



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 25TH NOVEMBER 2020

AT 6.00 P.M.

MICROSOFT TEAMS - VIRTUAL

MEMBERS: Councillors K.J. May (Leader), A. D. Kent (Deputy Leader), G. N. Denaro, M. A. Sherrey, P.L. Thomas and S. A. Webb

AGENDA

1. To receive apologies for absence
2. Declarations of Interest

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. To confirm the accuracy of the minutes of the meeting of the Cabinet held on 14th October 2020 (Pages 1 - 8)
4. Minutes of the meeting of the Overview and Scrutiny Board held on 12th October 2020 (Pages 9 - 14)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes

Any recommendations arising from the Overview and Scrutiny Board meeting held on 23rd November will be tabled at the meeting.
5. Worcestershire Regulatory Services Board Recommendations - Budget 2021/22 (Pages 15 - 28)

The recommendations are detailed within the attached minutes of the Worcestershire Regulatory Services Board meeting held on 1st October 2020.

6. District Level Economic Recovery Framework (Pages 29 - 52)
7. Domestic Abuse Policy - Identifying Abuse and Responding Effectively (Pages 53 - 76)
8. Housing Strategy (Pages 77 - 92)
9. Quarter 2 Finance Monitoring and Medium Term Financial Plan Update Report (Pages 93 - 106)
10. Capital Strategy 2020/21 incorporating the Treasury Management Strategy (Pages 107 - 140)
11. To consider and if considered appropriate, to pass the following resolution to exclude the public from the meeting during consideration of item(s) of business containing exempt information:-

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

| <u>Item No.</u> | <u>Paragraph(s)</u> |
|-----------------|---------------------|
| 12 | 3 |
| 13 | 3 |
| 14 | 4 |

12. Fees and Charges (Pages 141 - 180)
13. Bromsgrove District Council Car Parks - Capital Works Programme (Pages 181 - 196)
14. Appointment of Executive Director of Resources

Cabinet to be verbal advised of the recent appointment of a Senior Officer, if applicable.

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

17th November 2020

If you have any queries on this Agenda please contact
Amanda Scarce

Parkside, Market Street, Bromsgrove, B61 8DA
Tel: (01527) 881443
e.mail: a.scarce@bromsgroveandredditch.gov.uk

GUIDANCE ON VIRTUAL MEETINGS

Due to the current Covid-19 pandemic Bromsgrove District Council will be holding this meeting in accordance with the relevant legislative arrangements for remote meetings of a local authority. For more information please refer to the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police Crime Panels meetings) (England and Wales) Regulations 2020.

Please note that this is a public meeting conducted remotely by Microsoft Teams between invited participants and live streamed for general access via the Council's YouTube channel.

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[Cabinet Meeting 25th November 2020 comencing at 6.00 pm](#)

If you have any questions regarding the agenda or attached papers please do not hesitate to contact the officer named above.

Notes:

As referred to above, the virtual meeting will be streamed live and accessible to view. Although this is a public meeting, there are circumstances when Council might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded and for any such items the live stream will be suspended and that part of the meeting will not be recorded.



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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

14TH OCTOBER 2020, AT 6.00 P.M.

PRESENT: Councillors K.J. May (Leader), A. D. Kent (Deputy Leader),
G. N. Denaro, M. A. Sherrey, P.L. Thomas and S. A. Webb

Officers: Mr. K. Dicks, Mrs. S. Hanley, Mrs. C. Felton,
Ms. D. Poole, Mr C. Forrester, Mr. M. Dunphy and Ms. A. Scarce

31/2020 **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence.

32/2020 **DECLARATIONS OF INTEREST**

There were no declarations of interest on this occasion.

33/2020 **MINUTES**

The minutes of the meeting of Cabinet held on 9th September 2020 were submitted.

RESOLVED that the minutes of the meeting of Cabinet held on 9th September 2020 be approved as a true and correct record.

34/2020 **ANY RECOMMENDATIONS FROM THE OVERVIEW AND SCRUTINY BOARD MEETING HELD ON 12TH OCTOBER 2020**

Officers confirmed that there were no recommendations from the Overview and Scrutiny Board meeting held on 12th October 2020 for consideration by Cabinet.

35/2020 **PLANNING FOR THE FUTURE - GOVERNMENT WHITE PAPER (COUNCIL RESPONSE)**

The Deputy Leader and Portfolio Holder for Planning and Regulatory Services advised that this was a topic report in current circumstances and asked the Strategic Planning and Conservation Manager to take Members through the report.

The Strategic Planning and Conservation Manager advised that there had been detailed discussions of this items at the Strategic Planning Steering Group (SPSG). There were two recommendations which referred to the response to the Planning for the Future White Paper and

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the response to the Changes to the Planning System. The White Paper was taken first, and the Strategic Planning and Conservation Manager gave a brief summary of the response, which covered the following areas:

- It contained 3 pillars of proposals with 24 further pillars leading from the main areas.
- The focus was to speed up the planning system and make it simpler and affectively there was a strong focus on house building.
- There was a significant change from where the local authorities were at the moment and these would have an impact on this Council as it progressed through its current review.
- The main issue was the change in the allocations – as currently there was much more scope in respect of other policies. The proposals broke it down into three areas; growth, renewal and protection.
- The response was a balanced one as far as possible, although there were some issues and the responses tried to pick up the technical issues.
- More clarity was needed in respect of the 3 pillars, as the “devil was in the detail”.
- There were some issues around setting development management issues nationally and the Strategic Planning and Conservation Manager explained this in more detail.
- The removal of the duty to co-operate was a positive element as this was something which had not really worked in the vast majority of places.
- There was support for the simplified sustainability test, which would reduce the work needed.
- The standardised methodology - there would be varying views in respect of this as to whether the results would mean the figures were either too big or too small, so this was also a contentious issue. Clarity and certainty were the key in order for everyone to be able to deliver the required numbers.
- Affordability issues were discussed in respect of housing and the link to employment.
- There were a number of technical issues which needed to be considered, for example speeding up the process but this should not be to the detriment of the decision that were made. The resource and the technology were also needed in order to achieve this.
- There were substantial changes in respect of the timescale, which were welcomed. Whilst this was supported, consideration also needed to be given to the consultation process, which should not be weakened, as there was much benefit from the face to face consultation which currently took place.
- The infrastructure delivery and funding also carried with it a number of issues, which gave certainty and clarity, but it should

be made sure that the levy was set at an appropriate level. It was likely that this would have financial implications for the Council.

It was hoped that the response flagged up the areas of concern whilst supporting the majority of it where there were positives for the planning system.

The Strategic Planning and Conservation Manger then moved on to the Council's response to the Planning Systems Changes, which had already been submitted as the deadline was 1st October. However, it was confirmed that there was an opportunity to provide further feedback, should Council wish to do so on considering this document. Much of it was similar to that in the White Paper and contained details around the Housing Methodology and details of the changes to the housing need in Bromsgrove District were discussed. This was due to new population projections and affordability changes, which put this Council in a different position. A further change proposed was in respect of affordable housing and the need for the Council to deliver affordable housing wherever it could was discussed.

The implications of these documents were mainly in respect of those in the process of preparing plans and what approach should be taken. Some authorities were continuing to try and avoid the reforms and others were at a position where they would have to take them into account. In respect of this Council it was suggested that it continued to do the things that it could do, but did not spend significant amounts of money on evidence which may not be needed, although things such as a flood risk assessment could go ahead in the background. It was suggested that nothing be published for consultation until the Council had a better idea of what the reforms were and once the Government's response was published the Council would be able to pull together a plan as to how to move forward. Subject to agreement the website would be updated to explain that things were progressing, but documents would not be published until such time as it was more appropriate.

The Deputy Leader reinforced a number of areas which had been covered in the presentation of the report, which he confirmed that had been before two meetings of the SPSG, with the most recent meeting being very well attended and detailed discussion had taken place. The importance of clarification on the Greenbelt was also highlighted which would majorly affect this Council. The timescale to put a plan together was also noted and the importance of speeding up this process and the financial implications. It was vitally important to also deal with the affordability issue that Bromsgrove District had. The Deputy Leader also drew Members attention to a number of excellent ideas within the report, including tree lined streets and help for small builders and help for self-builds were also welcomed. There was still work which would continue on the current Plan and whatever needed to be done would, but there would be elements which would be put on hold until clarity had been received.

Following presentation of the report Members made a number of comments:

- The Leader had been on a call with central Government recently and it had been made clear that there would be further consultation later in the year on this matter.
- It was about providing homes but also economic growth areas within the District and the challenges the Greenbelt posed. The area had good connectivity and it was felt that a small amount of the Greenbelt needed to be allowed for economic growth and homes.
- The financial implications in respect of the levy were discussed and it was confirmed that it was a risk, but it was difficult to say at this stage what this would be. The Strategic Planning and Conservation Manger explained in detail how this currently worked and the proposals for setting this nationally and how it would impact on this Council.

RECOMMENDED that

- 1) Appendix A as detailed in the report, be submitted to MHCLG as the Councils Response to the Planning for the Future White Paper; and
- 2) Appendix B as detailed in the report, be confirmed as the Councils response to the Changes to the planning System consultation.

36/2020

RECOVERY AND RESTORATION PLAN

The Head of Transformation, OD and Digital Services explained that the purpose of the report was to introduce the Council's approach to recovery and restoration, particularly in light of the current pandemic. It was acknowledged that whilst the pandemic was still on going there was a real need to plan for the future recovery. It was noted that the deliver of services had been maintained it had become clear that both local and national economies had been badly effected by the present situation and lockdown. In order to try and address some of those issues a Bromsgrove Economic Recovery Plan was being developed together with a much wider County focused recovery plan and the intention was that this Recovery and Restoration Plan would sit along side those documents. This document had been built around the Council's strategic purposes and included some of the priorities in the Council Plan, key recovery actions together with some recommendations from the recent Corporate Peer Challenge Review which had taken place earlier this year. As the council Plan was drafted before the onset of the Pandemic and it is likely that the Council's priorities will have changed. A review of the Council Plan would therefore take place in early 2021 to ensure that the priorities and focus were relevant to, hopefully the post Covid position. It was noted that all Heads of Services had been involved in the construction of the Recovery and Restoration Plan.

The Leader commented that the report had been considered by the Overview and Scrutiny Board on 12th October, with no concerns being raised. It was a good plan and confirmed that the Council Plan would be fully reviewed in 2021.

The Chief Executive thanked the Management Team for work so hard, not just in respect of the Plan but also the work over the last six months. The Plan as it stood at the moment, but as part of the recommendations there was scope for it to be revised and reviewed in the future, which was important in light of the present circumstances. The Plan placed the Council in a good position to move forward and addressed the elements in the Corporate Peer Challenge, which was a fair reflection of the Council at that time, but it had already moved on in respect of a number of issues, as would be expected.

The Leader took the opportunity to pay tribute to both Officers and Members for how they had approached the Covid-19 situation. They had been proactive and despite a very stressful time had protected frontline services and been able to support residents.

The Deputy Leader raised a number of points, and made particular reference to the Planning Consultation document, and how the Recovery and Restoration Plan reinforced a common strand through the Council on what it was trying to deliver. He asked for feedback in respect of concerns around people losing their jobs now and in the future due to the pandemic and support that could be put in place to help sign post them and assist them. It was noted that there was in fact growth in engineering, IT and construction, so opportunities were available.

The Chief Executive responded that affordable housing was important in achieving a balanced community. He was able to share a number of proposals which he had recently discussed with the Leader. The Leader confirmed that the Council was looking to employ a Business Support Officer, to help businesses look to a future vision and an Officer to help particularly the 16-24 years age group who had either lost their jobs or were going into work for the first time in order to enable them to get into the work place. These would be three year fixed term contracts primarily to support the economy of Bromsgrove District. This was welcomed as there were concerns around that age group in particular. It was acknowledged that there were schemes out there but it would be useful to have an officer who was able to sign post people and support them through the process. The Chief Executive reiterated that there was a lot of support available, but it was often difficult to navigate through it, the aim of the posts would be therefore to support people to do this. The skills agenda was huge and further meetings were taking place with the Worcestershire LEP around that agenda. It was explained that the £1m in reserves would not be completely utilised but once the officers were in place the Council would be in a better position to understand what other uses it could be put to in order to provide the necessary support in what was expected to be a very challenging six months.

Members emphasised the need to support local businesses and to shop local in order to support and protect local communities and help them to get through this very difficult time.

Concerns were raised as to whether there was capacity within the NWeDR to support all the tasks allocated to them or whether additional support would be needed. It was explained that whilst these were allocated to NWeDR they would be supported in carrying these through by partners, such as the Events Team would help with the promotion and events work at the Bird Box. This was a very fluid situation, and it would be reviewed regularly, but would very much be a team effort.

RESOLVED that

- 1) the proposed Recovery and Restoration Plan 2020 - 2021, as set out in Appendix 1 to the report be endorsed;
- 2) the Cabinet monitor the council's recovery actions against the plan and the Chief Executive Officer, in consultation with the Leader, be authorised to make amendments to the plan as required; and
- 3) the Corporate Peer Challenge Report 2020

37/2020

MEDIUM TERM FINANCIAL PLAN 2020/21 TO 2024/25 - UPDATE

The Portfolio Holder for Finance and Resources suggested that the papers spoke for themselves, but the areas which need to be considered in more detail were listed on page 82 of the agenda pack.

The Head of Finance and Customer Services that the report highlighted the parameters that would be used for setting the Medium Term Financial Plan and that as referred to everyone was going through a period of great uncertainty. The spending review was likely to be only for one year, clarification on New Homes Bonus was still uncertain and the Fairer Funding Review remained unclear. It was therefore difficult to set a four year plan, however the key objectives would remain the same in order to meet the Council's Strategic Purposes and maintain balances at £2m. the Council would also try to maximise investments and income opportunities and focus on being commercial. There would be a review of the vacant posts, review of fees and charges, identification of savings and pressures to the budget and a review of reserves. In previous years it was noted that there had been issues with the capital programme, a lot of work had been done on this in the previous year and had continued this year. It was anticipated that at Quarter 2 this would be closer to what had been forecast and this would be reviewed and reduced if necessary as it was not acceptable to keep rolling those forward as it impacted on borrowing and forecasting. Budget Managers would also be encouraged to take ownership of fees and charges and to do a proper review with a business case. It was accepted that this would be

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difficult this year with the Covid-19 situation, but it would be a work in progress.

The overspend was largely due to the car parking position, which everyone was aware of and it was expected that some of this would be claimed back from Central Government and an application had been put in. The Council had received a Covid-19 support grant of £1.1m and it was confirmed that the pay award had been agreed at 2.75%. It would be prudent to use a figure of 2% going forward.

The graph at 3.11 of the report showed the gaps that would need to be addressed, although it was confirmed that the Council had sufficient reserves to cover these if necessary. However, budget Managers were being contacted to see whether further efficiency savings could be made and excess budgets removed. Reference was made to those who had been significantly under budget the previous year and look at pushing to reduce the budget or if they were carrying a lot of vacancies to delete those posts. This was not good practice and work was being done at CMT to ensure there was an improvement and the budgeting more accurate.

The Deputy Leader asked about the implication of the current situation on the Council Tax position and the need for support to be put in place. It was accepted that this Council did not carry the full weight of the "loss" but concerns were raised moving forward and whether any projections had been made. The Head of Finance and Customer Services responded that due to the arrangements, the Council only shared a relatively small percentage of any losses. Monies from both Central Government and the Council's own hardship Grants had been paid out. He was happy to circulate the exact figures outside of the meeting. There was a small drop in the percentage of collection figures at the moment compared to the previous four years, but it was hoped that this would go back up again as people got used to paying in a different way, which had changed in some cases due to the pandemic. Officers were being sympathetic to those residents who were struggling in respect of collections and residents were encouraged to reach out and access the support available.

RESOLVED that Cabinet note the parameters to be used to prepare the 2021/22 budget and the framework for the Medium Term Financial Plan to 2024/25.

The meeting closed at 6.47 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

12TH OCTOBER 2020, AT 6.00 P.M.

PRESENT: Councillors M. Thompson (Chairman), J. Till (Vice-Chairman), A. J. B. Beaumont, R. J. Deeming, S. P. Douglas, M. Glass, C.A. Hotham, R. J. Hunter, A. D. Kriss and P. M. McDonald

Observers: Councillor K. J. May and Councillor G. N. Denaro

Officers: Mr K. Dicks, Ms. D. Poole, Ms. A. Scarce and Mrs. J. Gresham

36/20 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies of absence were received from Councillor S. Colella with Councillor S. Douglas as named substitute.

37/20 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

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

38/20 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 6TH AUGUST 2020**

The minutes of the Overview and Scrutiny Board meeting held on 6th August 2020 were submitted for Members' consideration.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Board held on 6th August 2020 be approved as an accurate record.

