- (6) A full and detailed review of reserves be carried out.

2. Future Provision of the Council's Core HR and Finance System

Cabinet considered a proposal to procure an Enterprise resource Planning System to provide financial and human resources integrated systems.

RECOMMENDED TO COUNCIL that the Business Case for the implementation of an integrated Enterprise Resource Planning System (ERP) be approved.

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

27TH JUNE 2018, AT 6.00 P.M.

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

Observers: Councillor C. A. Hotham and Councillor L. C. R. Mallett

Officers: Mrs. S. Hanley, Ms. J. Pickering, Mrs. C. Felton, Mr. M. Dunphy,
Ms. J. Bayley and Mr M. Goodall

8/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

An apology for absence was received on behalf of Councillor C. B. Taylor.

9/18 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

10/18 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE CABINET HELD ON 30TH MAY 2018**

The minutes of the Cabinet meeting held on 30th May 2018 were submitted.

RESOLVED that the minutes of the Cabinet meeting held on the 30th May 2018 be approved as a correct record.

11/18 **MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 24TH MAY 2018**

The minutes of the meeting of the Overview and Scrutiny Board held on 24th May 2018 were noted.

12/18 **ALVECHURCH PARISH NEIGHBOURHOOD PLAN**

The Strategic Planning and Conservation Manager presented the Alvechurch Parish Neighbourhood Plan for Members' consideration and in so doing highlighted the following:

- This was the first neighbourhood plan produced by a Parish in the district that had reached this stage.

- Neighbourhood plans are prepared by Parish Councils or neighbourhood planning groups. District Council Officers provided Parishes with technical advice on these plans.
- The plan had been through various stages of consultation and had been well received.
- The team in Alvechurch had worked hard on this plan in their own time.
- The next stage would involve Bromsgrove District Council taking the plan forward for examination, subject to a period of six weeks in which people could make representations. Any feedback received through these representations would be reported to the examiner.
- Should the examiner approve the plan, including potentially in a modified form, the plan would then be the subject of a referendum.
- The Council would receive £20,000 to cover the costs involved in co-ordinating the referendum.

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

- The process for developing a neighbourhood plan, which could be time consuming and hard work.
- The period covered by the plan, from 2011 to 2030. Members were advised that the decision had been taken to apply the plan from 2011 as this was the period which Bromsgrove District Council's local plan covered.
- The potential for the plan to be aligned with the new Bromsgrove District Plan. Members were advised that this would not be possible as the district plan was in the early stages of development, however, the neighbourhood plan could be amended at a later date once the district plan had been approved.
- The links between the neighbourhood plan and the district plan. Members were informed that no elements conflicted with the district plan.
- The potential for other Parish Councils to work on producing a neighbourhood plans. Members were informed that it might be advisable to wait until the new National Planning Policy Framework (NPPF) had been confirmed.
- The role of the NPPF, which would help to clarify the approach to the how numbers of houses should be allocated to the neighbourhood planning process.
- The methods that could be used to calculate the potential number of houses that could be developed in each parish until the new NPPF had been finalised.
- The financial costs to the Council involved in providing technical support to a Parish Council when developing a neighbourhood plan. Members were advised that the Government had provided the Council with £5,000 to help fund this support, though it was uncertain whether this had covered the full costs.
- The potential need for further resources in the planning department should more Parish Councils start to develop and submit

neighbourhood plans. Members agreed that Cabinet needed to consider this matter further.

RESOLVED that

- (1) Cabinet approves the District Council response to the APNP submission version;
- (2) Cabinet approves a six week statutory representation period on the APNP;
- (3) Cabinet gives delegated authority to the Head of Planning and Regeneration to appoint an independent examiner to undertake examination of the APNP following the consultation period; and
- (4) Cabinet gives delegated authority to the Head of Planning and Regeneration to proceed to a referendum on the APNP, subject to receipt of a favourable report from the independent examiner in assessing whether the APNP meets the 'Basic Conditions'.

13/18

FINANCIAL OUTTURN 2017/18 AND RESERVES

The Executive Director of Finance and Corporate Resources presented the Financial Outturn 2017/18 and Reserves report and in so doing raised the following matters for Members' consideration:

- The Council's accounts had been submitted on 29th May 2018.
- The Executive Director of Finance and Corporate Resources would meet with the external auditors shortly and at this stage a position statement would be provided.
- Officers were hoping that the Council would achieve an unqualified statement of accounts and an unqualified Value for Money rating.
- From quarter 2 onwards more detail would be provided for Members' consideration.
- A £200,000 overspend was reported in respect of the strategic purpose 'keep my place safe and looking good'. A lot of this was due to a shortage of income in this area.
- There were very few variances, though some had been reported under enabling services for IT costs and a refund on Heads of Service costs.
- In total, however, £300,000 in savings had been achieved which would be returned to balances.
- £1.5 million savings had been achieved in the Capital programme. However, only £1.3 million would be carried forward in the Capital carry forwards.
- Previously Officers had determined the capital carry forward but Members had asked to consider these figures as part of the budget process.

- The Council had £3.4 million in reserves, though this included funds received from external sources which were earmarked for specific purposes.

During consideration of this matter Councillor L. Mallett spoke to Cabinet in his capacity as the Chairman of the Finance and Budget Working Group. Members were informed that the group had been advised that there were different types of reserves. This included some reserves held in accordance with Government requirements and others that were held for contingency purposes. Unfortunately the group had found that some funds were held as reserves because the budget holder was trying to carry forward that funding and Members had agreed that this was not appropriate. Members of the group had concluded that the Council's reserves were higher than necessary and that some of the funding could be returned to balances. The group was therefore proposing that a full and detailed review of the Council's reserves should be carried out.

Cabinet subsequently discussed both the report and the recommendation from the Finance and Budget Working Group in some detail. The following points were considered during this discussion:

- The hard work that had been undertaken by the Council's Financial Services team to ensure that the accounts were submitted according to deadline.
- The need to ensure that appropriate funding only was included in the Council's reserves.
- The extent to which income from car parks had been taken into account in the figures provided for 'keep my place safe and looking good'. Members were advised that officers would check this with the Head of Environmental Services prior to Council.
- The discrepancy between the total figure listed for capital carry forward requests, at £1.3 million, and the figure of £1.2 million in the capital programme quoted in the recommendations in the report. Members were advised that this figure was correct as the difference reflected the capital receipts.

RECOMMENDED

- (1) That a transfer to balances of £303k is actioned as a result of revenue outturn savings 2017/18;
- (2) Approval of the movements of £257k in existing reserves as included in Appendix 1 which reflects the approval required for 2017/18;
- (3) Approval of the addition of new reserves of £55k as included in Appendix 1. This reflects the approval required for 2017/18;
- (4) Approval of an increase in the 2018-19 Capital Programme of £66k for the Disabled Facilities Grants. This is due to the budget allocations now being announced by the Ministry of Housing, Communities and Local Government. This will increase the available budget to £846k;

- (5) Approval of the carry forward to the 2018/19 capital programme of £1.215m as detailed at Appendix 3; and
- (6) That a full and detailed review of reserves be carried out.

14/18

TO CONSIDER, AND IF CONSIDERED APPROPRIATE, TO PASS THE FOLLOWING RESOLUTION TO EXCLUDE THE PUBLIC FROM THE MEETING DURING THE CONSIDERATION OF THE ITEM OF BUSINESS CONTAINING EXEMPT INFORMATION.

RESOLVED that under S.100 I of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, the public be excluded from the meeting for the following matters on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12 (A) of the said Act, as amended:

This paragraph is:

Subject to the “public interest test”, information relating to Paragraph 3 – financial or business affairs.

Minute 15/18 – Future Provision of the Council’s Core HR and Finance Systems.

15/18

FUTURE PROVISION OF THE COUNCIL'S CORE HR AND FINANCE SYSTEM (ENTERPRISE SYSTEM PROJECT BUSINESS CASE) - REPORT TO FOLLOW

The Executive Director of Finance and Corporate Resources and the ICT Application Support Officer presented a report in respect of the future provision of the Council’s core HR and Finance system, the Enterprise System Project Business Case. Whilst presenting this report the following matters were highlighted for Members’ consideration:

- The Council was using outdated finance and cash receipting systems and whilst the HR system was linked to payroll it was not particularly functional.
- Staff, particularly those who managed budgets, had highlighted that the systems in place were not the most appropriate for cash receipting purposes.
- The Corporate Peer review of the Council had identified the potential for these systems to perform more efficiently thereby enabling the Council to operate in a more commercial manner.
- The Council was working to introduce a more integrated system.
- Recent legislation permitted Councils to use capital receipts to drive efficiencies and it was proposed that this approach be adopted to help pay for the new system in this instance.
- The proposed new system would provide data in real time and would be more efficient and more accurate. The system would engender a self-service culture amongst managers.

- The system would have a more modern interface than at present and would need to integrate with other Council systems.
- Included within the system would be software that would undertake some of the more mundane tasks, providing staff with capacity to concentrate on qualitative areas of work.
- Officers had consulted with other local authorities that used this system and had been reassured by advice that the system had worked for those Councils.

Following the presentation of the report Councillor L. Mallet spoke to Cabinet in his capacity as Chairman of the Finance and Budget Working Group. Cabinet was advised that the group had considered the report and had concluded that further clarification was required with regard to potential savings that could be achieved following the introduction of the new system. Members had felt that the finance part of the system was fairly easy to define. However, the group agreed that the HR systems needed further definition. There was the potential to introduce HR systems which enabled managers to post job adverts directly and to receive applications immediately after the deadline for a post had passed. In conclusion, however, the group had been supportive of the proposed new system.

Cabinet subsequently discussed the report in detail and raised the following points:

- The extent to which savings had been achieved by other local authorities that had utilised this system. Members were advised that a number of other Councils had used this software and reduced their costs.
- The potential for the system to be introduced on a staged basis. Officers advised that staged implementation of such large systems was considered good practice and would be implemented in this case.
- The potential for a further report to be presented to Cabinet in the future outlining the savings that had been achieved as a result of introducing the new system.

RECOMMENDED that the business case for the implementation of an integrated Enterprise Resource Planning System (ERP) is approved.

[During consideration of this item Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to exclude the press and public prior to any debate on the grounds that information would be revealed which relates to financial or business affairs].

The meeting closed at 6.55 p.m.

Chairman

Bromsgrove District Council

Report of the Portfolio Holder for Planning Services and Housing Strategy

Aligned to all strategic purposes but in particular to “Help me to Find Somewhere to Live in my Locality” and “Help me to Run a Successful Business”

I am pleased to present an update report to the Council about the areas covered by my portfolio. In doing so I would like both to look back over recent events and forward to emerging issues. I will begin by talking about housing and housing strategy going forwards in Bromsgrove.

Housing Strategy

- **Homelessness** – homelessness is always a good indicator of the health or otherwise of a local housing market, and I am happy to be able to report that homelessness remains relatively stable in Bromsgrove. During the last five years homelessness acceptance figures have been around 70 a year, with requests for housing options interviews ranging between 700 and 800 a year over the same time period.

I am also pleased to be able to report that the Council successfully awarded a new homelessness and housing options contract in January 2018. The new contract was secured by BDHT after an exhaustive procurement exercise. This activity coincided with the introduction of the Homelessness Reduction Act in April 2018, and we have worked closely with our partners to ensure everything is in place to meet the latest legislative requirements and provide a good service to local residents facing housing issues in the district.

The council continues to use all DCLG homelessness grants to prevent or respond to homelessness locally, with a particular focus on the needs of young people and ex-offenders.

- **Affordable housing** – As members will be aware, we regularly negotiate for up to 40% affordable housing provision in our Section 106 agreements with developers. Over the last five years these have delivered an average of 100 affordable homes a year and these homes go on to be owned by local Registered Providers, such as BDHT, who will be renting the properties to local residents. I would say at this point that we are very aware that there is no room for complacency here – the pipeline of new homes coming on-line is healthy, and we have 15 housing providers operating in our area, but there's always a need to do more. We currently have around 2000 households

registered on our housing waiting list, some of whom have an urgent need to find an alternative home so we have also been working up plans to take a more interventionist approach to the housing market as I will now go on to explain.

- **The immediate future** – the housing market in Bromsgrove is catering well for people living in the district and commuting out to work, but for local residents living and working in Bromsgrove the situation is more challenging, and we are determined to step in and try to rebalance the market from this perspective. As a result, I am pleased to advise that the council is in the process of opening a housing company to help ramp up delivery of new homes for local people, starting with development of the site of our old headquarters at Burcot Lane. I would like to take this opportunity to offer thanks, on behalf of the council, to Homes England for their support with this project. Homes England's offer of a £1M accelerated growth fund grant towards the scheme is a massive boost in terms of moving things forwards and we look forwards to working in partnership with them to provide high quality housing that also creates new jobs and opportunities for small and medium enterprises locally. Building 61 new homes at Burcot Lane is the first step of a wider programme that's about the council utilising its assets in new ways, and I look forward to being able to report to council on similar initiatives in the near future.

Planning and Regeneration

Development Management

As ever the Planning Department has been extremely busy. Between April 2017 and April 2018 the team determined 740 formal applications. The speed of determination of applications remained strong with 91 % of major applications and 90% of other applications being determined within the relevant time periods. This performance is well above the advised 60% and 70% respectively. Other work included dealing with discharge of conditions and pre application enquiries, as well as providing general planning advice to customers via the enquiry phone line (5 days per week) and the popular Householder Planning Surgery facility. A raft of training sessions has also been provided for Parish Council colleagues across the District.

Defending Planning Appeals is another area the service is involved with. During the period April 2017 to April 2018 a total of 37 of the Councils' decisions were challenged at appeal 27 of which (71%) were successfully defended.

The team continues to evaluate its working methods both with internal colleagues and external stakeholders and adjusts working practices as a result. Some staff

turnover has resulted in new team members who have brought with them some new ideas.

Bromsgrove District Plan

The Bromsgrove District Plan was adopted in January 2017 and the review is already underway. Following the anticipated publication of the revised NPPF in the Summer it is anticipated that the Issues and Options document will be considered by Full Council in September.

Conservation

The Conservation team, as well as providing advice on planning applications, is currently working on updating the conservation area appraisals and compiling the local list of heritage assets. The team also provides technical assistance to the THI scheme.

Liaison with County Highways

The Strategic Planning and Conservation Team has also been engaging with Worcestershire County Council Highways on addressing the infrastructure issues; We are currently working on the scope and scale of the transport evidence base required to be support the production of the Bromsgrove Plan review. Working alongside our advisors Mott MacDonald, we are adopting a different approach to WCCs standard approach. This is to ensure that transport matters are considered right at the outset of the plan making process and factor more prominently in the decisions of where development should go. Mott MacDonald on are also closely scrutinising the work being prepared to support major planning applications such as the Perryfields and Whitford Road sites, this scrutiny is on both the technical work prepared by developers and the response of WCC to this work. We meet with WCC and Highways England once a month, and have an ongoing program of work to ensure closer working takes place. Various bids have been submitted by either WCC or BDC for funding for much needed infrastructure such as improved walking and cycling measures or for the A38 major scheme bid. Mott Macdonald will continue to be used until such a time that we have confidence in WCC to provide a technically sound and efficient transport service to the Council. As Portfolio Holder I would invite all members to work together to ensure that at member and officer level at WCC, that this district has the support it needs from WCC as highways authority.

Enforcement

In terms of Enforcement issues, many cases continue to be closed because of successful negotiation. However, in addition the council has not shied away from taking formal enforcement action.

Economic Development and the Townscape Heritage Initiative

The Planning team continues to work closely with colleagues in Economic Development to support the regeneration of Bromsgrove Town Centre. Since the previous Portfolio Holders report, Waitrose is now open and at the other end of the High Street Aldi is under construction.

We are continuing to see the benefits of the Townscape Heritage Initiative, which has seen £1.2 million of National Lottery funding alongside £400,000 from Worcestershire County Council, used to regenerate the Bromsgrove town centre. In particular the renovation of the Tudor house on New Road is now complete, along with a number of new shopfronts along Worcester Road which have really made a difference to the look and feel of this part of town. The THI project is now nearing completion, in order to ensure as much work is undertaken as possible the Heritage Lottery Fund granted an extension to the scheme till the end of 2018, unfortunately though this is the final extension we will be granted and the scheme will have to close at the end of December.

In terms of other centres, planning officers have had input into suggested public realm improvements at Rubery and implementation has now commenced on site.

Building Control

At a time of increased competition from the private sector, the building control department has managed to achieve an overall increase in its application numbers and enquiries. This has been done whilst continuing to offer exceptional non-fee earning services, such as dealing with dangerous structures, building demolition and general, impartial advice. The Building Control service throughout North Worcestershire continues to enjoy a high reputation amongst its clients with its customer focussed approach. The service is also expanding its partnership base beyond the Authority's boundary's undertaking an increase in work on sites within South Worcestershire as well as Stratford areas. The construction industry remains fragile and the Grenfell tragedy last year will no doubt impact widely on the whole Building Control and construction sector however the service is confident it will be able to meet any challenges it faces.

Conclusion

Strategic Housing and Planning and Regeneration are public facing services that contribute widely to achieving our strategic purposes and whilst working with county highways has its challenges, working practices have been put in place to facilitate more meaningful engagement .

Map 1: Bromsgrove Townscape Heritage Initiative Area Map



Picture 1: British Heart Foundation



Picture 2: Bank Solicitors

This page is intentionally left blank

CABINET

7th March 2018

Air Quality Management Area – Kidderminster Road, Hagley

Relevant Portfolio Holder	Cllr Peter Whittaker
Portfolio Holder Consulted	Yes
Relevant Head of Service	Simon Wilkes
Ward(s) Affected	Hagley East
Ward Councillor(s) Consulted	Cllr. Colella, Cllr. Jenkins
Non-Key Decision	
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. SUMMARY OF PROPOSALS

- 1.1 A review of Hagley air quality monitoring has been undertaken in relation to the Kidderminster Road, Hagley Air Quality Management Area to ascertain whether the area can be revoked based on historical monitoring data and current trends and levels. The reasons for the proposal are set out in the accompanying report entitled “Kidderminster Road, Hagley, AQMA Revocation Screening Assessment” of November 2017

2. RECOMMENDATIONS

- 2.1 **Cabinet is asked to RECOMMEND that the Kidderminster Road, Hagley AQMA, be revoked.**
- 2.2 **Air Quality will remain an important high profile issue in the area and monitoring will continue to ensure air quality objectives continue to be met.** During consultation with Bromsgrove District Council Planning Department the wider location will continue to be considered as an “air quality consultation zone” where the impact on air quality is given due consideration through the planning process. In addition WRS will continue to be involved in the development of measures throughout the wider Bromsgrove District as per the Air Quality Action Plan.

3. KEY ISSUES

Worcestershire Regulatory Services has observed that annual average levels of Nitrogen Dioxide (NO₂) within the Hagley monitoring network has fallen below the national objectives that require the adoption of an air quality management area.

In light of these findings WRS undertook an assessment of historical data for all monitoring locations in the area and confirmed that there is a general decrease in the trend of NO₂ levels since monitoring began in 2001. Concentrations have been recorded as below the national objective by a factor of 10-15% within the AQMA over the last 3 years. Full details of the findings can be seen in appendix

1 “Kidderminster Road, Hagley AQMA Revocation Screening Assessment” dated November 2017”.

The prime function of AQMA's are to facilitate the creation of air quality management plans and the delivery of air quality improvements. Such plans invariably provide fringe benefits such as improved traffic flow however AQMA's are complementary to the development of local transport plans and do not provide a vehicle for the delivery of highways management initiatives that fall beyond the scope of delivering compliance with government air quality objectives.

DEFRA's Local Air Quality Management Policy Guidance (PG16) and Technical Guidance (TG16) (April 2016) provides information on the revocation of an AQMA. Section 4.9 of PG16 states that *‘For revocation this should demonstrate that air quality objectives are being met and will continue to do so... typically this is after three years or more compliance’*. Section 3.47 of TG16 states *‘an AQMA may be amended or revoked following a screening assessment or on the basis of robust monitoring evidence’*. An AQMA Revocation Order is required to officially revoke an AQMA.

Financial Implications

- 3.1 None

Legal Implications

- 3.2 Part IV of the Environment Act 1995, the Local Air Quality Management process (LAQM) and subsequent Policy Guidance (LAQM.PG16) and Technical Guidance (LAQM.TG16) documents set out the duty of local authorities to review and assess local air quality within their areas against a set of health based objectives and work to improving poor air quality identified. The Objective of most importance to the Council is the annual mean nitrogen dioxide (NO₂) objective which should not exceed 40 microgrammes per cubic metre of air at the façade of a residential dwelling or school.
- 3.3 Poor air quality in general can affect peoples' health, playing a role in many chronic conditions such as cancer, asthma, heart disease and neurological changes linked to dementia. Outdoor air pollution contributes to about 40,000 premature deaths per year in the UK (Royal College of Physicians & Royal College of Paediatrics and Child Health, 2016). Nitrogen Dioxide in particular is known to cause respiratory illnesses and possibly increase the risk of lung infections. Young children and asthma sufferers are most sensitive to this pollutant.
- 3.4 Where there is robust evidence to demonstrate that the Objective is being met and will continue to be met an Air Quality Management Area (AQMA) can be revoked (LAQM.TG16). The decision to revoke an Air Quality Management Area

CABINET

7th March 2018

can be taken either following a detailed study or following a screening assessment based on robust monitoring evidence.

Service / Operational Implications

3.3 None

Customer / Equalities and Diversity Implications

3.4 None

4. RISK MANAGEMENT

4.1 Low – robust monitoring data indicates that air quality objectives within the area are being met.

5. APPENDICES

Kidderminster Road, Hagley AQMA Revocation Screening Assessment dated November 2017.

6. BACKGROUND PAPERS

DEFRA's Local Air Quality Management Policy Guidance (PG16) April 2016
DEFRA's Local Air Quality Management Technical Guidance (TG16) April 2016

7. KEY

AQAP – Air Quality Action Plan
AQMA – Air Quality Management Area
AQO – Air Quality Objective
LAQM – Local Air Quality Management
NO₂ – Nitrogen Dioxide
NO_x – Nitrogen Oxides

AUTHOR OF REPORT

Name: Stephen Williams
email: Stephen.williams@worcsregservices.gov.uk
Tel: 01562 738090

This page is intentionally left blank



Kidderminster Road, Hagley AQMA Revocation Screening Assessment

In fulfilment of Part IV of the
Environment Act 1995
Local Air Quality Management

November 2017

Local Authority Officer	Stephen Williams
Department	Land & Air Quality Team
Address	Wyre Forest House Finepoint Way Kidderminster Worcestershire DY11 7WF
Telephone	01905 822799
E-mail	wrsenquiries@worcsregservices.gov.uk
Report Reference number	BDC/HAGLEY/REV/2017
Date	November 2017

Executive Summary

This report has been produced on behalf of Bromsgrove District Council (BDC) and represents a screening assessment of air quality at the Kidderminster Road, Hagley Air Quality Management Area (AQMA). The assessment has been carried out to determine whether the Kidderminster Road, Hagley AQMA can be considered for revocation. The assessment has not included a detailed dispersion model as available monitoring data is sufficient to provide a robust review of nitrogen dioxide levels at the AQMA over the past fifteen years. All available monitoring data held for the area from 2001 to 2016 has been reviewed.

Levels of nitrogen dioxide measured between 2001 and 2016 have generally followed a downward trend year on year discernible when viewed over the long term. There have only been three marginal exceedances of the NO₂ annual mean objective at relevant exposure observed in the past ten years (in 2007, 2010, and 2013).

It is considered to be very unlikely that a consistent exceedance of the nitrogen dioxide annual mean objective over future years will occur, as demonstrated by the lack of consistent exceedances between 2001 and 2016 and a consistent downward trend in NO₂ concentrations across that same period. It is therefore recommended that the Kidderminster Road, Hagley AQMA is revoked following the necessary statutory consultation.

Table of Contents

Executive Summary	1
1 Introduction	4
2 Background to the Kidderminster Road, Hagley AQMA.....	6
3 Detailed Review of Data.....	9
3.1 Air Quality Monitoring	9
3.2 Monitoring Data and Long-term Trends	12
3.3 Results Discussion	24
4 Conclusions and Recommendations	26
Appendix A: Summary of Statutory Air Quality Objectives in England.....	31
A.1 – Air Quality Objectives in England.....	31
Appendix B: Kidderminster Road, Hagley AQMA Sealed Order	32
Appendix C: Diffusion Tube Monitoring	34
C.1 Details of Non-Automatic Monitoring Sites.....	34
C.2 Monitoring Data 2001 – 2016	36
Glossary of Terms	37
References	38

List of Tables

Table 1.0 Details of all locations monitored for NO ₂ in Hagley area	10
Table 2.0 Monitoring results of NO ₂ at location 2001 - 2016	13
Table 3.0 Number of exceedances of NO ₂ annual mean AQO.....	14
Table 4.0 Number of NO ₂ concentrations observed within 5% AQO	14
Table 5.0 Revocation requirements LAQM.PG(16) & LAQM.TG(16)	27

List of Figures

Figure 1.0 Map of monitoring locations and AQMA boundary	11
Figure 2.0 Monitored annual mean NO ₂ at all locations	16
Figure 3.0 9/a/b monitored annual mean NO ₂	17
Figure 4.0 11 monitored annual mean NO ₂	17
Figure 5.0 10 monitored annual mean NO ₂	18
Figure 6.0 KR62 monitored annual mean NO ₂	19
Figure 7.0 8 monitored annual mean NO ₂	19
Figure 8.0 HL monitored annual mean NO ₂	20

Bromsgrove District Council

Figure 9.0 RES 1 - 4 monitored annual mean NO₂20

Figure 10.0 7 monitored annual mean NO₂21

Figure 11.0 KR monitored annual mean NO₂.....21

Figure 12.0 KR2 monitored annual mean NO₂.....22

Figure 13.0 Highest monitored annual mean NO₂24

Figure 14.0 Highest, lowest and average values comparison25

1 Introduction

This report has been produced on behalf of Bromsgrove District Council (BDC) and represents a screening assessment of air quality at the Kidderminster Road, Hagley Air Quality Management Area (AQMA) between 2001 and 2016. The assessment has been carried out to determine whether the AQMA can be considered for revocation. The assessment has not included a detailed dispersion model as available monitoring data is sufficient to provide a robust review of nitrogen dioxide levels at the Kidderminster Road AQMA over the past fifteen years.

The policy framework for air quality management in the UK is set out in The Air Quality Strategy for England, Scotland, Wales and Northern Ireland (Defra, 2007). The Strategy provides air quality standards and objectives for key pollutants designed to protect human health and the environment. The Strategy also sets out how local government can contribute to achieving the air quality objectives. The Local Air Quality Management (LAQM) regime is set out in the Strategy and requires every local authority to carry out regular reviews and assessments of air quality in its area to identify whether the air quality objectives have been, or will be, achieved at relevant locations by the appropriate dates. Where air quality objectives are not being met the local authority must declare an Air Quality Management Area (AQMA) and produce an action plan to identify appropriate measures that can be taken in pursuit of the objectives.

The Air Quality Strategy (Defra, 2007) sets out air quality standards and objectives for key pollutants. The standards are set as concentrations below which health effects are unlikely, or below which risks to public health would be very small (even in sensitive population groups). The air quality objectives only apply where “relevant exposure” exists, that is where members of the public are likely to be regularly present for the duration of the averaging time of the objective. For annual mean objectives relevant exposure is limited to residential properties, school and hospitals. The 1-hour objective applies to residential properties, schools and hospitals as well as any outdoor location where members of the public might reasonably be expected to stay for 1 hour or more, such as outdoor seating areas at eating establishments, parks, busy shopping streets etc. The statutory air quality objectives applicable to LAQM in England can be found in Table A.1 in Appendix A.

Technical Guidance for LAQM (LAQM.TG.16) sets out the approach for LAQM. When an exceedance of an air quality objective has been identified the local authority is required to

Agenda Item 14a

Bromsgrove District Council

declare an Air Quality Management Area (AQMA). LAQM.TG.16 and LAQM.PG.16 also sets out the requirements for when an AQMA may be revoked.

2 Background to the Kidderminster Road, Hagley AQMA

The Kidderminster Road, Hagley AQMA was declared by BDC on the 17th February 2010. A copy of the sealed order, including a location plan, can be found in Appendix B. The AQMA was declared following a detailed assessment carried out in July 2009 that was undertaken due to monitored exceedances of the annual mean objective for NO₂. This assessment included detailed dispersion modelling utilising ADMS Roads dispersion model (2.3). This assessment made recommendation for declaration of the AQMA based on predicted exceedances of the annual mean objective at locations of relevant exposure. There was also a recommendation for installation of an automatic air quality monitor to provide more robust monitoring data.

Since declaration of the AQMA in February 2010 monitoring of NO₂ levels has continued using a network of diffusion tubes. An automatic monitor was also in operation between June and December 2010.

A countywide action plan for Worcestershire was produced covering all AQMAs within the County and formally adopted in the autumn of 2013. This identified many potential air quality solutions for each AQMA that were split between generic actions applicable to all areas and specific actions for each AQMA. With this in mind WRS conducted a “priority actions” process in 2014 for each AQMA including Hagley.

Source apportionment of roadside emissions of NO₂, carried out as part of the Further Assessment in 2012 following declaration of the AQMA, identified the dominant sources to be traffic related emissions and background concentrations. The source apportionment helped identify key areas to be addressed and enabled prioritisation of measures in a targeted fashion. Details of the prioritisation methodology can be found in the full Air Quality Action Plan for Worcestershire (September 2013) document and the Air Quality Action Plan for Worcestershire Progress Report 2013-2015 (October 2015), both available online at

<http://www.worcsregservices.gov.uk/environmental-health/pollution/air-quality/airquality-action-plan.aspx>

The prioritised actions for Kidderminster Road, Hagley AQMA are listed below:-

- KR5 - Review of signalised junction at foot of Hagley Hill of A456 and A491
- 5.1.1 - Alteration of phasing of traffic light systems

Bromsgrove District Council

- 5.1.8 - Introduction of traffic signals at Hagley Island roundabout
- 5.1.4 - Variable Messaging Systems
- 5.2.2 - Freight Quality Partnership

Progress made with these actions is as follows:-

5.1.1 and KR5 – Alteration of the phasing of traffic light systems / Review of signalised junction at Kidderminster Rd/Birmingham Rd/Stourbridge Rd Junction - Worcestershire County Council has confirmed that this action has been completed: The signal set controller apparatus was updated on 20/04/2015 to MOVA which gradually optimises the signals operation according to observed demand. WCC further advised in July 2016 that ‘The equipment at Hagley is the very latest technology, so further investment in signalling infrastructure here is not required’ and ‘traffic flow is starting to settle down now in Hagley, which suggests that the signal calibration process is nearing completion’.

5.1.8 – Introduction of signals at roundabouts - Worcestershire County Council has confirmed this action has been completed: “Developer led reconstruction of the Hagley Roundabout (A456/A491) with signals was opened to the public on the 22/01/2015. Minor alignment revisions were made to lining / destination lining on the 06/03/2015. Revisions were made to the A491 northbound access onto the roundabout on the 21/08/2015. Each set of signals is operating using MOVA (WCC June 2015).”

5.1.4 – Variable Messaging Systems to redirect vehicles away from AQMA (and other relevant messages) - No progress at this time: In October 2015 Worcestershire County Council confirmed plans to install Variable Messaging Systems (VMS) signs across the County. The strategy is to complete a ring of VMS signs around Worcester City in 2016 then replicate this in Bromsgrove and Kidderminster areas as funding is identified.

5.2.2 – Freight quality partnership - On-going: This action is designed to encourage freight vehicles to avoid the AQMA and find alternative routes. Further discussion with County Highways in 2014 identified two separate approaches:

- 1) Use of paper HGV route maps is now outdated, work should focus on updating data with Sat Nav companies to ensure route planning avoids AQMAs.

Bromsgrove District Council

2) A wider FQP that potentially restricts HGV access to AQMAs could form part of a wider Transport Strategy for Worcester. In 2015 Worcestershire County Council confirmed they provide update information for Sat Nav technology providers on an on-going basis.

Other non-priority actions have been progressed as part of district or countywide initiatives. These are detailed within the Air Quality Action Plan Progress Report for Worcestershire April 2015 to March 2016 available online at

<http://www.worcsregservices.gov.uk/media/2294583/WRS-AQAP-Progress-Report-2015-16.pdf>.

Levels of measured NO₂ between 2001 and 2016 have generally followed a downward trend year on year with only three measured exceedances of the NO₂ annual mean objective at relevant exposure observed in the past ten years (in 2007, 2010 and 2013).

3 Detailed Review of Data

3.1 Air Quality Monitoring

BDC undertakes air quality monitoring of nitrogen dioxide (NO₂) across the district using non-automatic passive diffusion tubes. In 2016 monitoring was undertaken using 12 diffusion tubes in the Hagley area at 10 locations. 7 of these were located within the boundary of the AQMA, and 3 outside. Monitoring point 9/a/b is a triplicate location (three diffusion tubes located together). Data is also held for three historic monitoring locations that have since been discontinued and for the automatic air quality monitor in operation in 2010. All available monitoring data held in and around the Kidderminster Road, Hagley AQMA has been subject to review.

The data range held spans from 2001 up until 2016, presenting a long history of monitoring data. Some monitoring points present more reliable data than others based on location. An overview and assessment of data from each location is presented later in this report. All available data has been reviewed as part of the assessment.