39/20 **BROMSGROVE DISTRICT COUNCIL RECOVERY AND RESTORATION PLAN**

Head of Business Transformation, Organisational Development and Digital Strategy provided the report in respect of the Bromsgrove District Council Recovery and Restoration Plan and in doing so explained that this plan had been formulated in response to the Covid-19 pandemic and associated lockdown. It was highlighted that local and national economies had been affected by the pandemic and that this plan was part of a County-wide recovery plan. The Head of Business

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Overview and Scrutiny Board
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Transformation, Organisational Development and Digital Strategy reported to Members that the Recovery and Restoration Plan was based around the Bromsgrove District Council Plan and its five Strategic Purposes. Officers had resolved to undertake a refresh of the Council Plan in early 2021 in order to ensure that the Council Plan was still relevant in a post-Covid world. Members were pleased to note that the Council Plan refresh was in the pipeline.

The Chairman invited Councillor K. May, who was in attendance in her role as Leader and Portfolio Holder for Economic Development, the Town Centre and Strategic Partnerships to comment on the proposed Plan. She thanked officers for putting together such a comprehensive report in such a short amount of time.

Some Members questioned in respect of the Regeneration of the Town Centre and if it was necessary to engage external consultants rather than utilise the resources that were already available to the Council. Councillor K. May explained that the consultants would be involved in the preparation of the Bromsgrove Town Centre 2040 vision, which had been considered by the Board at a previous meeting in January 2020. The consultants were to be engaged in order to provide advice on a much bigger piece of work, which was a huge opportunity for the District.

There was further discussion around the Burcott Lane Development and engagement with Park Home residents. Kevin Dicks, Chief Executive undertook to ask officers for further details on those areas and circulate to Members of the Board.

It was acknowledged by Members that all high streets going forward faced challenges and an innovative approach to investment going forward was required. The Bird Box was highlighted as a recent success in this area and it was noted that feedback received from residents about this project had been positive.

Further to the discussion of the Bromsgrove District Council Recovery and Restoration Plan, Kevin Dicks introduced the Local Government Association Corporate Peer Challenge Follow-Up document which had been delayed due to the pandemic. The feedback document set out the findings that were made during the peer review and showed that the Council had made good progress on most of the recommendations. It also laid out further recommendations that were considered by Cabinet on 14th October 2020.

There was a mixed response from Members regarding the Corporate Peer Challenge Follow-Up document.

RESOLVED to note the Recovery and Restoration Plan and the Local Government Association Corporate Peer Challenge Follow-Up Report.

40/20

REVIEW OF REMOTE MEETING PROTOCOL

The Senior Democratic Services Officer presented the Review of Remote Meeting Protocol. This update had been requested by Members after it was noted at the Board meeting that took place on 2nd June 2020. Members were asked for their comment on the protocol. For the most part Members were happy with the protocol and they hoped that the new IT equipment would enable easier access to their Outlook calendars and in particular the Skype for Business invites.

It was accepted that virtual meetings had been a learning curve for all involved and that Members must be mindful not to be complacent when participating in Council meetings.

RESOLVED to note the update of the Remote Meeting Protocol

41/20

FINANCE AND BUDGET WORKING GROUP - UPDATE

The Chairman introduced the Finance and Budget Working Group update in his role as Chairman of the Group. He explained that the Working Group had met twice since the last Overview and Scrutiny Board meeting held on 6th August.

At the meeting of 24th August 2020, a work programme was planned for the year ahead. The Group also looked closed at the Revenue Monitoring Outturn report for 2019/20 was also considered and more detail was requested in respect of a number of areas, including the savings which had been made. The Group also looked at the Financial Impact - Covid-19 Pandemic report which was considered by Cabinet on 8th July 2020 and agreed to continue to review the impact of Covid-19 and associated lockdown on the finances and services of this Council.

At the meeting of 8th September 2020, the Working Group looked at the draft Council Tax Support Scheme, which was considered by Cabinet on 9th September 2020. A number of Members from the main Overview and Scrutiny Board were present and it was agreed that when the consultation process had been completed and prior to it being reconsidered by Cabinet in January 2021, the Overview and Scrutiny Board will scrutinise the Council Tax Support Scheme once again. The detailed breakdown for the Revenue Monitoring Outturn was presented at this meeting and discussed in some detail. The Portfolio Holder for

Finance and Enabling was present at both meetings in order to present the views of the Working Group to the Cabinet meetings.

RESOLVED to note the Finance and Budget Working Group update

42/20

TASK GROUP UPDATES

Equalities Task Group – Chairman, Councillor P. McDonald

Councillor P. McDonald in his capacity as Chairman of the Equalities Task Group updated the Board with particular focus on the Terms of Reference of the group. He reported that the name of the task group had been changed from Identifying and Addressing Racial Disparities within BDC Operations Task Group to the Equalities Task Group in order to include all areas across Bromsgrove District Council that are covered by the Equalities Act 2010. Councillor P. McDonald also explained that the meetings would take place at 6pm and the group had agreed that if any Members missed two meetings they would be removed from the Group. It was hoped that this would encourage a consistent approach for the Task Group. The group met every two weeks and had interviewed senior officers in regard to Human Resources and Transformation. It was hoped that the Task Group would be finished within a reasonable and appropriate time frame.

Impact of Review of Library Services Task Group – Chairman, Councillor S. Colella

The Democratic Services Officer updated the Board in respect of the Impact of Review of Library Services Task Group and in doing so highlighted to Members that the group had met once since the last meeting of the Board.

Impact of Flooding in the District Task Group – Chairman, Councillor R. Hunter

Councillor R. Hunter, in his capacity of Chairman on the Impact of Flooding in the District Task Group informed the Board that the group had met three times. During these meeting they had interview officers from Bromsgrove District Council and North Worcestershire Water Management. The group were now looking to interview officers from the wider partners including Worcestershire County Council Highways and Severn Trent. The Chairman on the Task Group reported good progress and that work towards the recommendations were underway.

RESOLVED that the verbal updates in respect of the Task Groups be noted.

43/20

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

Councillor J. Till presented the update from the Worcestershire Health Overview and Scrutiny Committee (HOSC) and in doing so highlighted that the last meeting of the Committee had taken place on 30th September 2020. She explained that there had been speakers from the following organisations:

- Healthcare Trust
- Herefordshire and Worcestershire CCGs and NHS Trusts
- Healthwatch
- Public Health England

The organisations provided updates on each of their services and of the success of Worcestershire Acute Hospitals NHS Trust exiting special measures.

Councillor Till added that there had been a request that anyone wanting to attend the Minor Injuries Unit (MIU) that a call be made to 111 prior to attendance.

Councillor Till undertook to circulate to the Board any information or minutes received.

RESOLVED that the verbal update in respect of the Worcestershire Health Overview and Scrutiny Committee be noted.

44/20

CABINET WORK PROGRAMME

The Senior Democratic Services Officer presented the item in respect of the Cabinet Work Programme. She noted that a number of items had already been picked up including the following:

- District Level Economic Recovery Framework (November meeting)
- Domestic Abuse Policy (November meeting)
- Fees and Charges - this item was to be included in the Finance and Budget Working Group work programme and would be brought to the main Overview and Scrutiny Board if there was anything that needed to be further scrutinised.

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12th October 2020

Councillor C. Hotham raised with the Board that he wished to see an item at the next meeting regarding the decision for the Alvechurch Mop that took place on the previous weekend. He questioned whether there was an opportunity to receive a report from officers regarding the decision-making and risk-assessment process undertaken that allowed the event to take place.

The Chairman queried with the Senior Democratic Services Officer whether this was an area that could be scrutinised by the Board and it was agreed that, if Members were in agreement that the Senior Democratic Services Officer would undertake to making enquiries as to whether this would be possible.

Councillor R. Hunter also requested assurance that the Safer Roads Partnership would be in attendance in the January 2021 meeting.

Councillor A. Kriss was pleased that the CCTV item was due to be scrutinised by the Board and enquired whether a visit to the Monitoring Centre would be possible once the lockdown had been lifted. It was confirmed that this had happened previously and would be available again at an appropriate time. He also questioned whether would be possible to look at the Fair that took place on the Recreation Ground. After a short debate it was agreed that this and the Alvechurch Mop item could be part of a wider item rather than looking at specific events.

RESOLVED that subject to the preamble above the Cabinet Work Programme be noted and that the Overview and Scrutiny Board's Work Programme for 2020-21, be updated to include the items discussed and agreed during the course of the meeting.

45/20

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

This item was discussed as part of the previous item.

46/20

TO CONSIDER ANY OTHER BUSINESS, DETAILS OF WHICH HAVE BEEN NOTIFIED TO THE HEAD OF LEGAL, EQUALITIES AND DEMOCRATIC SERVICES PRIOR TO THE COMMENCEMENT OF THE MEETING AND WHICH THE CHAIRMAN, BY REASON OF SPECIAL CIRCUMSTANCES, CONSIDERS TO BE OF SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING.

There was no other business.

The meeting closed at 6.58 p.m.

Chairman

WORCESTERSHIRE DISTRICT COUNCILS

VIRTUAL MEETING OF THE WORCESTERSHIRE REGULATORY SERVICES BOARD

THURSDAY, 1ST OCTOBER 2020, AT 4.30 P.M.

PRESENT: Councillors H. Dyke (Chairman), J. Squires (Vice-Chairman), A. D. Kent, H. J. Jones, J. Raine, T. Wells, N. Nazir, M. Johnson, E. Stokes, D. Morris and P. Dyke

Officers: Mr. S. Wilkes, Ms. C. Flanagan, Mr. C. Forrester, Ms. K. Goldey, Ms. K. Lahel, Mr. M. Cox, Mr. D. Mellors, Mrs. P. Ross and J. Gresham

Partner Officers: Mr. L. Griffiths, Worcester City Council and Ms. M. Patel, Malvern Hills District Council and Wychavon District Council.

11/20 **APOLOGIES**

An apology for absence was received from Councillor W. King, Redditch Borough Council.

12/20 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

13/20 **MINUTES**

The minutes of the meeting of the Worcestershire Regulatory Services Board held on 18th June 2020, were submitted.

Councillor Kent, Bromsgrove District Council (BDC) referred to page 3 of the minutes and in doing so, commented that Members had been expecting an update report at the meeting held on 18th June 2020, however, it was agreed that officers would provide an update on the ICT system including timescales, at the next meeting of the Board.

Councillor Kent expressed his disappointment that Agenda Item 5, Information Report – IT Update being presented to Members today, did not include timescales as agreed.

In response the Head of Finance & Customer Services informed the Board that the implementation of the new Bromsgrove District Council and Redditch Borough Council Finance system was due to go live in October 2020. However, there had been delays due to Covid 19; with rolling out the necessary training, testing the system and not being able to get officers on site. Officers were looking at the schedule to see if an

extension was needed, but currently the revised implementation 'go-live' date was the end of November 2020.

RESOLVED that subject to the comments, as detailed in the preamble above; the minutes of the Worcestershire Regulatory Services Board meeting held on 18th June 2020, be approved as a correct record.

14/20

WORCESTERSHIRE REGULATORY SERVICES BUDGETS 2020/21

The Head of Finance & Customer Services, Bromsgrove District Council, introduced the report and in doing so highlighted that the Worcestershire Regulatory Services budget for 2020/2021 as agreed by the Board at the meeting held on 28th November 2019, had had to be adjusted due to late changes, as follows:-

- The late changes in the Worcestershire Regulatory Services (WRS) forward pension funding rate from 16.9% to 20.5%;
- The Pay Award of 2.75% (budgeted at 2%);
- The increase in charges from Wyre Forest for accommodation and ICT hosting; and
- A change in the pest control service at Wyre Forest in March 2020.

As detailed on pages 17 to 21 of the main agenda report.

Councillor Kent, BDC queried the refund of £7k to Wyre Forest District Council with regards to their Pest Control Services; and the increase of £13k in accommodation charges and ICT hosting from Wyre Forest District Council in March 2020.

The Head of Regulatory Services responded and informed the Board that Wyre Forest District Council had ceased offering subsidised Pest Control Services for residents in receipt of specific benefits in February / March 2020.

With regards to the increase in accommodation charges and ICT hosting, following discussions with the Chief Finance Officer and the Head of IT, Wyre Forest District Council, the overall cost of inflation was discussed and it was agreed that, since the contract was initially entered into in 2015, an adjustment was made upwards, which was simply a reflection of the increase over that 5 year period. It was not just to cover the ICT provision it also included a proportion for the increase in rent for the space occupied by WRS officers at Wyre Forest House. The initial agreement was a fixed annual charge over a 5-year period. A Consumer Price Index was used.

The Head of Regulatory Services agreed to provide Members with further details on the discussion that took place in respect of the £13k increase in accommodation charges and ICT hosting.

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Councillor J. Raine, Malvern Hills District Council commented that after getting his authority views on the pay award, which was more than expected, it was agreed that it was well deserved, particularly in these difficult times.

Further discussion followed, whereby Councillor E. Stokes, Wychavon District Council also expressed her concerns with regards to Recommendation 1.4 and if calculations were based on a Consumer Price Index, was that not compounding it.

The Council's Legal Advisor clarified that each Recommendation could be decided on individually.

RESOLVED that

- a) Recommendation 1.4, as detailed on page 18 of the main agenda report, be deferred; and
- b) the Head of Regulatory Services be tasked to provide further information in relation to the increase in accommodation charges and ICT hosting from Wyre Forest District Council, at the next meeting of the Board.

RECOMMENDED that partner authorities approve the following for 2020/21:

- 1.1 the additional partner liabilities for 2020/21 in relation to increase in WRS pension forward funding rate and recommend the increase to individual partner councils:-

| | |
|--------------------------------|------|
| Bromsgrove District Council | £11k |
| Malvern Hills District Council | £10k |
| Redditch Borough Council | £13k |
| Worcester City Council | £13k |
| Wychavon District Council | £18k |
| Wyre Forest District Council | £12k |
| Total | £77k |

- 1.2 the additional partner liabilities for 2020/21 in relation to the additional increase in pay award of 0.75% from the original estimated 2% and recommend the increase to individual partner councils:-

| | |
|--------------------------------|-----|
| Bromsgrove District Council | £3k |
| Malvern Hills District Council | £3k |
| Redditch Borough Council | £4k |
| Worcester City | £3k |

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| | |
|------------------------------|-------------|
| Council | |
| Wychavon District Council | £5k |
| Wyre Forest District Council | £3k |
| Total | £21k |

- 1.3 the refund to Wyre Forest in relation to the change of Pest Control Services and recommend the refund to individual partner councils:-

| | |
|------------------------------|-----|
| Wyre Forest District Council | £7k |
|------------------------------|-----|

- 1.5 the revised budget for 2020/21 and partner percentage allocations for 2020/21 onwards, due to the change in pest control service at Wyre Forest:-

| | £'000 | Revised % |
|--------------------------------|--------------|-----------|
| Bromsgrove District Council | 468 | 14.59 |
| Malvern Hills District Council | 412 | 12.82 |
| Redditch Borough Council | 564 | 17.57 |
| Worcester City Council | 532 | 16.58 |
| Wychavon District | 748 | 23.29 |
| Wyre Forest District Council | 486 | 15.15 |
| Total | 3,210 | |

15/20

WORCESTERSHIRE REGULATORY SERVICES REVENUE MONITORING APRIL - JUNE 2020

Members were asked to consider the Worcestershire Regulatory Services Revenue Monitoring for April to June 2020.

The Head of Finance & Customer Services, Bromsgrove District Council, introduced the report and in doing so drew Members' attention to the Recommendations as detailed on pages 27 and 28 of the main agenda report.

Members were asked to note that the budget may need to be adjusted slightly following the deferment of Recommendation 1.4, Agenda Item 4.

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Members were further informed that the report showed a projected outturn 2020/2021 of £26k deficit. This was an estimation to the year-end based on the following assumptions:-

- There were two vacant posts within the service, we have assumed no recruitment to the Business & Relationship Manager for the current year to assist in reducing the projected outturn deficit. This would need to be reviewed at the end of quarter 3. The other vacant post was a Regulatory Apprentice which we hoped to recruit to in the near future.
- If April to June 20 spend on pest control continued on the same trend for the rest of year, there would be an overspend on this service of £20k. WRS officers would continue to monitor and analyse this spend and advise of final recharges for 2020/21 as soon as possible. The projected outturn figure to be funded by partners was:-

| | |
|---------------------------|-----|
| Redditch Borough Council | £6k |
| Wychavon District Council | £4k |

Members' attention was drawn to the figures detailed in Appendix 1 to the report, which detailed a -£60k variance, due to a reduction in dogs straying, the out of hours dog warden had been taken in house. This could peak though when lockdown started to be lifted. Also, the variance of £19k due to additional costs relating to Gull Control & Pest Control that was charged to relevant partners.