Details of all monitoring locations are presented in table 1.0 below.

A map detailing all the monitoring locations referred to in this report is presented in figure 1 below.

Bromsgrove District Council

Table 1.0 – Details of all locations monitored for NO₂ in Hagley area

Site ID	Site Address	X Coordinates	Y Coordinates	In AQMA	Relevant Exposure	Distance to Kerb	Years Monitored
10	77a Park Road, Hagley	391137	280638	Yes	Yes	17m	2004 – 2016
11	74 Worcester Lane, Hagley	390295	280043	No	Yes	2.75m	2003 – 2016
HL	20 Birmingham Road Road sign	391551	280999	Yes	No - 13m	2m	2012 – 2016
8	9 Market Way, Hagley	391452	280947	Yes	Yes	13.8m	2004 – 2016
9/a/b	78 Kidderminster Road, Hagley (*Triplicate*)	391210	280668	Yes	Yes	8.3m	2004 – 2016
KR62	62 Kidderminster Road	391182	280631	Yes	Yes	7m	2012 – 2016
RES 1	26 Stourbridge Road, Hagley Downpipe Front of Property	391445	281179	Yes	Yes	15m	2014 – 2016
RES 2	21 Birmingham Road, Hagley, DY9 9JZ	391556	281042	Yes	Yes	15m	2014 – 2016
RES 3	104 Kidderminster Road South, Hagley Downpipe Front of Property	389827	279590	No	Yes	14.3m	2014 – 2016
RES 4	23 Worcester Road, Hagley DY9 OLF Downpipe Front of Property	390025	27965	No	Yes	14.5m	2014 – 2016
KR	Kidderminster Road, Hagley (roadside next to no 78 tube nos 9, 9a, 9b)	391277	280774	Yes	No – 7m	1m	2008 – 2011
KR2	10 Kidderminster Road, Hagley	390363	280044	No	Yes	13.6m	2010 – 2011
7	No.5 Stourbridge Road.	391437	281037	Yes	Yes	9m	2001 – 2011
CM	Kidderminster Road (Continuous Monitor)	391354	280919	Yes	No – 6m	2.5m	2010 (Jun – Dec)

Figure 1.0 – Map of monitoring locations



3.2 Monitoring Data and Long-term Trends

Measurements of NO₂ have been taken over a number of years in the area prior to declaration of the AQMA and since. As such a robust data set has been built up over a significant period of time. Available data from monitoring locations has been identified for the period 2001 to 2016.

The last exceedance of the annual objective was recorded in 2013 at triplicate location 9/a/b with a level of 40.2µg/m³. This was a minor exceedance of the 40µg/m³ objective. Prior to this the objective of 40µg/m³ was equalled in 2010 and exceeded in 2007 and 2005 with levels of 42.8µg/m³ at the same location. The annual mean objective was also exceeded at location 11 in 2003 with a recorded value of 40.7µg/m³. It should be noted that 11 is located outside the area declared as an AQMA. No other exceedances were measured at this location.

Historical data indicates that there were also a number of exceedances at monitoring location KR between 2008 and 2011. Concentrations here ranged between 54.4µg/m³ and 64µg/m³. However it should be noted that this monitoring point was located directly adjacent to the highway and did not represent relevant exposure. It is understood that KR was located roadside in front of the property 78 Kidderminster Road whilst tubes 9a/b were located on the façade of the property. Therefore 9a/b represents relevant exposure in this location and is considered to be a much more accurate representation of conditions. As KR does not represent relative exposure and given close proximity to the carriageway results here are not considered to be a relevant exceedance of the objective. Location KR was discontinued at the end of 2011 because it was not representative of relevant exposure.

In the last three years levels of nitrogen dioxide have been monitored below the annual mean objective by greater than ten percent (36µg/m³ or less) at all ten monitoring locations within or near to the AQMA.

Table 2.0 below shows the monitoring results for all locations from 2001 to 2016.

Bromsgrove District Council

Table 2.0 – Monitoring results of NO₂ at location 2001 - 2016

Site ID	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
10				27.7	33.4	31.7	33.3	34	37	38	37.6	29.65	37	32.01	30.22	33.52
11			40.7	31.1	34.3	31.7	36.6	32	35	34	31.5	24.71	33	29.87	27.68	31.28
HL												21.49	34	25.48	25.92	28.65
8				25.8	28.7	26.6	30.3	23	25	28	22.1	16.17	27	20.42	20.01	21.88
9/a/b				39.3	42.8	38.6	42.8	39	38	40	37.2	27.51	40.2	33.65	32.44	34.49
KR62												28.24	33	31.76	32.17	33.86
RES 1														20.93	20.54	22.29
RES 2														31.31	32.26	34.72
RES 3														16.56	19.35	21.71
RES 4														31.43	32.70	35.67
KR*								61	63	64	54.4					
KR2										31	30.2					
7	30.2	33.4	31.7	23.5	27	23.5	28.9	24	26	29	22.5					
CM**										38						

KR* - Location next to highway and does not represent relative exposure

CM** - Continuous Monitor in use for 6 months not in location representative of relevant exposure

KEY	No Data	0-20	20-30	30-38	38-40	40+
-----	---------	------	-------	-------	-------	-----

Bromsgrove District Council

The full set of available monitoring data has been assessed in relation to the number of exceedances of the annual mean objective for NO₂ (40µg/m³) and observed levels within 5% of the annual mean objective (5% AQO) for NO₂ (38µg/m³).

Table 3.0 provides details of the number of exceedances of the NO₂ annual mean air quality objective between 2001 and 2016 at relevant exposure.

Table 4.0 provides details of the number of concentrations observed within 5% of the NO₂ annual mean air quality objective between 2001 and 2016 at relevant exposure.

Table 3.0 – Number of exceedances of NO₂ annual mean AQO 2001 - 2016

Site ID	Site Description	No. exceedances of NO ₂ Annual Mean Objective (40µg/m ³) at relevant exposure
11	74 Worcester Lane, Hagley	1 2003 – 40.7µg/m ³
9/a/b	78 Kidderminster Road, Hagley	4 2005 – 42.8µg/m ³ 2007 – 42.8µg/m ³ 2010 – 40.0µg/m ³ 2013 – 40.2µg/m ³

Table 4.0 – Number NO₂ concentrations observed within 5% AQO 2001 - 2016

Site ID	Site Description	Occurrences within 5% of NO ₂ Annual Mean Objective (38µg/m ³) at relevant exposure
10	77a Park Road, Hagley	1 2010 – 38.0µg/m ³
9/a/b	78 Kidderminster Road, Hagley	4 2004 – 39.3µg/m ³ 2006 – 38.6µg/m ³ 2008 – 39.0µg/m ³ 2009 – 38.0µg/m ³

Bromsgrove District Council

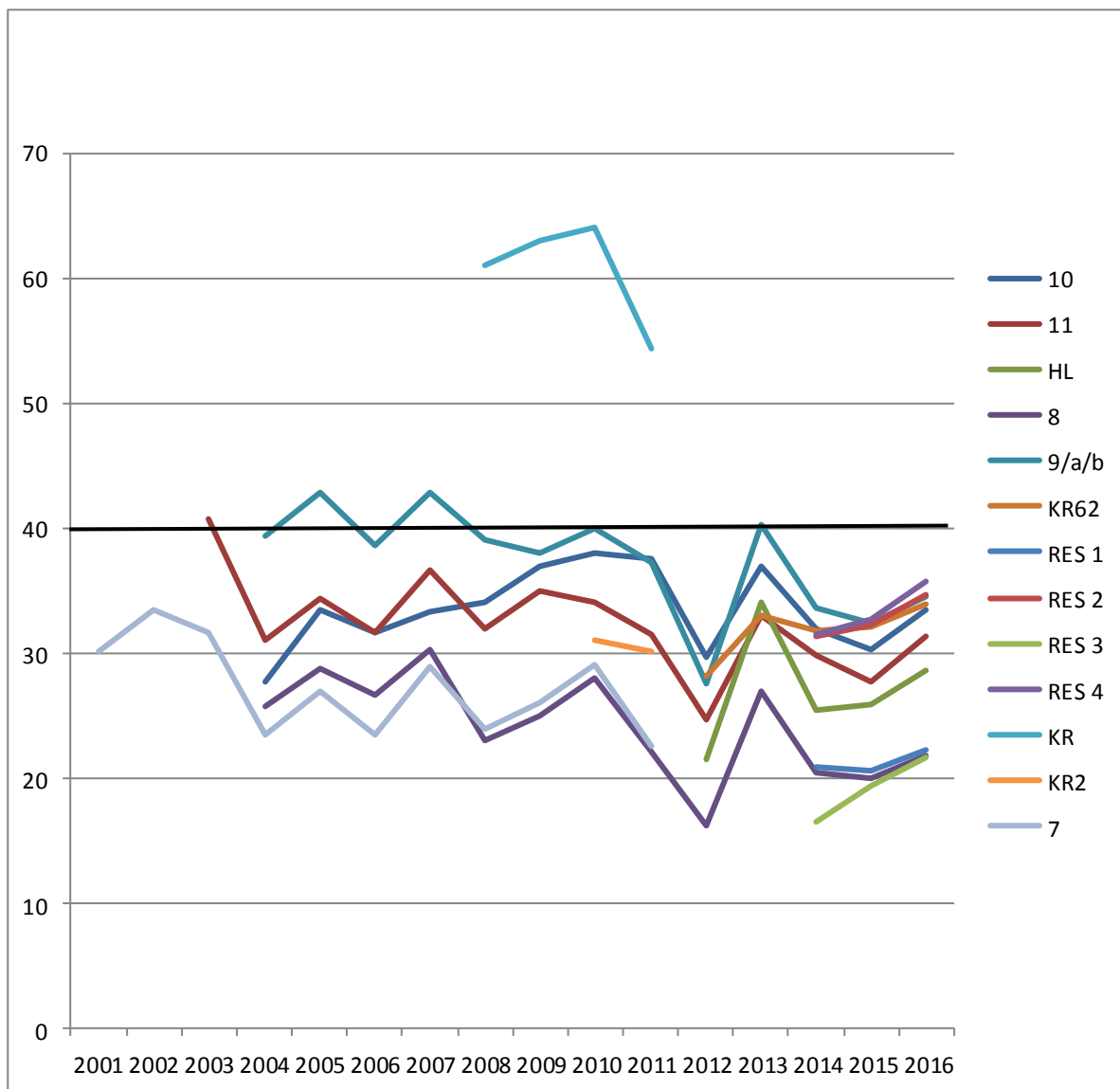
It can be seen that over the past fifteen years there have been five monitored exceedances of the NO₂ annual mean objective. These have occurred at location 11 in 2003, located outside the AQMA, and at 9/a/b in 2005, 2007, 2010 and 2013. These exceedances were only slightly elevated in nature, ranging between 40.0µg/m³ and 42.8µg/m³. It has also been a significant period of time since the majority of these exceedances occurred with the last being in 2013 with all others being in or prior to 2010.

In addition there have been five occasions over the fifteen year period where NO₂ concentrations have been monitored within 5% of the NO₂ annual mean objective (i.e. above 38µg/m³). These have occurred at tube location 10 in 2010, where a concentration of 38.0µg/m³ was measured, and at 9/a/b in 2004, 2006, 2008, and 2009 with concentrations ranging between 38 and 39.3µg/m³. It is useful to consider concentrations within 5% of the objective as an indication of how likely it is that the objective might be exceeded in future years. For example, an area with consistent NO₂ levels within 5% of the objective is more likely to see exceedances of the objective associated with meteorological fluctuations than an area where levels are consistently below 5% of the objective. All of these results referred to above occurred a significant period of time ago with the last being in 2010.

The above evaluation identifies that within the last six years there has been only one occasion where the objective has been exceeded and no other instances within 5% of the NO₂ annual mean objective. This indicates a significant improvement in air quality in the area over the duration of the monitoring period.

A series of graphs have been produced to illustrate long-term trends in measured NO₂ concentrations at relevant exposure. These are reproduced and discussed below.

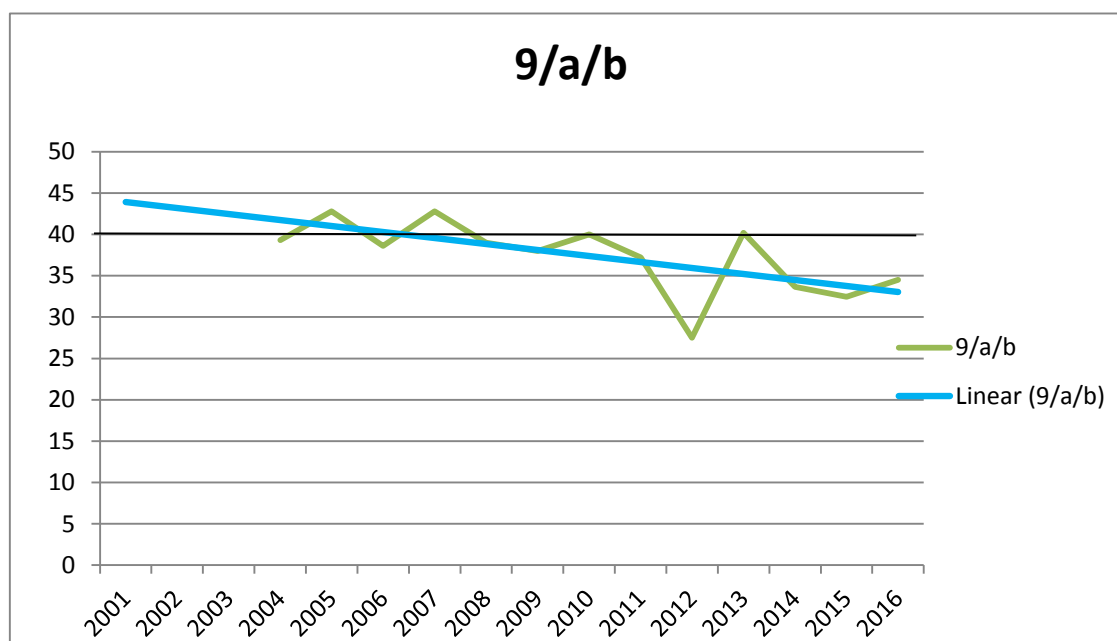
Figure 2.0 Monitored Annual Mean NO₂ at all locations



The graph above provides a diagrammatical representation of monitoring data held for all locations between 2001 and 2016 reviewed as part of this assessment. The black line represents the annual mean objective for nitrogen dioxide of 40µg/m³. It can be seen from the graph that the vast majority of data falls below the objective. This is with the exception of KR which was located next to the highway and was not considered to represent relevant exposure. This is discussed in more detail later in this section.

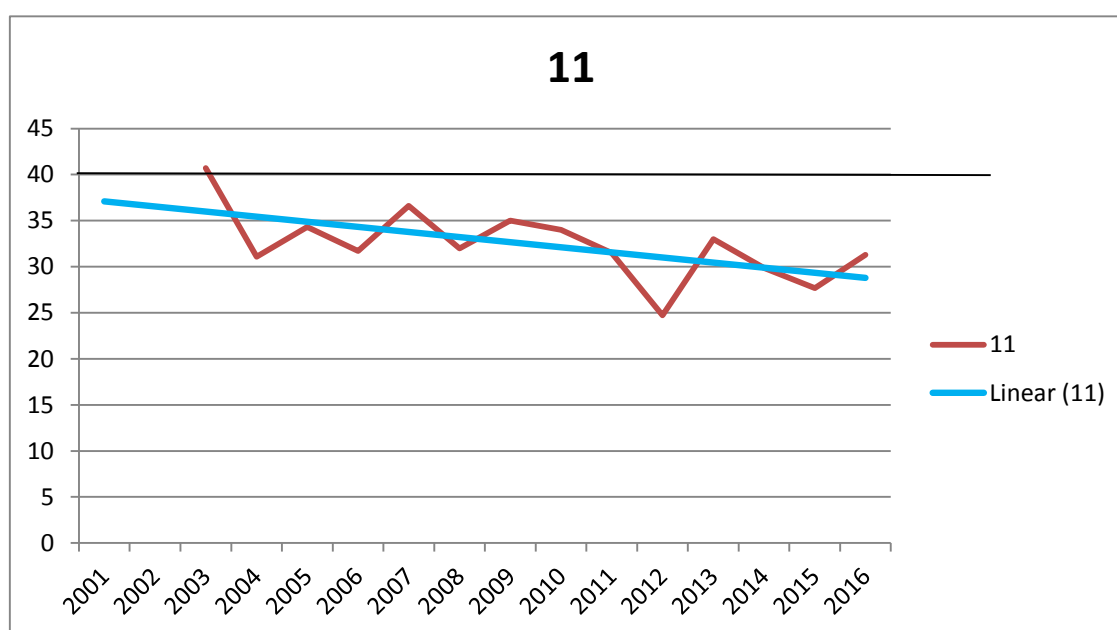
For clarity separate graphs have been produced for all locations and are presented below with commentary. Trendlines for the individual tubes have been produced in order to provide a graphical representation of trends in NO₂ concentrations at each monitoring location for the period of operation. It can be seen that generally there has been a consistent downward trend in NO₂ concentrations at the locations during the monitoring period.

Figure 3.0 - 9/a/b monitored annual mean NO₂



9/a/b – This monitoring location has been in place since 2004. Minor exceedances of the objective were recorded at this location in 2005, 2007, 2010 and 2013 ranging between 40µg/m³ to 42.8µg/m³. Levels have been recorded within 5% of the objective from 2004 to 2010. With the exception of 2013 levels of NO₂ have generally declined at this monitoring point within the last six years. This can be seen clearly from the trendline on the graph above.

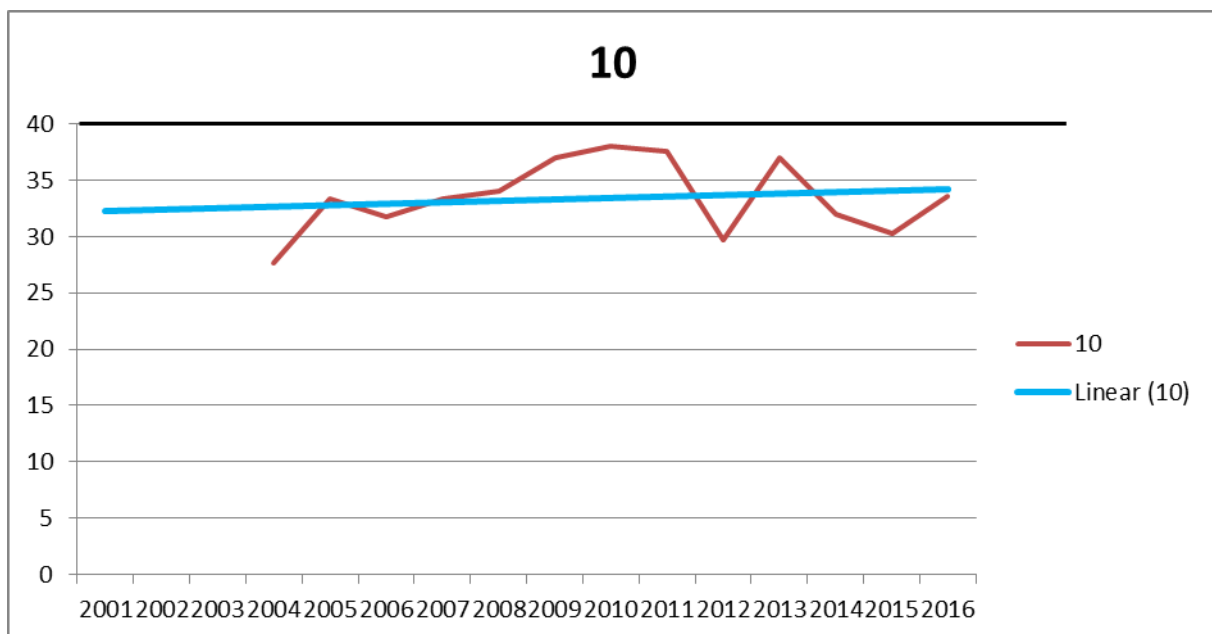
Figure 4.0 - 11 monitored annual mean NO₂



Bromsgrove District Council

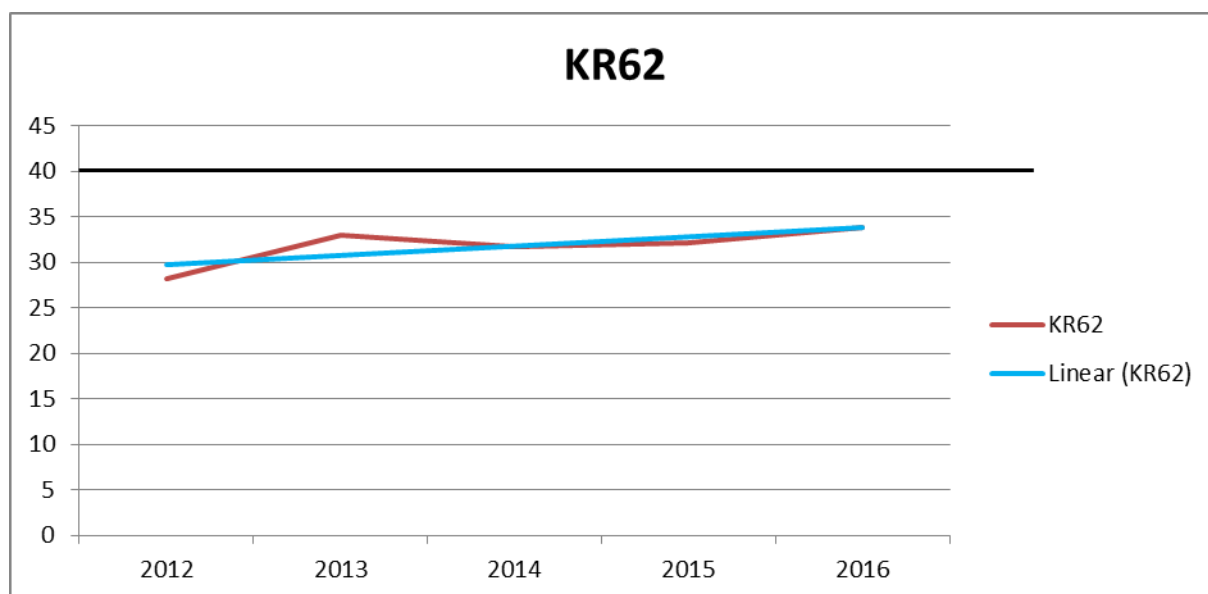
11 – This monitoring location has been in place since 2003. In this first year a minor exceedance of the objective was recorded with a level of $40.7\mu\text{g}/\text{m}^3$. Since then there have been no further exceedances at this location with only one occasion where the levels were within 10 percent of the objective, with a level of $36.6\mu\text{g}/\text{m}^3$ in 2007. For the last three years levels here have been recorded over 20% below the objective. The trendline on the graph above shows a clear decline in concentrations over the monitoring period. It should be noted that this location is outside of the area declared as an AQMA.

Figure 5.0 - 10 monitored annual mean NO_2



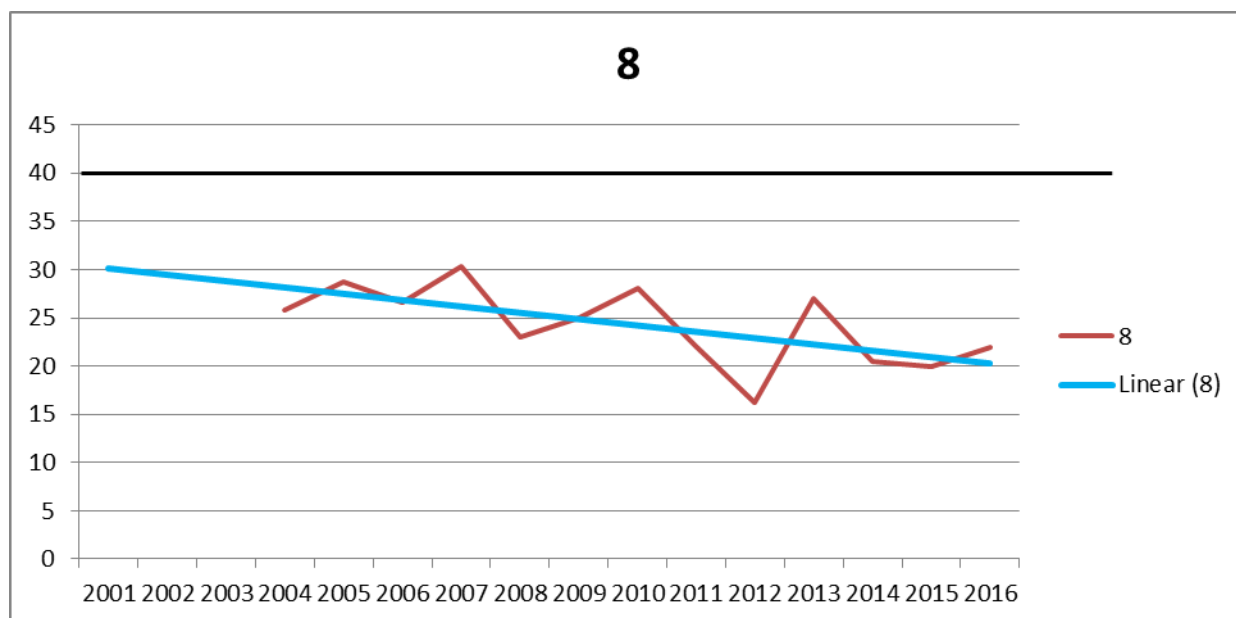
10 – This location has been monitored since 2004 with no recorded exceedance of the objective. The highest level recorded was $38\mu\text{g}/\text{m}^3$ in 2010. This was the only occasion where levels reached within 5% of the objective. The trendline on the graph above indicates that concentrations have remained reasonably stable at this location.

Figure 6.0 – KR62 monitored annual mean NO₂



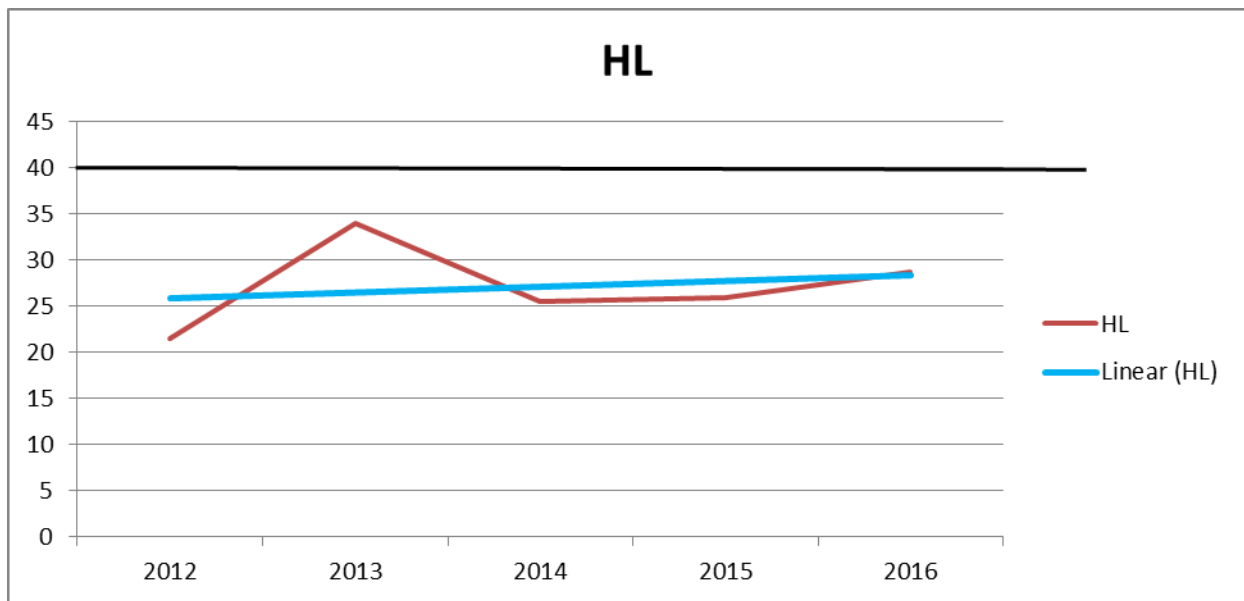
KR62 – This location has been monitored since 2012 with no recorded exceedance of the objective. The highest level recorded was 33.86µg/m³ in 2016. The trendline on the graph above indicates a slight increase in concentrations although in reality concentrations have remained largely constant at this location.

Figure 7.0 - 8 monitored annual mean NO₂



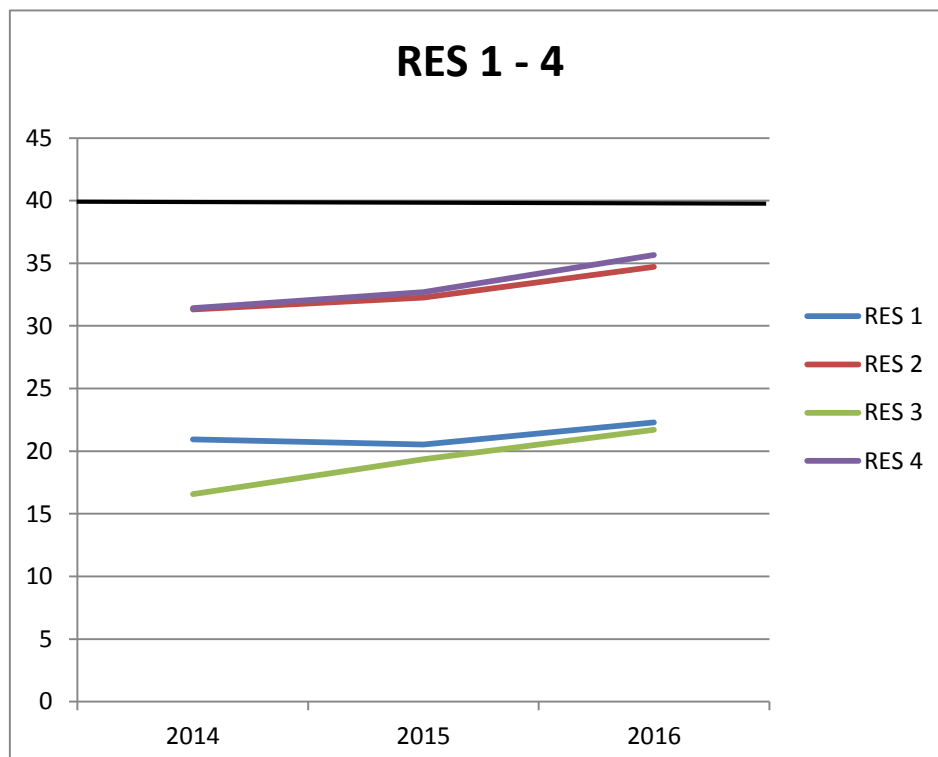
8 - This location has been monitored since 2004 with no recorded exceedance of the objective. The highest recorded level was 30.3µg/m³ in 2007. Levels of nitrogen dioxide have remained at least 25% and up to 50% below the objective for the majority of the monitoring duration. A significant decline in concentrations can be seen from the trendline shown on the graph above.

Figure 8.0 - HL monitored annual mean NO₂



HL - This location has been monitored since 2012 with no recorded exceedance of the objective. The highest recorded level was 34µg/m³ in 2013. The trendline indicates that concentrations have remained largely stable at this location.

Figure 9.0 – RES 1 - 4 monitored annual mean NO₂

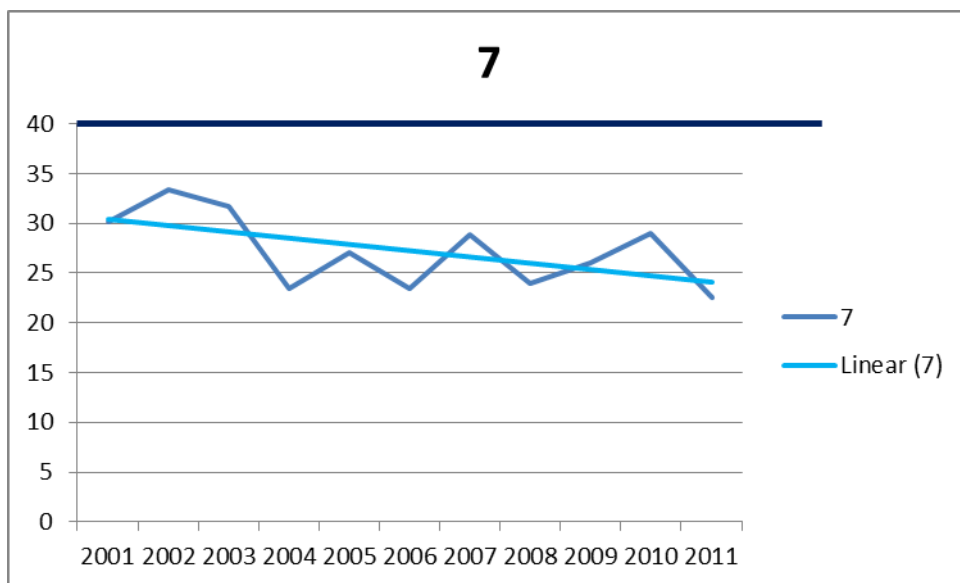


RES 1 – 4 – These monitoring locations were introduced in 2014. No exceedance of the objective has been monitored at any of these locations. The highest recorded value was 35.67µg/m³ at RES 4 in 2016. It should be noted that monitoring points RES 3 and RES 4

Bromsgrove District Council

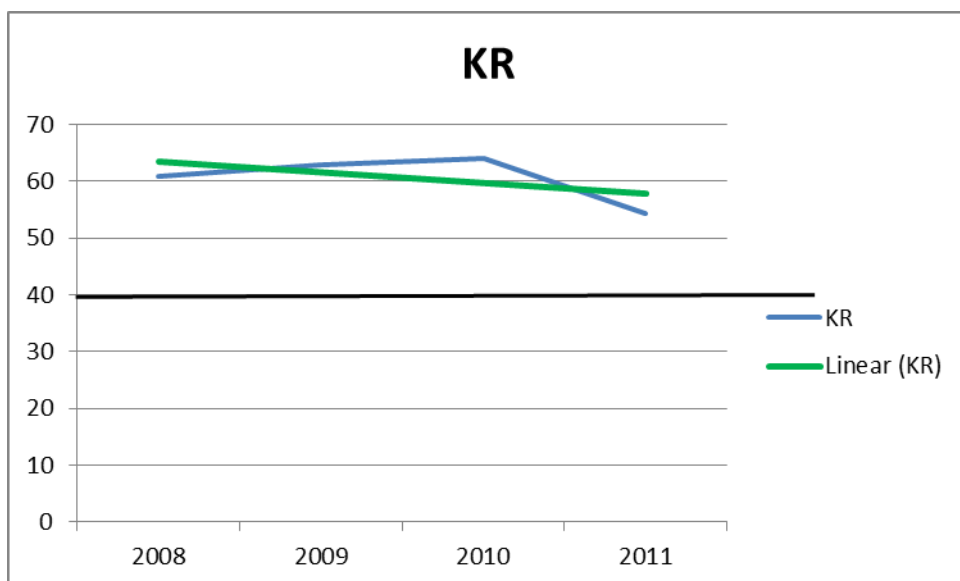
are located outside of the AQMA boundary. A trendline has not been included for these locations as they have only been in operation for a relatively short period of time. It can be seen that there has been a slight increase of concentrations at these locations however they are all 10% or more beneath the objective.

Figure 10.0 - 7 monitored annual mean NO₂



7 – This location was monitored between 2001 and 2011 and never breached the annual average objective with a highest concentration of 33.4µg/m³ in 2002 and a lowest of 22.5µg/m³ in 2011. A significant decline in concentrations can be seen from the trendline shown on the graph above.

Figure 11.0 - KR monitored annual mean NO₂



KR – This location was monitored between 2008 and 2011. KR was located next to the Kidderminster Road approximately 1m away from traffic. As mentioned previously this

Bromsgrove District Council

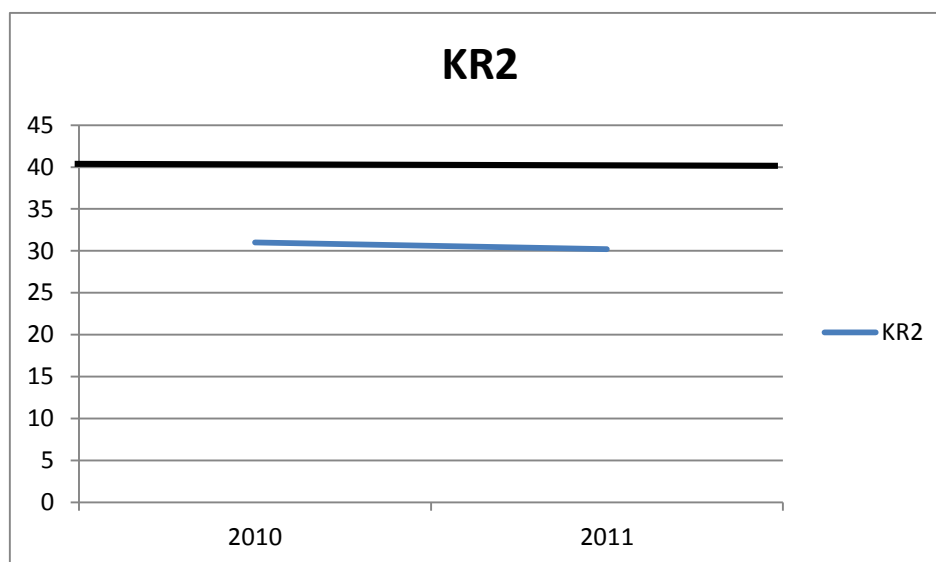
location did not represent relevant exposure as it was sited on a lamppost very close to the road and some distance from the nearest property. The highest level of NO₂ recorded at the site was 64µg/m³ in 2010.

The further assessment carried out in 2012 noted that there was no exceedance of either the annual mean objective or the 1-hour mean objective at this location because there was no relevant exposure. In addition the location was not used for verification of the modelling conducted as part of the further assessment, which stated:-

'The model output for the study area has been verified against five roadside diffusion tubes for 2010. Two of the monitoring sites have been excluded from the verification, i.e. the continuous monitor and diffusion tube site KR. These monitors were located close to the kerbside and it was considered these sites were not representative of distances from the road where there is relevant exposure' (Further Assessment, March 2012 - A2.2).

KR was discontinued at the end of 2011 as part of the yearly diffusion tube rationalisation program as it did not represent relevant exposure. It was also located near to 9/A/B, which is sited on the façade of a residential property and therefore did represent relevant exposure.

Figure 12.0 – KR2 monitored annual mean NO₂



KR2 – This location was monitored in 2010 and 2011 and there was no exceedance of the national objective. The highest recorded level was 31µg/m³. The site was decommissioned as part of the 2012 rationalisation as it was located in close proximity to 11, a long standing position, and recorded low values of NO₂.

Bromsgrove District Council

Automatic Monitor – the continuous air quality monitor was in place between June and December 2010 with no exceedance of the annual objective. A level of 38µg/m³ was recorded following annualisation of short-term data in line with LAQM Technical Guidance. The analyser was located approximately 6m away from the nearest relevant receptor.

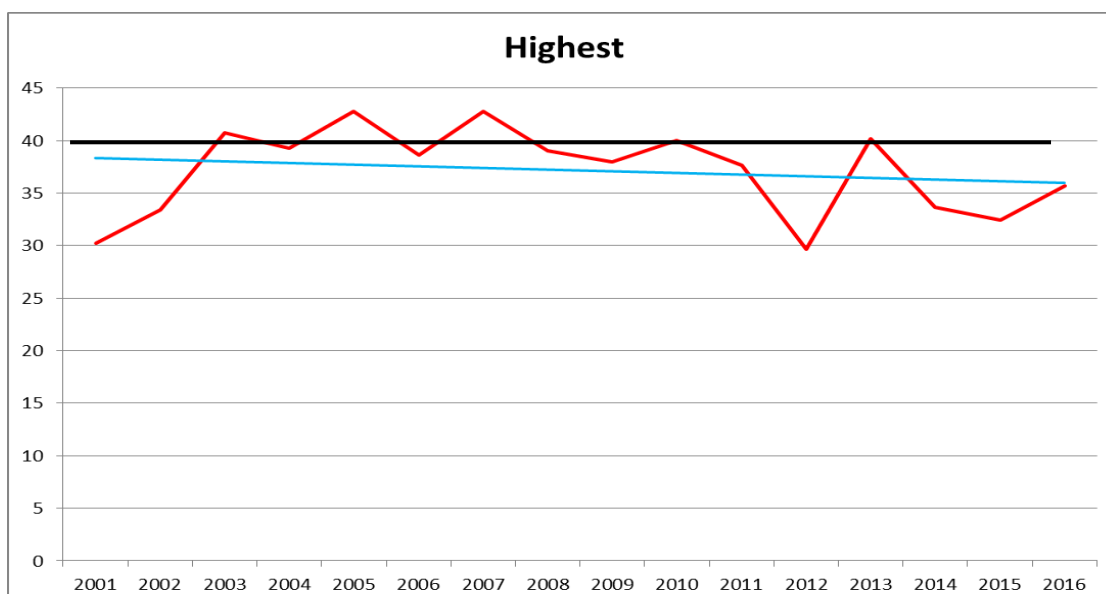
3.3 Results Discussion

Monitoring results have been assessed for the fifteen year period 2001 to 2016 at all available monitoring locations. As discussed above only five minor exceedances of the NO₂ annual mean objective have been measured during that time. There have also been five other occasions when measured concentrations fell within 5% of the NO₂ annual mean objective.

All of the above instances occurred in 2010 or prior to it with the one exception in 2013. It is noted that both 2010 and 2013 saw higher than usual concentrations of NO₂ both across Worcestershire and nationally. NO₂ concentrations are extremely susceptible to meteorological conditions. Generally higher concentrations are seen on cold, still days where NO₂ takes longer to volatilise and disperse and lower concentrations on warm, breezier days where volatilisation and dispersion occur much more rapidly. In 2010 and 2013 the UK experienced cooler winters than in previous and subsequent years and as such it is very likely that the higher concentrations of NO₂ observed during these years can be attributed to meteorological conditions.

With the exception of the instances outlined above, monitored concentrations of NO₂ within the Kidderminster Road, Hagley AQMA have generally fallen well below the NO₂ annual mean objective of 40µg/m³. On the whole levels have also not reached within 5% of the NO₂ annual mean objective over the past six years. The highest monitored levels of nitrogen dioxide recorded within the area for each year are presented in the graph below.

Figure 13.0 – Highest monitored annual mean NO₂

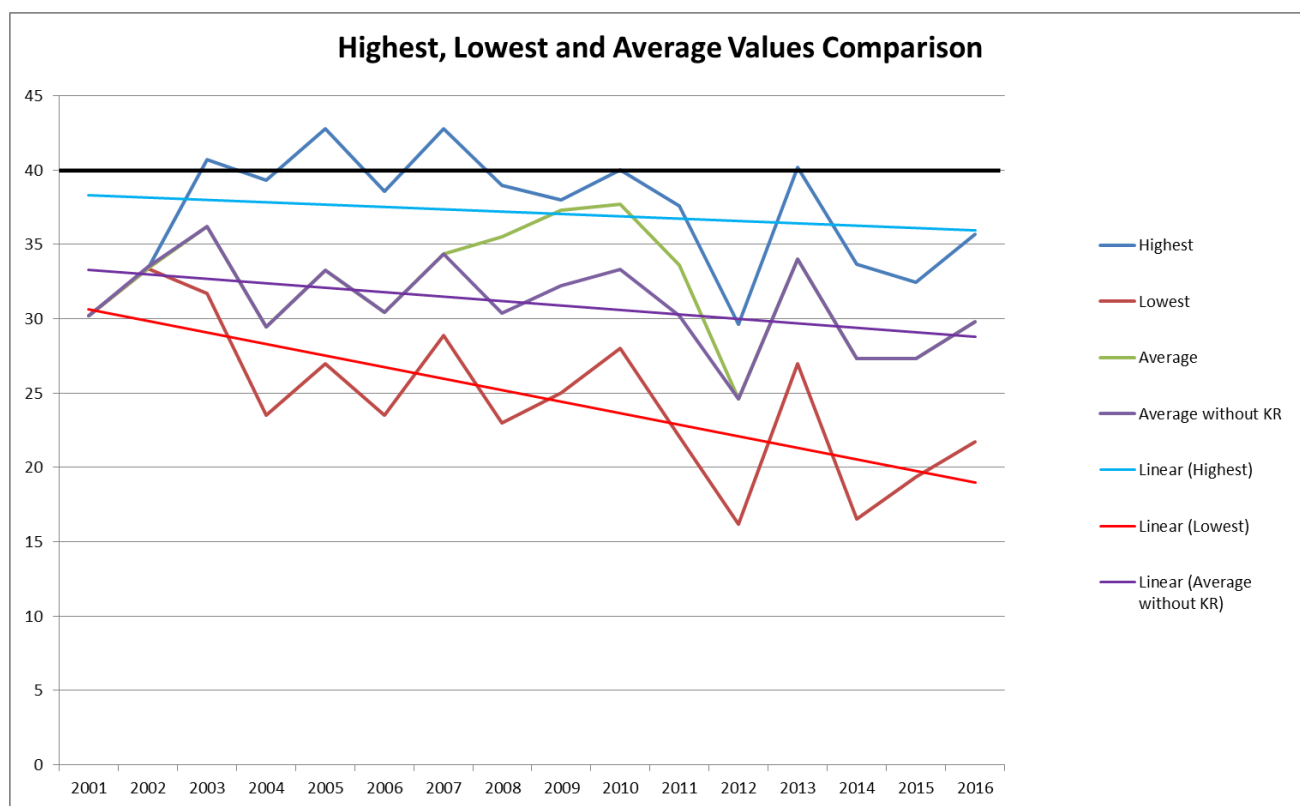


Bromsgrove District Council

A consistent downward trend in monitored NO₂ levels within the AQMA can be observed over the past fifteen years when viewing all locations. This downward trend may be attributed to any number of factors however the most significant is likely to be the general trend of increasingly mild winters combined with minor improvements in emissions associated with a modernised vehicle fleet. In addition factors such as improvements made to the local highway network and changes in travel behaviours, such as small increases in uptake of cycling and walking, will have also contributed to any improvement in NO₂ concentrations.

When the highest recorded values are compared with the lowest recorded values and average concentrations from all monitoring locations a distinct pattern in year on year fluctuations can be observed. These patterns fit with the observations made above relating to changes in meteorological conditions. The peaks are seen in years with colder winters such as 2010 and 2013 with lower concentrations in years with more mild weather conditions. A distinct downward trend comparable across all values is particularly noticeable when plotted in a diagrammatic form as can be seen on the graph below. Average values have been presented with and without KR for comparison.

Figure 14.0 – Comparison of Highest, Lowest and Average NO₂ Values



4 Conclusions and Recommendations

Assessment of the available monitoring data from all monitoring locations in and around the Kidderminster Road, Hagley AQMA has been undertaken. A small number of marginal exceedances of the annual mean objective for nitrogen dioxide have been observed. All of these have taken place prior to 2010 with one exception in 2013. Therefore there has been one marginal exceedance of the objective from a maximum of ten monitored locations in the last six years. Analysis of all available data indicates a downward trend in concentrations of nitrogen dioxide.

The Kidderminster Road, Hagley AQMA declaration was made based on marginal exceedances of the NO₂ annual mean objective in 2010. It is likely that the advent of increasingly mild winters over recent years combined with modernisations of the general vehicle fleet have resulted in concentrations of NO₂ that consistently fall well below the NO₂ annual mean objective. It is possible that particularly cold winters may result in the occasional marginal exceedances of the NO₂ annual mean objective however current understanding of the UK climate suggests that milder winters are likely to continue. Therefore any marginal exceedance of the NO₂ annual mean objective associated with possible occasional colder winters will be isolated. Consistent exceedances of the NO₂ annual mean objective over future years are considered unlikely, as demonstrated by the lack of consistent exceedances between 2001 and 2016 and a consistent downward trend in NO₂ concentrations across that same fifteen year period.

In addition, measures that have been implemented in the area as part of the Air Quality Action Plan (detailed in section 2 above) should also continue to have a positive impact on air quality. Improvements have been made to the phasing of traffic lights in the area which has included upgrading to the latest technology available. Traffic signals have also been introduced at the Hagley Island roundabout with additional alignment revisions. Other actions, such as Variable Message Signage, are also due for roll out in the near future subject to the appropriate funding. All of which are considered to offer a gradual betterment to air quality over future years.

These improvement works have formed the basis of the Action Plan for the Kidderminster Road, Hagley AQMA and WRS will continue to be heavily involved to ensure that improvements to air quality are realised. This is in accordance with PG(16) para. 4.11 *“Following a revocation, ideally the local authority should put in place a local air quality strategy (para 2.12) to ensure air quality remains a high profile issue...”*

Bromsgrove District Council

It is therefore recommended that Bromsgrove District Council consider revocation of the Kidderminster Road, Hagley AQMA.

LAQM Technical and Policy Guidance sets out some requirements in relation to revocation of AQMAs. These are summarised in the table below and evidence for each point provided.

Table 5.0 – Revocation Requirements LAQM.PG(16) and LAQM.TG(16)

LAQM revocation requirement laid out in PG(16) and TG(16)	Evidence in relation to Kidderminster Road, Hagley AQMA
<p><i>PG(16) 4.9 “Demonstrate that air quality objectives are being met and will continue to do so... Confidence that the improvements will be sustained...Typically this is after three years or more of compliance.</i></p>	<p>There has been no measured exceedance of the NO₂ annual mean objective at relevant exposure in the last three years.</p> <p>There has been no measured concentration of NO₂ within 5% of the NO₂ annual mean objective at relevant exposure in the last three years.</p> <p>Generally concentrations of NO₂ have consistently been below the NO₂ annual mean objective at relevant exposure over the past fifteen years, with five exceptions. Marginal exceedances of 40.2µg/m³ in 2013, 40.0µg/m³ in 2010, 42.8µg/m³ in 2007 and 2005, and 40.7µg/m³ in 2003. These concentrations are likely associated with cooler winters and are consistent with observed higher concentrations across the County and nationally in those years.</p> <p>Generally concentrations of NO₂ have consistently been below 95% of the NO₂ annual mean objective at relevant exposure over the past fifteen years, with a few exceptions. These occurred in 2010, 2009, 2008, 2006 and 2004.</p> <p>There has been a consistent downward trend in NO₂ concentrations at all monitoring locations within the AQMA over the past ten years.</p>
<p><i>TG(16) 3.46 & 3.47 “In most cases the decision to revoke an AQMA should only be taken following a detailed study....however, in some instances if compelling evidence exists, detailed modelling to support the decision to ..revoke an AQMA may not be necessary and an AQMA may be amended or revoked following a screening assessment</i></p>	<p>Detailed dispersion modelling has not been undertaken in this case. It is considered that the fifteen years of monitoring data available across numerous monitoring locations provides sufficiently robust evidence on which to carry out a screening assessment, particularly considering the very small number of measured exceedances of the</p>

Bromsgrove District Council

<p><i>on the basis of robust monitoring evidence.</i></p>	<p>NO₂ annual mean objective.</p> <p>The Kidderminster Road, Hagley AQMA has only seen three exceedances of the NO₂ annual mean objective at relevant exposure in the past decade, and none since 2013. Since 2011 there has been only a single breach and no occasions where concentrations were within 5% of the NO₂ annual mean objective. It is considered to be disproportionate to carry out full detailed dispersion modelling in relation to any decision regarding revocation.</p> <p>As a result a detailed screening assessment has been undertaken and is presented in this report.</p>
<p><i>TG(16) 3.48 "... pollutant concentrations may vary significantly from one year to the next, due to the influence of meteorological conditions, and it is important that authorities avoid cycling between declaring, revoking and declaring again, due simply to these variations. Therefore, before revoking an AQMA on the basis of measured pollutant concentrations, the authority therefore needs to be reasonably certain that any future exceedances (that might occur in more adverse meteorological conditions) are unlikely. For this reason, it is expected that authorities will need to consider measurements carried out over several years or more, national trends in emissions, as well as local factors that may affect the AQMA, including measures introduced as part of the Air Quality Action Plan, together with information from national monitoring on high and low pollution years"</i></p>	<p>It is acknowledged that the influence of meteorological conditions is a significant factor when considering revocation of an AQMA. As discussed above it is considered likely that the most recent exceedances of the NO₂ annual mean objective observed within the AQMA are likely to be attributable to cooler winters in 2013 and 2010. The trend for higher concentrations in these years can be seen both locally and nationally.</p> <p>However, in considering that NO₂ concentrations in the AQMA are generally measured to be well below the NO₂ annual mean objective and well below 95% of the NO₂ annual mean objective, it is considered to be very unlikely that changing meteorological conditions would produce any consistent exceedance of the NO₂ annual mean objective that would require re-declaration of an AQMA in the future. Particularly considering the current understanding of climate and the predicted increase in warmer winters across the UK going forward.</p> <p>In addition the traffic signalling and roundabout improvements made to the road network in this area is considered to have improved traffic flow and reduced congestion through the existing AQMA area, having a positive impact on air quality. This planned improvement work formed the basis of the Action Plan for the AQMA and WRS will continue to be involved in it's development to ensure that air quality remains a high profile issue and ensure that improvements to air quality are realised.</p>

Bromsgrove District Council

In conclusion it is recommended that Bromsgrove District Council consider revocation of the Kidderminster Road, Hagley AQMA. There have been limited exceedances of the NO₂ annual mean objective between 2001 and 2016 with the majority taking place prior to and including 2010. Only one minor exceedance of the objective has been recorded in the last six years. This was a level of 40.2µg/m³ in 2013. It is considered to be very unlikely that any consistent exceedance of the NO₂ annual mean objective will occur in the future.

Air Quality will remain an important high profile issue in the area in order to ensure that concentrations of NO₂ remain below the objective. The area will continue to be an “air quality consultation zone” within the WRS Planning Checklist ensuring that air quality is given due consideration through the planning process. In addition WRS will continue to be involved in the development of measures throughout the wider Bromsgrove District as per the Air Quality Action Plan.

Appendices

Appendix A: Summary of Statutory Air Quality Objectives in England

A.1 – Air Quality Objectives in England

Pollutant	Air Quality Objective ¹	
	Concentration	Measured as
Nitrogen Dioxide (NO ₂)	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

¹ The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

Appendix B: Kidderminster Road, Hagley AQMA Sealed Order

Environment Act 1995 Part IV Section 83(1)

Bromsgrove District Council
AQMA Order

Bromsgrove District Council in exercise of the powers conferred upon it by Section 83(1) of the Environment Act 1995, hereby makes the following Order.

This Order may be cited/referred to as the Bromsgrove District Council Air Quality Management Area No 2, and shall come into effect on 17th February 2010

The area shown on the attached map in red is to be designated as an air quality management area (the designated area). The designated area incorporates part of Kidderminster Road, Stourbridge Road and Hagley Hill, Hagley. The map may be viewed at the Council Offices.

This Area is designated in relation to a likely breach of the nitrogen dioxide (annual mean) objective as specified in the Air Quality Regulations 2000

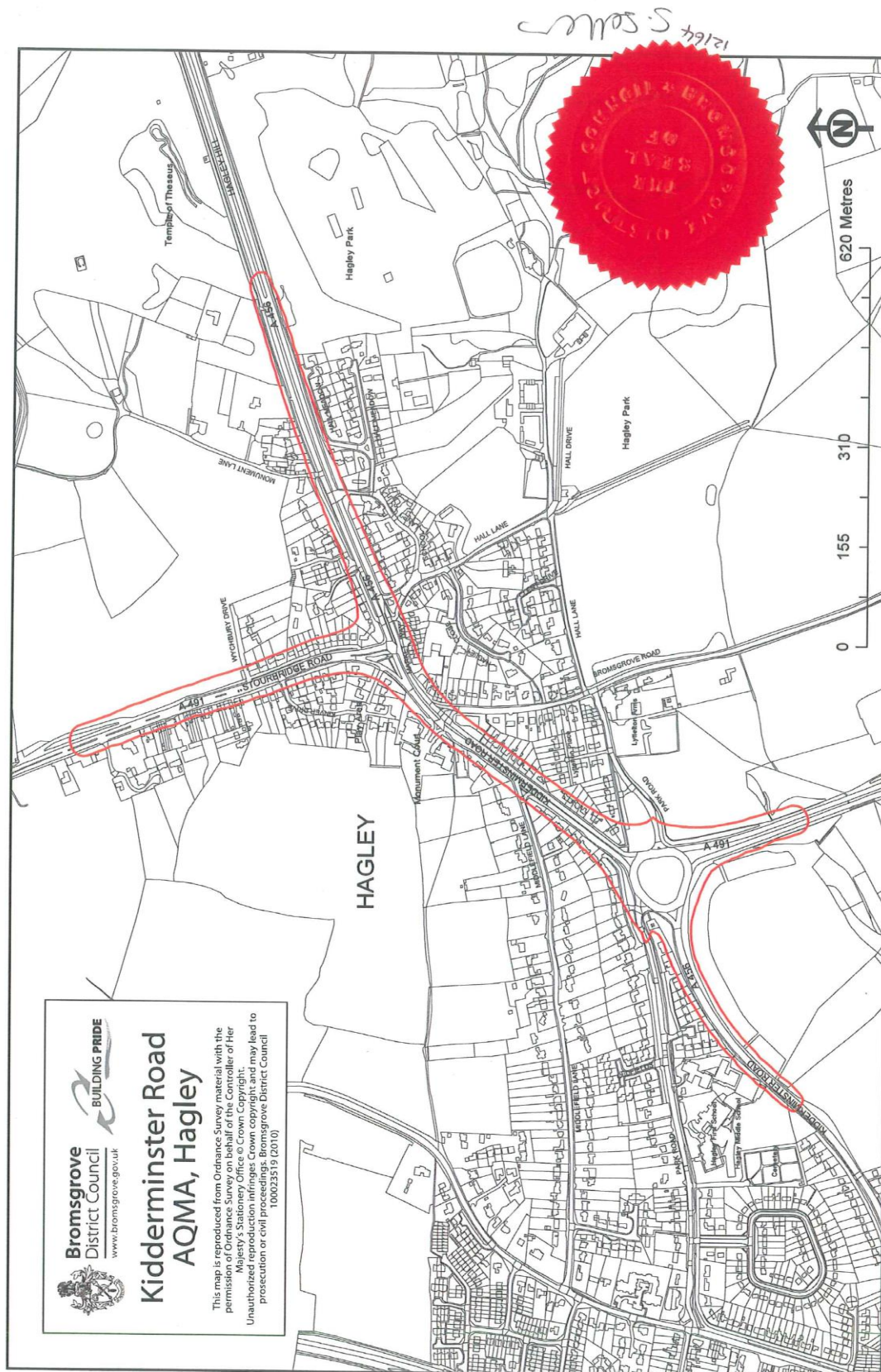
This Order shall remain in force until it is varied or revoked by a subsequent order.

The Common Seal of Bromsgrove District Council

was hereto affixed on 17/02/2010 and signed
in the presence of /on behalf
of said Council

S. Sellers
.....





Appendix C: Diffusion Tube Monitoring

C.1 Details of Non-Automatic Monitoring Sites

Site ID	Site Description	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
10	77a Park Road, Hagley	Urban Background	391137	280638	NO ₂	Yes	0	17	N	1.93
11	74 Worcester Lane, Hagley	Roadside	390295	280043	NO ₂	No	0	2.75	N	1.88
HL	20 Birmingham Rd Sign	Roadside	391551	280999	NO ₂	Yes	13	2	N	1.88
8	9 Market Way, Hagley	Roadside	391452	280947	NO ₂	Yes	0	13.8	N	1.88
9/a/b	78 Kidderminster Road, Hagley	Roadside	391210	280668	NO ₂	Yes	0	8.3	N	1.98
KR62	62 Kidderminster Road	Roadside	391182	280631	NO ₂	Yes	0	7	N	1.98
RES 1	26 Stourbridge Rd, Hagley	Roadside	391445	281179	NO ₂	Yes	0	15	N	2.10
RES 2	21 Birmingham Road, Hagley	Roadside	391556	281042	NO ₂	Yes	0	15	N	2.20
RES 3	104 Kidderminster Road South, Hagley	Roadside	389827	279590	NO ₂	No	0	14.3	N	2.00
RES 4	23 Worcester Road, Hagley	Roadside	390025	27965	NO ₂	No	0	14.5	n	2.10
KR	Kidderminster Road, Hagley (roadside outside no 78)	Kerbside	391277	280774	NO ₂	Yes	7	1	N	

Bromsgrove District Council

Site ID	Site Description	Site Type	X OS Grid Ref	Y OS Grid Ref	Pollutants Monitored	In AQMA?	Distance to Relevant Exposure (m) ⁽¹⁾	Distance to kerb of nearest road (m) ⁽²⁾	Tube collocated with a Continuous Analyser?	Height (m)
KR2	10 Kidderminster Road, Hagley	Roadside	390363	280044	NO ₂	No	0	13.6	N	
7	No.5 Stourbridge Road.	Background	391437	281037	NO ₂	Yes	0	9	N	
CM	Kidderminster Road	Kerbside	391354	280919	NO ₂	Yes	6	2.5	n/a	

C.2 Monitoring Data 2001 – 2016

Site ID	NO ₂ Annual Mean Concentration (µg/m ³) ^(1,2)															
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
10				27.7	33.4	31.7	33.3	34	37	38	37.6	29.65	37	32.01	30.22	33.52
11			40.7	31.1	34.3	31.7	36.6	32	35	34	31.5	24.71	33	29.87	27.68	31.28
HL												21.49	34	25.48	25.92	28.65
8				25.8	28.7	26.6	30.3	23	25	28	22.1	16.17	27	20.42	20.01	21.88
9/a/b				39.3	42.8	38.6	42.8	39	38	40	37.2	27.51	40.2	33.65	32.44	34.49
KR62												28.24	33	31.76	32.17	33.86
RES 1														20.93	20.54	22.29
RES 2														31.31	32.26	34.72
RES 3														16.56	19.35	21.71
RES 4														31.43	32.70	35.67
KR								61	63	64	54.4					
KR2										31	30.2					
7	30.2	33.4	31.7	23.5	27	23.5	28.9	24	26	29	22.5					
CM										38						

(1) Means for diffusion tubes have been corrected for bias. All means have been “annualised” as per Technical Guidance LAQM.TG16 if valid data capture for the full calendar year is less than 75%.

Glossary of Terms

Abbreviation	Description
AQAP	Air Quality Action Plan - A detailed description of measures, outcomes, achievement dates and implementation methods, showing how the local authority intends to achieve air quality limit values'
AQMA	Air Quality Management Area – An area where air pollutant concentrations exceed / are likely to exceed the relevant air quality objectives. AQMAs are declared for specific pollutants and objectives
AQO	Air Quality Objective
Defra	Department for Environment, Food and Rural Affairs
EU	European Union
LAQM	Local Air Quality Management
NO ₂	Nitrogen Dioxide
NO _x	Nitrogen Oxides
QA/QC	Quality Assurance and Quality Control

References

1. Air Quality Consultants (2012) 'Further Assessment Kidderminster Road, Hagley for Bromsgrove District Council'
2. DEFRA (2016) 'Local Air Quality Management Policy Guidance LAQM PG.(16)'
3. DEFRA (2016) 'Local Air Quality Management Technical Guidance LAQM TG.(16)'
4. Worcestershire Regulatory Services (2013) 'Air Quality Action Plan for Worcestershire'
5. Worcestershire Regulatory Services (2015) 'Air Quality Action Plan Progress Report for Worcestershire April 2013-April 2015'
6. Worcestershire Regulatory Services (2016) 'Air Quality Action Plan Progress Report for Worcestershire April 2015 – March 2016'
7. Worcestershire Regulatory Services (2016) 'Annual Status Report – Bromsgrove District Council'
8. Worcestershire Regulatory Services Website
<http://www.worcsregservices.gov.uk/pollution/air-quality/>

Addendum Report

9th May 2018

REPORT TITLE: Additional Information requested by Overview & Scrutiny Committee and Full Council concerning potential revocation of the Kidderminster Road, Hagley AQMA

Relevant Portfolio Holder	Cllr Peter Whittaker
Portfolio Holder Consulted	Yes
Relevant Head of Service	Simon Wilkes
Ward(s) Affected	Hagley East
Ward Councillor(s) Consulted	Cllr. Colella, Cllr. Jenkins

Overview & Scrutiny, Full Council and Leaders Group meetings asked for additional information to be provided. Please find attached additional information provided as requested.

The attached table (Appendix 1) shows the monthly results for 2017 for all Bromsgrove District monitoring locations. You will note the generally low levels across all locations in 2017.

1. Particulate Matter

In urban locations away from point (industrial) sources of particulate matter, Defra guidance suggests a correlation between NO₂ levels and that of PM_{2.5} and PM₁₀. There are no significant alternative sources of PM matter identified in the Bromsgrove AQMA areas either Industrial or otherwise.

WRS have had communication with the Director of Public Health (DoPH) on whether a specific objective or actions need to be taken with regard to PM_{2.5}. To date no evidence has been provided by health colleagues or suggestions raised that there is a concern with PM_{2.5} in the county. Defra's background maps of predicted PM_{2.5} concentrations based on monitoring across the country, indicates that concentrations are well below the annual average EU limit value for PM_{2.5} (which is 25ug/m³).

2. Continuous Analyser costs

Defra guidance is explicit about the standard of equipment that is used formally during the Local Air Quality Management Regime. Whilst there are numerous portable monitors on the market, they are not compliant with Defra guidance and can not be used to undertake the monitoring used for reporting by Local Authorities on air quality.