Councillor J. Squires, Worcester City Council raised the following question "WRS was in receipt of a grant from government around Covid-19, but this was not included in any of the finance papers before Members tonight. Where / when would this feature; and what work had been carried out."

The Head of Regulatory Services informed the Board that Worcestershire County Council (WCC) has received a sum of money from government for the disease control activity that was required to manage the Covid-19 outbreak. WRS were asked to provide Environmental Health Officer cover for the local outbreak response team; to work with the Public Health Consultants. Environmental Health Officers time had been costed in order to help manage this and the work needed to address the outbreak. The estimated bill to WCC was £168k, which had not yet been drawn down, however WCC were aware that they would be billed. All of the funds would be spent, if not more, in order to continue to carry out the normal WRS business activities.

The Head of Regulatory Services further informed Members that he was not aware of any additional funding for Covid-19 related work. He had not approached the partner Chief Executives / Managing Directors yet to request further funding, but it was something he was considering given the significant draw on WRS resources with Covid-19.

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In response to Councillor J. Squires, Worcester City Council, the Head of Regulatory Services explained that the financial impact of Covid-19 and any impact on WRS income would be seen in quarter 2. The Technical Services Managers team were working on income generation, with some difficult projects that would generate some income. His best guess estimate would be potentially £30/40k reduction in income.

Work with the Public Health Consultants local outbreak response team did not commence until after quarter 1, the cost of that work and the monies drawn down from WCC would be included in the quarter 2 financial monitoring report.

RESOLVED that

- a) the final financial position for the period April – June 2020 be noted;
- b) partner councils are informed of their liabilities for 2020-21 in relation to Bereavements as follows:

| Council | Apr–June 20 Actual for Bereavements £000 |
|-----------------------------------|-------------------------------------------------------------|
| Redditch Borough Council | 3 |
| Malvern Hills District Council | 2 |
| Worcester City Council | 3 |
| Bromsgrove District Council | 2 |
| Total | 10 |

- c) partner councils are informed of their liabilities for 2020-21 in relation to Pest Control as follows:

| Council | Estimated Projected Outturn Recharge in Relation to Pest Control 2020/21 £000 |
|------------------------------|----------------------------------------------------------------------------------------------------------|
| Redditch Borough Council | 6 |
| Wychavon District Council | 4 |
| Total | 10 |

- d) partner councils are informed of their liabilities for 2020-21 in relation to three

additional Technical Officers

| Council | Estimated Projected Outturn 2020/21 Tech Officer Income Generation £000 | Estimated Projected Outturn 2020/21 Tech Officer Animal Activity £000 | Estimated Projected Outturn 2020/21 Gull Control £000 |
|--------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------|
| Redditch Borough Council | 4 | 1 | |
| Malvern Hills District Council | 3 | 9 | |
| Worcester City Council | 4 | 4 | 35 |
| Bromsgrove District Council | 3 | 6 | |
| Wychavon District Council | 5 | 9 | |
| Wyre Forest District Council | 3 | 5 | |
| Total | 22 | 34 | 35 |

16/20

INFORMATION REPORT - FORECAST IMPACT OF FUTURE SALARY SETTLEMENTS

Members received an Information Report - Forecast impact of future salary settlements.

The Head of Regulatory Services reminded Members that they had previously asked for information regarding the potential impacts of future salary increases on the overall Worcestershire Regulatory Services budget. Some Members of the Board had expressed their concern at the host authority's normal policy of only forecasting 1% salary increases each year beyond the current.

Members raised their concerns when it started to become clear that the salary settlement for 2020-21 was likely to be 2% or more and, as we have been told in recent weeks, 2.75% had been agreed between employers and unions. The forecast increase in forward pension funding also exceeded the 16.9% originally indicated by the Pension Scheme

and WRS partners had had to contribute 20.5% for its members of staff in the shared service.

In order to give the Board a clear understanding of the financial information looking forward, the host authority accountant who supported the WRS Management Team had provided the figures that informed the budget setting process that the Board undertook in November 2019 in Table 1 of the Appendix. At this time the pay increase was being anticipated as 2%, with a 1% per annum increase following on from that.

2020/21 was also to be a re-calculation year for pensions funding by the Pension Fund and it was assumed that WRS would follow the host authority with an increase in forward funding of 16.9%. The impacts of this were illustrated in Table 1 of the Appendix; and Members may recall that they agreed to increase the base budget by £90,106 collectively to cover off a salary increase of 2% and the predicted increase to pension forward funding.

The Head of Finance & Customer Services, Bromsgrove District Council clarified that the projection was an underfunding and that this was based on The Actuary assumptions.

RESOLVED that the Information Report – Forecast impact on future salary requirement be noted.

17/20

ACTIVITY & PERFORMANCE DATA - QUARTER 1 2020/21

The Licensing and support Services Manager, Worcestershire Regulatory Services (WRS) presented the Activity and Performance Data for Quarter 1 2020/2021.

Members were informed that the report focused on quarter 1, but the actual data allowed a comparison with previous quarters and years.

At the last Board meeting in June, Members received an update on the work the service had undertaken in relation to Covid-19 since the beginning of lockdown. The report focused on the other work carried out during quarter 1, on what was often referred to as our 'business as usual' activities rather than the disease response work that featured in the June report.

The first quarter of 2020/2021 commenced with the economy in lockdown and with many of the businesses WRS would normally deal with either closed or operating on a different trading model (by takeaway for food or delivery for non-food products). This made this quarter unlike any other in the 10-year history of WRS.

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The Food Standards Agency suspended the Food Hygiene inspection programme at the beginning on lockdown in March and this continued throughout the first quarter. This explained the low number of inspections, reflecting that the service was mainly engaging with new entrants to the sector or those wanting re-rating. Any allegations of serious misconduct were followed up.

Stray dog numbers continued to follow their downward trend. Officers were concerned that the economic difficulties might lead to a spike in dog abandonment as people decided that they could not afford to feed their pets, however it appeared that the government's financial measures, whilst not having this in mind, may have had a spin off in preventing this.

Numbers of license applications were also down in quarter 1. Usually there would be an increase in applications for temporary event notices during this period but with pubs shut and music festivals off the menu for much of the summer, these applications were not received

Planning application numbers fell during quarter 1, again linked to the lockdown. However, numbers started to rise again sharply subsequent to this. Environmental Information Requests often associated with the planning and development process were also down for this period.

One area that didn't fall was nuisance/ pollution complaints. With many more people working from home and encountering situations they would not normally encounter.

Members were often reminded that the reportable performance indicators were more limited in quarter 1, but the year appears to have started reasonably well from a customer satisfaction perspective, with the non-business customer measure at 74.6% and business customers at 99.3%. Given the pressure on the service during quarter 1 this was seen as positive.

Compliments outnumbered complaints by 3:1 (18:6) and staff sickness was looking reasonably good at 0.61 days per FTE. This was on a par with previous years at quarter 1 (0.75).

Councillor J, Raine, Malvern Hills District Council commented that it would be useful to have the previous year's figures included as a benchmark.

RESOLVED that the Activity and Performance Data report for Quarter 1, be noted; and that Board Members use the contents of the report in their own reporting back to fellow Members of each partner authority.

18/20

INFORMATION REPORT - IT UPDATE

Members received an Information Report – IT update, which Members had requested at the last meeting of the Board.

The Technical Services Manager informed the Board that the current work programme listed 18 projects. The four significant key elements being: -

Reliable and secure digital management systems and infrastructure

WRS records were cleansed in line with the WRS retention and disposal policy every quarter with the actual policy itself being reviewed every six months for appropriateness. In May 2019, the Electronic Document Management System (EDRMS) system was included in this process.

A programme for updating IT equipment commenced in late 2019. At that time a large number of laptops were from 2013 with the remainder from 2015. Therefore, the proposed programme for the replacement of 2013 laptops was a mixture of migrating 2013 laptops to UDC mode or a new laptop depending on officer need, and for the 2015 ones.

Remote working capabilities

Prior to March, the majority of the workforce were able to work remotely, but there was a proportion who were not able to do so without changes to processes and equipment. The IT equipment updating programme was suspended in March to enable the IT Host to focus on enabling remote working (from home) for the remaining officers.

In 2019 Bromsgrove District Council (BDC) and Redditch Borough Council (RBC) upgraded their Microsoft licence to include Microsoft Office 365 and to enable access to Microsoft Teams. WRS had remained on BDC and RBC Microsoft Office licence even after the move to the Wyre Forest network. Unfortunately, BDC and RBC did not include WRS in this licence upgrade. This was further complicated by BDC Corporate Management Team indicating that internal meetings should only be conducted by Skype or Microsoft Teams without WRS staff necessarily having access to either these platforms.

Website Development

The WRS website was currently built on an older version of the Umbraco software platform. A decision was taken last year to upgrade to Umbraco version 8, which would enable significantly more functionality.

An outline of our agreed requirements was drawn up and provided to Wyre Forest IT who agreed to assist with the initial set up. A background structure to the new web site in Umbraco 8 was completed with training notes and an agreed WRS style guide. Unfortunately, Umbraco 8 was significantly different to the current version and with Covid-19 it meant that familiarisation/training had been slow and difficult for the two Officers leading on developing the first few pages.

Lead Officers from within WRS were invited to attend a training session on Umbraco 8 to formulate a detailed project plan. Following this, a decision would be taken by managers as to whether outside support was necessary to make the new website as good as it can be.

Integration with BDC Finance project

WRS were notified in 2019 of the intention by BDC and RBC to change their finance system. As BDC hosted WRS, WRS used their HR, procurement and finance system. Unfortunately, direct access to the current system was not possible for WRS staff from their Wyre Forest Citrix working environment.

Where necessary, officers accessed the internet based system either from their laptop desktop or one of two dedicated PCs in Wyre Forest House.

As reported at the Board meeting in June, the new Finance Project was due to go-live in October 2020, this was pushed back to November.

WRS Managers were invited to participate and be involved with the project working group in September to ensure that WRS requirements were satisfied by the new set up and to enable WRS officers to continue working in their Wyre Forest Citrix environment but still take payments, approve requisitions and authorise invoices.

Members were reassured WRS would continue to contribute to the development of the project to ensure their processes were included and could be used effectively.

Councillor Kent, Bromsgrove District Council stated that he found the report deeply unsatisfactory. It appeared that there was poor communication, no dates for delivery and that the same update had been provided at previous Board meetings about the WRS website and being able to take payments.

Councillor Kent further referred to the trial of UDC laptops and the upgraded Microsoft licence to include Microsoft Office 365 and access to Microsoft Teams; as detailed on pages 73 and 74 of the main agenda report.

In his opinion there appeared to be a total communication breakdown and a myriad of excuses and in his opinion, it should be escalated to a much higher level and that a Gantt chart be produced with delivery timescales.

In response the Head of Regulatory Services commented that clearly the UDC laptops did not work for accessing video conferencing platforms like Skype for Business, so that decision had had to be reversed, however at the time the decision was made, before Covid-19, it was thought to be a sensible decision.

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Whilst he appreciated Councillor Kent's comments it was very difficult at this moment in time to move things forward and to keep their own side of the business running. The service had moved forward with using Zoom as a platform.

The decision taken to trial UDC laptops was a cost effective way of continuing to manage mobile and flexible working before the pandemic.

It had now been identified that Umbraco 8 was much more complicated. Currently WRS may not have the capacity, in house, to carry out a full migration of the WRS website from the current system into this new platform. If that was the case then he would have to draw up the kind of project plan that Councillor Kent had suggested, because an external person would have to be brought in to deliver that.

The Head of Service informed the Board that currently the focus of the service had to be on maintaining the response to the pandemic and to also maintaining the general business of WRS.

There was a huge strain on the management team and officers that was stretching the budget considerably, it was not easy to try and juggle everything that both he and his officers were currently dealing with.

The taking of payments had been moved forward as much as possible. He understood that Members were keen to see additional payment facilities being made available on the WRS website. But this was a much larger step which the Director of Finance & Resources, BDC, had been working on and that required the buy in of all s151 officers from all partner authorities; to make that decision that WRS would take payment on behalf all partner authorities. In the past some partners were not keen on this approach, so there was a lot of work that needed to be put in on this; at a time when the service was very stretched making it difficult to achieve.

Should Members be in agreement he was happy to provide a more detailed update at the next meeting of the Board. He would also ask Members to note that the service was under huge pressure responding to Covid-19.

Councillor J. Raine Malvern Hills District Council also commented that Councillor Kent was correct and it was important that WRS had the best technology, however Board Members had to take some responsibility. In his opinion WRS had been famously underfunded from the start. Members must be part of the solution and not just be seen to be criticising unfilled ambitions.

Councillor H. Jones, BDC, stated that it would be nice to have an upgraded website. However, having worked with WRS officers these past few months and seeing how they were practically on their knees dealing with Covid-19 issues, whilst maintaining their normal workload; it was important that frontline services were protected and Members

needed to support WRS officers responding to the demands of Covid-19.

Councillor H. Jones then took the opportunity to congratulate all WRS officers on the amazing work they were carrying out.

RESOLVED that the Information report – IT Update be noted.

19/20

INFORMATION REPORT - JOINT WORKING WITH PUBLIC HEALTH TO CONTROL COVID-19 OUTBREAKS IN WORK SETTINGS

Members received an Information Report on the joint working with Public Health to control Covid-19 outbreaks in work settings.

The Community Environmental Health and Trading Standards Manager introduced the report and in doing so, stated that as Members were aware Covid-19 posed a serious and imminent risk to public health and had been declared a global pandemic. On 5th March 2020 the first death from coronavirus in the UK was confirmed.

Local Authorities, with key NHS partners, worked alongside Public Health England (PHE) on the reactive response to outbreaks, following the usual arrangements in place for any outbreak situation.

National contact tracers followed up most non-complex, routine positive cases and their contacts and would escalate any complex cases, clusters and outbreaks to the West Midlands Public Health England team, who worked with the Local Authority to rapidly prevent and control transmission.

WRS Environmental Health expertise and resources were focussed on outbreak investigation, proactive advice and enforcement to supplement the National contact tracing programme. This was a key role in effective disease control and prevention and WRS officers had the essential experience, professional and legislative tools required to manage and control any outbreaks that occurred.

The report also contained information on the 3 outbreak investigations and the responses that WRS has delivered. 70 Covid-19 related service requests had been dealt with in the last week and the total number of requests for advice and investigations into non-compliance had crept up to 1600 in Worcestershire.

In addition to this officers had had to keep up with an unprecedented amount of legislation and amendments.

Officers had also worked with colleagues at West Mercia Police and had secured the closure and penalty fines in relation to a public house in Redditch that had carried on operating as a nightclub.

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Officers were also working with colleagues in Public Health looking at the issue of local contact tracing arrangements, where national contact tracing had not been successful.

Councillor J. Raine, Malvern Hills District Council, highlighted that it was a most important report and Members should take the opportunity to recognise how hard WRS officers had been working in supporting Public Health colleagues as well as carrying out their normal workload. He expressed his thanks to all WRS officers.

Councillor E. Stokes, Wychavon District Council, commented that she was happy to endorse Councillor Raine's thanks and agreed that it was an amazing report.

In response to Councillor Stokes with regard to the £168k to be drawn down from WCC, the Head of Regulatory Services informed the Board that the calculation of the full costs was for the 3 officers working as part of the Covid-19 direct response team.

A lot of the work that the Community Environmental Health and Trading Standards Manager had referred to, was work that WRS was delivering, because Council's collectively across the country had been designated by the Secretary of State as the enforcement arm for all of the new regulations that were coming in; in particular business controls, none of which was funded. The £168k to be received from WCC was purely for local outbreak response teams. All of the other duties that government had dropped onto WRS, to regulate the local economy, were having to be addressed currently from within the WRS existing budget.

Senior officers were looking at what WRS needed going forward to bring that extra resource in and he had primed the Chief Executives / Managing Directors across all partner authorities.

The Chairman took the opportunity to echo everything that Members had said and stated that all Members were aware of the brilliant job that WRS officers were doing.

RESOLVED that the Information Report – Joint working with Public Health to control Covid-19 outbreaks in work settings, be noted; and that Board Members use the contents of the report in their own reporting back to fellow Members of each partner authority.

The meeting closed at 5.51 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

CABINET

25th November 2020

BROMSGROVE ECONOMIC RECOVERY FRAMEWORK

| | |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Relevant Portfolio Holder | Cllr Karen May, Leader of the Council and Portfolio Holder for Economic Development, Town Centre and Strategic Partnerships |
| Portfolio Holder Consulted | ✓ |
| Relevant Head of Service | Ostap Paparega, Head of NWedR |
| Ward(s) Affected | N/A |
| Ward Councillor(s) Consulted | N/A |
| Key Decision / Non-Key Decision | Non-Key |
| | |

1. SUMMARY OF PROPOSALS

- 1.1 This report outlines the strategic priorities, key interventions and measures aimed at supporting the district economy throughout the Covid-19 economic recovery effort.
- 1.2 The strategic priorities, key interventions and support measures are detailed in the Bromsgrove Economic Recovery Framework (2020-2023), which is attached in Appendix 1.