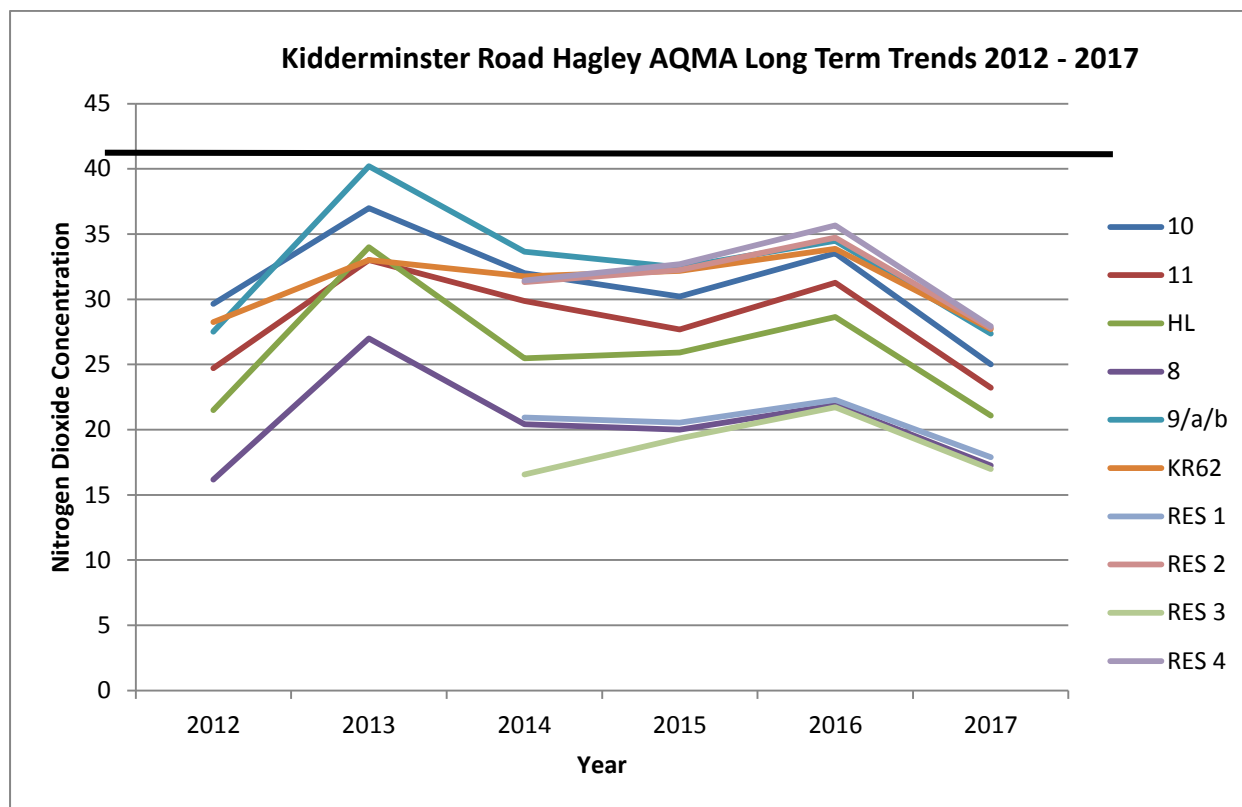
The costings (Appendix 2) relate to a continuous analyser that would monitor both NO₂ and PM₁₀. The analyser can realistically take between six and twelve months to get installed and will need to be in place for a minimum of six months including at least one winter and one summer month but ideally be in place for a year. Decommissioning similarly takes around six months to complete.

Addendum Report

9th May 2018

3. Monitoring results for 2017

The following graph shows the long-term trend of annual averages (bias adjusted) results for nitrogen dioxide monitoring in and around the Kidderminster Road, Hagley AQMA.



KEY

10 – 77a Park Road, Hagley
 11 – 74 Worcester Lane, Hagley
 HL – 20 Birmingham Road sign
 8 – 9 Market Way, Hagley
 9/a/b – 78 Kidderminster Road, Hagley

KR62 – 62 Kidderminster Road
 RES1 – 26 Stourbridge Road, Hagley
 RES2 – 21 Birmingham Road, Hagley
 RES3 – 104 Kidderminster Road South, Hagley
 RES4 – 23 Worcester Road, Hagley

AUTHOR OF REPORT

Name: Mark Cox
 email: mark.cox@worcsregservices.gov.uk
 Tel: 01562 738023

Appendix 1 – Monthly results for Bromsgrove District

Tube ref	Location	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Bias Adjusted Result
FL1	2C Fox Lane behind Greyhound Pub (second house past pub)	34.37	23.54	23.38	18.73	20.58	14.20	15.64	16.39	25.06	24.75	36.06		17.69
FL2	Lampost next to new houses close to road on Fox Lane near to Rock Hill junction	47.66	41.02	47.39	39.12	34.89	38.24	25.69	36.81	40.15	40.75		44.15	30.51
RH1	8 Rock Hill, Bromsgrove	46.85	40.25	37.53	32.71	31.26	29.74	26.77	30.06	29.95	38.90	41.43	42.02	27.43
WR4	188 Worcester Road, Bromsgrove	43.65	36.66	37.23	34.89	29.52	26.25	25.61	27.66	35.62	35.11	45.15	42.19	26.92
WR2	Downpipe of 159 Worcester Road, B61 7HN		46.07	43.31	31.73	36.58	33.50	27.50	30.61	34.07	43.85	45.27	45.41	29.25
WR3	Downpipe of 138 Worcester Road, B61 7AS	39.83	36.39	35.72	35.43	27.06	30.67	26.81	28.59	34.13	42.44	66.22	42.59	28.61
BC	Downpipe on Ye Olde Black Cross, 70 Worcester Road, B61 7AG	36.25	58.30	55.61	55.16		44.69	41.91		50.95	57.88	53.53	61.01	39.68
BCX	Downpipe of 16 Hanover Place, Worcester Road, B61 7AG	62.83	57.21	55.67	16.56	45.00	40.61	33.30	38.67	44.51	47.16	42.91	53.87	34.54
WR	Downpipe of 10 Hanover Street, B61 7JH	52.74	50.01	46.06	37.19	36.92	37.45	31.44	35.88	37.88	44.86	44.56	49.33	32.21
WRa	Downpipe of 10 Hanover Street, B61 7JH	51.30	50.61	45.33	39.55	39.63	36.00	31.56	35.80	38.84	44.70	47.45	48.52	
WRb	Downpipe of 10 Hanover Street, B61 7JH	47.91	46.80	43.27	40.27	39.82	36.79	30.28	33.24	38.90	41.32	46.16	47.37	
BG1	Wall of Davenal House Doctors Surgery, top of The Strand, B61 8AB	47.16	40.91	39.52	32.47	33.49	27.70	24.61	29.29	31.38	36.76	38.84	43.40	27.30

BR	Downpipe on 35 Birmingham Road, B61 0DR	39.89	34.21	34.26	31.26	25.41	20.92	20.36	22.94	26.55	25.96	36.12	38.10	22.84
1	Downpipe of 3a Alcester Road, Lickey End, B60 1JT	36.57	31.42	29.42	33.37	23.91	20.72	21.05	22.24	28.40	30.56	36.36	33.25	22.28
LE4	Harvester Pub Birmingham Road, Lickey End B61 0EZ. Traffic sign	66.28	63.20	68.57	68.45	47.02	49.18	47.24	55.71	60.52	62.96	82.52	66.88	47.39
LE7	371 Birmingham Road, Lickey End	43.59	37.04	37.41	35.43	35.23	22.56	24.64	26.73	32.23	33.74	37.00	35.86	25.76
F1	J1 M42 roundabout, Street light LP 4957 at junction with Old B'ham Rd, B60 1DD	76.37	73.67		56.49	52.34	55.90	47.28	38.51	46.36	71.06	64.57	65.82	46.36*
F2	J1 M42 roundabout, Street light LP 4957 at junction with Old B'ham Rd, B60 1DD	77.12	54.70		60.21	55.15	33.17	51.37	52.82	60.55	72.22	74.61	66.52	
F3	J1 M42 roundabout, Street light LP 4957 at junction with Old B'ham Rd, B60 1DD	83.07			56.25	52.97	59.19	50.02	56.92	57.57	67.87	65.81	68.59	
LE5	5 Old Birmingham Road, Lickey End	50.42	43.42	43.21	37.25	27.64	35.54	31.91	36.96	39.85	42.60	50.23	49.74	31.36
LE6	308 Birmingham Road, Lickey End	41.90	39.66	39.65	33.68	25.36	32.51	27.04	30.86	32.34	40.59	39.54	43.57	27.38
TS	Up past Blue Cross, The Smallholdings, off Wildmoor Lane, B61 0RJ	38.07	30.35	29.44	16.88	34.59	16.64	17.07	18.60	21.48	28.03	28.19	31.25	19.93
10	Downpipe of 77 Park Road, DY9 0QQ	42.84	38.62	42.42	29.85	24.35	24.54	24.22	26.35	30.54	31.77	35.94	38.44	25.02
11	Downpipe on corner of 74 Worcester Road, DY9 0NJ	37.01	37.64	34.69	24.64	25.32	24.67	22.02	18.91	26.65	35.08	37.35	37.98	23.22
HL	30mph sign of 20 Birmingham Road, Hagley	36.07	28.33	30.29	32.03	16.03	22.30	23.83	21.85	25.49	27.50	35.46	29.22	21.07

8	Downpipe of 9 Market Way, DY9 9LT (park on Wych Inn car park)	26.35	26.32	22.47	22.94	30.63	13.34	15.80	15.96	20.32	20.82	27.31	26.80	17.26
9	Fence to side of 78 Kidderminster Road, DY9 0QL	36.82	41.07	39.71	36.40	31.84	29.35	28.31	31.15	32.11	33.53	42.32	40.40	27.36*
9a	Fence to side of 78 Kidderminster Road, DY9 0QL	42.65	37.80	41.76	38.33	30.83	30.34	27.50	31.30	33.15	35.74	43.27	37.00	
9b	Fence to side of 78 Kidderminster Road, DY9 0QL	40.89	36.88	40.85	36.27	31.02	28.95	29.09	33.16	34.08	37.54	39.36	38.39	
KR62	62 Kidderminster Rd	39.01	38.18	39.10	41.00	29.61	27.97	29.32	34.71	32.74	38.03	45.39	36.66	27.70
RES 1	26 Stourbridge Road, Hagley Downpipe Front of Property	32.68	23.49	24.65	18.22	20.00	14.92	18.15	20.22	20.90	26.52	29.91	28.93	17.88
RES 2	21 Birmingham Road, Hagley, DY9 9JZ	45.15	38.18	39.28	43.49	30.83	30.34	27.62	30.45	29.96	34.02	43.21	40.86	27.81
RES 3	104 Kidderminster Road South, Hagley Downpipe Front of Property	29.55	26.75	25.13	21.06	20.36	16.50	14.83	16.50	18.87	23.69	25.47	26.05	16.99
RES 4	23 Worcester Road, Hagley DY9 0LF Downpipe Front of Property	46.22	40.75	40.01	45.42	28.99	26.98	28.24	29.60	26.65	36.72	43.56	42.02	27.92
FFS	Lampost on Finstall first School grounds, just off pavement near entrance	38.32	28.36	22.39				14.70	18.02	18.84		32.25		19.02
SR	Downpipe of 2 Stoke Road, Aston Fields, B60 3EJ	34.15	28.47	26.70	30.00	21.66	18.81	22.53	21.74	25.45	25.49			19.64
18	Downpipe on corner of 84 Redditch Road, B60 4JR	59.64	54.85	49.12	44.16	34.41	28.81	17.06	30.10	33.22	39.91	46.56		30.65
19	Downpipe through gate at 93 Redditch Road, B60 3JP	59.45	49.53	46.21	43.47	32.43	32.49	35.08	35.12	37.45	41.07	49.93		33.1*

19a	Downpipe through gate at 93 Redditch Road, B60 3JP	61.02	52.14	49.24	43.41	35.09	32.18	33.12	34.53	41.85	43.41	54.63		
19b	Downpipe through gate at 93 Redditch Road, B60 3JP	61.40	49.26	49.35	43.28	37.84	31.88	34.17	35.39	37.62	42.90	52.77		
HR	52 Hanbury Road, Stoke Heath	44.48	36.29	35.96	39.06	31.95	28.38	29.20	17.97	36.75	32.49	46.66		26.54
16	Downpipe of 58 Redditch Road, B60 4JN	47.56	44.86	42.60	35.10	31.95	27.46	30.49	26.92	32.23	38.74	45.33		28.23
255	255 Worcs Road (Roundabout)	33.73	30.81	31.66	27.71	19.39	19.55	20.07	21.42	42.96	25.64	31.05		21.28

* Triplicate site with three tubes in one location.

Air Quality – Additional Information requested following discussions in respect of the Revocation of the AQMA in Hagley

I have found the following as the most reasonable quote in provision of equipment to monitor Nitrogen Dioxide and Particulate Matter at PM10 size that complies with Defra standards for Local Air Quality Management.

As well as the costs below any additional Officer costs in providing such a service would need to be covered.

Stage	Item	Cost of renting Continuous Analyser	Cost of Purchasing Continuous Analyser
Initial one off cost	Year One cost of Analyser	£16,944.00	£26,000.00
Set Up cost	Electrical supply set up	£1,340.00	£1,340.00
	Concrete slab & pavement work	£1,000.00	£1,000.00
Annual Cost	Additional required services/calibration	£4,000.00	£4,000.00
	Meteorological Data	£400.00	£400.00
	Traffic Counts	£600.00	£600.00
	Electrical Supply	£100.00	£100.00
Decommissioning costs	Electrical supply/reinstatement of pavement and removal of equipment	£4,000.00	£4,000.00
	Storage costs		unknown
Total for first year		£28,384.00	£37,440.00
Additional cost per year	Rental cost	£4,000.00	
	Additional required services/calibration	£4,000.00	£4,000.00
	Meteorological Data	£400.00	£400.00
	Traffic Counts	£600.00	£600.00
	Electrical Supply	£100.00	£100.00
Total for each additional year		£9,100.00	£5,100.00

Mark Cox
WRS Technical Services Manager

April 2018

This page is intentionally left blank

Cabinet

30th May 2018

Bromsgrove Sport & Leisure Centre – Sports Hall Options Appraisal

Relevant Portfolio Holder	Cllr Peter Whittaker Cllr Brian Cooper
Portfolio Holders Consulted	Yes
Relevant Head of Service	Head of Leisure & Cultural Services
Wards Affected	All
Ward Councillor Consulted	No

1. SUMMARY OF PROPOSALS

The report overviews the feasibility study that has been undertaken on behalf of the Council to determine the potential to either refurbish or construct a new sports hall and ancillary facilities on School Drive, Bromsgrove as part of the Bromsgrove Sport & Leisure (BSLC) site.

The report also confirms the costs associated with the completion of the Phase 2 (demolition) and Phase 3 works (car parking) that are required to complete the works approved by the Council in its 1st June 2015 Dolphin Centre Replacement – Financial Update report.

2. RECOMMENDATIONS

2.1 The Cabinet is asked to RECOMMEND to the Council that:

2.1.1 That the preferred option of the Cabinet is approved.

2.1.2 That the Capital Programme for 2018/19 be increased by £180k in order to progress the preferred option up to Royal Institute of British Architects (RIBA) Stage 4 so a decision can be made with regard to the sports hall provision at the Full Council meeting on 21st November 2018.

Or;

2.1.3 The Capital Programme for 2018/19 be increased to meet the expected costs of the preferred option agreed at 2.1.1 and that work commences on the project.

Or;

2.1.4 That capital funding of £600k is released from balances in 2018/19 to complete the Phase 2 and 3 works associated with the project should none of the options be selected for progression.

3. Background

3.1 As Members will be aware in July 2014 the Council agreed to replace the ageing facilities at the Dolphin Centre with a new site to be built on School Drive. As part of the report the Council commissioned Sport England to undertake a number of modelling runs of its Facility Planning Model which alongside the Council's prudential borrowing predictions informed and underpinned the approved facility mix for the new site.

Cabinet

30th May 2018

3.2 In January 2016 following a successful funding application to Sport England Members approved an increase of £1.5m in the overall capital budget available to provide additional facilities for local residents.

3.3 In June 2016 following the procurement of the preferred contractors and the submission of final prices the Council agreed to enter into a contract for the replacement of the site with a total project cost of £13.7m.

3.4 As part of the agreement in July 2014 officers were asked to progress discussions with BAM FM, Worcestershire County Council and North Bromsgrove High School as follows:

“That officers investigate and implement an option to develop a Dual Use arrangement at North Bromsgrove High School provided that it does not impact on the capital costs incurred by the Council and therefore does not impact upon the MTFP”.

3.5 As reported to Members on a number of occasions initial discussions with the above parties were positive, an outline agreement was reached that met the operational and financial needs of all parties and this was confirmed in an agreed Heads of Terms Documents.

3.6 The key factor within the agreement was that the Council would be able to make the facilities available to residents through its leisure operator on a peak hours and weekend basis for 48 weeks of the year to ensure continuity of usage.

The heads of terms that were agreed in principle also ensured that this was at a cost that would not impact upon the viability of the business model proposed by the operators or the Council's Medium Term Financial Plan.

3.7 Although progress with completing the contractual agreements was slower than the Council would have ideally liked, the contractual documents were progressed and were close to the point where they were due for signing. However in the later stages of the process and the construction programme for the new site the Council were notified by BAM FM that the approach to the exam periods had altered and the site could only be offered to BDC for 38 weeks per annum.

3.8 Clearly, this changed the position with regard to the access agreement considerably as we would no longer be able to offer consistent usage/bookings to residents and this in turn would impact upon the financial viability of the facilities.

3.9 Officers have met with BAM representatives to discuss this matter in considerable depth, the position as outlined above has been confirmed as the basis of the contractual offer.

Officers have continued to negotiate with BAM FM to ensure delivery of the access to the sports hall as it is considered this will be a beneficial facility despite the reduction in availability.

Cabinet

30th May 2018

At the time of writing this report the revised heads of terms have been submitted to BAM FM's legal team and we await final confirmation on a limited number of items including when the access arrangement can be confirmed and the site used.

3.10 Based upon the change of position Members requested that officers commission an options appraisal to look at the feasibility of developing a dedicated sports hall offer on site. The report was required to:

- Investigate the potential to develop a 4 Court Sports Hall and Ancillary Facilities and the construction methods that could be used on the School Drive site to deliver this.
- Ensure the design is Sport England compliant and meets their design guide requirements.
- Create a Unique Selling Point (USP) to support the Economic aspirations of the Council for the Town Centre.
- Create Added Value to ensure it is affordable under prudential borrowing requirements.
- Establish the high level expected financial position that the scheme could realise to fund the capital investment.
- Establish indicative timelines to deliver the project based on the options established.

3.11 The detailed report can be found at Appendix 1 and is based upon the following options:

Option	Description	Comment
1	Existing Sports Hall Refurbishment & New Changing Pavilion.	Refurb of current site but maintain steel frame and flooring.
1a	Existing Sports Hall, New Changing Pavilion & Soft Play.	Added value based on Soft Play/Tag Active offer. Indirect Access Created.
2	New Build Sports Hall & Changing Pavilion at front.	Building adjacent to new site. Direct Access created.
3	New Build Sports Hall & Changing Pavilion at Rear.	Building adjacent to new site. Indirect access created.
4	New Modular Build Sports Hall & Changing Pavilion.	Building adjacent to new site. Indirect access created.
4a	New Modular Build Sports Hall, Changing Pavilion and	Building adjacent to new site. Indirect access created.

Cabinet

30th May 2018

	Soft Play.	Added Value included based on soft play/Tag Active.
5	New Build Sports Hall, Changing Pavilion at front and Soft Play. <i>This is based upon Option 2.</i>	Building adjacent to new site. Direct Access created. Added Value included based on soft play/Tag Active.

NB – Option 3 was not progressed to include the enhanced offer as it was considered to be a less desirable design than Option 2 due to the added value aspects being located at the rear of the building.

- 3.12 Members will see that the report on Page 10 clearly demonstrates that the site at School Drive can accommodate the proposed options. This will be achieved by redesigning the current/approved car park layout and by using additional land that was identified for disposal in the July 2014 committee report. There is a potential that this will impact upon the value of the land that the Council expected, however the full impact will not be known until detailed designs are undertaken, views sought from planners and additional site surveys undertaken.

- 3.13 The initial report has been reviewed by Sport England and it has been confirmed that they are satisfied that the detail is sufficient to move to the next stage of the project and that options put forward will meet their requirements at this point. Clearly as the project is developed further, conversations will be required to ensure that the detailed design that is developed maintains this position.

Members should also note that following the notification to the council with regard to the loss of access officers have liaised with colleagues at Sport England and reviewed the position to ensure that the information used in any subsequent report remains up to date and valid.

It has been confirmed that no additional runs of the FPM are required as there have been no substantial changes within the local areas that would impact upon the data sets used in the original modelling and its outturn.

- 3.14 Within the appraisal and as shown in the table at 3.11 above the options at 1a, 4a and 5 contain the Soft Play elements designed to create the USP and to offer the greatest return to the Council to support/meet the prudential borrowing requirements.

Following a high level review of the options available and discussions with the current operator this was felt to be the most suitable offering to the local market based on levels of competition, cost of investment and available space.

This information is shown in more detail in Section 2 and Section 4 of the appraisal.

Cabinet

30th May 2018

3.15 Due to the different lead in times and construction methods put forward the duration of the works would vary across the options. Full details can be found at Section 5 but the headline completion dates are as follows:

- Option 1 & 1a – October 2019
- Option 2, 3 & 5 – August 2019
- Option 4 & 4a – July 2019

3.16 The above dates would be subject to final confirmation as part of any procurement process and could be subject to change due to a number of factors including the point when the formal decision is made, weather and ground conditions, supplier lead in times and the need to achieve planning consent for the new scheme.

3.17 As Members may be aware the Royal Institute of British Architects (RIBA) have for a number of years produced a “Plan of Work” that is seen as industry best practice to ensure that the 3 key aspects of a construction project (Cost, Time & Quality) are understood and managed effectively. The full detail of this can be seen in the appendix of the Options Appraisal and this has been the basis of the next steps approach shown at Section 5.

3.18 In order to ensure that the Council is in a position to move forward with the proposal, officers would recommend that if required we reappoint MACE consultancy under the NHS Shared Business Services Construction Consultancy Services Framework Agreement to take the project from current options appraisal to RIBA Stage 4 Completion of Detailed and Technical Design including a detailed review of revenue implications and procurement exercise to establish definitive costs.

This is the basis of recommendation 2.1.1 and by doing so the Council would have certainty around the cost of the works proposed, timescale for completion, detailed understanding on the prudential borrowing position and clarity of the affordability of the proposed works.

It is anticipated that this work would be completed in order for a formal position to be agreed in November 2018 and that report could act as a gateway for the latter stages of the project.

3.19 Alternatively Members could, as outlined in recommendation 2.1.3, move to a position where the scheme moves forward on the basis of the preferred option and the costs contained within the feasibility study. In this circumstance no further reports would be brought back to Council unless the procurement exercise determines that the outlined budget projections were insufficient.

4. Financial Implications

4.1 In order to progress the scheme to RIBA Stage 4 and conclude the two stage NEC design and build tender process, the Council would need to commit to spending **£180k**. Members should note that these costs are within the overall

Cabinet

30th May 2018

costings put forward and would form part of the overall capital project costs should the scheme be approved. However should the scheme not be progressed these would be classed as abortive costs and they would need to be funded from revenue balances.

- 4.2 As covered in Section 4 of the Options Appraisal the full costings for the proposed options can be seen. The options have been based upon metre square construction rates, professional fees and contingency percentages and inflation costs based on the indicative programme. At present costs range from **£2.995 million** through to **£4.735 million** dependent upon the size, location and construction methodology.
- 4.3 Within the above fees Members will note that the cost of car parking has been omitted, this is due to the fact that the proposed car parking will be as per the original scheme which is felt to be sufficiently large enough to cope with the increased usage a sports hall provision would bring. The cost (see 4.7 below) for these elements is shown under committed client costs as this work will be required outside of the final decision made relating to the Sports Hall in order to complete the project.
- 4.4 Members should also note that in the original business case for the BSLC site we had expected to receive **£1.8 million** of income from the sale of land on School Drive. Dependent upon the preferred option selected and its impact on the existing car park layout there would be a reduction in the land available for sale. As per Section 3.12 this position cannot be confirmed until the final design is developed. Any reduction in expected funding will be considered within a future committee report, however it is anticipated that the growth in commercial land values in the past 4 years will offset some or all of this potential loss.
- 4.5 The options appraisal at Section 6 provides an overview of the income potential for the new facilities that are proposed. It should be noted that these have not yet been market tested and/or agreed with the Council's leisure operator. As such they should be considered as indicative at this stage and that they will require further review should the project progress.

However the information provided does give a guide to the level of prudential borrowing that could be achieved from the additional facilities. Based on the maximum revenue projection being achieved of **£70k** per annum the Council could borrow up to **£1.9 million** to fund the project.

- 4.6 This would leave a funding shortfall of between **£1.95 million** and **£2.835 million** that would need to be found from alternative means should Members wish to progress with the project.

The Council currently has £600k of capital receipts, £4m of balances and there may be an opportunity to secure prudential borrowing based on future income streams from the BSLC facility.

It is proposed that officers undertake a more detailed review of the associated funding opportunities once a decision is made on the preferred option and the Cabinet recommendation is known.

Cabinet

30th May 2018

- 4.7 Should the option be approved that no sports hall is provided the Council will return to its previously agreed scheme and continue to secure the reduced availability at NBHS Sports Hall.

The demolition of the current Dolphin Centre and implementation of additional car parking will be undertaken and an increase in the capital programme of **£600k** is recommended to complete the works.

5. Legal Implications

- 5.1 There are no direct legal implications contained within this report as it is assumed that the construction contracts that will be used within the proposal will follow the same route as the current BSLC project as per the Committee Reports of July 2014 and January 2016.

- 5.2 As part of the preferred operating model works highlighted below, officers will also review the contractual position that is in place between the Council and the leisure operator to determine what (if any) obligations exist from increasing the range of services on and if the current operator would have a legal right to run these services on the Councils behalf.

6. Service / Operational Implications

- 6.1 There are no direct service/operational implications contained within this report. However it should be noted that the cost associated with implementation of an alternative operator within a standalone site will be considerably higher than those associated with utilising the existing operator structure and as such this will impact upon the prudential borrowing position and the overall affordability of the scheme.

7. Customer / Equalities and Diversity Implications

- 7.1 There are no direct Customer, Equality or Diversity Implications contained within this report.

8. Risk Management

- 8.1 There are no direct risks associated with this report over and above the risk of abortive costs that have been covered in the finance section.
- 8.2 Dependent upon the recommendation that is made, should the project be progressed to design and procurement and/or a construction phase a risk register will be created to reflect the approach being taken.

9. Appendices

Appendix 1 – Bromsgrove Sports and Leisure Centre - Sports Hall Options Appraisal March 2018.

Cabinet

30th May 2018

10. Background Papers

Dolphin Centre Replacement Report – 2nd July 2014
Dolphin Centre Replacement Report – 6th January 2016
Dolphin Centre Replacement Report – 1st June 2016

Author of the Report

Name: John Godwin
E Mail: j.godwin@bromsgroveandredditch.gov.uk
Tel: 01527 881742



Bromsgrove Sport & Leisure Centre

Sports Hall Options Appraisal

April 2018

Programme Management



Cost Management



Architect



Civil & Structural Engineering



MEP Engineering



Leisure Consultancy



Contents

1. Contents
2. Introduction
3. Design Overview
4. Cost
5. Business Case
6. Programme
7. Conclusion and Next Steps

Appendices

- A Full designs
- B Cost Plan
- C Programme
- D Elliott's Feasibility
- E Car Park Strategy Drawings
- F Sport England Affordable Sports Hall
- G RIBA Stages of Work

This Page has been left intentionally blank to allow for double sided printing.

1. Introduction

This Page has been left intentionally blank to allow for double sided printing.

1 Introduction and background

The Council requested that Mace complete an options appraisal for the addition of a 4 court Sports Hall to compliment the facilities within the recently completed Bromsgrove Sport & Leisure Centre (BSLC).

Currently the new BSLC comprised of a 25m pool, learner pool, spa, fitness suite & studio space. By adding a Sports Hall this facility will provide a publically accessible sports hall space to the local community which can be utilised by the local's sports clubs of Bromsgrove, further enhancing the facilities that the council & Everyone Active have to offer.

Whilst BSLC has recently opened it was initially planned to provide a Sports Hall space in the adjoining school grounds through the use of a security gate. This agreement would have led to a joint use approach between the school, BAMFM and Everyone Active, with the leisure centre being able to access the space at evening and weekends (there is no holiday agreement in place). However due to change in the access agreement and the availability of the activities spaces at the school site, the Council has requested that further construction based options are explored to provide consistent access to a sports hall on site.

The purpose of this report is to provide a RIBA 0 level options appraisal of the concepts available to the council for providing a sports hall facility and to review the design, cost and programme implications of each of these. Mace have coordinated with architects, Roberts Limbricks; who were also the Architects for the main BSLC building from feasibility. Modular specials, Elliot's; who Mace have engaged with to understand the options for modular and pre-fabrication of a new build sports hall. Civil & structural consultants, Curtins; also previously

engineers for the new BSLC. M&E consultants, DDA; also consultants of the main BSLC building. These consultants have been engaged with to provide a robust report that covers all key areas of consideration. This report outlines the following considerations:

- Sport England Requirements
- Options to Create USP and Added Value aspects
- Development of an affordable scheme
- Outline project Programmes
- Provide next steps

Do date Sport England have funded £1.5m towards the development of sporting facilities in Bromsgrove. The introduction of a new sports facility will include consultation with Sport England as a key stakeholder in the project.

The Seven options available to the council will look to utilise the rear area of the currently proposed car park & three of the options reviewed will provide a new build structure, which differ in layout & buildability. The final option is to renovate the existing sports hall by demolishing the remainder of the Dolphin Centre.

Further to the Seven options included, this report also covers the potential for an interim solution in the existing sports hall to provide Everyone Active with a space that is fit for purpose until a permanent solution is provided.

This report summaries the conversations and findings, concluding by outlining the key next steps moving forward, for discussion with Bromsgrove District Council.

This Page has been left intentionally blank to allow for double sided printing.

2. Design Overview

2 Design Overview

The existing site has been reviewed by the design team and they have provided seven options which can be located at one of two sites across the facility. These are to either utilise the existing sports hall or locate a new sports hall facility adjacent to the new BSLC.

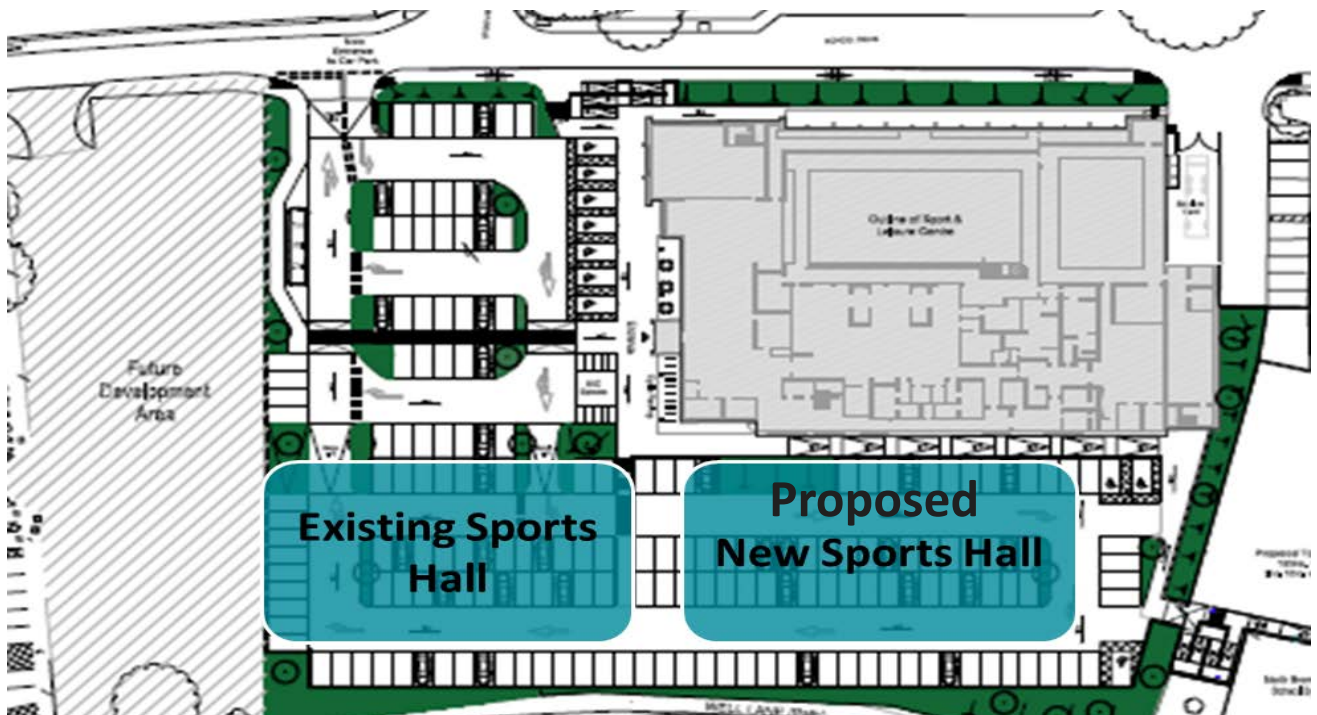
The proposed new location will provide an area that matches in with the New Leisure Centre and through sensitive architectural design, could provide a scheme that flows between the two buildings. There are a number of advantages and limitations to each of the schemes and these can be viewed in a comparison table at the end of section 2.