2. RECOMMENDATIONS

The Cabinet is asked to APPROVE

- 1) **the report and the Bromsgrove Local Economic Recovery Framework (2020-2023) attached at Appendix 1**

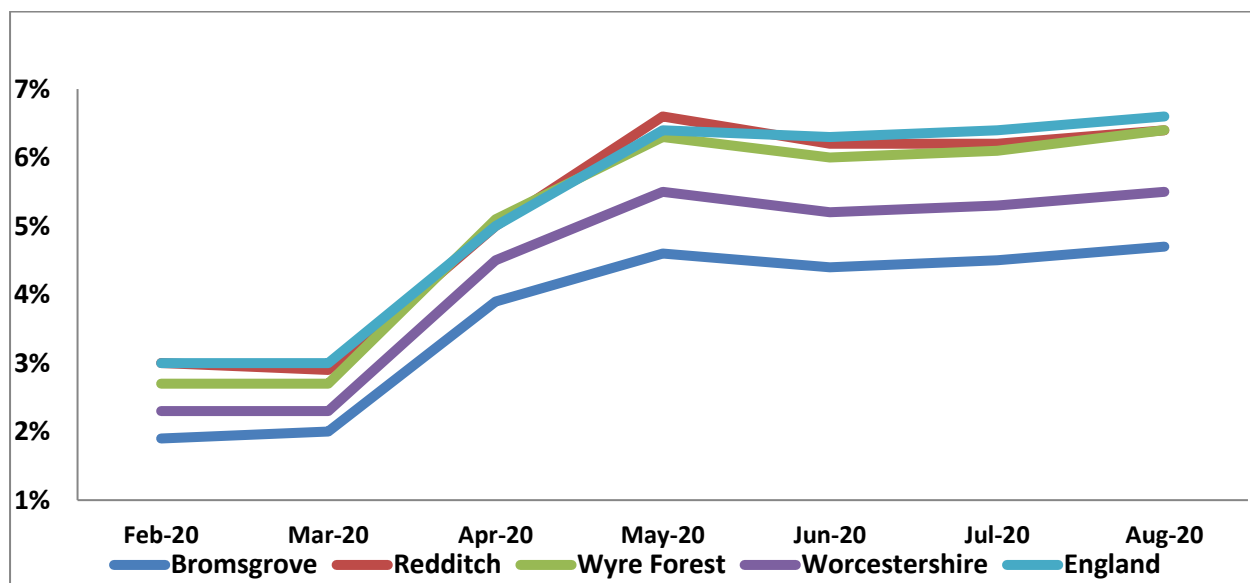
3. Background

- 3.1 The Bromsgrove Economic Recovery Framework sets out the strategic priorities, key interventions and measures aimed at supporting the local economy throughout the Covid-19 recovery effort. The framework is a live document and will be updated regularly, as new national, regional and local support measures are announced in response to the current pandemic.
- 3.2 The Bromsgrove Economic Recovery Framework supersedes the North Worcestershire Economic Growth Strategy for the duration of the economic recovery effort in line with national and regional guidance.
- 3.3 The economic recovery framework focuses on three key priorities:
 - Supporting people

- Supporting businesses
- Improving places

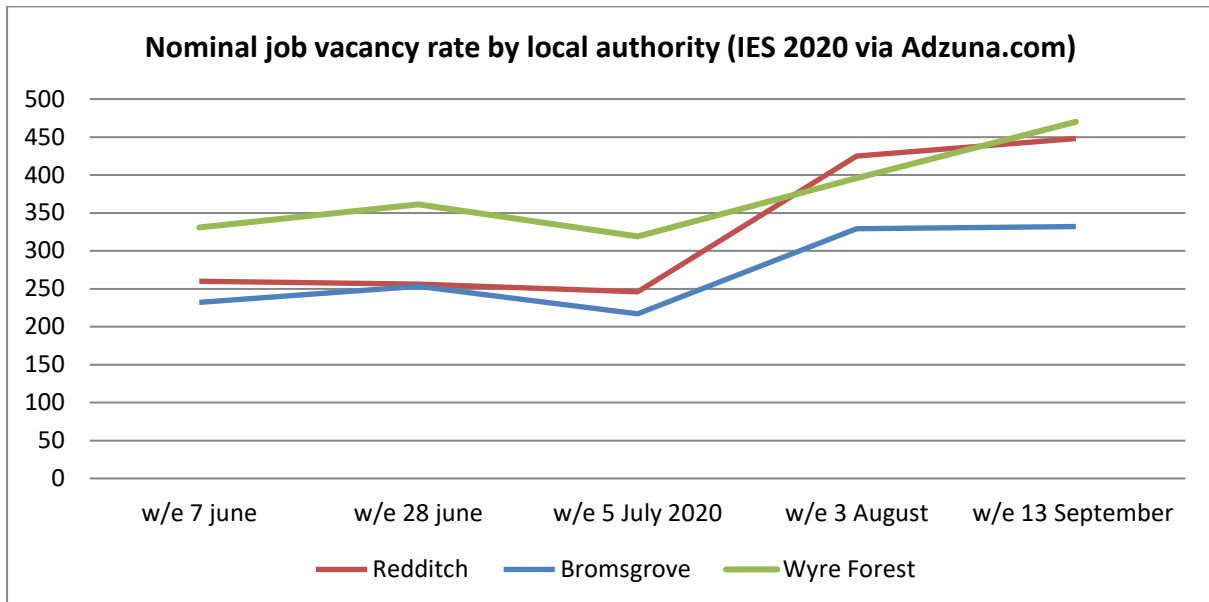
Supporting people

- 3.4 The immediate priority is addressing the impact of the Covid-19 pandemic on jobs and the potential for large scale redundancies. This has been addressed temporarily by the central government through the Coronavirus Job Retention Scheme (which will remain open until 31 March 2021, but will be reviewed in January 2021), but there are major concerns about the likelihood of significant redundancies once the employment support schemes come to an end. Medium and long term, the priority is ensuring those in employment have the relevant skills and knowledge to perform well in an increasingly competitive labour market and access new opportunities in emerging and growth sectors.
- 3.5 The immediate impact of the Covid-19 pandemic on jobs and the labour market is measured by looking at data regarding claimant counts, unique job postings and employees on furlough. These are summarised in paragraphs 3.6 to 3.8 below and detailed in Appendix 1 in paragraphs 7 to 10.
- 3.6 The number of people aged 16+ claiming out of work benefits in Bromsgrove increased from 1,145 in February 2020 to 2,675 in October 2020. Graph 1 shows the increase as a percentage of resident population of the same age.



Graph 1 – Claimant counts for people aged 16+ shown as percentages of resident population of the same age.

- 3.7 In terms of job vacancies, Bromsgrove has seen a decrease of 47.30% between 15 March 2020 and 13 September 2020. However, the vacancy rate has improved since August, as illustrated in Graph 2.



Graph 2 – Nominal job vacancy rate by local authority

3.8 The third indicator that reflects the immediate impact of Covid-19 pandemic is the number of employees on furlough. Table 1 shows the number of claims received up to 31 August 2020 in Bromsgrove, Worcestershire, West Midlands and the UK and the take up rate, which in Bromsgrove is 11%, the same as the country, West Midlands and UK rate.

Table 1

| Claims received up to 31 August 2020 | Employments furloughed | Eligible employments | Take-up rate |
|--------------------------------------|------------------------|----------------------|--------------|
| Bromsgrove | 5,200 | 42,800 | 11% |
| Worcestershire County | 29,800 | 274,600 | 11% |
| West Midlands | 278,400 | 2,580,400 | 11% |
| UK | 3,274,900 | 30,353,200 | 11% |

3.9 The detailed priorities, interventions and measures under the 'Supporting people' theme are described in Appendix 1, paragraphs 11-13.

Supporting businesses

3.10 The interventions under this priority are grouped in four categories:

- Business information, advice and guidance (IAG), including available business grants
- Start-up and enterprise support
- Support for companies with high growth potential
- Support for large / strategic employers

3.11 In addition, attracting inward investment continues to be a key priority and the council is working with the Greater Birmingham and Solihull LEP, Worcestershire

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LEP and the West Midlands Growth Company on targeted programmes to attract private investment to the area.

3.12 Table 15 in Appendix 1, paragraph 16, details the key support programmes, including grant funding, available to local businesses, but key examples include:

- Enteprise for Success
- Enterprising Worcestershire
- Proof of Concept
- Business Growth Programme 2
- Manufacturing Growth Programme
- Low Carbon Opportunities Programme
- Skills Support for the Workforce
- Higher Level Skills Match
- National and district Apprenticeships Grants
- Find it Worcestershire

Improving places

3.13 Place making will play a key role in the economic recovery effort and it will focus on the re-purposing of the town and local centres; making the town centre a more attractive place to do business and spend time; exploring new ways of mobility; prioritising the health and well-being of residents; putting a clear emphasis on clean growth and a green economy and providing critical digital (gigabit broadband) and mobile (5G) infrastructure.

3.14 The key regeneration interventions proposed under this priority are outlined in Appendix 1, Table 16 (paragraph 20). The estimated combined development cost of these key interventions is approximately £31m (council owned sites only).

3.15 Also, there are a few plots of serviced employment land and brownfield sites (allocated sites) in private ownership and the council is working with the land owners / developers to explore options to bring these sites forward for devleopemtn.

Delivery partners

3.16 The projects, interventions and support measures detailed in the Bromsgrove Economic Recovery Framework will be delivered by a wide range of partners, as outlined in paragraph 24 (Appendix 1).

3.17 In addition, attracting private sector investment will be a critical success factor, especially in the delivery of the key regeneration projects detailed in paragraph 20, Table 16 (Appendix 1).

4. KEY ISSUES

Financial Implications

4.1 A Bromsgrove Business Advisor post is being created to support the delivery of the business support programmes summarised in this report and detailed in

Agenda Item 6

Appendix 1, paragraph 16, table 15. The post will be offered on a three-year fixed-term full-time basis. The costs associated with this post will be covered from the economic recovery reserve fund.

- 4.3 The estimated total development cost of the proposed regeneration projects outlined in Appendix 1, paragraph 19, table 16 is approximately £31m (council owned sites). Should the council decide to deliver these key projects directly, there will be clear financial implications in terms of raising the necessary capital funding and the costs associated with that.

Legal implications

- 4.5 Should the council decide to deliver the key regeneration projects outlined in Appendix 1, paragraph 19, table 16 through a joint-venture, then there will be direct legal implications in terms of setting up the JV and the council's share of legal obligations with the JV.

Service / Operational implications

- 4.6 The delivery of capital / regeneration projects has operational implications both in terms of capacity and specialist skills and expertise. These requirements are being assessed regularly and on a case by case basis and appropriate action taken (for example, the appointment of multi-disciplinary teams to prepare masterplans, feasibility studies and development appraisals).

Customer / Equalities and Diversity Implications

- 4.8 There are no implications.

5. RISK MANAGEMENT

- 5.1 Risk registers / logs are being developed for each regeneration/capital project, updated regularly and monitored by the Project Governance Board, which meets every six weeks.

6. APPENDICES

Appendix 1 - Bromsgrove Economic Recovery Framework (2020-2023)

7. BACKGROUND PAPERS

None

AUTHOR OF REPORT

Name(s):

Ostap Paparega, Head of North Worcestershire Economic Development & Regeneration (NWEDR)

email: Ostap.paparega@nwedr.org.uk

Tel: 01562 732192

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APPENDIX 1

**BROMSGROVE ECONOMIC RECOVERY FRAMEWORK
2020-2023**

SUMMARY

1. The Bromsgrove Economic Recovery Framework sets out the strategic priorities, key interventions and measures aimed at supporting the local economy throughout the Covid-19 recovery effort. The framework is a live document and will be updated regularly, as new national, regional and local support measures are announced in response to the current pandemic.
2. The Bromsgrove Economic Recovery Framework supersedes the North Worcestershire Economic Growth Strategy for the duration of the economic recovery effort in line with national and regional guidance.
3. The economic recovery framework focuses on three key priorities:
 - Supporting people
 - Supporting businesses
 - Improving places
4. Table 1 outlines the areas of intervention within each of the three key priorities.

Table 1

| SUPPORTING PEOPLE | SUPPORTING BUSINESSES | IMPROVING PLACES |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------|
| Employment support – helping people back into work | Business support – information, advice and guidance (including grants) | Re-purposed town centre and local centres |
| Skills support – equipping existing workforce with the relevant skills | Start-up and enterprise support | Connectivity and new forms of mobility |
| Young people – ensuring future workforce has relevant skills & qualifications | Support to large / strategic employers and high growth companies / sectors | Healthier, greener and sustainable communities |
| <i>Attracting public and private investment</i> | | |

SUPPORTING PEOPLE

5. The immediate priority is addressing the impact of the Covid-19 pandemic on jobs and the potential for large scale redundancies. This has been addressed temporarily by the central government through the Coronavirus Job Retention Scheme (which will remain open until 31 March 2021, but will be reviewed in January 2021), but there are major concerns about the likelihood of significant redundancies once these schemes comes to an end. Medium and long term, the priority is ensuring those in employment or seeking employment (including young people) have the relevant skills and knowledge to perform well in an increasingly competitive labour market and access new opportunities in emerging and growth sectors.
6. The immediate impact of the Covid-19 pandemic on jobs and the labour market is measured by looking at data regarding claimant counts, unique job postings and employees on furlough at national, regional and local levels, as detailed in Tables 2 – 11 below.

National and regional context

7. Tables 2 and 3 show the claimant counts for those aged the 16+ in February 2020 (pre-lockdown) and October 2020. In all tables, percentages mean number of claimants as a proportion of resident population of the same age.

Table 2

| Claimant counts | West Midlands | | England | | UK | |
|----------------------|---------------|-----|-----------|---|-----------|---|
| | Level | % | Level | % | Level | % |
| <i>February 2020</i> | | | | | | |
| Aged 16+ | 141,095 | 3.9 | 1,050,875 | 3 | 1,255,770 | 3 |
| | | | | | | |

Table 3

| Claimant counts | West Midlands | | England | | UK | |
|---------------------|---------------|-----|-----------|-----|-----------|-----|
| | Level | % | Level | % | Level | % |
| <i>October 2020</i> | | | | | | |
| Aged 16+ | 265,670 | 7.3 | 2,228,150 | 6.3 | 2,612,550 | 6.3 |
| | | | | | | |

Tables 4 and 5 show the claimant counts for those aged the 18-24 in February 2020 (pre-lockdown) and October 2020.