The new build options have been based on the guidance within Sport England's affordable sports hall model - option 1b (Appendix F) to ensure a cost effective & suitable design is proposed in line with the Sport England requirements and funding provided for the Leisure Centre. Should a design be progressed to RIBA Stage 1 for a full feasibility study, it would be from this point that Sport England would be formally engaged with the project and the design and considerations would be formally presented to them for comment.

The original scheme did not account for either the existing sports hall to be retained for a new sports hall and therefore, any of the chosen designs will lead to a change in the design of parking available for the centre. However, a new layout will be suggested depending on the scheme which is taken forward.

Should the scheme progress with a new build option, it will provide a more simplistic car park design whereas utilising the existing sports hall would lead to a split car park. It should be noted that either option will provide the required level of car parking, as designed within the original scheme.

A breakdown of the 7 design options that have been reviewed as part of the options appraisal, has been included overleaf, before the report then details each of the designs individually. For further cost information on each of the options please see section 3.



2 Design Overview

Option 1 - Refurbishment of the existing Dolphin Centre sports hall. This includes allowances for the reconfiguration of a new car park compromising 190 car parking spaces and 14 disabled spaces. There is a new ramp and stair access including landscaping, partial demolition and retaining wall.

Option 1a - Refurbishment of the existing Dolphin Centre sports hall & addition of a sport play/ multi-purpose space. This includes allowances for the reconfiguration of a new car park compromising 190 car parking spaces and 14 disabled spaces. There is a new ramp and stair access including landscaping, partial demolition and retaining wall.

Option 2 - New build, sports hall which would be circa 76 m2 larger and would include a pavilion and equipment store. Externally and as per option 1 there would be an inclusion of 190 car parking spaces and 14 disabled spaces including the above external elements but would include a full demolition of the site.

Option 3 - This is similar to option 2 but has a different external layout located next to the new

leisure Centre. This option includes a new glass canopy which is more expensive and includes less car parking with 183 spaces and 17 disabled spaces.

Option 4 – This option is as per Elliot's quotation for a modular new build and includes OHP and prelims. A full breakdown of scope can be found in appendix D.

Option 4a – This option is based on Elliot's quote for option 4 for a modular new build and includes OHP and prelims. This option includes the addition of the multi-purpose/soft play space to the front of the building.

Option 5 – New build, sports hall which would include a pavilion and equipment store. Externally and as per option 1 there would be an inclusion of 190 car parking spaces and 14 disabled spaces including the above external elements but would include a full demolition of the site. This is a variation of option 2 and includes a multiuse space above the changing facilities and would be a traditional, new build solution.

Option	Construction	Construction	GIFA m ²
Option 1	Existing Sports Hall	Refurbishment	934
Option 1a	Existing Sports Hall, Changing Pavilion & Soft Play	Refurbishment	1203
Option 2	New Sports Hall and Changing Pavilion	New Build	997
Option 3	New Sports Hall and Changing Pavilion	New Build	915
Option 4	Modular New Sports Hall and Changing Pavilion	Prefabrication/ Modular	1000
Option 4a	Modular New Sports Hall, Changing Pavilion & Soft Play	Prefabrication/ Modular	1269
Option 5	New Sports Hall, Changing Pavilion & Soft Play	New Build	1274

DDA have provided initial comments on the work that may be required for each of the options. Once the project proceeds to RIBA Stage 1, DDA will then be able to undertake further surveys of the remaining capacity for M&E systems off the new leisure centre, as the extent of this is currently unknown. Based on DDA's leisure experience it has been assumed that all of the seven options discussed may require new supplies. Whilst this can be designed in from the start for any of the new sports halls, careful consideration would be required when designing any scheme based on the existing sports hall.

Utility considerations:

At this stage it is assumed that new utility connections would be required for all of the sports hall options. The electrical supply would be a new connection from Western Power, derived from the substation serving the existing leisure Centre. This would likely be a joint on to the existing supply cable previously diverted to allow construction of the new leisure Centre.

The gas supply would be a modification of the gas supply to the existing leisure Centre. The gas meter is in an external housing located in the car park where the new changing facilities would be on the options below.

The existing water main terminates at a valve box to the rear of the existing leisure Centre. This would be modified by the contractor as it is a private main and routed to the new plant area.

BT / Data would need to be assessed. A duct connection could be installed to the new leisure Centre allowing the sports hall to operate as an extension of the leisure center's internal network. Alternatively a new BT ducted connection could be made from the BT network on School Drive if an independent telephone/data network is required.

This Page has been left intentionally blank to allow for double sided printing.

2

Option 1 – Existing Sports Hall (Refurbishment)

This option retains the existing sports hall and adds a changing facility extension to the side and would use the existing equipment store. It is envisaged that a second reception would be required to ensure that the sports hall is secure and to ensure that it is revenue protected due to the distance between the sports hall and the main reception.

The use of the existing sports hall provides the opportunity to design the area as a destination, clearly showing the differing facilities on offer and could provide an enticing spectacle for potential customers. However, this is offset by the design of the car park due to the natural split which is caused by the existing building. To further enhance the existing sports hall, it has been suggested that it would be re-clad which would provide further synergies between the two facilities creating the sense of a leisure destination.

Should this option be progressed, it will require careful consideration from the design team and specifically the structural engineers to detail how the remainder of the Dolphin Centre is demolished whilst safely retaining the Sports Hall. At this point no structural survey has been undertaken and it is anticipated that the structure would require underpinning on the north side of the hall. This hasn't been allowed for at the stage due to the unknowns. Should this option proceed to RIBA Stage 1 and beyond, the design team would undertake a full array of surveys required to design the existing sports hall in the required detail.

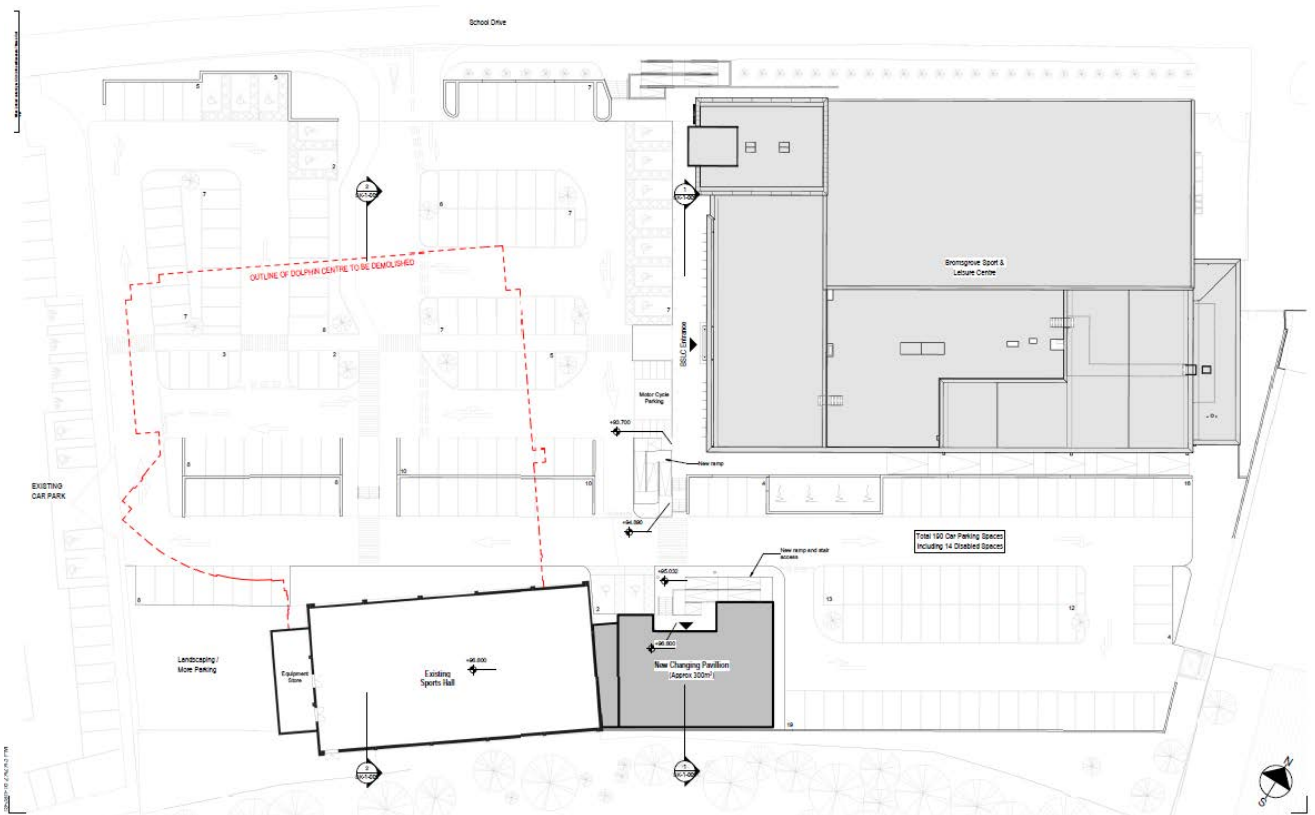
It is currently proposed to strip out and replace the existing services due to the age of the systems and therefore, reaching the end of their useful life and suitability against current Sport England recommendations and requirements. For example whilst the current SON lighting in the sports hall fit for purpose, compared to new technologies, it is inefficient and does not achieve the lighting levels and glare limits recommended for Badminton by Sport England's latest recommendations.

It would be recommend the installation of new high level natural ventilation turrets, gas-fired radiant heating and low energy LED lighting. A dedicated space for M&E plant and incoming utility meters would be required. The current meter room proposed on the architectural layout does not take into account the detailed requirements. Therefore it could be insufficient and require expansion. At this stage it would be estimated that an area in the order of 20m² would be sufficient.

Advantages	Limitations
Utilisation of the existing hall , therefore all structure already in place, negates need for retaining wall extension along Well Lane	Equipment store: Due to the design utilizing the existing store, it would be a reduced size compared to a new build solution and is not in the optimal position for operations.
Opportunity to reclad and create new Changing facility linked to hall	Access: The disjoint from the main leisure Centre means that users would face a convoluted journey through the car park to the sports hall and would require a new set of steps & ramp.
Ease of access to the Sub Station to the rear of the site	Café access: Users are less likely to use the existing facilities if they do not have to use the main reception to book in
Highly visible frontage perpendicular to new BSLC facility	



Option 1 – Massing model (extract from Appendix A)



Option 1 – Site Plan (extract from Appendix A)

2 Option 1a – Existing Sports Hall (Refurbishment), with Soft Play

This option retains the existing sports hall and adds a changing facility & soft play extension to the side and would use the existing equipment store. It is envisaged that a second reception would be required to ensure that the sports hall is secure and to ensure that it is revenue protected due to the distance between the sports hall and the main reception.

The addition of a soft play space would provide the opportunity for a split level reception & entrance leading to a low level changing facility before going up to the sports Hall and Soft Play space. This would also include a reduced level access from the car park, which would help mitigate the limitation of access from option 1.

The concept of providing a low level changing facility provides a different perspective compared to option 1 and additional space has been created for the provision of a soft play space. Whilst this design increased the capital cost of option 1, there are additional revenue benefits for including such facilities. The detail to adding such facilities can be found in section 4, where the business case for the scheme is discussed.

As per option 1, should this option be progressed, it will require careful consideration from the design team and specifically the structural engineers to detail how the remainder of the Dolphin Centre is demolished whilst safely retaining the Sports Hall.

At this point no structural survey has been undertaken and it is anticipated that the structure would require under-pinning on the north side of the hall. This hasn't been allowed for at this stage due to the unknowns. Should this option proceed then Curtins would undertake initial surveys at RIBA Stage 1 before undertaking further intrusive surveys at RIBA Stage 2 & 3

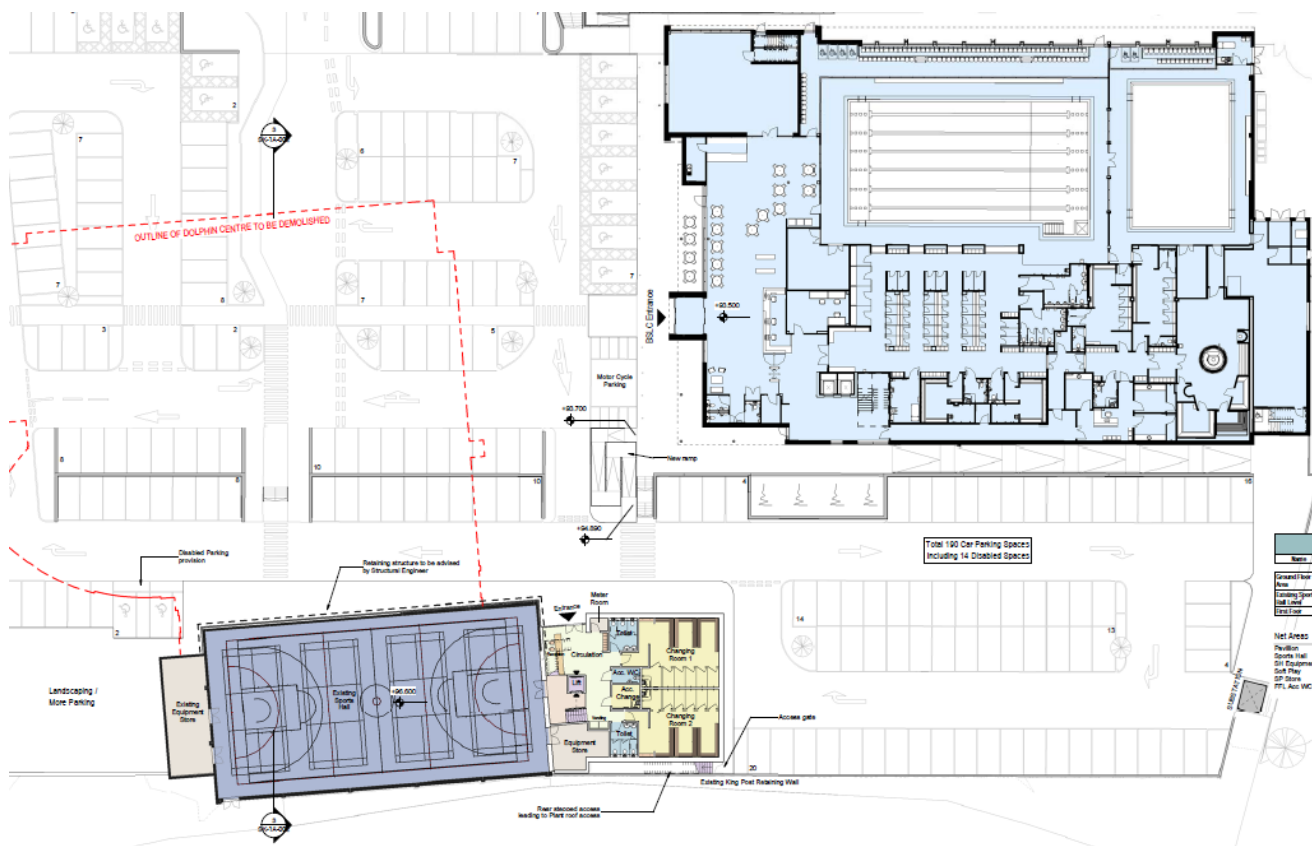
It is currently proposed to strip out and replace the existing services due to the age of the systems and therefore, reaching the end of their useful life and suitability against current Sport England recommendations and requirements. For example the current SON lighting in the sports hall is inefficient and does not achieve the lighting levels and glare limits recommended for Badminton by Sport England.

It would be recommend the installation of new high level natural ventilation turrets, gas-fired radiant heating and low energy LED lighting. A dedicated space for M&E plant and incoming utility meters would be required. The current meter room proposed on the architectural layout does not take into account the detailed requirements. Therefore it could be insufficient and require expansion. At this stage it would be estimated that an area in the order of 20m² would be sufficient.

Advantages	Limitations
Utilisation of the existing hall , therefore all structure already in place, negates need for retaining wall extension along Well Lane	Equipment store: Due to the design utilizing the existing store, it would be a reduced size compared to a new build solution and is not in the optimal position for operations.
Opportunity to reclad and create new Changing facility linked to hall	Café access: Users are less likely to use the existing facilities if they do not have to use the main reception to book in
Ease of access to the Sub Station to the rear of the site	Sports Hall size: Limited space available to meet sport England requirements for a Four Court Sports Hall.
Highly visible frontage perpendicular to new BSLC facility	
Reduced entry level provides a more inclusive feel to the two buildings	



Option 1a – Massing model (extract from Appendix A)



Option 1a – Site Plan (extract from Appendix A)

Option 2 – New Sports Hall and Changing Pavilion (New Build)

This option proposes a new sports hall and changing pavilion located on the 'rear' section of land adjacent to the existing leisure Centre. Whilst this area of land is at a higher level than the new BSLC, if the existing ground levels are used then the BSLC will lessen the impact of the height of the new sports hall.

This option provides a more joint approach to the facilities compared to option 1. The sports hall and new leisure Centre would be linked by a covered walkway and users would check-in via the existing leisure Centre before proceeding to the sports hall through via a set of steps or platform lift. In addition to the covered all way, a fence line would be required between the two buildings to ensure that the sports hall is revenue protected. This would omit the requirement for having an additional reception area. The remaining site area forms the car park, which is wholly visible when entering the site.

The entrance to the sports Centre is opposite the main circulation stair and full height glazing off the main leisure Centre reception so there would be some visual connectivity between the 2 buildings -

The massing of the new sports hall and changing is such that the lower single Storey changing pavilion is to the front but being of smaller scale adds emphasis to the main leisure Centre building and the main entrance.

New services would be installed to serve the new building and the installation of new high level natural ventilation turrets, gas-fired radiant heating and low energy LED lighting, would be recommended.

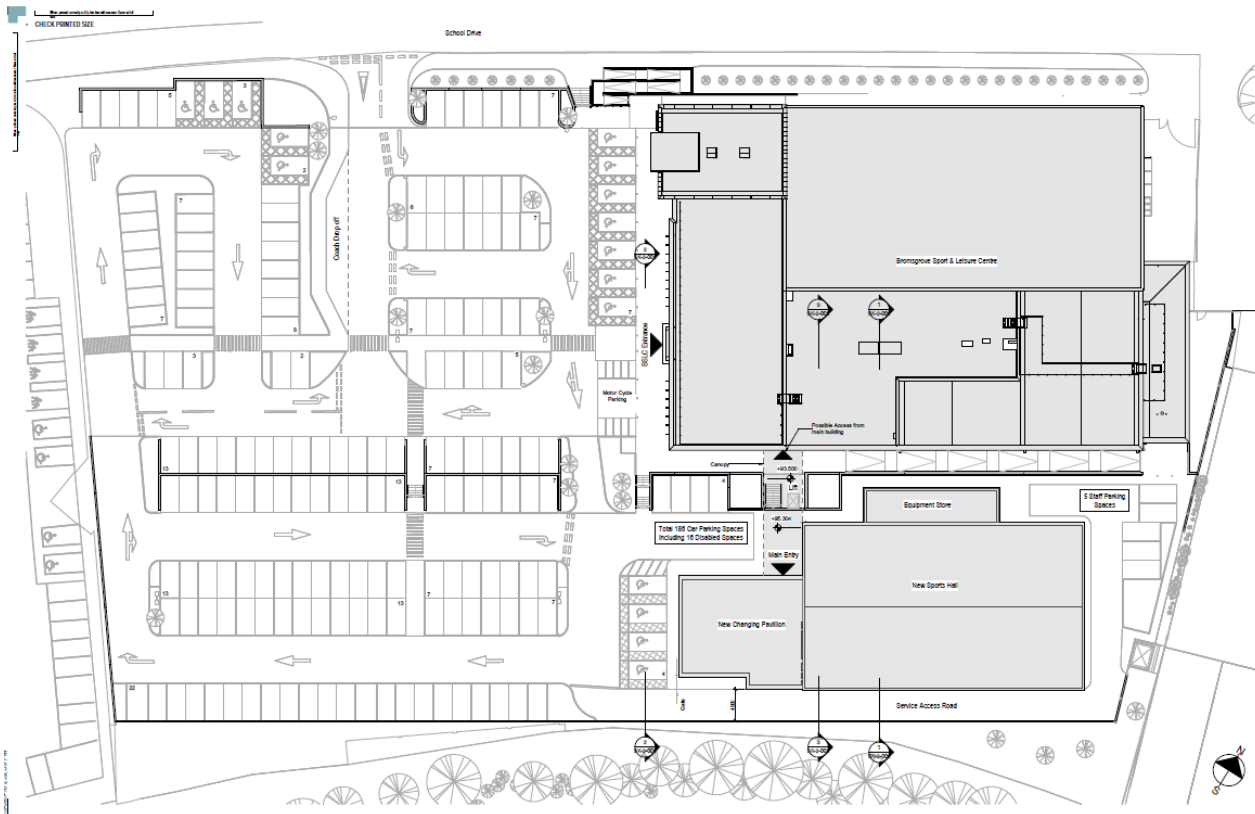
The current meter room proposed on the architectural layout does is based on the assumed capacity. Should this option be progress then DDA will undertake a number of surveys to detail the requirements. At this stage it would be estimated that an area in the order of 20m2 would be sufficient.

It should be noted that this building location impacts on the position of the Electric Vehicle Charging Point (EVCPs) proposed for the new build leisure Centre and that these would need relocating elsewhere in the car park. It may be more economically viable to supply these from the electrical supply to the new build sports hall.

Advantages	Limitations
The Hall, Changing pavilion and stores as a new build are fully compliant with the guidelines space and facilities requirements	A service road is require to reach the substation at the rear of the site
The orientation of the new building links well to the new Bromsgrove Sports & Leisure facility and provides an opportunity for a covered link from the main reception with new stair and Platform lift and replacement of a window in the BSLC with an external door	The building may been to be supported by extensive piles/ foundations due to the known make up of the ground from the construction on the BSLC.
The site massing allows for the bulk of the hall to be concealed behind the new facility with a highly visible new entrance and link on approach	Due to the space limitation, the building will be close to the retaining wall and therefore require careful engineering to determine the exact location
The orientation of the store on the long side allows for access when the hall is subdivided	Link will be required between the two building, which adds to the scope of the project.
The Car Park is left as one regular shaped arrangement where all spaces are visible on approach	
The phasing of new build and demolition of the Dolphin Centre is simple	



Option 2 – Massing model (extract from Appendix A)



Option 1 – Site Plan (extract from Appendix A)

This option is similar to that of option two and also proposed a new sports hall and changing pavilion located on the 'rear' section of land adjacent to the existing leisure Centre, but by the nature of the site levels, at a higher level.

Access between the new leisure Centre and the new sports hall is via new steps and an existing external ramp. The changing pavilion and entrance is located to the rear of the new building and does not link to the new leisure Centre. The new sports hall appears correctly sized for a 4 court hall, however the equipment store is not in an ideal location on the short end of the hall. The remaining site area forms the car park, which is wholly visible when entering the site. The entrance to the sports hall is set well back and not visible from the site entrance.

The massing of the new sports hall and changing is such that the sports hall is to the front and could be a rather bland elevation with little opportunity for glazing etc. The height of the sports hall is slightly higher than the leisure Centre.

New services would be installed to serve the new building and the installation of new high level natural ventilation turrets, gas-fired radiant heating and low energy LED lighting, would be recommended.

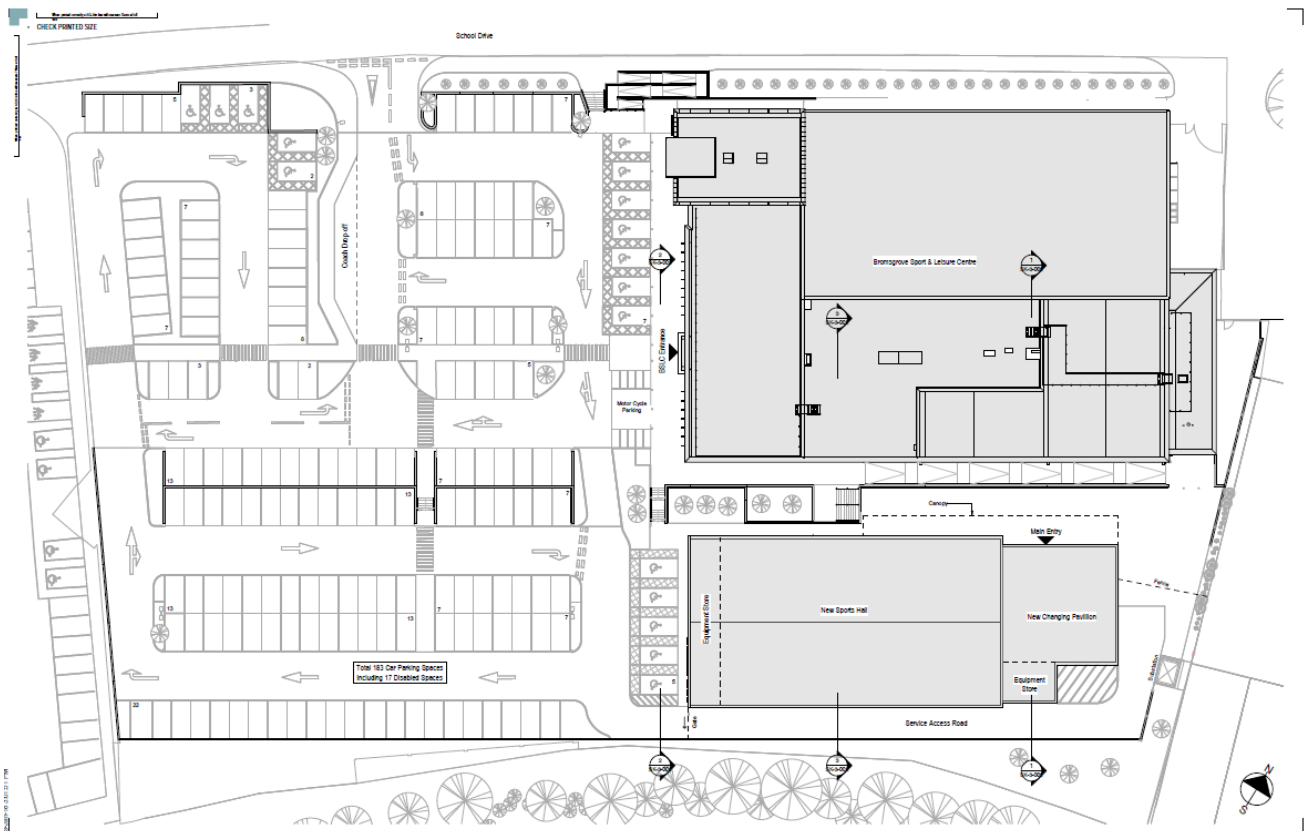
The current meter room proposed on the architectural layout does is based on the assumed capacity. Should this option be progress then DDA will undertake a number of surveys to detail the requirements. At this stage it would be estimated that an area in the order of 20m2 would be sufficient.

It should be noted that this building location impacts on the position of the EVCPs proposed for the new build leisure centre and that these would need relocating elsewhere in the car park. It may be more economically viable to supply these from the electrical supply to the new build sports hall.

Advantages	Limitations
The Hall, Changing pavilion and stores as a new build are fully compliant with the guidelines space and facilities requirements	The scheme is effectively option 2 mirrored in an attempt to utilise the existing ramp and negate the need for a platform lift. This however severely weakens the link to the new main building and leaves a large area of unusable space around the new entrance.
The site massing allows for the bulk of the hall to be concealed behind the new facility with a new entrance accessible by the existing ramp and a new set of stairs	The principle elevation to the car park is now a storage unit and the basic mass of the sports hall which lacks to the visual interest of Option 2
The Car Park is left as one regular shaped arrangement where all spaces are visible on approach	The arrangement of storage is now separate and at either end
The phasing of new build and demolition of the Dolphin Centre is simple	A service access road is required to reach the Sub Station at the rear of the site
	The building may need to be supported on extensive foundations or piles due to the nature of the ground
	Due to the constraints of space the building will be close to the toe of the retaining wall that bounds the ramp along the Sports Centre which will determine careful structural consideration



Option 3 – Massing model (extract from Appendix A)



Option 3 – Site Plan (extract from Appendix A)

2 Option 4 – Pre-fabrication/ Modular New Sports Hall and Changing Pavilion (Modular)

This option is based on the design of the proposed traditional new build location and therefore provides the same advantages as previously described, with regarding to location, car parking and the option to integrate the design of the newly complete BSLC.

Furthermore, the additional benefit to this option is use of a hybrid modular system which would utilise off site manufacturing to provide an effective and efficient operational building. The building is constructed using a steel frame before being in filled with timber panels and clad as prescribed by the project architect.

Through utilising a hybrid modular system the scheme can still benefit from many aesthetical enhancements made by the project architects, whilst also providing a simplistic construction progress. For example, one approach that could be taken is to use a steel frame with masonry infill panels with a single story building being predominately timber frame construction.

The Hybrid solution utilises off-site manufacturing techniques to pre-assemble sections of the structure. The pre-assembled panels are delivered to site and are quickly erected to form watertight areas before internal fit-out works commence.

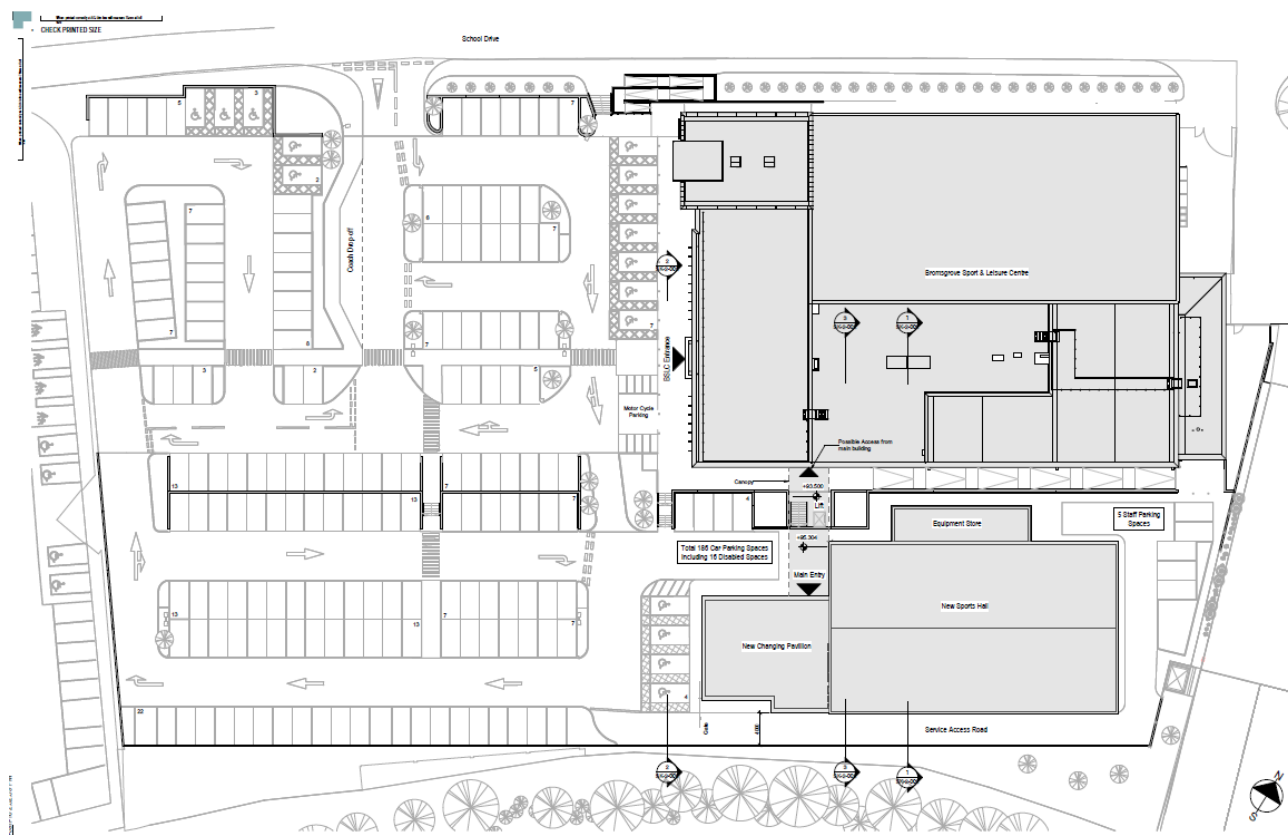
It would be anticipated that the M&E systems required for this option would be in line with option 2 & 3. However, further coordination would be required with the modular build contractor to ensure that the proposed systems are viable in the space available through the pre-fabricated super structure.

It should be anticipated that the proposed location of a modular building will still affect the position of the EVCPs proposed for the new build leisure Centre and that these would need relocating elsewhere in the car park.

Advantages	Limitations
The Hall, Changing pavilion and stores as a new build are fully compliant with the guidelines space and facilities requirements	A service road is require to reach the substation at the rear of the site
The orientation of the new building links well to the new Bromsgrove Sports & Leisure facility and provides an opportunity for a covered link from the main reception with new stair and Platform lift and replacement of a window in the BSLC with an external door	The building may been to be supported by extensive piles/ foundations due to the known make up of the ground from the construction on the BSLC.
The site massing allows for the bulk of the hall to be concealed behind the new facility with a highly visible new entrance and link on approach	Due to the space limitation, the building will be close to the retaining wall and therefore require careful engineering to determine the exact location
The orientation of the store on the long side allows for access when the hall is subdivided	Link will be required between the two building, which adds to the scope of the project.
The Car Park is left as one regular shaped arrangement where all spaces are visible on approach	Limited design flexibility when using modular/ pre-fabricated components.
The modular build allows for a decreased on site programme duration, due to the off site manufacturing	



Option 4 – Modular Example (extract from Appendix D)



Option 4 – Site Plan (extract from Appendix A)

2 Option 4a – Modular New Sports Hall, Changing Pavilion and soft play (Modular)

This option is based on the design of option 2 and therefore provides the same advantages as previously described.