Table 4

| Claimant counts | West Midlands | | England | | UK | |
|----------------------|---------------|-----|---------|-----|---------|-----|
| | Level | % | Level | % | Level | % |
| <i>February 2020</i> | | | | | | |
| Aged 18-24 | 27,065 | 5.1 | 193,070 | 4.1 | 232,620 | 4.1 |
| | | | | | | |

Table 5

| Claimant counts | West Midlands | | England | | UK | |
|---------------------|---------------|----------|--------------|----------|--------------|----------|
| | <i>Level</i> | <i>%</i> | <i>Level</i> | <i>%</i> | <i>Level</i> | <i>%</i> |
| <i>October 2020</i> | | | | | | |
| Aged 18-24 | 54,550 | 10.3 | 437,865 | 9.2 | 517,600 | 9.2 |
| | | | | | | |

Local context

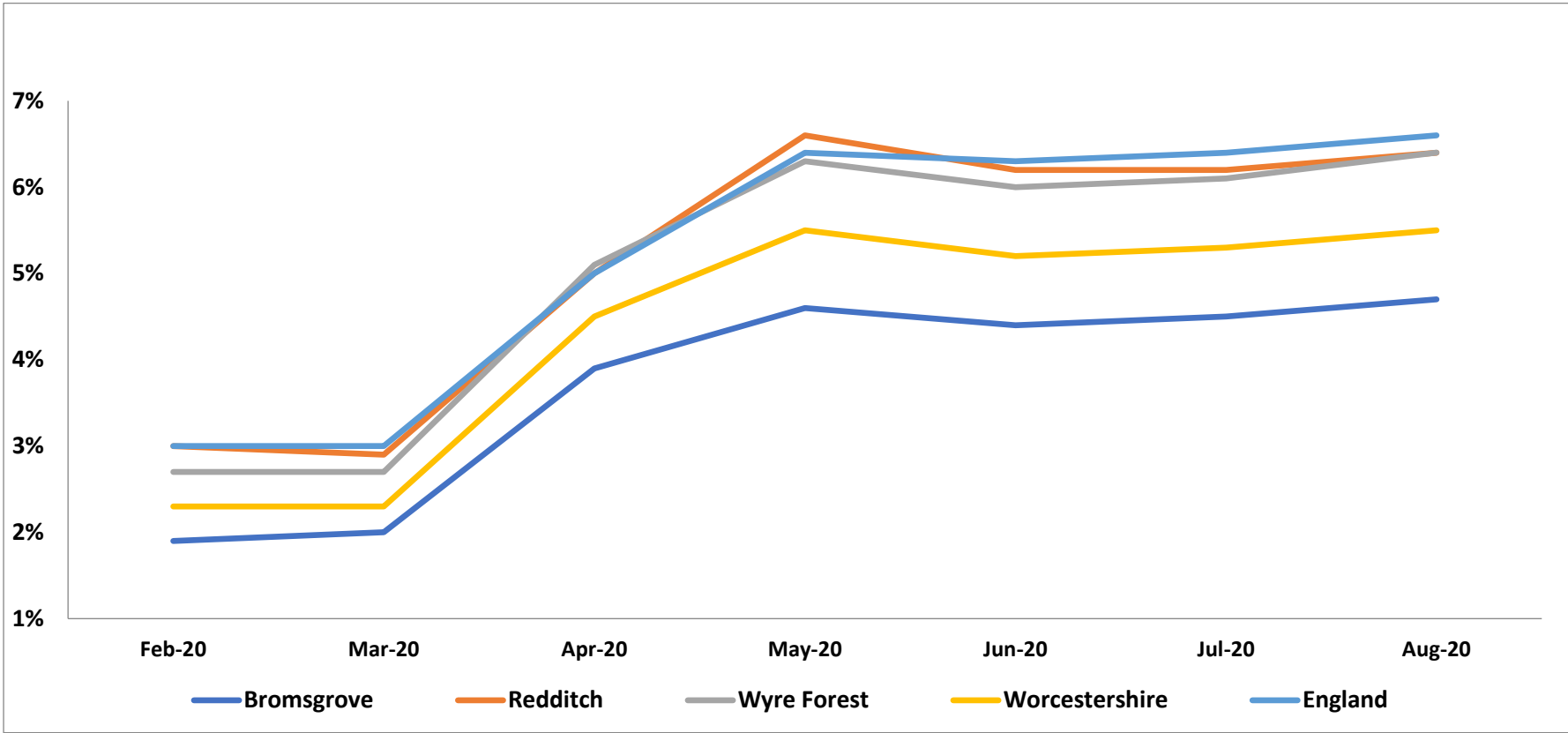
8. Tables 6 and 7 show the claimant counts for those aged the 16+ in February 2020 (pre-lockdown) and October 2020. In all tables, percentages mean number of claimants as a proportion of resident population of the same age.

Table 6

| Claimant counts | Bromsgrove | | Redditch | | Wyre Forest | | Worcestershire LEP | | GBS LEP | |
|----------------------|--------------|----------|--------------|----------|--------------|----------|--------------------|----------|--------------|----------|
| | <i>Level</i> | <i>%</i> | <i>Level</i> | <i>%</i> | <i>Level</i> | <i>%</i> | <i>Level</i> | <i>%</i> | <i>Level</i> | <i>%</i> |
| <i>February 2020</i> | | | | | | | | | | |
| Aged 16+ | 1,145 | 1.9 | 1,550 | 3 | 1,575 | 2.7 | 8,155 | 2.3 | 62,485 | 4.9 |
| | | | | | | | | | | |

Table 7

| Claimant counts | Bromsgrove | | Redditch | | Wyre Forest | | Worcestershire LEP | | GBS LEP | |
|---------------------|--------------|----------|--------------|----------|--------------|----------|--------------------|----------|--------------|----------|
| | <i>Level</i> | <i>%</i> | <i>Level</i> | <i>%</i> | <i>Level</i> | <i>%</i> | <i>Level</i> | <i>%</i> | <i>Level</i> | <i>%</i> |
| <i>October 2020</i> | | | | | | | | | | |
| Aged 16+ | 2,675 | 4.5 | 3,245 | 6.2 | 3,475 | 5.9 | 18,525 | 5.2 | 111,765 | 8.8 |
| | | | | | | | | | | |



Graph 1 – Claimant counts for people aged 16+ shown as percentages of resident population of the same age.

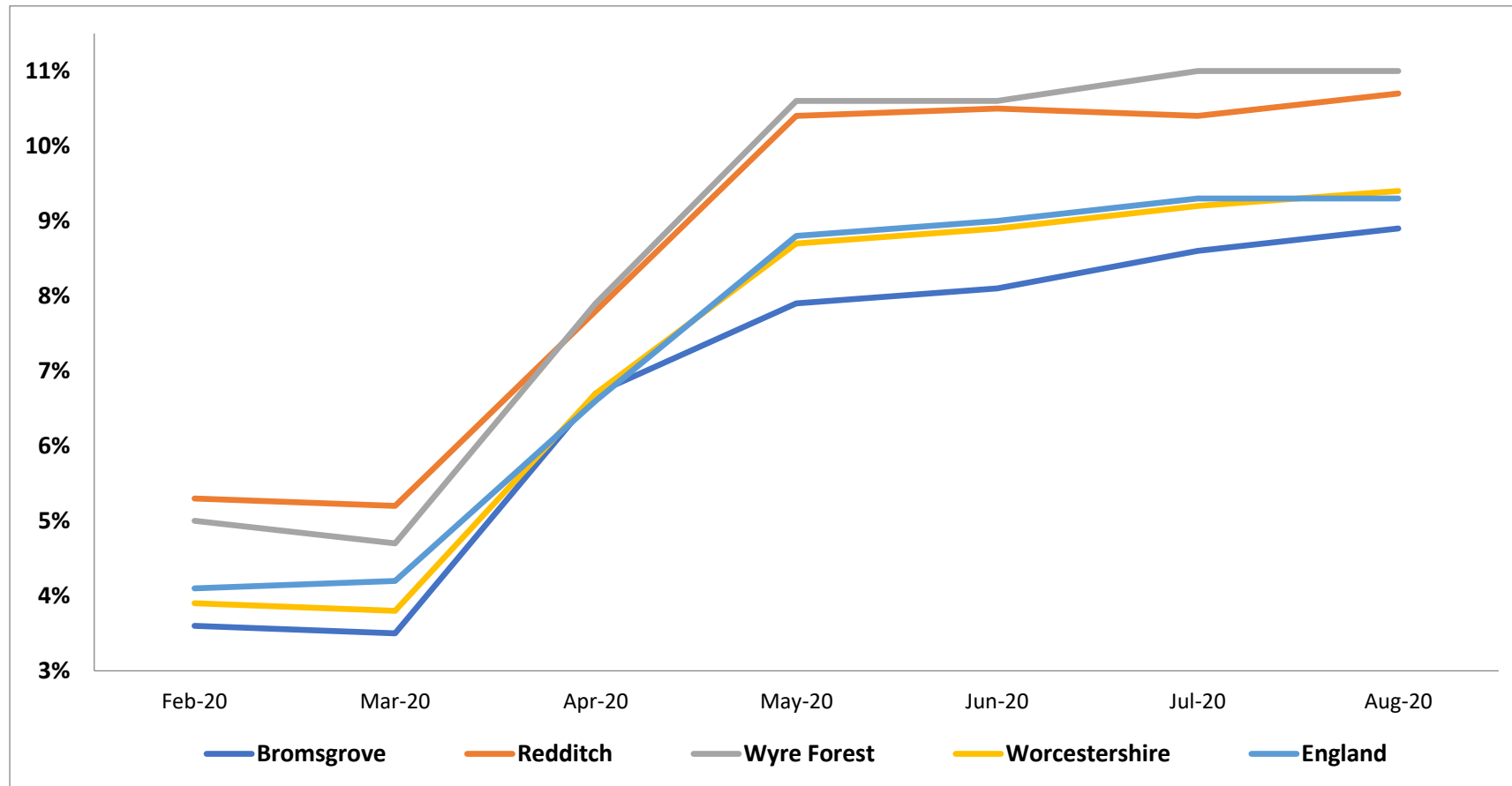
Tables 8 and 9 show the claimant counts for those aged the 18-24 in February 2020 (pre-lockdown) and October 2020.

Table 8

| Claimant counts | Bromsgrove | | Redditch | | Wyre Forest | | Worcestershire | | GBS LEP | |
|-----------------|------------|-----|----------|-----|-------------|---|----------------|-----|---------|-----|
| | Level | % | Level | % | Level | % | Level | % | Level | % |
| February 2020 | | | | | | | | | | |
| Aged 18-24 | 220 | 3.6 | 315 | 5.3 | 330 | 5 | 1,625 | 3.9 | 11,700 | 5.7 |

Table 9

| Claimant counts | Bromsgrove | | Redditch | | Wyre Forest | | Worcestershire | | GBS LEP | |
|-----------------|------------|------|----------|------|-------------|------|----------------|-----|---------|------|
| | Level | % | Level | % | Level | % | Level | % | Level | % |
| October 2020 | | | | | | | | | | |
| Aged 18-24 | 530 | 8.7% | 610 | 10.2 | 700 | 10.7 | 3,735 | 9.0 | 22,685 | 11.1 |



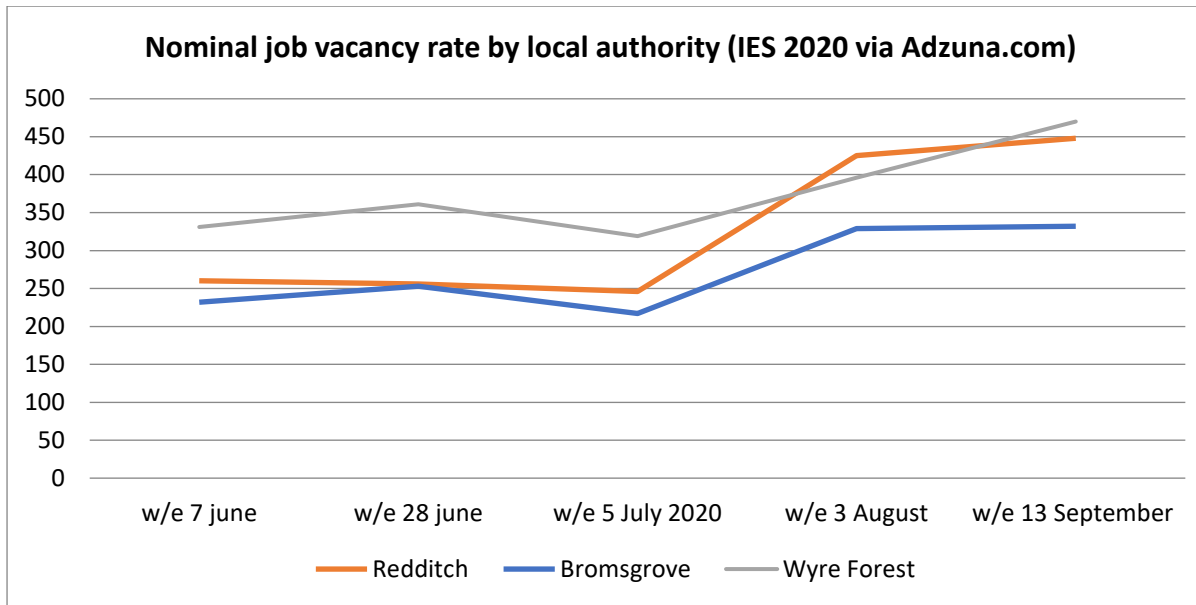
Graph 2 - Claimant counts for people aged 18-24 shown as percentages of resident population of the same age.

9. Table 10 shows the number of local area vacancies and changes since the pandemic began, % change between 15 March and 13 September, last month change (September) and year-on-year change (IES 2020).

(Available at: https://www.employment-studies.co.uk/system/files/resources/files/IES%20Briefing%20-%20w.c%202021.09.2020_1.pdf)

Table 10

| | w/e 7 June | w/e 28 June | w/e 5 July 2020 | w/e 3 August | w/e 13 September | % since 15 March to 13/09/2020 | Change with last month (09 August 2020) | Year on Year change |
|-------------|------------|-------------|-----------------|--------------|------------------|--------------------------------|-----------------------------------------|---------------------|
| Redditch | 260 | 256 | 246 | 425 | 448 | -35.20% | 3.00% | -44.30% |
| Bromsgrove | 232 | 253 | 217 | 329 | 332 | -47.30% | 2.60% | -51.00% |
| Wyre Forest | 331 | 361 | 319 | 396 | 470 | -22.20% | 13.50% | -33.30% |



Coronavirus Job Retention Scheme

10. Table 11 shows the number of furlough claims received by 31 August 2020 per district as well as the county, West Midlands and the UK.

Table 11

| Area | Employments furloughed | Eligible employments | Take-up rate |
|----------------|------------------------|----------------------|--------------|
| Bromsgrove | 5,200 | 45,000 | 11% |
| Malvern Hills | 3,500 | 31,700 | 11% |
| Redditch | 5,200 | 42,800 | 12% |
| Worcester | 5,000 | 52,100 | 10% |
| Wychavon | 5,900 | 59,300 | 10% |
| Wyre Forest | 5,100 | 43,600 | 12% |
| Worcestershire | 29,800 | 274,600 | 11% |
| West Midlands | 278,400 | 2,580,400 | 11% |
| UK | 3,274,900 | 30,353,200 | 11% |

Key priorities:

11. The immediate priority is to understand the likelihood and scale of potential redundancies in the borough and the medium and long term priorities focus on identifying local employers' skills needs and work with the relevant education and training providers on designing and delivering courses and qualifications that meet those needs . Table 12 summaries the key priorities and Table 13 the key interventions being delivered under the 'Supporting People' theme.

Table 12

| | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Work with local businesses employing 50+ staff to establish the risk of redundancy in those companies. | Work with DWP and other relevant support organisations on providing targeted support for people at risk of redundancies or already made redundant as a result of Covid-19 pandemic | Promote all current employment and training programmes available to the Redditch residents, including the Opening Doors to Business and apprenticeships programmes etc. |
| Identify employers' skills and employment needs medium and long term (demand) and work with the key education and training providers to align delivery of courses, qualifications and training to match those needs (supply). | Work with WLEP, GBSLEP, WCC and WMCA to ensure NW's employment and skills needs and prioritise are reflected in strategies, action plans and interventions planned by these organisations. | |

Key interventions:

12. Table 13 below details the key current and planned interventions, which include business as usual activities and specific projects / programmes. The table is being updated on a regular basis, as some programmes come to an end and new ones are launched.

Table 13

| Intervention | Nature of support | Delivery partner |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Connecting Communities | 1:1 support with an employment advisor. Providing knowledge and insight into how an individual can secure their preferred job | HoW via WMCA |
| Adult Education Budget | Funding for Further and higher education courses | HoW via WMCA |
| Digital skills - Coursera | Free online short courses for residents of WM who are facing redundancy, furlough or those looking to re-skill. 3,800 online courses and 400 specialities | Coursera via WMCA |
| The apprenticeship levy fund - SME | Provide support to SME who do not currently pay the apprenticeship levy but would like funding to train apprentices. £40 million apprenticeship pot to access | WMCA |
| The Apprenticeship levy fund – large companies (£3 million+ on payroll) | Guidance and support to help large companies use their apprenticeship level contributions | WMCA |
| The Kickstart scheme | 6 month placements are open to those aged 16-24 who are claiming universal credit and at risk of long-term unemployment. Employers will receive funding for 100% of the relevant NMW for 25 hours a week. Accepting expressions of interest | DWP via WMCA/ GBSLEP/ WLEP HW Chamber |
| Work and Health Programme | Personalised support to enter into employment. To be eligible you must have a health condition or experience certain social barriers. Click here for further details. | DWP |
| The Skills Toolkit | List of free online courses and resources to develop skills – focussing on digital skills | DfE by various partners |
| The Supplier Skills programme | Grant for SMEs to upskill their new and existing workforce. Grants of between £500-£18,000 per SME. 50% match funded by ESF. | ESF via Birmingham City Council |

| | | |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
| Skills4Worcestershire | Career advice website that is designed for young people, parents and schools. The website has detailed information on career pathways and opportunities in Worcestershire. | WCC (WLEP) |
| 16 to 24 training Worcestershire | Providing traineeships to 16-18 year olds, 19-24 year olds with an Education Health care plan and 15 years if they are elected home educated | WCC via 2 Counties Training (funded by ESFA) |
| Here2Help; Develop - Graduate | Grant support up to £10,000 to Worcestershire SME to offer 12 month graduate placement or internship | WBC (WLEP) |
| Apprenticeship grant | £1,500 grant for businesses to pay towards the cost of hiring an apprentice who is based in NW | Bromsgrove DC, Redditch BC and Wyre Forest DC via NWedR |
| Booster Grant | £2,500 grant (50% match funding) that can be used towards training for businesses trading more than two years in NW [subject to other eligibility criteria] | Bromsgrove DC, Redditch BC and Wyre Forest DC via NWedR |
| Skills Support for the Workforce (incorporating Skills Support for Redundancy) | Fully funded training for employees. Redundancy support available to at risk employees and those that have recently been made redundant (3 months) | Serco (funded by ESF via WCC) |
| Opening Doors to Business | Experience of workplaces Encounters with employers and employees | NWedR with OGL, Redditch Business Leaders and Continuu Consortium |

Resources and delivery partners

13. The employment and skills support has been coordinated for the past 5 years by a PTE (3 days a week) post within NWedR that covered the three North Worcestershire local authority areas. The post has been advertised now on a full-time (37 hrs per week) basis. The post holder will work in partnership with the partner agencies to ensure the support measures and programmes are promoted locally and accessed by as many residents and employers as possible. In addition, an Employment & Skills Advisor post to provide support exclusively to Bromsgrove residents has been approved and will be advertised on a full-time three-year fixed-term basis. The costs will for this post are covered by Bromsgrove District Council.

SUPPORTING BUSINESSES

14. Table 14 shows the number of businesses in the district categorised by the number of employees and compared to the other two North Worcestershire local authority areas. The data contained in the table are compiled from an extract taken from the Inter-Departmental Business Register (IDBR) recording the position of units as at March of the reference year. The IDBR contains information on VAT traders and PAYE employers in a statistical register which provides the basis for the Office for National Statistics to conduct surveys of businesses.

Table 14

| ENTERPRISES – employee number | BROMSGROVE | REDDITCH | WYRE FOREST | TOTAL |
|-------------------------------|--------------|--------------|--------------|---------------|
| Micro – 0 to 9 | 5,080 | 2,575 | 3,840 | 11,495 |
| Small – 10 to 49 | 470 | 335 | 315 | 1,120 |
| Medium – 50 to 249 | 70 | 85 | 40 | 195 |
| Large – 250 + | 20 | 25 | 10 | 55 |
| TOTAL | 5,640 | 3,020 | 4,205 | 12,865 |

UK Business Counts (2019)

15. The key priorities under the ‘Supporting Businesses’ are focused on four key themes:

| | | | |
|----------------------------------------------------------|---------------------------------|-------------------------------|---------------------------------------------------------|
| Business Information, Advice and Guidance (IAG) + Grants | Start-up and enterprise support | High Growth Companies support | Strategic / Large employers support (50 plus employees) |
|----------------------------------------------------------|---------------------------------|-------------------------------|---------------------------------------------------------|

16. Table 15 details the key current and planned interventions, which include business as usual activities (on-going) and specific projects / programmes (time-limited). The table is being updated on a regular basis, as some programmes come to an end and new ones are launched.

Table 15

| Intervention | Key Tasks | Support Programmes | Deadlines |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------|
| Business Information, Advice & Guidance | Maintain an up to date database of active business support programmes | NWedR business support platform | Ongoing |
| | Undertake diagnostics with businesses and entrepreneurs to identify their needs, issues and growth aspirations / prospects | Delivered by WBS and GBS LEP business advisors on a 1:1 basis | Ongoing |
| | Promotion of availability of business support programmes, including grants, via networking & social media | Programme specific campaigns delivered in partnership with the Growth Hubs / funding providers / business networks | Ongoing |

| | | | |
|---------------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| | | Weekly Business Bulletin / social media | |
| Start-up and Enterprise Support | Provision of pre-start support to entrepreneurs | Enterprise for Success Enterprising Worcestershire | 31/3/2023 30/6/2023 |
| | Provision of post-start and early years support to new businesses | Enterprise for Success Enterprising Worcestershire | 31/3/2023 30/6/2023 |
| | Access to Finance Support | Enterprising Worcestershire grant NWedR Start-up grant Midlands Engine Investment Fund Start-up Loans Business Growth Programme 2 | 30/6/2023 Base budget 31/3/2023 |
| | Assistance with funding applications | 1:1 support provided by Business Growth Manager and Business Advisors | Ongoing |
| | | | |
| High Growth Companies Support | Identify high growth companies | Beauhurst Business Data or similar | Ongoing |
| | Programme of engagement with high growth companies delivering detailed business diagnostic | DIT key account management NW Business Advisor | Ongoing |
| | Growth Support | Elevate Business Growth Programme 2 Manufacturing Growth Programme NWedR Business Booster Grant Small Business Leadership Programme Goldman Sachs 10,000 Small Businesses | 30/9/2023 31/3/2023 Base budget |
| | Innovation Support | Proof of Concept Business Growth Programme 2 Low Carbon Opportunities Programme Betaden WINN – Worcestershire Innovation Innovate UK Innovation Vouchers | 30/6/2023 31/3/2023 30/9/2022 |
| | Access to Markets | Department for International Trade Find It in Worcestershire HS2 Commonwealth Games Green Economy | On-going |
| | Sectoral Support | GBS LEP Sectoral Leads | |
| Strategic Employers Support | Identify businesses with 50 or more employees locally | Beauhurst Business Data or similar | October 2020 |

| | | | |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| | Deliver a programme of engagement and account management | Meetings (virtual meetings) and calls delivered by Worcestershire Business Central advisors and a GBSLEP North Worcestershire Business Advisor who works exclusively with businesses in North Worcestershire | Ongoing |
| | Access to Markets | Department for International Trade Find It in Worcestershire HS2 Commonwealth Games Green Economy | Ongoing / programme specific |
| Employers' Skills Needs | Skills Audits | Supplier Skills Programme | 31/3/2023 |
| | Funding for Training | Supplier Skills Programme Skills Support for the Workforce | 31/3/2023 |
| | Apprenticeships | National Apprenticeship Grants District Apprenticeship Grants | 31/1/2021 |
| | Graduate Recruitment | Higher Level Skills Match Develop Graduate Programme | |
| Inward Investment | Promotion of key investment sites Preparing bespoke business cases Search for land and premises Workforce skills & recruitment Liaison with regulatory services Liaison with Department for International Trade (DIT) Liaison with WLEP inward investment team Liaison with West Midlands Growth Company Local market intelligence | NWEdR website Invest in Worcestershire West Midlands Growth Company UK Capital Investment | Ongoing Programme specific Tailored responses to enquiries |
| | Respond to enquiries | West Midlands Growth Company Worcestershire LEP Department for International Trade | Ongoing |
| Visitor Economy | Promotion of North Worcestershire as a place to visit and stay | NWEdR Website Visit Worcestershire West Midlands Growth Company Access to national / international campaigns | Ongoing Time limited targeted promotional campaigns on a case by case basis |
| | Support Businesses in the Visitor Economy | Sectoral support via Worcestershire Business Support Platform | Ongoing |

Resources and delivery partners

17. The business support services are being coordinated by the Business Growth Manager (1FTE) within NWedR who covers the three North Worcestershire local authority areas. From September 2020, a North Worcestershire Business Advisor (1FTE), employed by the GBSLEP, has been appointed on a fixed-term basis until 2023. This post also covers the three North Worcestershire local authority areas. These two posts work in partnership with the delivery agencies to ensure the support measures and programmes are promoted locally and accessed by as many businesses and employers as possible. In addition, a Bromsgrove Business Advisor post to provide support exclusively to Bromsgrove businesses has been approved and advertised on a full-time three-year fixed-term basis. The costs for this post are covered by Bromsgrove District Council.

IMPROVING PLACES

18. The place making approach is centred on a number of existing and emerging priorities, as follows:

- Re-purposing / re-imagining high streets and town centres
- Making the town centre a more attractive space to do business (attract high skilled / high paid workers)
- Making the town centre a more attractive place to spend free time - leisure and hospitality
- Making the town centre a destination – providing a wide range of ‘experiences’ and reasons to visit and spend time in the town centre (other than shopping)
- Reflecting the emerging ways of working (hybrid work modes / hub & spokes) in the re-purposing of existing buildings and the design of new developments
- Exploring new ways of mobility
- Emphasis on clean growth and the green economy
- Prioritising the health and well-being of residents and communities
- Providing town-wide gigabit FTTP and 5G coverage

19. The key regeneration interventions include pre-development works (feasibility studies, masterplans, viability appraisals), site assembly, site / premises acquisitions), soft market testing (investors, developers, occupiers) and site development. In addition, the team works on the creation of a project pipeline ready to be submitted to future UK government and LEP funding programmes.

20. Summary of key interventions:

| Bromsgrove Regeneration |
|---------------------------------------------------------------------------------------------------------|
| <i>Former Market Hall site – c£8.2 - £10.8m (development cost)</i> |
| <i>Former Dolphin Centre site - c£13.4m - £20.2m (development cost)</i> |
| <i>Former Fire Station site, Windsor Street – development cost (tbc), site not in council ownership</i> |
| <i>Bromsgrove Enterprise Park – development cost (tbc), serviced site not in council ownership</i> |

Table 16

| | Project / Activity | Description | Support programmes / grants | Deadlines |
|--|----------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|-----------------------------------|
| | Former Market Hall site | Masterplanning, feasibility and financial viability | GBSLEP SEP Enabling Fund - £40,000 (total grant for both sites – Market Hall and Dolphin Centre) | Report completed by December 2020 |
| | Former Dolphin Centre site | Masterplanning, feasibility and financial viability | GBSLEP SEP Enabling Fund | Report completed by December 2020 |
| | Former Market Hall site | Planning phase, infrastructure phase (pre-development works) and development phase | Tbc | Tbc |
| | Former Dolphin Centre site | Planning phase, infrastructure phase (pre-development works) and development phase | Tbc | Tbc |

| | | | | |
|--|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------|
| | Bromsgrove Town Centre Vision 2040 | Town Centre Vision setting out long-term strategic priorities and key interventions | GBSLEP SEP Enabling Fund - £40,000 | 31 March 2021 |
| | Former Fire Station site, Windsor Street | Phase 1 - Masterplanning, feasibility and financial viability Phase 2 – Planning Phase 3 – Infrastructure (pre-development works) Phase 4 – development | Tbc | Tbc |
| | Bromsgrove Enterprise Park | Serviced site with planning consent for office and light industrial uses | Tbc | Tbc |

21. The planning, infrastructure and development phases on the former Market Hall and Dolphin Centre sites depend on the delivery route / vehicle chosen to implement these schemes.
22. The former Fire Station site and Bromsgrove Enterprise Park are in third party ownership and the council is working with the respective owners / developers to explore options to bring the sites forward for development.

Resources and delivery partners

23. The resource allocation for the work under this priority is 1 FTE and sits within the North Worcestershire Economic Development and Regeneration (NWedR).

Key Performance Indicators Dashboard

24. There is limited economic data covering the period since lockdown available at a local level for many economic indicators. Where available, these local indicators will be monitored on a monthly / quarterly basis, but in most cases the data will need to be extrapolated from national figures and turned into local estimates. Table 17 lists a series of proposed indicators to be measured and updated at regular intervals (i.e. when published/made available) and benchmarked against county, regional and national figures.

Table 17

| INDICATOR | BASELINE – FEB 2020 | LATEST DATA | TREND (graph) | BENCHMARK TO COUNTY, REGION AND UK DATA | COMMENTARY / CONTEXT |
|-----------------------------------------------------------|---------------------|-------------|---------------|-----------------------------------------|----------------------|
| Claimants (aged 16+) | | | | | |
| Youth Claimants (aged 16-24) | | | | | |
| Unique job postings | | | | | |
| Number of employees on employment support schemes | | | | | |
| Unique job postings | | | | | |
| Apprenticeships vacancies | | | | | |
| Town centre vacancy levels | | | | | |
| Town centre footfall | | | | | |
| Number of businesses supported / assisted | | | | | |
| Number of business grants approved | | | | | |
| Number of people supported to get a job | | | | | |
| Number of people supported to access new training courses | | | | | |
| GDP | | | | | |
| Inward investment enquiries | | | | | |

25. The Bromsgrove Local Economic Recovery Frameworks sets out the key regeneration, business support and employment and skills support interventions and projects that will be delivered over the next three years in Bromsgrove in partnership with key local, regional and national partners

to support the local economic recovery process. The framework will be updated regularly, as existing programmes and interventions come to an end and new ones are launched.

Delivery Partners

26. Our ability to deliver this comprehensive economic recovery programme is heavily dependent on the collaboration with and support of our key partners, funders and supporters, as illustrated below. We are grateful for all the support provided so far and will continue to foster deeper and closer working relationships with all our partners to deliver these critical support measures and interventions.



DOMESTIC ABUSE POLICY

| | |
|---------------------------------|-----------------------------------------------------|
| Relevant Portfolio Holder | Cllr Shirley Webb |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Judith Willis, Head of Community & Housing Services |
| Ward(s) Affected | All |
| Ward Councillor(s) Consulted | No |
| Key Decision / Non-Key Decision | No |

1. SUMMARY OF PROPOSALS

- 1.1 The purpose of this report is to recommend the approval and adoption of the Bromsgrove District Council Domestic Abuse Policy set out in Appendix A.
- 1.2 The Domestic Abuse Bill 2020 passed by the House of Commons on 6th July will introduce a new law when it is due to come into force in April 2021. The new law will place a duty on councils to support victims of domestic abuse, including amongst other legislation, a requirement for councils to assess and provide support and safe accommodation to victims and their children.
- 1.3 Thousands more people are expected to be helped when the new law comes into force and this draft policy reflects Ministry of Housing, Communities & Local Government (MHCLG) guidance; which states that housing authorities should have policies in place to identify and respond to domestic abuse. The guidance also states that alongside their role in tackling homelessness, councils should take an active role in identifying abuse victims and referring them for help and support.
- 1.4 Alongside this, under the Homelessness Reduction Act 2017, Housing Authorities must take account of the current cross-government definition of domestic violence and abuse when designing and delivering services and; under the Crime and Disorder Act 1998 the council has a statutory duty to work with the police and other partner agencies to reduce crime, ASB and re-offending in its area. Section 17 of the Act also places a duty on councils to do all that they reasonably can to prevent crime, disorder and ASB.

2. RECOMMENDATIONS

The Cabinet is asked to RECOMMEND that

- 2.1 The draft Domestic Abuse Policy (as set out at Appendix A) is adopted.**
- 2.2 The Head of Housing and Community Services be given delegated authority to update and amend the policy in line with any new legislation and guidance, as and when required.**

3. KEY ISSUES

Financial Implications

- 3.1 The cost of domestic abuse for victims in England and Wales for the year ending March 2017 was estimated to be approximately £66bn.
- 3.2 A Home Office research report into the economic and social costs of domestic abuse also states that the biggest component of the estimated cost is the physical and emotional harms incurred by victims (£47 billion), particularly the emotional harms (the fear, anxiety and depression experienced by victims as a result of domestic abuse), which account for the overwhelming majority of the overall costs.
- 3.3 The cost to the economy is also considerable, with an estimated £14 billion arising from lost output due to time off work and reduced productivity as a consequence of domestic abuse. Some of the costs are borne by statutory authorities such as the costs to health services (£2.3 billion) and the police (£1.3 billion). Some of the cost of victim services will also fall to local authorities, such as housing costs totalling £550 million, which includes temporary housing, homelessness services and repairs & maintenance. Victim services costs also include expenditure by charities and the time given up by volunteers to support victims.
- 3.4 It is clear that addressing Domestic Abuse early and effectively, as well as providing much needed support and care to victims and their children, could lead to reductions in costs to a variety of public services that respond to and deal with the consequences of domestic violence and abuse
- 3.5 There is a direct cost to the council associated with providing staff training required to implement the Domestic Abuse Policy. The cost of training will be met within existing training budgets.

Legal Implications

- 3.6 The Council has a number of legislative requirements to address Domestic Abuse and provide appropriate support to victims and their families. Alongside, the requirements of the forthcoming Domestic Abuse Bill, this policy also links to the Homelessness Reduction Act 2017.
- 3.7 The policy meets the requirements of the Public Sector duty of the Equality Act 2010 which provides a framework to ensure council services are not provided in a discriminatory manner, having due regard to eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations between people from all communities
- 3.8 The policy is underpinned by the Council's legal obligations under the Human Rights Act (1998) and the European Convention on Human Rights to protect life

and to protect individuals from inhuman and degrading treatment. A comprehensive list of wider legislation to be considered in implementation is contained within the policy document.

Service / Operational Implications

- 3.9 The Domestic Abuse policy directly supports a number of the council’s strategic purposes such as, “Living independent, active, healthy lives”, “Affordable and sustainable homes” and “Communities which are safe, well maintained & green”. The policy also contributes to North Worcestershire Community Safety Partnership’s priorities to “Reduce violence and abuse” and “Protect vulnerable communities”.

- 3.10 Reducing crime and disorder and improving community safety is a corporate priority and introducing this policy will demonstrate how the council will appropriately and effectively support victims of domestic abuse, making the process clearer for staff, customers and service users.