Furthermore, the additional benefit to this option is use of a hybrid modular system which would utilise off site manufacturing to provide an effective and efficient operational building. The building is constructed using a steel frame before being in filled with timber panels and clad as prescribed by the project architect.

Through utilising a hybrid modular system the scheme can still benefit from many aesthetical enhancements made by the project architects, whilst also providing a simplistic construction progress. For example, one approach that could be taken is to use a steel frame with masonry infill panels with a single story building being predominately timber frame construction.

The Hybrid solution utilises off-site manufacturing techniques to pre-assemble sections of the structure.

The pre-assembled panels are delivered to site and are quickly erected to form watertight areas before internal fit-out works commence.

Further variations from option 4 includes the addition of a soft plan facility. This would be included on the first floor of the changing facilities and could include a double height space to maximize the soft provision.

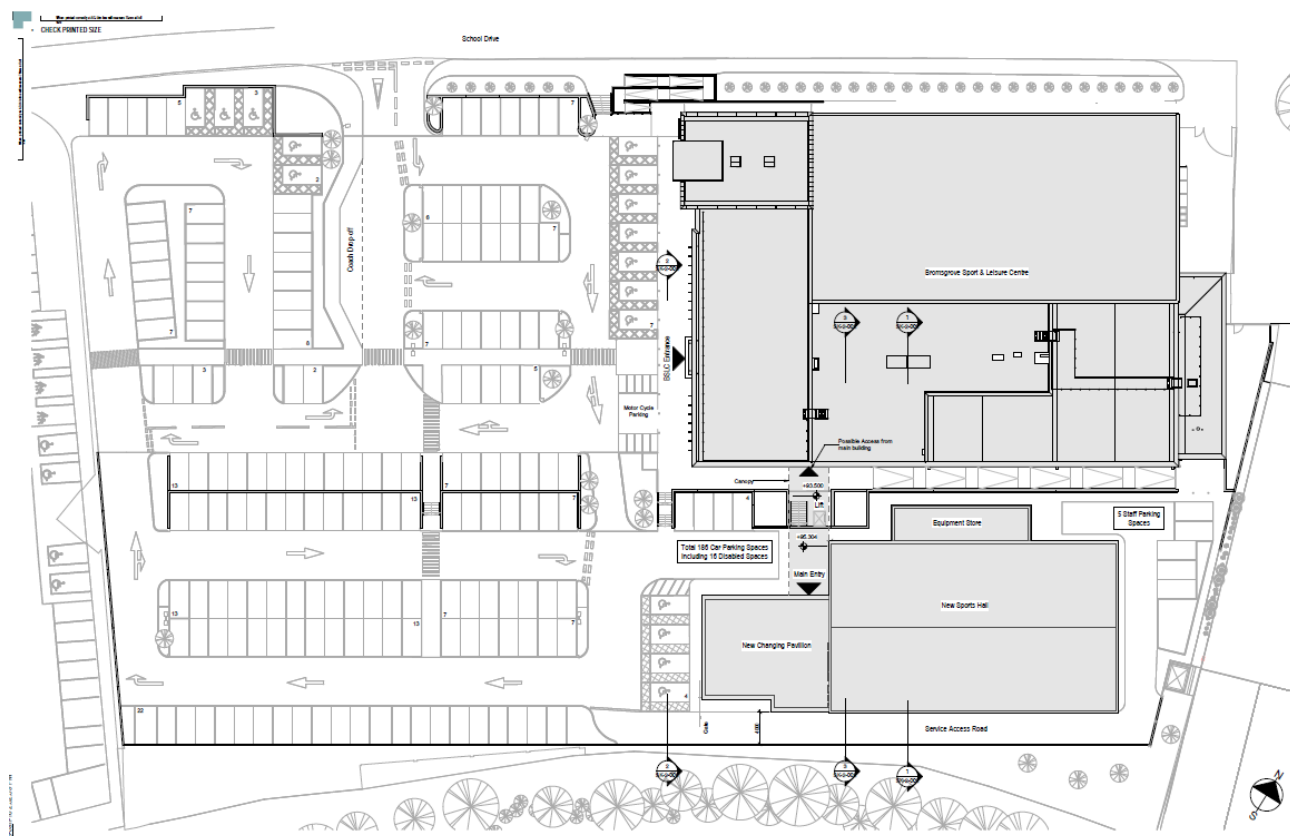
It would be anticipated that the M&E systems required for this option would be in line with option 2 & 3. However, further coordination would be required with the modular build contractor to ensure that the proposed systems are viable in the space available through the pre-fabricated super structure.

It should be anticipated that the proposed location of a modular building will still affect the position of the EVCPs proposed for the new build leisure Centre and that these would need relocating elsewhere in the car park.

Advantages	Limitations
The Hall, Changing pavilion and stores as a new build are fully compliant with the guidelines space and facilities requirements	A service road is require to reach the substation at the rear of the site
The orientation of the new building links well to the new Bromsgrove Sports & Leisure facility and provides an opportunity for a covered link from the main reception with new stair and Platform lift and replacement of a window in the BSLC with an external door	The building may been to be supported by extensive piles/ foundations due to the known make up of the ground from the construction on the BSLC.
The orientation of the store on the long side allows for access when the hall is subdivided	Due to the space limitation, the building will be close to the retaining wall and therefore require careful engineering to determine the exact location
The Car Park is left as one regular shaped arrangement where all spaces are visible on approach	Link will be required between the two building, which adds to the scope of the project.
The modular build allows for a decreased on site programme duration, due to the off site manufacturing	Limited design flexibility when using modular/ pre-fabricated components.
Additional height of building allows full sized soft play provision	The additional height of the building limits what is concealed behind the new facility with a highly visible new entrance and link on approach



Option 4a – Modular Example (extract from Appendix D)



Option 4a – Site Plan (extract from Appendix A)

2 Option 5 – New Sports Hall, Changing Pavilion & Soft Play (New Build)

This option is similar to that of option two and also proposed a new sports hall and changing pavilion located on the 'rear' section of land adjacent to the existing leisure Centre, but by the nature of the site levels, at a higher level.

Access between the new leisure Centre and the new sports hall is via new steps and a lengthy existing external ramp. The changing pavilion and entrance is located to the rear of the new building and does not link to the new leisure Centre. The new sports hall appears correctly sized for a 4 court hall, however the equipment store is not in an ideal location on the short end of the hall. The remaining site area forms the car park, which is wholly visible when entering the site. The entrance to the sports hall is set well back and not visible from the site entrance.

The addition of a multi-use space above the changing facilities would provide further benefits for Everyone Active & the council to provide a wider range of facilities, whilst also changing the front elevation, to match in with the new BSLC.

The massing of the new sports hall and changing is such that the sports hall is to the rear of the building and as such provides the opportunity to continue the design of the BSLC into the new sports hall through the use of glazing and fins.

New services would be installed to serve the new building and the installation of new high level natural ventilation turrets, gas-fired radiant heating and low energy LED lighting, would be recommended.

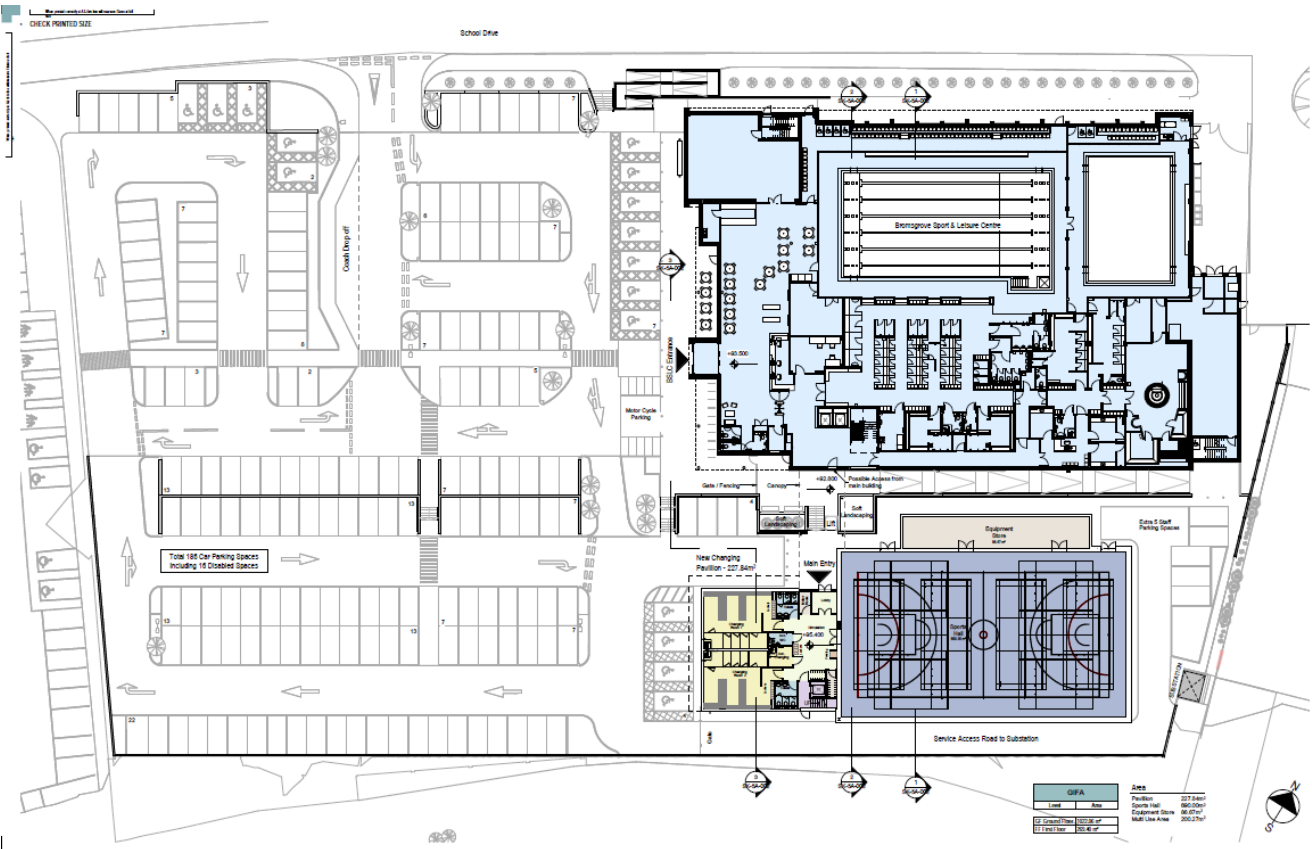
The current meter room proposed on the architectural layout does not take into account the detailed requirements. Therefore it could be insufficient and require expansion. At this stage it would be estimated that an area in the order of 20m² would be sufficient.

It should be noted that this building location impacts on the position of the EVCPs proposed for the new build leisure centre and that these would need relocating elsewhere in the car park. It may be more economically viable to supply these from the electrical supply to the new build sports hall.

Advantages	Limitations
The Hall, Changing pavilion and stores as a new build are fully compliant with the guidelines space and facilities requirements	A service road is require to reach the substation at the rear of the site
The orientation of the new building links well to the new Bromsgrove Sports & Leisure facility and provides an opportunity for a covered link from the main reception with new stair and Platform lift and replacement of a window in the BSLC with an external door.	The building may been to be supported by extensive piles/ foundations due to the known make up of the ground from the construction on the BSLC.
The site massing allows for the bulk of the hall to be concealed behind the new facility with a highly visible new entrance and link on approach	Due to the space limitation, the building will be close to the retaining wall and therefore require careful engineering to determine the exact location
A 200m2 Multi use studio above the changing rooms allows for potential additional revenue generation and a second floor that maintains a visual synergy with the Main Sports Centre	Link will be required between the two building, which adds to the scope of the project.
The orientation of the store on the long side allows for equal access when the hall is subdivided.	
The Car Park is left as one regular shaped arrangement & all spaces are visible on approach	
The phasing of new build and demolition of the Dolphin Centre is simple	



Option 5 – Massing model (extract from Appendix A)



Option 5 – Site Plan (extract from Appendix A)

2 Design Assumptions

No.	Design Assumption	Potential impact of assumption
1.	LED Lighting to be installed throughout to Sport England Standards	Low
2.	Planning consultation is yet to be undertaken	Medium
3.	No major upgrade of the utility services is required	Medium
4.	Sports Hall would be operated as part of the Current BSLC by Everyone Active, this will be tested as part of the economic viability assessment during the later design stages.	Low
5.	Should a New sports hall be progressed then the existing sports hall will be completed demolished.	N/A
6.	Parking provision to be completed to the agreed quantities as per the original scheme	Low
7.	Storage space has been designed to meet Sport England requirements.	Low
8.	Level of changing provision has been designed to meet Sport England Requirements	Low
9.	Sport England Engagement would be required from Feasibility.	Low
10.	Ground conditions have been assumed as normal, until further surveys can be carried out.	Medium
11.	Soft Play equipment provider is tendered during the design stage	Medium
12.	Tender for a modular building contractor meets the programme & indicative costs of those provided by Elliot's.	Medium

3. Costs

3 Cost Overview

Mace have undertaken a cost review of all seven options available to the council and provided a high level summary of indicative costs. It should be noted that these prices have been estimated on limited design information, as would be expected at feasibility stage and take into account limited risks and no specific risks that may be realised from undertaking any of the options.

Whilst the designs have been designed in line with Sport England's affordable sports hall model, Mace have used the Sport England rated as a guide and then compared this to our own benchmarking data. For this project we have compiled benchmark data from both Sports Hall and Pavilion projects to provide the most accurate benchmark data possible.

As part of the progress towards RIBA Stage 4, Sport England will continue to be engaged and sit on the Project Management board.

Benchmarking Data:

The benchmark data can be viewed below and is summarised as a Sports Hall & Pavilion as follows:

Sports hall:

£1,535 /m2 based on BCIS rates and Mace internal benchmarking data as a guide

Pavilion:

£2,250 /m2 based on Mace internal benchmark data for Pavilions. There were a few bespoke items that impacted the £/m2 rates within the benchmarking data and so Mace took a view and adjusted to suit.

Contingency Levels

Within the comparison table overleaf, there are varying levels of contingency. This is because the percentage of contingency for refurbishment is higher due to the level of unknowns and higher risk profile associated under a refurbishment project.

Professional fees

Costs for professional fees across the options vary as they are taken as a percentage of the total construction amount. As we are at feasibility stage we have allowed for 10% for professional fees and surveys on all options until more details becomes available and costs become refined.

Inflation

This has been based on the current economic movement and forecast to construction in third Q3/2018. This is currently forecast to be 0.5% inflation.

Pavillion benchmark Data	
Project	Cost per Square Metre
Project 1	£3,267
Project 2	£3,797
Project 3	£3,300
Project 4	£3,557
Project 5	£2,816

Sports Hall benchmark Data	
Project	Cost per Square Metre
Project 1	£2,137
Project 2	£2,171
Project 3	£1,747
Project 4	£1,563
Project 5	£2,042

3 Cost Overview

	Option 1 Refurbishment	Option 1a Refurbishment	Option 2 New Build	Option 3 New Build	Option 4 Modular	Option 4a Modular	Option 5 New Build
GIFA	934m ²	1,203m ²	997m ²	915m ²	1000m ²	1,269m ²	1,274m ²
Construction	1,240,000	1,930,000	1,660,000	1,675,000	1,650,000	2,170,000	2,370,000
Site specific costs	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Car Park Works	0	0	0	0	0	0	0
Externals	240,000	240,000	300,000	270,000	270,000	270,000	300,000
Sub-total construction	1,530,000	2,220,000	2,010,000	1,995,000	1,970,000	2,490,000	2,720,000
Preliminaries (12%)	180,000	270,000	240,000	240,000	0	0	330,000
OH&P (5%)	90,000	120,000	110,000	110,000	0	0	150,000
Inflation (0.5% to Q3 2018)	90,000	130,000	120,000	120,000	100,000	120,000	160,000
Contractor Risk (5%)	80,000	120,000	110,000	110,000	100,000	130,000	140,000
Pre-construction fee	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Total construction	1,995,000	2,885,000	2,615,000	2,600,000	2,195,000	2,765,000	3,525,000
Prof. fees and surveys (10%)	200,000	290,000	250,000	260,000	220,000	280,000	350,000
Contingency (15% refurb 10% new build)	330,000	480,000	290,000	290,000	240,000	300,000	390,000
Client committed Costs	470,000	470,000	470,000	470,000	470,000	470,000	470,000
Total cost	2,995,000	4,125,000	3,635,000	3,620,000	3,125,000	3,815,000	4,735,000

4. Business Case

4 Business Case

The high level revenue projections are based on The Sports Consultancy's benchmark database. This contains over 1,000 years' worth of income and expenditure data from more than 450 wet and dry leisure center's across the UK. This is updated continually and the latest data could provide variations from any detailed work previously carried out.

The following high level comments on the likely revenue implications of adding a 4 court sports hall to the operation of the existing BSLC are based on the assumption that the new or refurbished 4 court hall would be available for school, club and community use throughout the day, as with the rest of the Centre. It has also been assumed that management, bookings and staffing etc. would be delivered under the management contract with SLM and not a separate operator. We have considered the key issues relating to the income and expenditure associated with adding a sports hall and the net revenue implications. These are summarised below:

For the purpose of these high-level projections we have assumed £20,000 per court per annum is achievable at the new Bromsgrove Leisure Centre, subject to programming and pricing assumptions etc, therefore assuming a revenue of up to £80,000 per annum.

The typical running costs of a 4 courts Sports hall are in the region of £60,000, which includes staffing, utilities, equipment, repairs and maintenance and lifecycle costs. Therefore, based on the above calculations the net revenue position could be between £0 - £20,000 per annum. This is typical of what has been seen in many projects, where the net revenue generated is not sufficient to pay for the borrowing required to finance the additional build costs.

It should be noted that the figures above are based on average income projections and there could be scope for income to increase above this level, depending on pricing and utilisation of the hall. Further work would be required to provide bespoke and detailed revenue projections based on the specifics of the site and the planned operation of the hall.

The estimated costs will vary by option, with staffing, premises, repairs and maintenance, management costs, overheads and profit being considered. There is more scope in variation on costs between the options than income' and a full impact assessment must be undertaken as part of the design process at RIBA Stage 1 & 2 to further understand the opportunities for this site.

Based on the current market conditions and specifically the recent closing of the imagination Centre, there are further opportunities regarding the potential revenue a sports hall with additional soft play may generate.

The current leisure market is buoyant and this has been reflected in recent operator tender returns across the west midlands, where the income model that the operators have been returning has been stronger than those estimated by the councils pre-tender.

Added Value

There are a few dry-side activities that can be added to Bromsgrove Sport & Leisure Centre which will generate an operational revenue benefit.

Given that clip n climb and health and fitness facilities are already provided in the new Centre, only indoor soft play remains as a potential addition. There are many variations of the traditional soft play facilities, including providers such as tag active. Further work would be required to determine the revenue implications of such additions but it is possible the a net benefit of circa £50k per annum could be achieved.

5. Programme

5 Programme

Mace have undertaken a high level review of the master programmes to provide Bromsgrove District Council with a range of indicative timescales, to aid the decision between each of the four options.

Whilst there are 7 design options to choose from, these correlate to 3 potential programmes. These are as follows:

- Programme A: Option 1 & 1a
- Programme B: Options 2, 3 & 5
- Programme C: Option 4 & 4a

Designs 2, 3 & 5 have been based on the same programme due to the similarities in their design and construction methodology.

It should be noted that in order to provide a comparable scheme it has been assumed that all procurement of any contractors is completed through the OJEU process. However, once a decision has been made as to which design to proceed with, Mace would then be able to undertake a procurement strategy report during RIBA Stage 2.

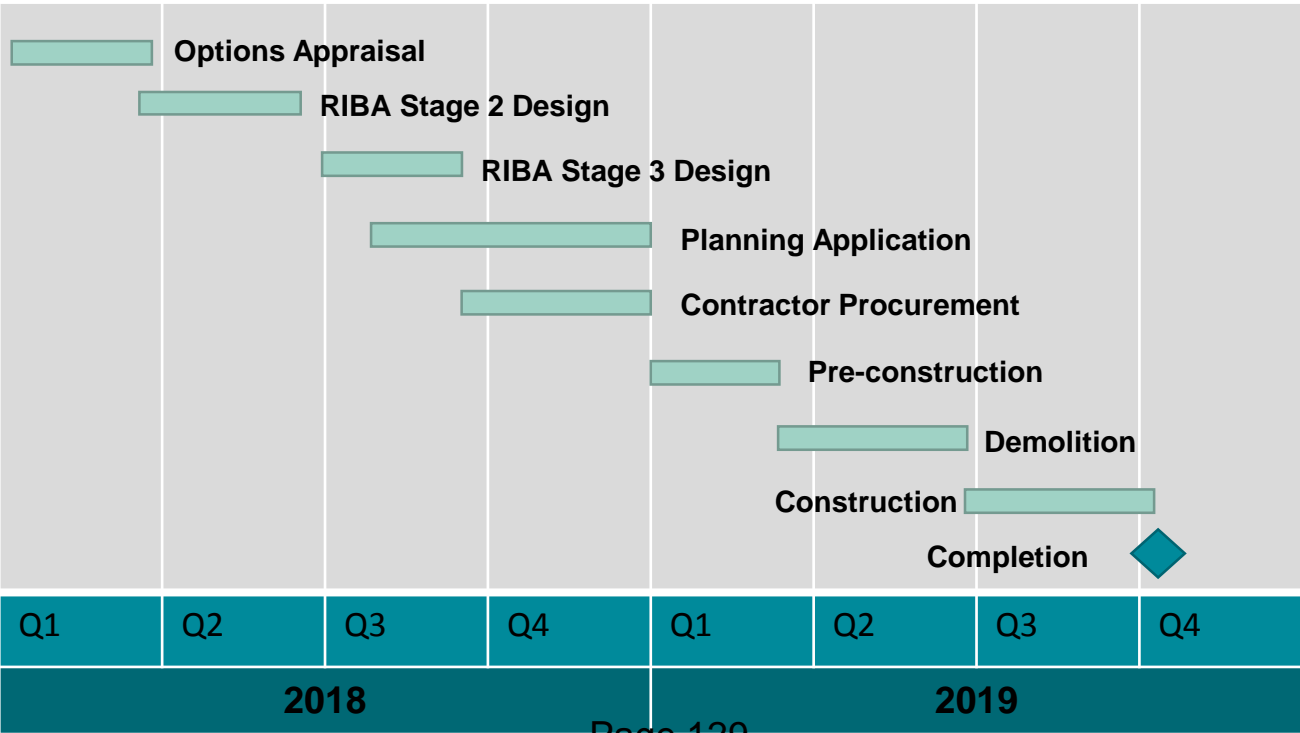
As well as outlining the key project milestones below and a snapshot of the timescales, below, a full master programme of each programme can be found in appendix C.



Programme Option A:

The programme for the utilisation of the existing sports hall is longer in duration due to the added complexities in the design phases to account for the interface between the demolition of the dolphin centre & the additional structural interfaces in the groundwork's, including a revised foundation plan.

Furthermore, the construction durations are longer than other options due to the lost opportunity to demolish the Dolphin Centre, whilst constructing the new sports hall.

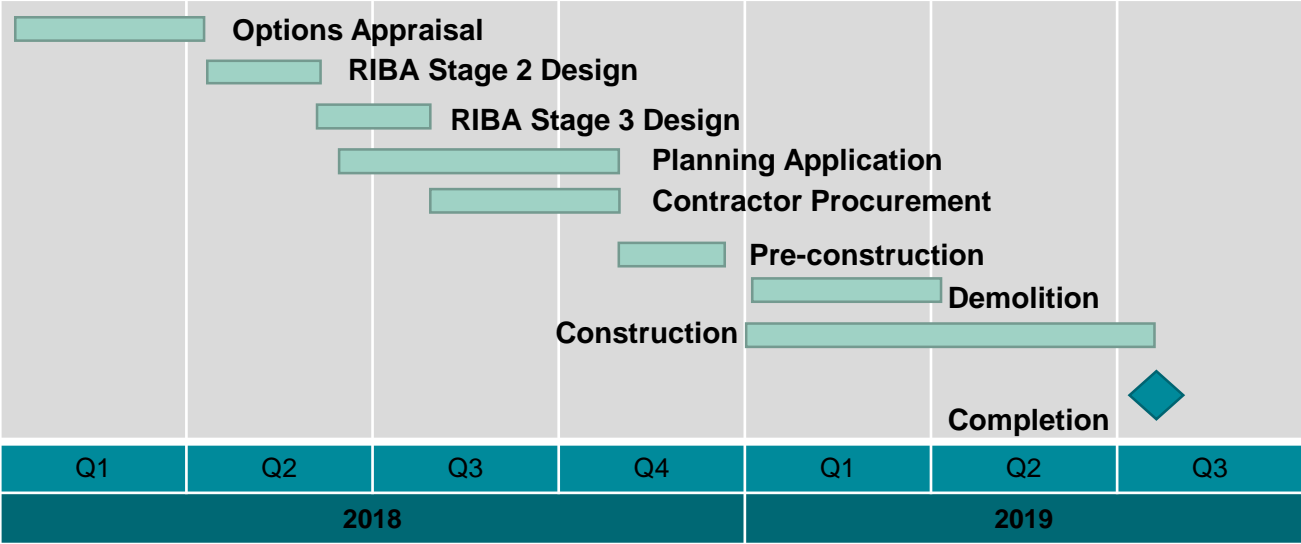


5 Programme

Programme Option B:

The programme for design options 2 & 3 follows the principles of a design & build contract where the construction works are tendered on RIBA Stage 3 design information. This approach a successful method for undergoing a leisure project, as was experienced by the recent completion of the Bromsgrove Sport & Leisure Centre.

The programme follows the same flows as programme A. However, the durations are able to be reduced due to the reduction in design complexities due to the scheme being new build opposed to a refurbishment. Furthermore, due to the layout of the site it is possible to start construction of the new leisure centre whilst demolishing the existing Dolphin Centre.

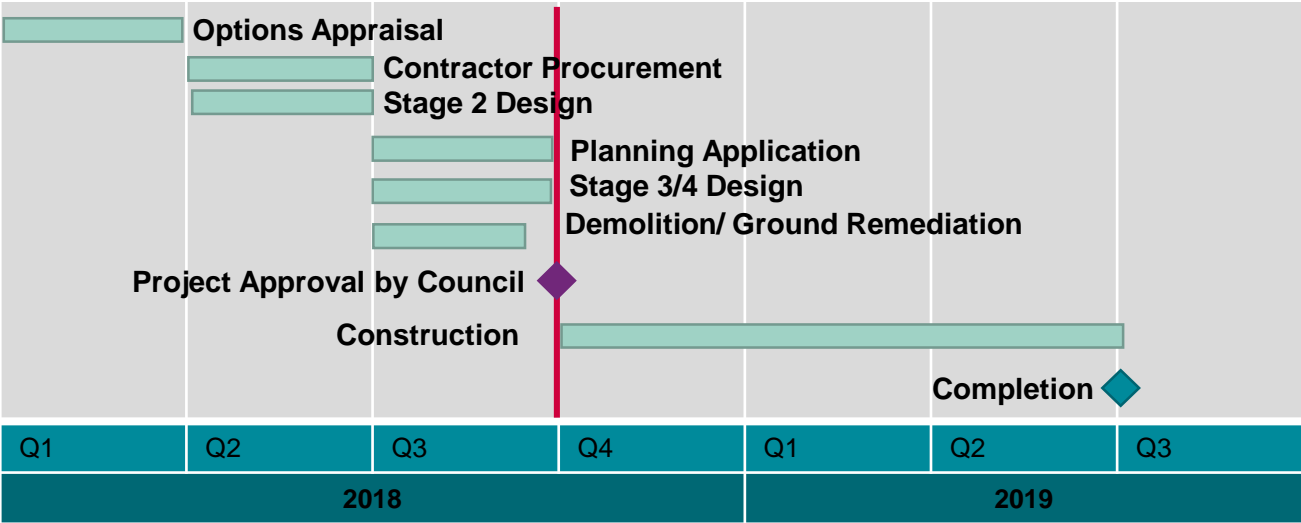


Programme Option C:

The programme for design option 4 is the shortest available to the council due to the early engagement with a specialist modular contractor, early demolition & off-site manufacturing. By using all of these methods together the council could achieve practical completion by Q1 2019.

Whilst this option will involve additional coordination by procuring an enabling works contractor (demolition), followed by a modular building contractor, the benefits to the council could be an earlier practical completion date of up to 6 months compared to the more traditional methods of construction and programming.

This is shown on the programme overview below:



This Page has been left intentionally blank to allow for double sided printing.



6. Conclusion & Next Steps

5 Conclusion & Next steps

This report has provided an overview of the Seven Sports Hall options available to Bromsgrove District Council. Having completed our review of the options there are clear design & programme advantages of constructing a new building compared to renovating the existing Sports Hall. However, the initial financial assessment suggests that this could be the more expensive approach to take. In order for more detailed and informative decision as to which design to proceed with, it is recommended that two options are taken forward to feasibility. This would allow for the design team to undertake more and initial surveys of a new build & existing option, which in turn would provide the required comparison.

Following a review of this report it is recommended that the council discuss the options available with Mace to provide further clarification, if required, prior to deciding whether to proceed with any of the options. Should an option be selected that it would be anticipated that a full design team is procured, as well as any early engagement with Everyone Active as the operator & potentially a modular building contractor.

Upon completion of the feasibility study, the project would then follow the 2013 RIBA Stages through to project completion. This includes Stages 1-4 which is the process of developing a detailed design and procurement of a contractor before moving onto Stage 5, Construction and then Stage 6, handover & 7 which is when the building is operational. At the end of each stage the team will provide the council with a Gateway report, this will include the

updated designs, cost estimates, programme & risk management, for sign off.

It should be noted that from the BSLC project, the council is committed to demolishing the existing leisure centre, including the removal of asbestos and construction of the new leisure centre car park. Whilst the construction of a new sports hall will impact on this, the council should remain committed to the completion of the already committed works.

Further to progressing the design, in order to continue to provide a sports hall during the design and construction phase. If option 1 was proceeded, it could be arranged for a temporary boiler and generator plant to be installed and keep isolated services in operation. This would be via containerised plant located in the car park with flexible cables and hoses routed around to pick up the existing services – it is currently believed that the main electrical distribution boards and underfloor heating manifold for the sports hall are located in the small store on the internal long wall of the sports hall.

To conclude, the next step is for Bromsgrove District Council to review and receive sign off for their preferred option of sports hall before further engaging the team to undertake a full feasibility report, consisting of the preferred two options. This would provide more detail on all areas of the project and specifically would be the first opportunity to identify and key risks to the project.




The background of the slide features a photograph of a window looking out onto a residential street with brick buildings and trees. A large, thick yellow arrow is superimposed on the image, pointing from the left towards the right, partially obscuring the window view.

Appendix A – Full Designs


Appendix B – Cost Plan




Appendix C – Programme



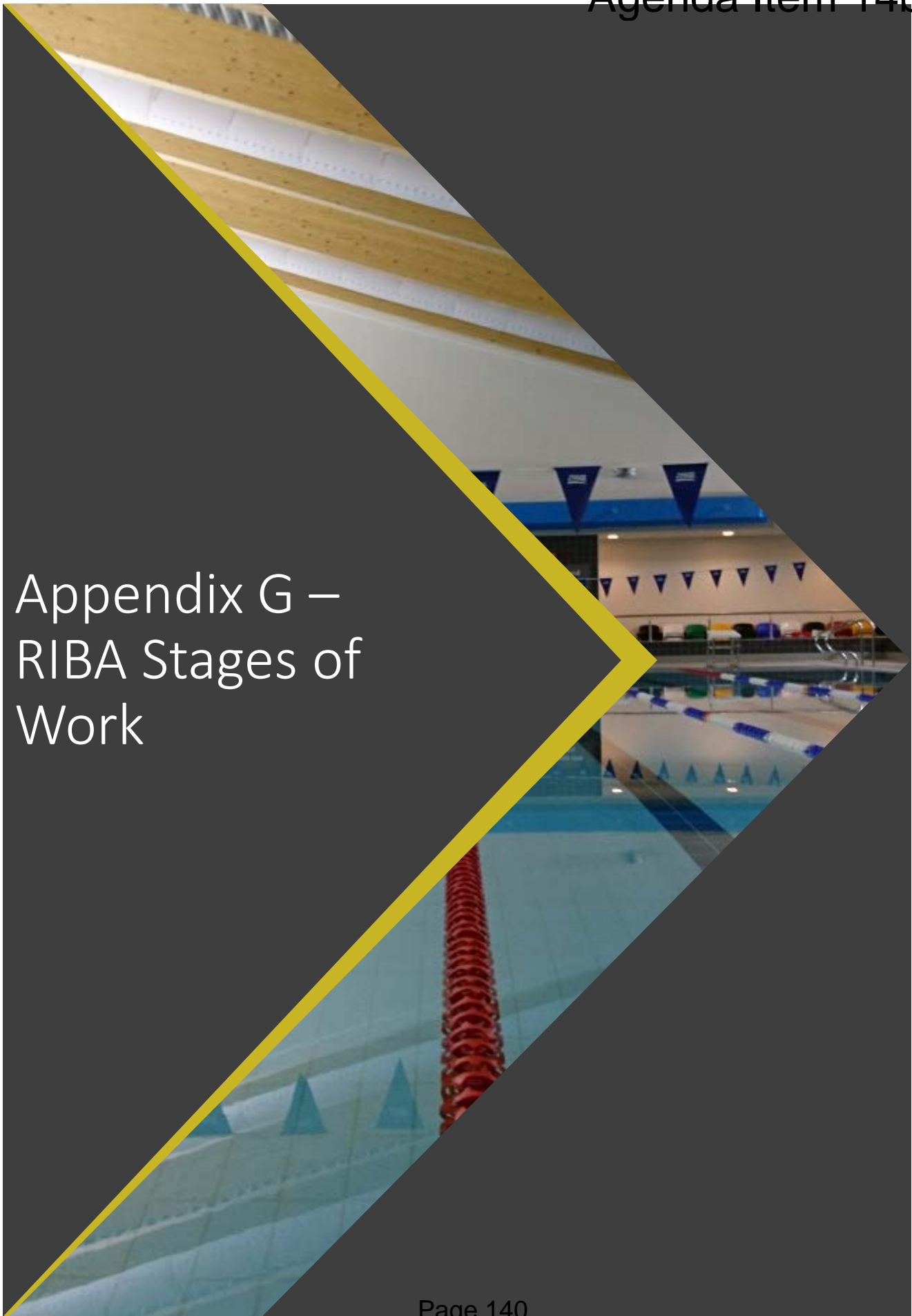
Appendix D – Elliott's Feasibility



Appendix E – Car Park Strategy Drawings



Appendix F – Sport England affordable Sports Hall



Appendix G – RIBA Stages of Work



This page is intentionally left blank

CLARIFICATION OF FINANCIAL PROJECTIONS RE SPORTS HALL

The previous options appraisal report from MACE did not clearly show the net position of income that could be generated from a new sports hall. Officers requested a revised report that detailed the income and expenditure relating to a new sports hall provision to include the potential additional income that could be realised from the addition of indoor soft play.

When considering prudential borrowing the net position has to be used to calculate the affordable level of borrowing. The table below shows the income v expenditure for the basic hall and the additional soft play projections. MACE have advised that the projections are typical of similar provision. The addition of soft play has the potential to increase the income due to the limited provision in the proximity and the current buoyant Leisure market.

Description	Estimated Per annum £
4 Court Sports Hall	
Income @ £20k per court per annum	80,000
LESS: Expenditure Staffing, Utilities, Equipment, repairs, lifecycle costs	60,000
Net Estimated Position	20,000
Additional net income realised from soft play	50,000
TOTAL NET INCOME	70,000

Therefore the total net income for prudential borrowing purposes is £70k which is the figure that has been used in the main report.

This page is intentionally left blank

CABINET

27th June 2018

Finance Monitoring Outturn 2017/18

Relevant Portfolio Holder	Councillor Brian Cooper, Portfolio Holder for Finance and Enabling Services
Relevant Head of Service	Jayne Pickering, Executive Director Finance and Corporate Resources
Non-Key Decision	

1. Purpose and Summary

To report to Cabinet on the Council's financial position for Revenue and Capital for the financial year April 2017 – March 2018.

2. Recommendations

That Cabinet recommend to Council:

- 2.1 That a transfer to balances of £303k is actioned as a result of revenue outturn savings 2017/18.
- 2.2 approval of the movements of £257k in existing reserves as included in Appendix 1 which reflects the approval required for 2017/18
- 2.3 approval of the addition of new reserves of £55k as included in Appendix 1. This reflects the approval required for 2017/18.
- 2.4 Approval of an increase in the 2018-19 Capital Programme of £66k for the Disabled facilities Grants is approved. This is due to the budget allocations now being announced by the Ministry of Housing, Communities and Local Government. This will increase the available budget to £846k.
- 2.5 Approve the carry forward to 2018/19 capital programme £1.215m as detailed at Appendix 3.

3. Revenue budgets

3.1 This report provides details of the financial performance of the Council. The purpose of this report is to ensure officers and members have relevant information to consider the overall financial position of the Council. The report reflects the finances across all of the Strategic Purposes to enable Members to be aware of the level of funding attributed to each area and how this compares to budget. The summary at 3.4 shows the financial position for revenue funding for the year April – March 2018.

3.2 Financial reports are sent to budget holders on a monthly basis. As part of this process a detailed review is undertaken with support from the finance team to ensure that all issues are considered and significant savings or cost pressures are addressed. This report aims to focus on the key variances from budgets to ensure that these are addressed appropriately during the year.

CABINET

27th June 2018

3.3 As Members are aware officers have recognised that there were savings of £357k in 2016/17 that had not been forecast in previous reports and £659k has been reallocated in 2017/18 to meet the efficiency plan savings. As part of the monitoring during 2017/18, budget holders and Heads of Service are working with the finance team and portfolio holders to improve the quality of the future forecasting.

3.4 The £13.511m original budget as included in the table below is made up of the budget approved in February 2017 of £11.112m which is then adjusted to reflect capital charges and interest of £2.332m together with transfers of reserves of £67k.

In addition the Latest Budget 2017/18 of £13.016m includes transfers to/from reserves of £133k along with an additional planned budget use of reserves of £69k (total £202k). It also includes £627k of with budget realignment with corporate financing to services. Appendix 1 shows the movement in reserves of £202k.

Revenue Budget summary Financial Year 2017/18 – Overall Council
--

Please note figures have been rounded

Strategic Purpose	Original Budget 2017/18 £'000	Revised budget 2017/18 £'000	Actuals 2017/18 £'000	Variance 2017/18 £'000
Keep my place safe and looking good	4,242	4,154	4,354	200
Help me run a successful business	-636	-681	-707	-26
Help me be financially independent	245	120	135	15
Help me to live my life independently	572	-1	-45	-44
Help me find somewhere to live in my locality	977	614	557	-58
Provide Good things for me to see, do and visit	824	897	964	67
Enable others to work/do what they need to do (to meet their purpose)	5,539	6,165	5,699	-465
Capital	1,748	1,748	1,331	-417
Total	13,511	13,016	12,288	-728
Capital (Corporate)	-1,748	-1,748	-1,331	417
Corporate Financing	-11,763	-11,268	-11,261	7
Grand Total	0	0	-303	-303

CABINET

27th June 2018

Financial Commentary:

There are a number of variances across the strategic purposes. The summary above shows the overall position for the Council and the main variations are as a result of:

Keep my place safe and looking good

These budgets include those relating mainly to environmental services, planning, lifeline, CCTV and other activities to deliver against the purpose to ensuring an area is both safe and attractive for the community.

Having reviewed the variance position, the below explains variances over £25k:

- Shortfall in income from Building control of **£51k**. Building control operates in an increasingly competitive marketplace and whilst all opportunities are explored it is clear that the number of competitors is rising. Unlike its competitors, Local Authority Building control is required by law to operate solely on a cost neutral basis and its performance and charging regimes are publically accountable. The application-specific fees charged in the face of strong competition, and therefore the income received, accords with this requirement. In addition complications have arisen, with regard to undertaking consultancy work for other authorities and offering additional services in being unable to obtain requisite levels of professional indemnity insurance. This is currently curtailing some of these activities but it is hoped the situation can be resolved in due course. This is mainly due to lower fee generating applications being received.
- Shortfall in planning application income of **£259k**. There have been a low number of applications approved.
- There are additional costs amounting to **£75k** which are made up of additional costs in relation to agency staff required in the Waste collection team covering long term sickness and additional resources needed over the winter months due to the extreme weather.
- These shortfalls are offset by savings made within CCTV due to efficiencies on telephones and accommodation charges **£29k**.
- In addition there are savings within strategic planning due to salary vacancies **£83k** which have partially mitigated the shortfall in income.
- Further savings on Repairs and Maintenance of vehicles and other general supplies have resulted in an overall saving to the budget of **£57k**.
- In addition there are a number of other savings totalling **£16k** under £25k.

Help me run a successful business

The budgets within the strategic purpose include economic development, car parking, all licenses and costs associated with the town and other centres within the District.

- There are no individual variances over £25k in the final outturn to report.

Help me be financially independent

The strategic purpose includes all costs relating to the support of benefits and the administration and delivery of Council Tax services in the District.

- There are no variances over £25k in the final outturn to report.

Help me to live my life independently

There are a number of budgets relating to the delivery of the strategic purpose including; Lifeline, Community Transport and Disabled facilities groups.

CABINET

27th June 2018

- There has been additional income generated on Lifeline services along with savings being made on telephones and accommodation **£42k**.

Help me find somewhere to live in my locality

The costs associated with homeless prevention, housing strategy and land charges are all included in the strategic purpose.

- There have been savings made within Housing Strategy due to staff vacancies and also some savings made on supplies and services budgets to Bromsgrove District Housing Trust **£37k**.

Provide Good things for me to see, do and visit

The majority of budgets within this purpose relate to Leisure and Culture services.

- The variance mainly relates to additional costs required on maintaining the sports hall at the Dolphin Centre. These costs will be reduced in 2018-19 along with savings made on NNDR.

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

All support services and corporate overheads are held within the enabling purpose. These include; IT, HR, Finance, Management team and other support costs.

- Heads of Services have worked throughout the financial year to identify savings and additional income from 2016/17 that can be delivered in 2017/18 along with additional unallocated savings that sit within Corporate / enabling services. This has been achieved along with further savings found of **£233k**.
- There is an underspend of **£150k** within ICT in relation to savings on IT related costs following a full review of all expenditure.
- Due to a review of heads of service time relating to a specific issue in Redditch, there has been a reduction of **£98k** in the recharge to Bromsgrove in 2017/18.

In addition, within services, there has been in year redundancy and pension costs and these have been funded from revenue budgets.

Corporate Financing

- There are no variances over £25k in the final outturn to report.

CABINET

27th June 2018

4. Efficiency Plan

4.1 The efficiency plan was presented to Council in October 2016. Appendix 2 reflects the efficiency plan compared with the current delivery of savings as identified in the Medium Term Financial Plan along with the additional savings that have been projected to be delivered in 2017/18. This now shows an additional saving of £566k against the initially estimated savings plan of £726k.

5. Cash Management / Borrowing

5.1 The financial position in relation to borrowing at the start of the financial year and the end of year positions is shown in the table below.

Date	£m	Position
As at 31 st March 2017 (Actual)	3.1	Borrowing
As at 31 st March 2018	13.0	Borrowing

6. Interest and Investments

6.1 An interest payable budget has been set of £54k for 2017/18 due to expenditure relating to current borrowing.

6.2 At 30th March 2018 there were no short term investments held.

CABINET

27th June 2018

7. Capital Budgets

Capital Budget summary Financial Year 2017/18 – Overall Council
--

7.1

Please note figures have been rounded

Strategic Purpose	Revised Budget 2017/18 £'000	Actuals 2017/18 £'000	Variance 2017/18 £'000
Keep my place safe and looking good	2,283	1,495	-788
Help me be financially independent	6	0	-6
Help me to live my life independently	1,019	899	-120
Provide Good things for me to see, do and visit	5,607	5,090	-517
Enable others to work/do what they need to do (to meet their purpose)	135	49	-86
Totals	9,050	7,533	-1,517

Finance commentary:

Keep my place safe and looking good

The variance for outturn mainly relates to the fleet replacement budget. An amount requested to be moved into future years, this is due to the timescales for ordering and receiving the vehicles. An amount will be offered up as it will not be required based on a saving made between actual costs and estimated costs.

Help me be financially independent

A request will be made to carry the small budget forward to new financial year 2018-19.

Help me to live my life independently

The variance will be requested to be carry forward to the new financial year however there will be small amount to be released due to a project now complete. The main variance relates to the Home repairs assistance project and the CCTV project. There has been a low uptake on the Home Repairs assistance project and the CCTV project is currently under review.

Provide Good things for me to see, do and visit

There are a number of S106 projects that have been delayed due to consultations having to take place with residents and parishes. It will therefore be requested to roll forward the budgets into 2018-19. There is also an amount left on the New Leisure Centre which will also be requested to move into 2018-19 to go towards future demolition costs.

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

CABINET

27th June 2018

The IT projects included in enabling which have commenced in the third quarter of the year are expected to continue into the new financial year. It will therefore be requested to roll into the new financial year, 2018-19, to enable the projects completion.

8. Earmarked Reserves

8.1 The position at the start and end of 2017/18 is shown in Appendix 1.

9. General Fund Balances

9.1 The addition of the 2017/18 saving will increase the balances to £4.789m with the level of retained balances of £1.1m

10. Legal Implications

10.1 No Legal implications have been identified.

11. Service/Operational Implications

11.1 Managers meet with finance officers on a monthly basis to consider the current financial position and to ensure actions are in place to mitigate any overspends.

12. Risk Management

12.1 The report includes the risks associated with the delivery of the savings within the efficiency plan

APPENDICES

Appendix 1 - Earmarked Reserves
Appendix 2 - Savings and Efficiency Plan
Appendix 3 - Capital Carry forwards requests
Appendix 4 - Capital Programme 2018-19

AUTHOR OF REPORT

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

This page is intentionally left blank

FINANCIAL RESERVES STATEMENT 2017/18

Appendix 1

Please note these figures have been rounded

Description	Balance b/fwd 1/4/2017	Transfers in existing reserve 2017/18	Transfers out existing reserve 2017/18	New Reserve 2017/18	C/fwd 31/3/2018	Comment
	£'000	£'000	£'000	£'000	£'000	
Building Control	-7	0	0	0	-7	To Fund the mobile working project
Building Control Partnership	-43	-28	14	0	-57	Partnership income has to be reinvested in the service behalf of the shared service
Business Transformation	-11	0	0	0	-11	Towards organisational development following the staff survey
Commercialism	-50	0	10	0	-41	To help fund costs in relation to commercialism projects
Community Safety	-33	0	3	0	-30	Grant funding received to fund associated community projects
Community Services	-40	0	0	0	-40	To help towards a district network feasibility study
Economic Regeneration	-501	0	0	0	-501	To fund the Economic Development opportunities across the District
Election Services	-203	-35	140	0	-98	To support the delivery of individual electoral registration and to set aside a reserve for potential refunds to government
Environmental Services	-15	-6	13	-5	-13	To help towards the unauthorised trespass prevention scheme, Tree works, and single use plastic project within the district
Financial Services	-587	-375	150	0	-813	The reserve includes the small business rate relief grant that will offset the costs in future years. In addition a number of reserves / grants have been set aside to support residents through the changes to welfare reform
Housing Schemes	-366	-119	36	0	-450	To support the feasibility and implementation of housing schemes across the district
ICT/Systems	-222	0	101	0	-122	To provide for replacement ICT systems
Leisure/Community Safety	-267	-127	166	-50	-277	Grant received and reserves set aside to support a number of leisure and well being schemes across the District
Litigation Reserve	-5	0	0	0	-5	To provide funding for any potential legal challenges
Local Development Framework	-142	0	0	0	-142	To fund the costs associated with the Core Strategy
Local Neighbourhood Partnerships	-16	0	0	0	-16	Grant received in relation to liveability schemes
Other	-98	0	9	0	-90	To support apprentices, set up costs and other general reserves
Planning & Regeneration	-100	0	100	0	0	Support for a review of Transport, Highways & Infrastructure implications
Regulatory Services (Partner Share)	-33	-8	0	0	-42	BDC Share of WRS grant related reserves
Replacement Reserve	-556	0	217	0	-339	To fund replacement vehicles and plant
Shared Services Agenda incl Joint CE	-311	0	0	0	-311	To fund potential redundancy and other shared costs
Grand Total	-3,607	-700	956	-55	-3,405	

This page is intentionally left blank

SAVINGS TO DELIVER THE EFFICIENCY PLAN 2017/18

Area	Cost reduction / Additional income growth/ Alternative Service Delivery	2017/18	Income projection 2017/18	Projected Variance	Comments April - September
		£'000	£'000	£'000	
Leisure Services	Additional income from the redeveloped Leisure Centre	106	0	106	The new provider takes over the site at the end of November. The income will be in line with the tender and generated over a 3 year period. Therefore it is not anticipated that income will be achieved in 2017/18. However the overall income to be realised will deliver £700k to the Council which is £200k more than originally estimated.
Cross Organisational	Increases in income and growth (including compliance in relation to Council Tax)	75	270	-195	Additional income was identified to deliver the figure included in the efficiency plan. The income projections were approved as part of the MTFP which superceeded the efficiency plan.
Cross Organisational	Alternative Models of Service Delivery - Reviewing the provision of services with the aim to redesign and work with other partners to deliver savings	140	10	130	The commercial work that is being undertaken by officers will not deliver additional income or savings in 2017/18. Other savings have been achieved to ensure that the shortfall on income is mitigated
Customer Access & Financial Support	Improved efficiencies by moving to a new system for Revenues and Benefits	80	70	10	Savings to be achieved as identified within the shared service and migration to one system across both Councils.
Cross Organisational	Organisational Management Review	135	88	47	A number of service reviews have delivered management savings. Further savings to be realised from a wider management review
Cross Organisational	Reduce waste in system	90	120	-30	Additional savings were included in the MTFP in relation to reducing waste from processes and systems. These saving projections were approved as part of the MTFP which superceeded the efficiency plan.
Cross Organisational	Reset budget from baseline of 2015/16	50	734	-684	Additional savings were included in the MTFP in relation to resetting the budget from previous years. These saving projections were approved as part of the MTFP which superceeded the efficiency plan.
Additional Business Rate Growth	Based on assumptions of additional growth from sites across the District – regeneration of the town centre	50	0	50	The additional business rate take is not yet known and will be reviewed when the formal return is submitted to Government in December. A prudent approach has been taken at quarter 2 to show no growth for 2017/18
TOTAL NEW SAVINGS / USE OF BALANCES /		726	1,292	-566	

This page is intentionally left blank

BDC Capital forward requests - 18-19 budget

Appendix 3

Job Desc	Service	Funding	Full year Budget 17/18 £	Full Year Expenditure 17/18 £	Full Year Variance 17/18 £	Capital grants received in advance	Request for Carry forward to 2018/19 £
Rubery Redevelopment Works	Planning & Regeneration	Capital Receipts/Borrowing	75,000	0	-75,000	0	75,000
Fleet Replacement	Environmental Services	Capital Receipts/Borrowing	2,040,486	1,386,940	-653,546	0	509,000
Cemetery Extension infrastructure at at North Bromsgrove Cemetery Phase Two	Environmental Services	Capital Receipts/Borrowing	35,000	0	-35,000	0	35,000
Replacement lighting at the Depot	Environmental Services	Capital Receipts/Borrowing	23,000	0	-23,000	0	23,000
Infrastructure works at the depot	Environmental Services	Capital Receipts/Borrowing	100,000	76,052	-23,948	0	11,000
Funding for DFGs	Community Services	Grant income WCC	855,646	832,704	-22,942	150,889	173,831
Energy Efficiency	Community Services	Grant finance (WCC)	5,500	0	-5,500	0	5,500
Home Repairs Assistance	Community Services	Capital Receipts/Borrowing	48,000	10,965	-37,035	0	37,035
CCTV	Community Services	Capital Receipts/Borrowing	40,000	0	-40,000	0	40,000
SAN (Storage Area Network)	Business Transformation	Capital Receipts/Borrowing	40,000	13,989	-26,011	0	26,011
Server infrastructure	Business Transformation	Capital Receipts/Borrowing	50,000	0	-50,000	0	50,000
SAN Storage Capacity	Business Transformation	Capital Receipts/Borrowing	10,000	0	-10,000	0	10,000
New Leisure Centre	Leisure & Cultural Services	Capital Receipts/Borrowing	4,988,246	4,854,136	-134,110	0	134,110
Wiggin Memorial (Alvechurch) - Improvement to open space and teenage provision	Leisure & Cultural Services	S106 monies	73,000	0	-73,000	0	73,000
Woodrush Rugby Club - Enhancement/Investment Plan	Leisure & Cultural Services	S106 monies	110,000	100,000	-10,000	0	10,000
Wythall Park POS Improvement	Leisure & Cultural Services	S106 monies	24,000	8,567	-15,433	0	15,433
Hagley Park Playing Fields - Outdoor Fitness	Leisure & Cultural Services	S106 monies	25,000	0	-25,000	0	25,000
Barnt Green Millenium Park - Toilet	Leisure & Cultural Services	S106 monies	62,000	0	-62,000	0	62,000
Off Site Maintenance or improvements of POS facilities at Hagley Playing Fields	Leisure & Cultural Services	S106 monies	35,000	0	-35,000	0	35,000
Sanders Park dda play provision	Leisure & Cultural Services	S106 monies	56,080	39,890	-16,190	0	16,190
		Totals	8,695,958	7,323,244	-1,372,714	150,889	1,366,110

Agenda Item 14c

This page is intentionally left blank

Description	Department	strategic purposes	Funding	2018/19 Total (incl c/fwds)	2019/20 Total	2020/21 Total	2021/22 Total
				£	£	£	£
SAN (Storage Area Network)	Business Transformation	enabling	Borrowing	26,011	0	0	0
Server infrastructure	Business Transformation	enabling	Borrowing	50,000	0	0	0
SAN Storage Capacity	Business Transformation	enabling	Capital Receipts/Borrowing	20,000	10,000	0	0
Funding for DFGs	Community Services	help me live my life independently	Grant income WCC	1,020,211	750,000	750,000	750,000
Energy Efficiency Installation	Community Services	help me live my life independently	Capital Receipts/Borrowing	110,000	110,000	0	0
Home Repairs Assistance	Community Services	help me live my life independently	Capital Receipts/Borrowing	87,035	50,000	50,000	50,000
Energy Efficiency	Community Services	help me be financially independent	Grant finance (WCC)	5,500	0	0	0
CCTV	Community Services	help me live my life independently	Capital Receipts/Borrowing	40,000	0	0	0
Fleet Replacement	Environmental Services	keep my place safe and looking good	Capital Receipts/Borrowing	1,770,000	1,071,000	1,046,000	351,000
Cemetery Extension infrastructure at at North Bromsgrove Cemetery Phase Two	Environmental Services	keep my place safe and looking good	Capital Receipts/Borrowing	35,000	0	0	0
Replacement lighting at the Depot	Environmental Services	Keep my place safe and looking good	Capital Receipts/Borrowing	23,000	0	0	0
Wheelie Bin Purchase	Environmental Services	Keep my place safe and looking good	Capital Receipts/Borrowing	143,000	126,000	94,000	94,000
Depot Site resurfacing phase 2	Environmental Services	Keep my place safe and looking good	Capital Receipts/Borrowing	161,000	100,000	0	0
resurfacing Golden Cross Lane Car park Catshill	Environmental Services	Keep my place safe and looking good	Capital Receipts/Borrowing	40,000	0	0	0
Multi 10m sprinter	Environmental Services	Keep my place safe and looking good	Capital Receipts/Borrowing	25,000	0	0	0
Update Boundary Security at the Depot	Environmental Services	Keep my place safe and looking good	Capital Receipts/Borrowing	20,000	0	0	0
New Leisure Centre	Leisure & Cultural Services	provide good things for me to see, do & visit	Capital Receipts/Borrowing	134,110	0	0	0
Wiggin Memorial (Alvechurch) - Improvement to open space and teenage provision	Leisure & Cultural Services	Give me Good Things to see, do and Visit	S106 Monies	73,000	0	0	0
Woodrush Rugby Club - Enhancement/Investment Plan	Leisure & Cultural Services	Give me Good Things to see, do and Visit	S106 Monies	10,000	0	0	0
Wythall Park POS Improvement	Leisure & Cultural Services	Give me Good Things to see, do and Visit	S106 Monies	15,433	0	0	0
Hagley Park Playing Fields - Outdoor Fitness	Leisure & Cultural Services	Give me Good Things to see, do and Visit	S106 Monies	25,000	0	0	0
Barnt Green Millenium Park - Toilet	Leisure & Cultural Services	Give me Good Things to see, do and Visit	S106 Monies	62,000	0	0	0
Off Site Maintenance or improvements of POS facilities at Hagley Playing Fields	Leisure & Cultural Services	Give me Good Things to see, do and Visit	S106 Monies	35,000	0	0	0
Sanders Park dda play provision	Leisure & Cultural Services	Give me Good Things to see, do and Visit	S106 Monies	16,190	0	0	0
Replacement Perimeter Fencing to Stoke Road (200m) & Rigby Lane (180M) allotments	Leisure & Cultural Services	Give me Good Things to see, do and Visit	Capital Receipts/Borrowing	21,000	0	0	0
Hagley Scouts	Leisure & Cultural Services	Give me Good Things to see, do and Visit	Capital Receipts/Borrowing	100,000	0	0	0
Rubery Redevelopment Works	Planning & Regeneration	Give me Good Things to see, do and Visit	Capital Receipts/Borrowing	75,000	0	0	0
		TOTAL CURRENT CAPITAL PROGRAMME		3,991,601	2,217,000	1,940,000	1,245,000

This page is intentionally left blank

BROMSGROVE DISTRICT COUNCIL

CABINET

27th June 2018

ENTERPRISE RESOURCE PLANNING SYSTEM PROJECT BUSINESS CASE

Relevant Portfolio Holder	Councillor Brian Cooper
Portfolio Holder Consulted	Yes
Relevant Head of Service	Jayne Pickering – Exec Director Finance and Resources
Wards Affected	All Wards

1. SUMMARY OF PROPOSALS

To enable Members to consider a proposal to procure an Enterprise Resource Planning System to provide financial and human resources integrated systems.

2. RECOMMENDATIONS

The Cabinet is asked to **RECOMMEND** that

2.1 The Business case for the implementation of an integrated Enterprise Resource Planning System (ERP) is approved

3. KEY ISSUES

Financial Implications

- 3.1 The Business case presents the rationale for an enterprise system to deliver financial management and human resources systems for the Council. Over the last few years weaknesses have been identified in the financial management, planning and forecasting capabilities of the systems in place. In addition there are a significant number of manual processes that are undertaken in payroll, payments and HR to ensure that data can be accessed and reported on by officers and external partners. Furthermore the recent peer challenge flagged up a new system as a key element to enable the Council to make future decisions based on accurate, timely and flexible information and meet the future challenges in the commercial environment.

Legal Implications

- 3.5 Officers have worked with the procurement team and have identified the G-Cloud framework as the preferred option in relation to procurement of a new system. The G-Cloud framework is an agreement between the government and suppliers who provide cloud-based services. Suppliers who are on the G-Cloud framework

have already been subject to initial tender validation and therefore buying services through these frameworks is faster and cheaper than entering into individual procurement contracts. All public sector organisations, including agencies and arm's length bodies, can use the Digital Marketplace.

- 3.6 Officers will undertake a procurement exercise with those companies who are included on the G-Cloud framework and can provide the systems as required. This will ensure a fair and transparent process is delivered with a robust audit trail.

Service/Operational Implications

- 3.7 Following feedback from managers and the recent corporate peer challenge it is clear that the current provision does not facilitate the reporting and budget management opportunities that the Council requires to operate efficiently within a challenging financial and commercial environment.
- 3.8 A new Enterprise System would enable a number of benefits to the operational effectiveness of the Council by improving access, integration of systems to ensure a consistency of financial reporting and provide a more flexible base to support the future commercial activities of the Council. Managers would be able to access on line information to inform decision making and to assess trends in costs and income. There would be an ability to create compelling dashboards and data visualisation that bring focus to the key areas of the business. Alerting, and highlighting using a variety of chart types and other visualisation tools that are easy to interpret and understand. In addition an integration of systems to include HR would reduce manual processing and provide a single platform for all financial and HR data. Within the business case there is a table showing the comparison between each solution identified to enable members to consider how the approach selected best fits the Council future needs.
- 3.9 Other benefits are detailed in the business case and include:
- Provide a clearer focus on corporate level budgeting to enable a more strategic, long term approach to financial management.
 - Ensure decisions are informed by accurate, real time information.
 - Enable flexible reporting across Strategic Purposes
 - Provide Council users with accurate, consistent and standard financial management information
 - Strengthen budget monitoring and profiling
 - Enhance the experience of customers and give them more flexibility in how they interact with the council and carry out tasks such as making payments to the council. This can be done by enabling contactless payments, more seamless online payments and other potential systems.
 - It is intended that the new system will empower managers to be able to self-serve.
 - Enable company structures to be set up within the reporting framework
 - Deliver improvements in effectiveness by removing manual processes and 'off-line' manipulation and processing of data in spreadsheets.
 - Deliver significant savings from efficient working practices and further automation of processes

- 3.10 Budget holders have been engaged through the process of identifying requirements for the new system. The feedback included in the business case and clearly shows that accurate, accessible, timely financial information is of paramount importance to them when managing and monitoring their budgets. The specification for the system has been formed using this feedback alongside further developments in customer access and automation as advised by potential suppliers.

Customer / Equalities and Diversity Implications

- 3.11 The new system will drive and support self-help for all users of the finance and HR services. We will co-design the future service, including the various interfaces and portals, to ensure that they are intuitive and easy to navigate. It is anticipated that self-service becomes the most convenient approach to finance servicing for both internal and external customers to improve accessibility and realise further efficiencies.

4. RISK MANAGEMENT

- 4.1 It is not considered that there are any strategic risks arising from this proposal. Several departmental risks arise concerning the migration of data to a new system and the implementation of the new system which will require strong project management to ensure that the project remains on track and will deliver its anticipated benefits. These risks will be recorded in the departmental risk register which is monitored on an ongoing basis.

Appendices

Appendix 1 – Business Case for new Enterprise System

AUTHOR OF REPORT

Name: Christopher Forrester – Financial Services Manager (Deputy S151)
E Mail: chris.forrester@bromsgroveandredditchbc.gov.uk
Tel: 01527 881673

This page is intentionally left blank

Five Case Model

Future provision of the Council's Core HR and Finance system

Outline Business Case

Author:	Chris Forrester
Date:	08/06/18
Release Version:	V1.4

Contents

The Outline Business Case

1. Executive Summary
2. Introduction
- 3. The Strategic Case**
- 4. The Economic Case**
- 5. Financial Case**
- 6. The Management Case**
7. Next Steps
8. Appendices

1. Executive Summary

The purpose of this business case is to ensure that the Council's finance and HR services deliver a modern, fit for purpose fully integrated system to enable the Council to be a more flexible, innovative and creative organisation and give greater confidence in financial planning and management. Following feedback from managers and the recent corporate peer challenge it is clear that the current provision does not facilitate the reporting and budget management opportunities that the Council requires to operate efficiently within a challenging financial and commercial environment .

There are a number of benefits that are anticipated to be delivered from the new system including :

- Provide a clearer focus on corporate level budgeting to enable a more strategic, long term approach to financial management.
- Ensure decisions are informed by accurate, real time information.
- Enable flexible reporting across Strategic Purposes
- Provide Council users with accurate, consistent and standard financial management information
- Strengthen budget monitoring and profiling
- Enhance the experience of customers and give them more flexibility in how they interact with the council and carry out tasks such as making payments to the council. This can be done by enabling contactless payments, more seamless online payments and other potential systems.
- It is intended that the new system will empower managers to be able to self-serve.
- Enable company structures to be set up within the reporting framework
- Deliver improvements in effectiveness by removing manual processes and 'off-line' manipulation and processing of data in spreadsheets.
- Deliver significant savings from efficient working practices and further automation of processes
- Standardise work processes and workflows within the departments as well as standardising data as much as possible to enable sharing of information more easily between teams and reducing keying of data as well as creating consistent management information.
- Establish a strong compliance and controls environment to provide the Council with the capability to automatically monitor and track compliance against both statutory and key Council measures and objectives.
- Flexibility in service provision to be able to adapt and comply with changing legislative and business needs to fulfil statutory and regulatory (e.g. HMRC) requirements.
- The new system will need to reduce the complexity of processes, reducing the number of screens which have to be navigated through.
- Support staff flexibility and new ways of working
- Ensure that the finance, HR, payroll and procurement solutions support the introduction of comprehensive flexible and mobile ways of working, reducing the need to complete work activities in a dedicated location.
- Ensure that the systems implemented are compatible with the Council's technical and service architecture and in particular supports the move to consolidate and rationalise applications.

It is further intended that the new system will:

- Reduce risk
- Improve operational efficiency
- Enable continuous service improvement
- Improve the quality of management information provided
- Enable strategic planning

The business case provides members with information to consider the available options to include:

- Do nothing and continue with existing system provisions – the cash receipting and financial ledger system would have to be procured as contracts are reaching the end of their terms
- Implement and integrate point solutions – a best of breed approach. This would result in the separate systems being implemented
- Implement an Enterprise Resource Planning (ERP) solution (Tier 1 and 2 explored in the Business Case) – these would be collaborative, fully integrated systems
- Outsource in scope services; Finance, Payroll, HR and ICT services
- Partner with another Local Authority that is already operating a mature ERP system

One of the key systems within the financial management framework is the cash receipting system. This will be out of contract by February 2019. It is important to ensure that this system is captured in any integration moving forward and therefore this will be included in the specification and be the first module to go live to ensure that it is tested and in place in good time.