- 3.11 The policy outlines the council’s commitment to ensuring that domestic abuse is recognised as a potential risk and considered in employee’s interactions with customers and service users. It seeks to ensure that staff are provided with the correct information and support to be able to minimise risk and promote recovery

- 3.12 The policy reflects the current cross-government definition of domestic abuse:

“Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality”

Recognising that abuse can be psychological, physical, sexual, financial, and emotional and can encompass tactics such as controlling and coercive behaviour, ‘honour’ based violence, female genital mutilation and forced marriage

- 3.13 The policy is clear on the council’s commitment to preventing all forms of abuse and identifying concerns safely and sensitively wherever possible.

Customer / Equalities and Diversity Implications

- 3.14 The Council recognises that its staff provide a wide variety of services to people, some of whom may be affected by domestic abuse. A council officer or Councillor may be the first, or indeed only, person in authority who has recognised the abuse or received a disclosure. As such, all staff and Members are required to have due regard to the provisions of this policy in their dealings with customers, service users and colleagues who may be affected by domestic abuse.

- 3.15 The Equality Act 2010 provides people with a protected characteristic with safeguards from direct or indirect discrimination, harassment and victimisation.

The policy recognises and details how domestic violence and abuse can disproportionately impact on people with protected characteristics and how staff can ensure that they provide support to all victims, appropriately and with sensitivity.

- 3.16 Once the policy is agreed, communication and training for staff will be implemented focusing on how to recognise domestic abuse, appropriately identify risks and offer effective support and information to victims.

4. RISK MANAGEMENT

- 4.1 This policy demonstrates the Council's commitment to providing appropriate care and support to our customers and service users who may be experiencing abuse. It outlines how the Council's will respond when dealing with disclosures, ensuring this is carried out appropriately and safely as staff undertake their roles as providers of public services.
- 4.2 The policy seeks to ensure that all council staff are aware of their responsibilities towards anyone affected by domestic abuse, including customers, service users and fellow employees in order to support disclosures, assess and manage risk; keeping the victim safety at the forefront of all interactions with council services
- 4.3 An officer's failure to recognise a victim who may be at risk or staff not being aware of the signs and indicators of domestic abuse, when interacting with customers and service users presents a significant risk to the Council. This is significantly mitigated by having a robust policy, agreed procedures and regular training in place.

5. APPENDICES

Appendix A – Draft Bromsgrove District Council Domestic Abuse Policy

6. BACKGROUND PAPERS

Domestic Abuse Bill 2020 Overarching Factsheet - [Policy Paper - August 2020](#)

Homelessness Reduction Act 2017 - [Homelessness Code-of Guidance for Local Authorities - Chapter 21: Domestic Abuse](#)

The Economic and Social Costs of Domestic Abuse, Jan 2019 - [Home Office Research Report 107](#)

AUTHOR OF REPORT

Name: Judith Willis - Head of Community & Housing Services

Email: judith.willis@bromsgrovenandredditch.gov.uk

Tel.: 01527 534149 (Internal Ext:3348)



Bromsgrove
District Council
www.bromsgrove.gov.uk

Domestic Abuse Policy

Identifying abuse & responding effectively

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1. Introduction

Bromsgrove District Council believes that everyone has the right to live without fear of violence or abuse. We acknowledge the devastating and lasting effects violence, abuse and coercion have on the lives of women, men and children and we recognise the importance of supporting all victims and survivors of Domestic Abuse.

The Council condemns all forms of domestic abuse and will work to minimise the risks faced by victims and promote their recovery and wellbeing. This policy demonstrates the Council's commitment to providing support to our customers and service users who may be experiencing abuse, outlining our response to dealing with disclosures appropriately and safely in our role as a provider of public services.

2. Aims and Objectives

- 2.1 This policy seeks to ensure that all council staff are aware of their responsibilities towards anyone affected by domestic abuse, including customers, service users and fellow employees.
- 2.2 This policy aims to promote a safe and effective approach to victims and survivors of domestic abuse and their families.
- 2.3 This policy also aims to provide guidance for staff on dealing with people who are suspected or known to be perpetrators of domestic abuse.
- 2.4 The Council is committed to promoting equality of opportunity in its services and has procedures in place to ensure that all residents are treated fairly and without unlawful discrimination. The Equality Act 2010 provides a framework to ensure council services are not provided in a discriminatory manner, having due regard to eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations between people from all communities.

3. Responsibilities

3.1 **Protecting customers, service users and employees from harm**

Domestic abuse is the abuse of power and control by one person over another and can take many different forms.

For the purposes of this policy, we define Domestic Abuse as:

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality.

This can include but is not limited to the following tactics:

Agenda Item 7

- Emotional or psychological abuse – intimidation, isolation, verbal abuse, humiliation, not allowing friends / relatives to visit, destruction of belongings, threats of legal action and denial of the abuse
- Harassment and Stalking
- Sanctions e.g. deportations, custody of children etc
- Financial abuse – denial of rights or restrictions of personal freedom e.g. withholding money, preventing access to account information, preventing use of debit/credit cards
- Physical abuse – slapping, pushing, kicking, punching, stabbing, abduction, murder or attempted murder
- Sexual abuse – rape and non-consensual sexual acts.

Many of the acts above can also present in the form of: -

- Controlling behaviour - a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape, and regulating their everyday behaviour.
- Coercive behaviour - an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.
- 'Honour' Based Violence (HBV) – a form of domestic abuse which is perpetrated in the name of so called 'honour'. It occurs when perpetrators perceive that a relative has shamed the family and/or community by breaking their honour code. The honour code referred to is set at the discretion of male relatives and those who do not abide by the 'rules' are punished for bringing 'shame' on the family. Infringements may include a woman having a boyfriend; rejecting a forced marriage; pregnancy outside of marriage; interfaith relationships; seeking divorce, inappropriate dress or make-up and even kissing in a public place. It refers to a collection of practices used to control behaviour within families including forced marriage and female genital mutilation. Perceived violations of this 'honour' code are punishable by murder.
- Forced marriage – where a marriage conducted without the valid consent of one or both parties and where duress is a factor.
- Female Genital Mutilation (FGM) - a procedure where the female genitals are deliberately cut, injured or changed where there is no medical reason for this to be done.

3.2 Safeguarding, reducing risk and improving health and mental well-being

Domestic abuse affects a substantial proportion of the population over the course of their lives. Domestic abuse has a significant effect on victims' health including serious injury or loss of life through murder or suicide, exacerbation of other medical conditions, mental ill health and severe stress.

Domestic abuse has negative impacts on all aspects of victims' lives including housing/homelessness; education, training and employment; family and friendships; involvement in the arts, leisure and culture. These effects may persist in differing degrees long after the abuse has stopped. Victims may use drugs, alcohol and other substances in an attempt to cope with their situation. Victims may deny or minimise the harm caused by the perpetrator.

Perpetrators of domestic abuse come from all different areas of society. They target victims regardless of their age, sex, disability, ethnicity, sexual orientation, nationality, religion, educational level, income or employment status. Domestic abuse is more commonly inflicted by men on women. This is particularly true for severe and repeated violence and sexual assault. The risk that perpetrators pose also increases markedly for people who are disabled or pregnant.

Perpetrators frequently cause harm to children, both directly and by having them witness abuse to a parent, carer or another family member. Domestic abuse undermines the family as a base of care & support and increases the risk of other forms of abuse and neglect.

As a community leader, the Council condemns all forms of domestic abuse and is committed to ensuring that service users and staff are provided with the right information and support to minimise risks and promote recovery.

This policy applies to all Bromsgrove District Council employees and Elected Members

3.3 Providing appropriate support, information and advice to victims

The Council recognises that its staff will provide a variety of services to people affected by domestic abuse. A council officer or Councillor may be the first, or indeed only, person in authority who has recognised the abuse or received a disclosure. As such, all staff and Members are required to have due regard to the provisions of this policy in their dealings with customers, service users and colleagues who may be affected by domestic abuse

Certain members of staff in key designated roles are more likely to interact directly and regularly with service users and hold a job role with a specific remit to provide customer support and advice. It is these officers that will be the most likely to identify a potential risk of abuse or receive a disclosure. As such, all staff in designated roles are required to:

- Be aware of their own attitudes and beliefs relating to domestic abuse
- Have knowledge of how domestic abuse occurs and the risks to victims & children

- Understand how these dynamics affect victims' behaviour
- Empower and support victims to be safe
- Demonstrate the skills required to initiate a conversation about domestic abuse and – if a disclosure is made – receive this sensitively
- Assess the level of risk to victims and children utilising, where appropriate, apply the national recognised DASH checklist tool (Appendix 1) with the service user
- Refer to other services within the Council and partner agencies
- Understand the circumstances in which information must be shared with other agencies and the processes for doing so
- Hold perpetrators accountable for abuse
- Make appropriate referrals to North Worcestershire MARAC or Worcestershire DAPP (Domestic Abuse Perpetrator Programme) meeting
- Challenge acts or statements that blame victims for their abuse
- Collect & record information that may be used as evidence in criminal or civil proceedings
- Complete all allocated training and development activities relating to domestic abuse
- Be aware of how their own wellbeing may be impacted by working with people affected by domestic abuse and know how to seek appropriate support for this.

All staff and Members will receive awareness training to enable them to understand the importance of recognising domestic abuse and its links to statutory Safeguarding and Health & Safety procedures.

Staff employed in “designated roles” will receive enhanced training to support understanding of the signs and effects of domestic abuse and how to manage and respond to disclosures appropriately. Some staff will also receive training in identifying and working safely with perpetrators as necessary to the requirements of their job roles.

Heads of Service will determine which job roles within their service are “designated roles” for the purposes of this policy and identify the training and development needs of the staff in these roles.

3.4 Protecting the most vulnerable

Domestic violence and abuse are significant safeguarding and child protection issues and the safety and well-being of children living with domestic violence and abuse is recognised as a matter of concern in its own right by both Central Government and key children's services and agencies. Where it is suspected that a child is suffering significant harm or living in circumstances where maltreatment is resulting in a lack of safe and effective care; or causing impairment to health or development, then an immediate referral to Worcestershire Children First Social Care Service is required. Details of the referral procedure and guidance can be found in the council's Safeguarding Children, Young People and Adults with Care and Support Needs Policy.

Adults with additional care and support needs can be subjected to domestic abuse and we must take reasonable steps to offer protection. An adult with care

and support needs can include people with learning disabilities, older people, people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems. People with disabilities or additional care needs may not report or disclose domestic abuse due to their own understanding of what is happening, the fear of losing the independence of living in their own home or if the alleged abuser is their main or only carer. Again, details of the referral process can be found in the council's safeguarding policy.

The Council acknowledges the importance of diversity and equality in operating this policy, recognising the cultural pressures that may exist for Black, Asian and other Minority Ethnic communities and Refugees and the need to be sensitive when dealing with matters related to domestic abuse. Those from Black, Asian, other Minority Ethnic communities and Refugees may be reluctant to approach statutory or voluntary organisations due to additional and legitimate fears of racist reactions, language and cultural barriers or concerns about immigration status. It is imperative that council officers ensure that equal levels of support and protection are offered in each case, treating all customers fairly and supportively, according to their individual circumstances.

Similar concerns exist for LGBTQ+ service users and customers, who may also be reluctant to disclose abuse due to fears of discrimination, prejudice or unauthorised disclosures and breaches of confidentiality. Again, the Council will not tolerate discriminatory practice and will treat all customers and service users who seek our support and assistance with respect and sensitivity.

3.5 Employees as Victims as Domestic Abuse

The Council acknowledges that domestic abuse can critically affect many people's lives, including its own employees. Abuse can affect an individual's physical and mental health and significantly impact on work performance and as an employer the Council has a responsibility for its employees' health, safety and welfare at work.

The Council is committed to addressing domestic abuse whenever its effects become apparent in the workplace. Domestic abuse can negatively influence the health, well-being and self-confidence of staff who may in turn feel unable to confide in others or seek help. Many of those that experience domestic abuse have difficulty attending work regularly and demonstrate longer term symptoms such as depression, anxiety, or stress that consequently affect work performance. It is important for all staff to be aware of domestic abuse as a possible cause when colleagues are depressed, distracted, lacking in self-confidence or appear visibly injured. As a council, we strive to create a working environment that promotes the view that everyone has the right to a life free from abuse in any form and that violence and abuse against any person is unacceptable. Separate guidance is available to employees regarding domestic abuse, for more information, contact Human Resources & Organisational Development

3.7 Employees as Perpetrators of Domestic Abuse

Employees are expected at all times to conduct themselves in a way that will not adversely reflect on the Council and its reputation. Domestic abuse perpetrated by employees will not be condoned under any circumstances nor will it be treated as a purely private matter. Perpetrating domestic abuse whilst in the workplace may be a breach of Code of Conduct. If a colleague is found to be assisting an abuser in perpetrating the abuse by giving them access to facilities such as telephone numbers, contact details or email, then this could be considered a disciplinary offence.

The Council will treat any allegation, disclosure or conviction of a domestic abuse related offence on a case-by-case basis. Our aim is to reduce risk and support change; recognising our role in encouraging and supporting employees to address violent and abusive behaviour of all kinds. If an employee approaches a colleague with concerns about their own abusive behaviour, information about services and support available will be provided. Confidentiality will be maintained, and information restricted only to those who have a need-to-know.

However, there are some circumstances in which confidentiality cannot be assured and this is when there are concerns about children or vulnerable adults or where an employer needs to act to protect the safety of other employees. As above, for more employee information, contact Human Resources & Organisational Development.

3.8 Working in Partnership

This policy forms part of the wider Community Safety and Safeguarding agenda aimed at supporting employees to identify risks, receive disclosures and support victims appropriately and sensitively.

Domestic violence and many acts of abuse are crimes, and the Council is committed to preventing and reducing crime and disorder in line with our role as a statutory member of the Community Safety Partnership. Under the Crime and Disorder Act 1998, the Council must work with the Police, Probation Services, Public Health Bodies, Clinical Commissioning Groups and other statutory agencies to reduce crime and disorder in Bromsgrove.

The Council works in partnership with other agencies to meet these objectives and fulfil all of its legal obligations in relation to domestic abuse.

The Council supports the [Worcestershire Forum against Domestic Abuse and Sexual Violence](#), the commissioned Domestic Abuse Service for the county [West Mercia Women's Aid](#) and all staff must have due regard to the information and guidance provided by these key services when supporting customers, service users and colleagues.

North Worcestershire MARAC (Multi Agency Risk Assessment Conference) is a victim focused information sharing and risk management meeting attended by all key agencies, where high risk cases of domestic abuse are discussed. The role

of the MARAC is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety. In a single meeting, MARAC combines up to date risk information with a timely assessment of a victim's needs and links those directly to the provision of appropriate services for all those involved in a domestic abuse case: victim, children and perpetrator.

In line with national best practice, the Council has a designated single point of contact for the purposes of MARAC. The designated officer attends the MARAC and is able to provide information and updates, addressing any concerns raised about cases. Outside agencies and internal departments are often unsure who to contact in relation to high risk referrals and the designated officer can act as a liaison, responding promptly with requests/queries for information from all parties. It is the role of the designated officer to ensure that any MARAC cases are flagged appropriately on authority systems.

Any officer subsequently engaging with someone identified as being subject to MARAC must liaise with the designated officer as soon as practically possible, so that relevant information is appropriately shared with MARAC in a timely manner. For more information about the North Worcestershire MARAC meeting and to discuss how to make a referral, contact the Council's designated officer in the Community Safety team.

[Worcestershire Drive](#) is a voluntary Domestic Abuse Perpetrator programme (DAPP) which aims to reduce the number of child and adult victims of domestic abuse by deterring perpetrator behaviour. Drive provides a case manager who acts as a single point of contact for perpetrators on a 1-2-1 basis. The case manager then works closely with all statutory agencies including the Police, Probation and Children's Services to maximise the impact of the criminal justice system, developing and agreeing strategies to limit the opportunities for the perpetrator to continue abusing. The service has been developed to knit together existing services, complementing and enhancing existing interventions. Worcestershire Drive was established in 2018 as a pilot project funded by the West Mercia PCC and Worcestershire County Councils' Public Health team. For more information about Drive and to discuss how to make a referral, contact the Council's Community Safety team.

North Worcestershire Integrated Offender Management (IOM) Scheme is the term used to describe the multi-agency approach to tackling persistent offenders who commit a lot of crime, causing damage and nuisance to communities. The approach recognises that repeat offenders have multiple problems which contribute to their offending which cannot be addressed by a single agency. Agencies involved in IOM include probation, police, local authorities, drugs and alcohol services and health providers.

The IOM scheme also seeks to work with offenders who have been released from prison. These offenders often pose a high risk of offending because they will usually require support to get their lives back on track and address issues which have contributed to their criminal lifestyle such as drug and alcohol addiction, homelessness, unemployment, health problems and access to benefits. A high proportion of the cohort of offenders managed under the North

Worcestershire IOM scheme are identified as perpetrators of Domestic Abuse. For more information about the local IOM scheme and to discuss how to make a referral, contact the Council's Community Safety team.

4. Legislation and Guidance

- 4.1 Alongside the forthcoming Domestic Abuse Bill, this policy is also underpinned by the Council's legal obligations under the Human Rights Act (1998) and the European Convention on Human Rights to protect life and to protect individuals from inhuman and degrading treatment.
- 4.2 Alongside the Domestic Abuse Bill and the Human Rights Act 1998, the following legislation will also be taken into consideration when implementing this policy:
- Housing Act 1996
 - Homeless Reduction Act 2017
 - Care Act 2014
 - Equality Act 2010
 - Children's Act 2004
 - Harassment Act 1997
 - Data Protection Act 1998, 2003 and 2018 (GDPR)
 - Local Government Act 2000
 - Health & Safety at Work Act 1974
 - Crime and Disorder Act 1998
 - ASB, Crime & Policing Act 2014

4.3 Confidentiality and information sharing

Where appropriate, the Council will share information with the Police and other key agencies under joint information sharing protocols, so that all agencies can carry out their function and duties in accordance with the Crime and Disorder Act 1998.

The Council works within the provisions of the General Data Protection Regulations (GDPR) / Data Protection Act 2018 which provide the framework for the sharing of information and the need for confidentiality and privacy. There is more information on how we use your information in our Privacy Policy, which is available on our website.

5. Related Policies and Procedures

5.1 Links to other corporate documents

This policy links to and should be read in conjunction with the following Bromsgrove District Council corporate policies and strategies:

- Safeguarding Children, Young People and Adults with Care and Support Needs Policy
- Bromsgrove Housing Strategy
- Community Safety Partnership Plan
- Lone Working Policy

- Disciplinary Policy

5.2 There are many partner agencies that we work with to develop a better understanding of domestic abuse and improve protection for victims, their families and the wider community, such as:

- North Worcestershire Community Safety Partnership members - [NWCSP](#)
- West Mercia Women's Aid
- Worcestershire Rape and Sexual Assault Centre
- West Mercia Police and Crime Commissioner
- Other Housing Associations
- Neighbouring Local Authorities
- Schools and Colleges
- Victim Support
- Other voluntary and community organisations

6. Appendices

6.1 DASH (Domestic abuse, stalking & honour based violence) Checklist – produced by [SafeLives](#) - the UK-wide charity dedicated to ending domestic abuse, for everyone and for good.



Ending domestic abuse

SafeLives Dash risk checklist Quick start guidance

You may be looking at this checklist because you are working in a professional capacity with a victim of domestic abuse. These notes are to help you understand the significance of the questions on the checklist. Domestic abuse can take many forms, but it is usually perpetrated by men towards women in an intimate relationship such as boyfriend/girlfriend, husband/wife. This checklist can also be used for lesbian, gay, bisexual relationships and for situations of 'honour'-based violence or family violence. Domestic abuse can include physical, emotional, mental, sexual or financial abuse as well as stalking and harassment. They might be experiencing one or all types of abuse; each situation is unique. It is the combination of behaviours that can be so intimidating. It can occur both during a relationship or after it has ended.

The purpose of the Dash risk checklist is to give a consistent and simple tool for practitioners who work with adult victims of domestic abuse in order to help them identify those who are at high risk of harm and whose cases should be referred to a Marac meeting in order to manage their risk. If you are concerned about risk to a child or children, you should make a referral to ensure that a full assessment of their safety and welfare is made.

The Dash risk checklist should be introduced to the victim within the framework of your agency's:

- Confidentiality policy
- Information sharing policy and protocols
- Marac referral policies and protocols

Before you begin to ask the questions in the Dash risk checklist:

- Establish how much time the victim has to talk to you: is it safe to talk now? What are safe contact details?
- Establish the whereabouts of the perpetrator and children
- Explain why you are asking these questions and how it relates to the Marac

While you are asking the questions in the Dash risk checklist:

- Identify early on who the victim is frightened of – ex-partner/partner/family member
- Use gender neutral terms such as partner/ex-partner. By creating a safe, accessible environment LGBT victims accessing the service will feel able to disclose both domestic abuse and their sexual orientation or gender identity.

Revealing the results of the Dash risk checklist to the victim

Telling someone that they are at high risk of serious harm or homicide may be frightening and overwhelming for them to hear. It is important that you state what your concerns are by using the answers they gave to you and your professional judgement. It is then important that you follow your area's protocols when referring to Marac and Children's Services. Equally, identifying that someone is not currently high risk needs to be managed carefully to ensure that the person doesn't feel that their situation is being minimised and that they don't feel embarrassed about asking for help. Explain that these factors are linked to homicide and serious harm and that if s/he experiences any of them in future, that they should get back in touch with your service or with the emergency services on 999 in an immediate crisis.

Please pay particular attention to a practitioner's professional judgement in all cases. The results from a checklist are not a definitive assessment of risk. They should provide you with a structure to inform your judgement and act as prompts to further questioning, analysis and risk management whether via a

Marac or in another way. **The responsibility for identifying your local referral threshold rests with your local Marac.**

Resources

Be sure that you have an awareness of the safety planning measures you can offer, both within your own agency and other agencies. Be familiar with local and national resources to refer the victim to, including specialist services. The following websites and contact details may be useful to you:

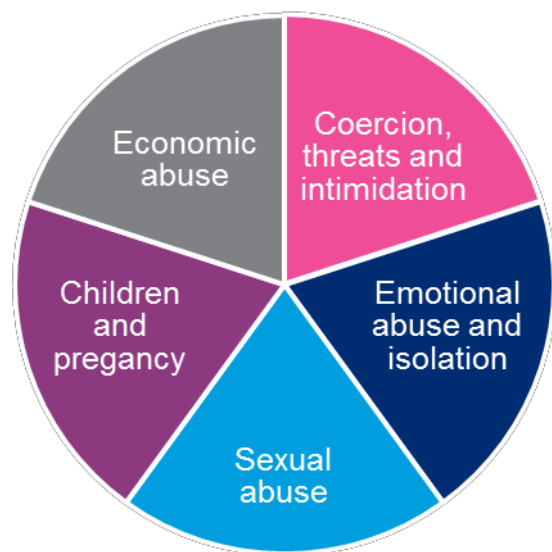
- **National Domestic Violence Helpline** (Tel: 0808 2000 247) for assistance with refuge accommodation and advice.
- **'Honour' Helpline** (Tel: 0800 5999247) for advice on forced marriage and 'honour' based violence.
- **Sexual Assault Referral Centres** ([visit the Rape Crisis website](#)) for details on SARCs and to locate your nearest centre.
- **Galop** (National LGBT+ Domestic Abuse Helpline: 0800 999 5428 / [visit the Galop website](#) for advice for LGBT victims) for advice and support for LGBT victims of domestic abuse.

Asking about types of abuse and risk factors

Physical abuse

We ask about physical abuse in questions 1, 10, 11, 13, 15, 18, 19 and 23.

- Physical abuse can take many forms from a push or shove to a punch, use of weapons, choking or strangulation.
- You should try and establish if the abuse is getting worse, or happening more often, or the incidents themselves are more serious. If your client is not sure, ask them to document how many incidents there have been in the last year and what took place. They should also consider keeping a diary marking when physical and other incidents take place.
- Try and get a picture of the range of physical abuse that has taken place. The incident that is currently being disclosed may not be the worst thing to have happened.
- The abuse might also be happening to other people in their household, such as their children or siblings or elderly relatives.
- Sometimes violence will be used against a family pet.
- If an incident has just occurred, the victim should call 999 for assistance from the police. If the victim has injuries, they should try and get them seen and documented by a health professional such as a GP or A&E nurse.



Sexual abuse

We ask about whether the victim is experiencing any form of sexual abuse in question 16.

- Sexual abuse can include the use of threats, force or intimidation to obtain sex, deliberately inflicting pain during sex, or combining sex and violence and using weapons.
- If the victim has suffered sexual abuse you should encourage them to get medical attention and to report this to the police. See above for advice on finding a Sexual Assault Referral Centre which can assist with medical and legal investigations.

Coercion, threats and intimidation

Coercion, threats and intimidation are covered in questions 2, 3, 6, 8, 14, 17, 18, 19, 23 and 24.

- It is important to understand and establish: the fears of the victim/victims in relation to what the perpetrator/s may do, who they are frightened of and who they are frightened for (e.g.

children/siblings). Victims usually know the abuser's behaviour better than anyone else which is why this question is significant.

- In cases of 'honour' based violence there may be more than one abuser living in the home or belonging to the wider family and community. This could also include female relatives.
- Stalking and harassment becomes more significant when the abuser is also making threats to harm themselves, the victim or others. They might use phrases such as "If I can't have you no one else can..."
- Other examples of behaviour that can indicate future harm include obsessive phone calls, texts or emails, uninvited visits to the victim's home or workplace, loitering and destroying/vandalising property.
- Advise the victim to keep a diary of these threats, when and where they happen, if anyone else was with them and if the threats made them feel frightened.
- Separation is a dangerous time: establish if the victim has tried to separate from the abuser or has been threatened about the consequences of leaving. Being pursued after separation can be particularly dangerous.
- Victims of domestic abuse sometimes tell us that the perpetrators harm pets, damage furniture and this alone makes them frightened without the perpetrator needing to physically hurt them. This kind of intimidation is common and often used as a way to control and frighten.
- Some perpetrators of domestic abuse do not follow court orders or contact arrangements with children. Previous violations may be associated with an increase in risk of future violence.
- Some victims feel frightened and intimidated by the criminal history of their partner/ex-partner. It is important to remember that offenders with a history of violence are at increased risk of harming their partner, even if the past violence was not directed towards intimate partners or family members, except for 'honour'-based violence, where the perpetrator(s) will commonly have no other recorded criminal history.

Emotional abuse and isolation

We ask about emotional abuse and isolation in questions 4, 5 and 12. This can be experienced at the same time as the other types of abuse. It may be present on its own or it may have started long before any physical violence began. The result of this abuse is that victims can blame themselves and, in order to live with what is happening, minimise and deny how serious it is. As a professional you can assist the victim in beginning to consider the risks the victim and any children may be facing.

- The victim may be being prevented from seeing family or friends, from creating any support networks or prevented from having access to any money.
- Victims of 'honour' based violence talk about extreme levels of isolation and being 'policed' in the home. This is a significant indicator of future harm and should be taken seriously.
- Due to the abuse and isolation being suffered victims feel like they have no choice but to continue living with the abuser and fear what may happen if they try and leave. This can often have an impact on the victim's mental health, and they might feel depressed or even suicidal.
- Equally the risk to the victim is greater if their partner/ex-partner has mental health problems such as depression and if they abuse drugs or alcohol. This can increase the level of isolation as victims can feel like agencies won't understand and will judge them. They may feel frightened that revealing this information will get them and their partner into trouble and, if they have children, they may worry that they will be removed. These risks are addressed in questions 21 & 22.

Children and pregnancy

Questions 7, 9 and 18 refer to being pregnant and children and whether there is conflict over child contact.

- The presence of children including stepchildren can increase the risk of domestic abuse for the mother. They too can get caught up in the violence and suffer directly.
- Physical violence can occur for the first time or get worse during pregnancy or for the first few years of the child's life. There are usually lots of professionals involved during this time, such as health visitors or midwives, who need to be aware of the risks to the victim and children, including an unborn child.
- The perpetrator may use the children to have access to the victim, abusive incidents may occur during child contact visits or there may be a lot of fear and anxiety that the children may be harmed.
- Please follow your local Child Protection Procedures and Guidelines for identifying and making referrals to Children's Services.

Economic abuse

Economic abuse is covered in question 20.

- Victims of domestic abuse often tell us that they are financially controlled by their partners/ex- partners. Consider how the financial control impacts on the safety options available to them. For example, they may rely on their partner/ex-partner for an income or do not have access to benefits in their own right. The victim might feel like the situation has become worse since their partner/ex- partner lost their job.
- The Citizens Advice Bureau or the local specialist domestic abuse support service will be able to outline to the victim the options relating to their current financial situation and how they might be able to access funds in their own right.

We also have a library of resources and information about training for frontline practitioners at <http://safelives.org.uk/practice-support/resources-frontline-domestic-abuse-workers-and-idvas>

Other Marac toolkits and resources

If you or someone from your agency attends the Marac meeting, you can download a **Marac Representative's Toolkit** here:

http://www.safelives.org.uk/sites/default/files/resources/Representatives%20toolkit_0_1.pdf. This essential document troubleshoots practical issues around the whole Marac process.

Other **frontline Practitioner Toolkits** are also available from <http://safelives.org.uk/practice-support/resources-marac-meetings/resources-people-referring>. These offer a practical introduction to Marac within the context of a professional role. Please signpost colleagues and other agency staff to these toolkits where relevant:

| | |
|--------------------------------------------|---------------------------------------|
| A&E | LGBT Services |
| Ambulance Service | Marac Chair |
| BAMER Services | Marac Coordinator |
| Children and Young People's Services | Mental Health Services for Adults |
| Drug and Alcohol | Police Officer |
| Education | Probation |
| Fire and Rescue Services | Social Care Services for Adults |
| Family Intervention Projects | Sexual Violence Services |
| Health Visitors, School Nurses & Community | Specialist Domestic Violence Services |
| Midwives | Victim Support |
| Housing | Women's Safety Officer |
| Independent Domestic Violence Advisors | |

For additional information and materials on Multi-agency risk assessment conferences (Maracs), please visit the [Resources for Marac meetings](#) section on SafeLives website. In particular, [10 Principle of an effective Marac](#) provides guidance on the Marac process and forms the basis of the Marac quality assurance process and national standards for Marac.



Ending domestic abuse

SafeLives Dash risk checklist

Aim of the form

- To help front line practitioners identify high risk cases of domestic abuse, stalking and 'honour'- based violence.
- To decide which cases should be referred to Marac and what other support might be required. A completed form becomes an active record that can be referred to in future for case management.
- To offer a common tool to agencies that are part of the Marac¹ process and provide a shared understanding of risk in relation to domestic abuse, stalking and 'honour'-based violence.
- To enable agencies to make defensible decisions based on the evidence from extensive research of cases, including domestic homicides and 'near misses', which underpins most recognised models of risk assessment.

How to use the form

Before completing the form for the first time we recommend that you read the [full practice guidance](#) and [FAQs](#). These can be downloaded from the '[Resources for identifying the risk victims face](#)' section on the SafeLives website. Risk is dynamic and can change very quickly. It is good practice to review the checklist after a new incident.

Recommended referral criteria to Marac

1. **Professional judgement:** if a professional has serious concerns about a victim's situation, they should refer the case to Marac. There will be occasions where the particular context of a case gives rise to serious concerns even if the victim has been unable to disclose the information that might highlight their risk more clearly. *This could reflect extreme levels of fear, cultural barriers to disclosure, immigration issues or language barriers particularly in cases of 'honour'-based violence.* This judgement would be based on the professional's experience and/or the victim's perception of their risk even if they do not meet criteria 2 and/or 3 below.
2. **'Visible High Risk':** the number of 'ticks' on this checklist. If you have ticked 14 or more 'yes' boxes the case would normally meet the Marac referral criteria.
3. **Potential Escalation:** the number of police callouts to the victim as a result of domestic violence in the past 12 months. This criterion can be used to identify cases where there is not a positive identification of a majority of the risk factors on the list, but where abuse appears to be escalating and where it is appropriate to assess the situation more fully by sharing information at Marac. It is common practice to start with 3 or more police callouts in a 12-month period, but **this will need to be reviewed depending on your local volume and your level of police reporting.**

Please pay attention to a practitioner's professional judgement in all cases. The results from a checklist are not a definitive assessment of risk. They should provide you with a structure to inform your judgement and act as prompts to further questioning, analysis and risk management whether via a Marac or in another way. **The responsibility for identifying your local referral threshold rests with your local Marac.**

What this form is not

This form will provide valuable information about the risks that children are living with, but it is not a full risk assessment for children. The presence of children increases the wider risks of domestic violence and stepchildren are particularly at risk. If risk towards children is highlighted, you should consider what referral you need to make to obtain a full assessment of the children's situation.

¹ For further information about Marac please refer to the 10 principles of an effective Marac: <http://www.safelives.org.uk/node/361>

Name of victim:

Date:

SafeLives Dash risk checklist for use by Idvas and other non-police agencies² for identification of risks when domestic abuse, 'honour'- based violence and/or stalking are disclosed

| Please explain that the purpose of asking these questions is for the safety and protection of the individual concerned. Tick the box if the factor is present. Please use the comment box at the end of the form to expand on any answer. It is assumed that your main source of information is the victim. If this is <u>not the case</u> , please indicate in the right-hand column | YES | NO | DON'T KNOW | State source of info if not