This business case is presented using the Council's "5 Case Model". This is used widely in the public sector and other organisations to provide a consistent and transparent format which details all elements of a proposed project and enables members to make a considered decision based on all relevant information in relation to the proposal.

This business case covers;

1. The Strategic Case
2. The Economic Case
3. The Financial Case
4. The Management Case

2. Introduction

The current agreement with Advanced Business Solutions for the provision of the efin finance system has recently come to an end and as such a new tender is required to be undertaken. This has been seen as an opportunity to look wider than tendering just for a new financial system to replace efin, and as a chance to create a back office system which provides a platform for the Council to provide excellent flexible services informed by accurate timely financial data. This is coupled with the desire to act on the recent peer review carried out into the council. One of the primary recommendations for improved council service delivery and savings was the replacement of "inferior systems and approaches" and that if the council improves the core services of ICT, HR and finance then it can form the basis of an innovative, creative and collaborative organisation. In addition the Peer report identified weaknesses in financial budgeting and management

which could be improved by a new flexible financial system. Managers have also reported that the inaccessibility of the systems do not support them when considering service developments and improvements that could be made.

The inscope systems are:

- Finance – general ledger
- HR
- Elements of IT
- Payroll
- Payments
- Cash receipting.

While the primary focus will be on the services above, during the design and implementation phases, reviews of other areas will be undertaken to identify inscope activities that are currently undertaken in other areas. Where appropriate these will be included in the design and delivery of the new system. This will include areas intended to benefit the customer experience, so enabling them to make payments by mobile or more easily through the web than the present systems of cash. There is an intention to explore the greater use of apps for customers to enable them to use council services more easily.

The longest notice period on the in scope systems is 3 months, so this would not be a barrier to system change.

Current provision

At present the “back office” functions are delivered by a variety of systems, the primary ones being:

Finance – Efin
Invoicing - Efin
HR – Chris 21
Payroll – Chris 21
Asset register – Internally created spreadsheets
Procurement – Due North
Employee Self Service Kiosk – Chris21
Payments – Efin
Cash receipting – Civica

There is very limited ability of sharing information between the systems leading to a number of problems when trying to retrieve data or provide management information. This has led to manual inefficient processes being in place across the organisation to enable managers to access information they require.

The Council has delivered a number of service improvements in recent years with its transformation programme. However, the current technology and associated working practices are not fit for purpose against the backdrop of a commercialisation agenda to generate income and a drive to run services more efficiently to mitigate reductions in traditional sources of revenue, changing demand for services and increasing budgetary restraints.

Managers are currently unable to see their budgets on the systems, instead having to rely on spreadsheets to undertake budget monitoring. This can understandably lead to a lack of accountability and ownership which in turn can cause poor forecasting and monitoring. The current systems are also incredibly labour intensive for finance and HR staff, meaning that they are unable to add value across the organisation supporting service delivery; rather spending the majority of their time maintaining the ledger and the HR system. This is further highlighted in the peer review, where they state business cases are not supported with robust financial reporting, and this can also lead to a lack of corporate ownership and a lack of trust in the numbers by members.

3. The Strategic Case

Organisational overview

The Council is currently in a period of transition. It is having to manage with ever reducing resources from central government whilst at the same time seeing increasing demand for service provision, which is unlikely to diminish.

As such, the Council is looking to generate new revenue streams from commercial activities as well as reducing the costs of the provision of services that it has identified as essential.

Current Business Strategies

The back office functions of the Council by their nature support all Council strategic priorities as without a fully functioning back office function no services can be delivered effectively.

Drivers for change

As detailed previously the current systems are not fit for purpose to enable the Council to become flexible, creative and innovative. Managers have reported over a number of months their frustrations over the access to financial management information together with identified weaknesses in financial budgeting and forecasting that has been raised by members, auditors and more recently the peer challenge officers.

The Council recognise that its day to day operations need to be delivered as efficiently and effectively as possible in terms of financial management, procurement, HR and payroll. As such the current methods and systems of working need to be reviewed and updated.

Efficiency Benefits – at present workflows are fragmented across the organisation, with parts of tasks being carried out in numerous teams which leads to information being incorrectly communicated, slow responses and significant risk. The workflows in place, due to their complexity, are expensive and inefficient. They have also led to a breakdown of ownership of tasks between teams, with tasks often falling between teams mid process. There are examples where the same information is being entered several times, again leading to significant inefficiency. One of the key goals of this implementation will be the automation of repetitive low value tasks to enable staff to focus on value adding tasks, thus improving service support and delivery.

Customer Satisfaction – With more modern systems, payments will be processed more quickly and accurately. The team will also be able to support the commercial agenda with support for more varied billing practices like contactless payments, this will also

enhance the experience of council service users and lead to less potential complaints and administrative burdens on the council.

By improving the availability of information to managers through the use of dashboards so they can monitor their budgets in real time, they will be able to make quick informed decisions. This will then enable them to support the Council's commercialisation agenda as well as improving their ability to deliver current services. From a strategic finance perspective, it will allow the finance team to more accurately maintain the medium term financial plan (MTFP) and support investment decisions more effectively as well as manage resources in the most advantageous manner.

The new system will enable the Council to take advantage of any future changes in working practices or technological changes due to the flexible nature of a more modern system design and more open licence agreements.

Compliance Benefits – the recent changes in GDPR and data protection have highlighted some of the inefficiencies in the current systems with both data maintenance and data extraction. There are also large amounts of manual intervention in processes and paperwork which exists outside the system. This poses significant risk with information being passed round as it could be lost or held incorrectly.

Future benefits – the new systems would put the Council in a position where it was capable of responding to changes in legislation, business opportunities or service redesign quickly and easily. The system will be designed in such a way that other modules and applications can be added into it as needed, further enhancing the delivery of services.

Spending objectives

In February 2017, the Council considered how £2.8 million of savings could be found over the four years to 2021/22. A substantial amount of these savings are currently unidentified. As such, a new system will give the Council scope to review current working practices to determine if there is any “waste” in working practices and where identified will be able to deliver efficiency savings through service redesign. In addition a new system would provide real time financial information and data for budget managers and members to enable more proactive decisions on spend and income patterns to be made. Accurate budget forecasting has been an issue that has been raised over the last 3 years and the new system would enable budget managers to more accurately estimate the projected financial position for the Council.

Existing arrangements

At present, the Council maintains a large number of systems, with a number of licences required. For these systems to work together manual intervention and manipulation is frequently required. This is incredibly inefficient and a significant risk to the Council as data can become corrupted or re-entered incorrectly, whereas with a system directly posting this information there is no opportunity for manual intervention to cause errors.

Customer engagement exercise details

All fourth tier managers and above were invited to attend forums where they could discuss the current system provision, highlighting both the positive and negative aspects as well as what they would like to see delivered by new systems. An Appendix is attached that details the common points raised. The main issues highlighted were a lack of transparency, an inability to see their budgets in real time, delays on processing

requests and a general feeling of confusion around the information provided and a lack of support in the service delivery. The need to improve processes and procedures as well as the payments system itself were also highlighted with many attendees highlighting the duplication of work in processes and a lack of joined up working.

The new system will allow new ways of working to be investigated and new processes to be developed.

A meeting was also held within the finance department, as stakeholders in the new system. The overwhelming feedback was that there is too high a level of complexity contained in existing processes, and that they are currently unable to support budget managers as they would like as so much of their time is spent completing system “work-arounds” to enable the current system to deliver.

Business needs – current and future

As the Council moves towards a more commercial approach to service delivery, it needs to be able to be more agile when making policy decisions. This would run right from the inception of a new delivery idea through the process delivery and then the day to day running of the project. As such, a system which can provide real time, in depth information to managers throughout this is essential to ensure appropriate decisions are taken and corrections/adaptations made to the work being carried out as needed. With better information it will quickly highlight any potential issues and allow remedial action to be taken. This real time information will allow for service improvement for end users, from the basic answering of queries quicker to more in depth analysis work becoming possible.

The new system will also be a platform for the improvement of the delivery of services to end users. At present there is a heavy dependency on invoicing clients and cash payments, looking to the future, the system will enable the council to move to more modern and user friendly payment methods, for example payment by mobile phone, contactless and online portals. There is also the intention of making it possible for payments to be taken on client’s doorsteps with mobile phones.

Constraints and Dependencies

The implementation of the new system will require the development of workflows and processes between the newly implemented system and legacy systems, such as revenues and benefits. Detailed process mapping will need to be carried out to ensure that the new system carries out the level of functionality that the Council’s desire moving forwards.

During the implementation process, it is expected that there will be significant pressure on teams within the in scope areas. It is essential that sufficient resource is put into the project to allow business as usual to carry on while the system is being implemented. As such, a robust system change plan will be developed in partnership with the appointed company to ensure that it is managed appropriately and successfully.

Subject matter experts will need to be nominated in each of the areas to provide support and expertise to the system implementation programme. It is anticipated that the partner organisation implementing the system will also provide personnel to help with this process.

Generating a shortlist of suppliers

Taking the list of options as per the executive summary in turn:

- Do nothing and continue with existing system provisions

The current systems are stand alone and have been assessed as being not fit for purpose. They cannot provide a flexible, collaborative approach that has been defined as being required for the future delivery of support services in the future. Manual intervention would continue to be required for data sharing between the systems and limited efficiencies could be realised.

- Implement and integrate point solutions – a best of breed approach

This approach would result in a number of different systems (be that the best of each) being purchased and would have a high level of complexity and therefore a higher level of risk due to the potential need to integrate a number of systems from different providers. In addition the management of a large number of contracts effectively to get the best value for money would lead to increased administrative costs and future efficiencies would be limited

- Implement an Enterprise Resource Planning (ERP) solution (Tier 1 and 2 explored in the Business Case)

This is the preferred option. It will allow the council to have a degree of input into the system developed for use (although it will be an “off the shelf solution” to keep costs low) and as such will meet the council’s needs and deliver a robust solution. There is also less risk of systems not integrating properly as they are all provided by and supported by the same supplier.

- Outsource in scope services; Finance, Payroll, HR and ICT services

Outsourcing these services was deemed not to be feasible due to the complexity of the shared services model being operated at present between the councils and the risk of another council trying to emulate this whilst also continuing their “business as usual”.

- Partner with another Local Authority that is already operating a mature ERP system

This was viewed as being unlikely to deliver the savings that the organisation is currently looking to deliver. The council would also need to adapt its processes and policies to fit in with another organisations operating practices, which may not be in line with the council’s needs, as a mature implemented solution is likely to have less flexibility to change for the council’s needs.

The table below details the advantages and disadvantages of each solution

	Advantages	Disadvantages
ERP	More personalised, specific to business requirements, greater integration, potentially greater savings. Flexible system On line access Streamlining of processes Opportunity to easily link to other systems	More Expensive option Longer lead in time due to ensuring all elements are integrated Additional training required for staff as new systems to be utilised
Partner with another local authority with a mature solution	Potential for shorter timescale Potential to mitigate implementation issues as already addressed Solution already tested with experienced officers Training available from other Council	Conform to their system requirements Potential greater complexity in implementing and maintaining, Loss of control of system. Potential to lose savings
Do nothing	No additional cost of capital implementation No delays No additional training required Relationship with providers already in place	Current system does not provide a streamlined, flexible system for the Council Systems not integrated No single point of data access Limited ability to make savings
Best of breed	Best practice systems available for all modules Implementation shorter as systems not linked	Higher cost to implement Complexity of integrating a variety of systems from different providers, harder to manage ICT demands increase as would need to manage the various systems and upgrades ensuring that the systems carry on working together
Outsource in scope services	Potential for greater savings Clear specification of service delivery Risk with external provider	Complexity of managing various contracts Loss of control of systems and output. Potential quality issues with costs associated with specification delivery

In relation to the delivery of the Council Business needs the following table shows how the solutions identified best meet the requirements for the future.

Business Need	ERP	Partner with another council	Do Nothing	Best of Breed	Outsource
Flexibility	Ability to adapt to changing environment Ability to report across departments to reflect strategic purposes Additional companies and reporting structures set up easily	Limited ability to influence any change	Current systems not flexible in approach and design	Potential to deliver flexible approach	Prescribed by initial specification Change would be subject to additional cost
Integrated	Fully integrated solution for all systems Ability to link with other modules using middleware	Integration in place Ability to link with other systems May be limited by partner Council policies	Current systems not integrated Manual processes in place	Integration would have to be implemented between systems	Specification would be clear on the levels of integration required and support for the future so this could be achieved. Further integration would be at a cost
Consistency	Single unified reporting system would enable data to be reported in a consistent way	Consistent data would be available – may be complexities of extracting information from another councils system in the format that works for BDC	With the fragmentation of systems there is concern that different data and information is reported on therefore leading to mistrust of financial information	The individual systems would have to be clearly integrated to ensure consistency of information reported	The service agreement would specify how information would be generated and reported
Ability to access information	On line and transparent	On line information	The current systems offer	On line access	On line access

easily	information would be available	would be available. There would be a risk of the partner Councils systems failing	limited access to online information and it is not user friendly	would be available from each of the individual modules	would be available as detailed in the specification
Deliver Savings	Savings realised from efficiencies in streamlining manual processes	Savings realised in working across partners. May be limited if partner councils do not streamline processes	Limited savings from current systems as there is a lot of manual intervention	Savings realised from new systems but not maximised due to individual modules	Savings realised from outsourcing . Risk associated with additional works being requested

Taking into account the above specifications and desired outcomes, the recommended solution is the implementation of an Enterprise Solution. The estimated financial projections are included in section 4.

Using the above criteria and the detailed specification, the procurement opportunities have been assessed and G-Cloud (procurement framework) has been used to determine a short list of companies which can provide the required system. The criteria and short list of suppliers is included at Appendix 2, with the final list of suppliers as below:

- Any Oracle System in the Microsoft Azure Cloud – PDG Consulting
- Microsoft Dynamics 365 for operations finance for local government – Hitachi Solutions Europe
- One Council – Technology One UK Ltd
- Unit4 Enterprise Resource Planning/Unit4 Student Management – Unit4 Business Software Limited
- Any Oracle in the Amazon Cloud – PDG Consulting

4. The Economic Case

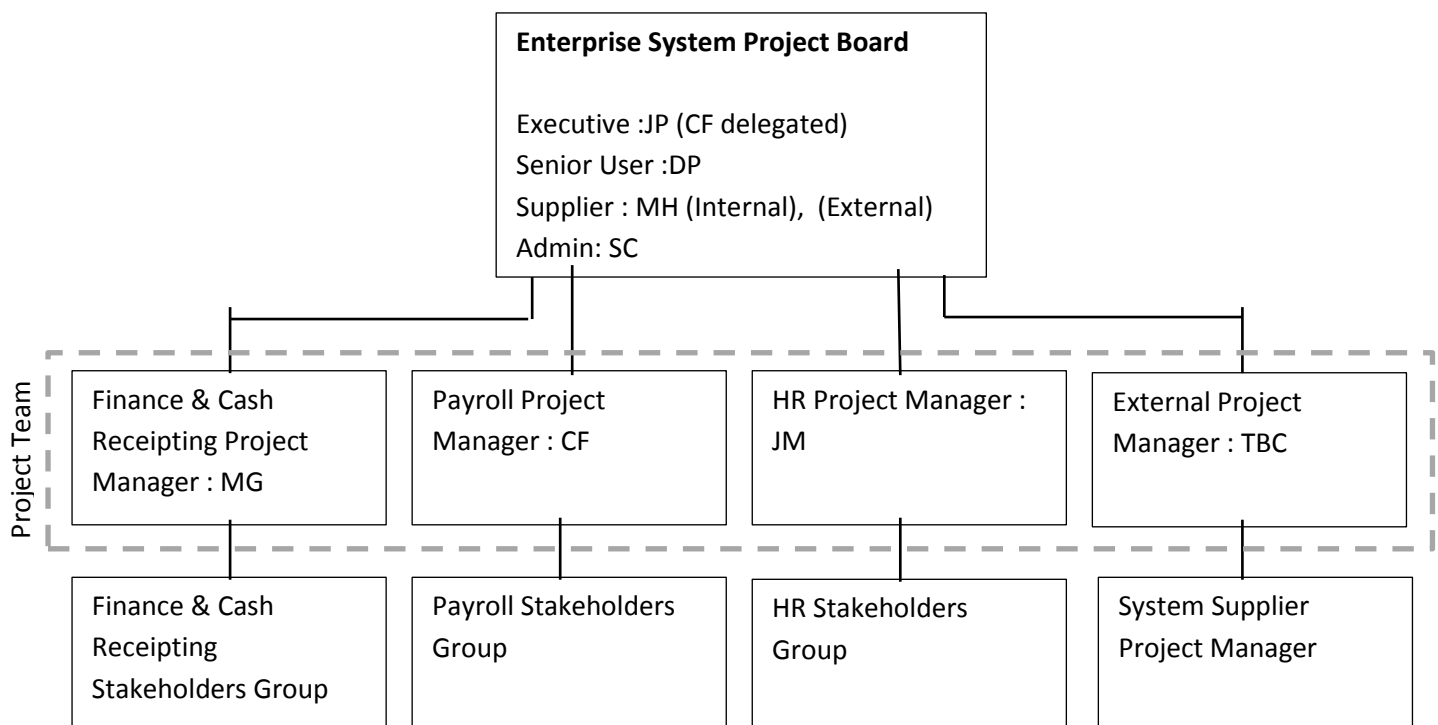
Information commercial and therefore not included in the public version of this report

5. The Financial Case

Information commercial and therefore not included in the public version of this report

6. The Management Case

A clear structure has been put in place for the development, management and implementation of the project, which can be seen below. Accountable officers have been allocated to each workstream that will be required as part of this process, and their roles are clearly defined below.



Personnel :

CF	Chris Forrester
DP	Deb Poole
JM	Juliana Morgan
JP	Jayne Pickering
MG	Martin Goodall
MH	Mark Hanwell
SC	Sarah Carroll

Function	Function
Project Board	<ul style="list-style-type: none"> • Gives direction to the project, particularly giving direction to the Project Manager. The Project Board must be in agreement over the direction given. • Delegates appropriate authority to the Project Manager through appropriate PRINCE2 organizational structure and controls. • Integrates the Project Management Team with internal / external functional units responsible for delivering the project • Resources / funds the project appropriately • Ensures decisions are made effectively at all levels within the project • Visibly supports the Project Manager throughout the project • Facilitates communication within the project and with other stakeholders, both internal and external. • Approves major plans and resourcing • Authorizes deviation from tolerances • Approves completion of a stage. • Authorises moving on to next stage. • The Project Board must be available to make timely decisions
Executive	<p>Business-oriented person who's ultimately responsible for the project</p> <ul style="list-style-type: none"> • Taking ultimate responsibility for the project's success or failure • Taking final decisions within the project • Balancing the needs of the business, user and supplier • Overseeing the Business Case
Senior User	<p>One or more people who represent the final users' requirements in the board</p> <ul style="list-style-type: none"> • Represents the needs of Users • Liaison with Users • Commits user resource • Specifies outputs of the project • Ensures products are delivered • Verifies product quality, functionality and ease of use • Demonstrates to corporate / programme management that project benefits are realized (this may require commitment beyond the project end).
Senior Supplier	<p>One or more people who represent the interests of the suppliers</p> <ul style="list-style-type: none"> • Verifies quality of products delivered by the supplier(s) • Provides supplier resources • Verifies feasibility of product designs and development processes

Function	Function
Project Manager	Responsible for the day to day management of the project in behalf of the Project Board : <ul style="list-style-type: none"> • Maintains the project plan • Maintains key control documents such as : Highlight Reports, Exception Reports, Risks Register, Issues Log, and Stage Boundary reports. • Issues work packages to suppliers ('teams').
Stakeholders	<ul style="list-style-type: none"> • Contribute to the functional specification • Can act as Systems testers
Project Support / Administration	<ul style="list-style-type: none"> • Provides Administrative services • Can offer configuration library functionality
Project Assurance	<ul style="list-style-type: none"> • Independent of the Project Manager and the team and are also responsible for supporting the project manager by giving advice and guidance

The procurement will be done through a framework. This will ensure that the maximum possible number of bidders come forwards to bid to provide a solution. This will also ensure a fair and competitive process can be carried out.

The proposed timetable for this process is as below. Once approved by full council, a tender document will be issued.

Officer Meetings	Date/Time
Project Board Sign Off	14/05 1.30pm
CMT	Tue 22/05 11am

BDC Meetings	Date/Time
BDC Portfolio Holder Briefing – Brian Cooper	14 th May
BDC Leaders Group	06/06 1.30pm
BDC Overview & Scrutiny Committee	18/06 6pm
BDC Cabinet	27/06 6pm
BDC Full Council	25/07 6pm

Once procurement has been completed, the initial implementation timetable is as below, although other than cash receipting, this is subject to change once a partner has been procured and discussions have been undertaken.

December 2018	Cash receipting
October 2019	Core ledger
January 2020	HR and payroll

Communications Strategy

Objectives

- Inform staff by distilling the complex project and business case into the simple who, what, why, where, when and how. Measure: ask for qualitative feedback.
- Promote staff engagement with the project at specific points.
- Trail actual changes to service.
- Identify and mitigate comms risks.

Measures: ask for qualitative feedback at relevant stages; confirm that at least one key user from every relevant service area is engaged with project as required during process; survey staff to check if >75% are a) receiving and understanding the main 'Team Brief' messages from their manager and, later, b) aware that changes are pending.

What we are going to do

- Inform staff across internal channels (Orb, Oracle, Team Brief, posters) at appropriate times, triggered by requests from the project to corporate comms
- Update members at Cabinet, Audit, Standards and Governance and Budget Scrutiny meetings
- Liaise with Internal and External Audit
- Promote specific staff engagement issues as required

- Create a shared Orb area to keep relevant info in once place, that will be the resources/training materials library for the system(s)
- Support the project to produce ad-hoc comms to external customers in the event that service to them changes

Next Steps

If approved, a procurement exercise will be undertaken using the G-Cloud framework and the above companies will be contacted to enable officers to commence the implementation programme .

7. Appendices

Appendix 1

Managers forums feedback

Lack of real time information

Unable to access the system personally – rather information is provided by spreadsheet, want to be able to drill down in cost centres to see the detail

Would like a review of the information presented, with a focus on controllable rather than the non-controllable elements of spend

Would like recharges loaded in on a real time basis

Some kind of alert system should be in place for coming close to budget limit, and then over budget limit

Leave booking system is unclear with too many steps

Would like more detailed forecasting to be possible in the system to take into account seasonal trends

Personal dashboards would be a good feature so managers can have what they want to see in terms of budgets

Would like to be able to look back multiple years so that year on year comparisons can be made

Want to make it easier for customers to pay – looking ahead, be good to be able to take payment on customers doorsteps as well as some kind of portal/mobile app

Would like more flexibility within the system to approve orders/goods receipt, perhaps with a % tolerance in variation between amount raised and amount paid

A single cash receipting system that processes the money into the Council's bank accounts as quickly as possible

Much less paper and paper based systems going forwards with a higher level of integration within the system, if possible linking in modern.gov so democratic services can push messages or control managers calendars as needs be

Use of non-financial language on dashboards to make it easier for managers

Greater accountability in the new system, who is responsible for what

A true self-serve solution so managers and staff can do more for themselves

Greater flexibility around virements would be helpful

A more effective creditors and debtors process where it can be checked on payment terms, and whether they are being met or a risk of being late as well as notifications when payments are made/received

Commitments – internal and external life

A higher level of commentary being possible in the system etc – savings targets/updates

Greater year end automation

GPC cards create confusion in terms of what they are allowed for coding etc

e-proc – it is often difficult to identify if payment has been made, and if so finding where it has been coded to

Would like the suppliers catalogues uploaded ready for use

Payroll issues tend to be around timeliness, accuracy of the data used in the payroll run, if people have 2 roles it seems to lead to significant problems

The process to raise an invoice has too many steps in it

Will the new system be compatible with existing systems eg hybrid male

HR21 seems unable to deal with shift patterns

A more effective orders system that prompts to goods receipt and notifies of outstanding items

Want in built flexibility so that the system can be changed as our needs change

Ensure that all the old data is accurately mapped into the new system

Greater accuracy of coding going forwards with the system limiting code usage more to support this

Web based access so the system can be accessed from anywhere

A more intuitive user friendly system would be helpful

A link through to the contract register for transactions so it is easier to determine if the terms and conditions are being met

Procurement to have a full catalogue to pick from to make it easier and more visual

Reduce the number of monthly invoices by using direct payments

Stop manual overtime

Finance team

Would like consistent information from finance

A single point of contact for each area

Currently finance staff are helpful

More training by finance

Finance staff to take this opportunity to increase their commercial acumen to be able to support managers in decision making

Finance staff to be more involved in decision making and supporting business case development

Better communication needed between HR, payroll and finance

Greater support in terms of complaints, FOIs and transformation of service work

Consistent VAT advice

Clear contact list

Payroll to be more responsive to queries

APPENDIX 2

Criteria and Short list of companies – using G- Cloud

Supplier type	Not a reseller
User support	Email or online ticketing support Phone support Onsite support
Using the service	Web browser interface mobile devices API
Data protection within supplier network	TLS (version 1.2 or above)
Data storage and processing locations	European Economic Area (EEA)
Management access authentication	Identity federation with existing provider (for example Google Apps)
Security Certification	ISO/IEC 27001 (service security)
Security governance standards	ISO/IEC 27001

This generates a shortlist as below:

[Microsoft Dynamics 365 for Operations - Finance for Housing Associations](#)

Hitachi Solutions Europe Ltd

This service provides a standard, Public Sector implementation of the Microsoft Dynamics 365 for Operations ERP product covering Finance, procurement and basic HR which is known as 'Essentials'. The price is a fixed monthly price and the service is fully defined in the specification available on request.

- Cloud software
- G-Cloud 9

Any Oracle System in the Microsoft Azure Cloud

PDG Consulting

PDG move any Oracle-based system to the Microsoft Azure Cloud and then deliver it to you “as a service”. We provide all Oracle-based services including DBA and Help Desk.

- Cloud software
- G-Cloud 9

OneHealth

Technology One UK Ltd

OneHealth; single, integrated solution offering advanced financial and back office management. Enables public and private healthcare organisations to deliver quality care while managing demand for services, funding restrictions and resourcing issues. Optimises response to demands of end-to-end supply chain management, financials, workforce development, corporate communications, strategic planning, governance, risk management.

- Cloud software
- G-Cloud 9

OneAgedCare

Technology One UK Ltd

OneAgedCare; integrated enterprise software solution that enables aged care providers to understand their costs and operate more efficiently by managing financials, budgeting, clients, resident management, billing, funding, employees and assets. Enables aged care providers to comply with funding requirements and supports organisations who wish to expand beyond their core business.

- Cloud software
- G-Cloud 9

Texuna Data Registry and Master Data Management

Texuna

Texuna's Data Registry and Master Data Management framework maintains, reconciles, stores and distributes a canonical data source as a register service. Enforcing data governance and data stewardship workflows helps safeguard data quality and integrity. Secure version control with unique hash and publish to blockchain distributed ledger as audit trail.

- Cloud software
- G-Cloud 9

OneUniversity

Technology One UK Ltd

OneUniversity; underpin academic, operational and strategic requirements of universities and dual-sector institutions with a single, integrated enterprise solution. Streamline processes to increase efficiency and provide an exceptional student experience. OneUniversity enables effective engagement with students and stakeholders. Adapt to changing environments and operate efficiently through end-to-end management of university operations.

- Cloud software
- G-Cloud 9

Microsoft Dynamics 365 for Operations Finance for Local Government

Hitachi Solutions Europe Ltd

This service provides a standard, Public Sector implementation of the Microsoft Dynamics 365 for Operations ERP product covering Finance, procurement and basic HR which is known as 'Essentials'. The price is a fixed monthly price and the service is fully defined in the specification available on request.

- Cloud software
- G-Cloud 9

OneEducation

Technology One UK Ltd

OneUniversity; underpin the educational, operational and strategic requirements of vocational and training organisations with a single integrated enterprise solution. Streamline processes to increase efficiency, reduce administrative burden and provide an exceptional student experience. OneEducation leverages the experience of working with leading college, polytechnics and further education institutions.

- Cloud software
- G-Cloud 9

OneHousing

Technology One UK Ltd

Designed for social housing providers, OneHousing manages assets, tenant and financial requirements. Supports tenant engagement, assists with regulatory and reporting compliance, manages stakeholder relationships with government, funding providers and support agencies. OneHousing helps respond to challenges such as growing demand for services, increased operating costs, legislative changes and accountability pressures.

- Cloud software
- G-Cloud 9

Project Management

1Tech Limited

1Tech's Project Management Platform is for building solutions that deliver immediate results and long-term value. Encompassing Project Open community edition, application functions include: • Project Management • Gantt Project Connector • Helpdesk • Timesheet invoices • Timesheet Management • Timesheet Tasks • Translation Project Wizard • Bug Tracker • Calendar

- Cloud software
- G-Cloud 9

[OneGovernment](#)

Technology One UK Ltd

Developed in collaboration with government departments and agencies, OneGovernment generates efficiencies by automating and standardising key business processes. OneGovernment supports corporate, operational and strategic requirements of government departments and agencies. With powerful built-in performance management tools, departments and agencies use OneGovernment to improve operations and enhance planning and decision making.

- Cloud software
- G-Cloud 9

[OneCouncil](#)

Technology One UK Ltd

Streamline business operations and integrate information, with an enterprise software solution. Simplify the complexity of planning and managing a broad range of Council responsibilities, deliver instant access to real-time, relevant information. OneCouncil enables local government authorities to reduce costs, improve efficiencies and streamline processes through end-to-end management of council operations.

- Cloud software
- G-Cloud 9

[Dynamics 365 for Operations Device SL](#)

SeeLogic Ltd

With the Dynamics 365 for Operations device license multiple users can access through a device to operate a point of sale device, shop floor device, warehouse device or store manager device.

- Cloud software
- G-Cloud 9

[OneCommunity](#)

Technology One UK Ltd

OneCommunity; integrated enterprise software solution that enables not-for-profit organisations and community service providers to track expenditure and revenue. Single system to manage end-to-end procurement, financials, workforce development, facilities, asset management, fundraising and contact management processes. Comply with regulatory requirements, lower costs, maximise revenue, control the funding lifecycle and manage contacts.

- Cloud software
- G-Cloud 9

[Your Oracle e-Business Suite in the Microsoft Azure Cloud](#)

PDG Consulting

Oracle Consultancy and Support Services for your Oracle e-Business Suite / Fusion / Cloud system. Includes DBA and Help Desk service covering all functional, technical and database administration services

- Cloud software
- G-Cloud 9

[Unit4 Enterprise Resource Planning / Unit4 Student Management](#)

UNIT4 Business Software Limited

The Business World and Student Management Suite provides an integrated Self Driving ERP platform including: Finance, General Ledger (GL), Budgeting, Accounting, Creditors, Debtors, Financial Planning, Cash and Income Management, Procurement, Purchasing, Human Resources (HR), Payroll, eRecruitment, Expenses, Absence, Timesheets, Project Management, Project Accounting/Costing, Student Management, Research, Reporting/Analytics and Asset Management.

- Cloud software
- G-Cloud 9

[Texuna Data Integration and Business Analytics](#)

Texuna

Texuna data integration and business analytics is delivered with vendor or open source components, giving you options to work with Pentaho, Talend, Informatica, Tibco, DataStage, QuickSight, PowerBI, Tableau, Qlikview, Business Objects. End-to-end secure cloud-hosted infrastructure-as-code delivered over Amazon Web Services (AWS), Azure, OpenStack, VMWare. Integrates with Texuna's Enterprise Data Warehouse.

- Cloud software
- G-Cloud 9

Your Oracle e-Business Suite in the Amazon Cloud

PDG Consulting

Oracle Consultancy and Support Services for your Oracle e-Business Suite / Fusion / Cloud system. Includes DBA and Help Desk service covering all functional, technical and database administration services

- Cloud software
- G-Cloud 9

Any Oracle System in the Amazon Cloud

PDG Consulting

PDG move any Oracle-based system to the Amazon Cloud and then deliver it to you “as a service”. We provide all Oracle-based services including DBA and Help Desk.

- Cloud software
- G-Cloud 9

Microsoft Dynamics 365 for Operations Finance for Central Government

Hitachi Solutions Europe Ltd

This service provides a standard, Public Sector implementation of the Microsoft Dynamics 365 for Operations ERP product covering Finance, procurement and basic HR which is known as 'Essentials'. The price is a fixed monthly price and the service is fully defined in the specification available on request.

- Cloud software
- G-Cloud 9

BOARD SAAS

Board MIT Ltd

Business Intelligence, Performance Management and Analytics in a single cloud solution. Explore and analyse your data, build interactive dashboards and create beautiful reports. Easily create solutions to align performance with your corporate strategic objectives: Financial and workforce planning and forecasting, budgeting, cost allocations, project benefits management, scenario modelling and workflow.

- Cloud software
- G-Cloud 9

From this list, it is clear that some are unsuitable for the council's needs. Once these are removed, the final list is as below:

Any Oracle System in the Microsoft Azure Cloud – PDG Consulting

Microsoft Dynamics 365 for operations finance for local government – Hitachi Solutions Europe

One Council – Technology One UK Ltd

Unit4 Enterprise Resource Planning/Unit4 Student Management – Unit4 Business Software Limited

Any Oracle in the Amazon Cloud – PDG Consulting

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank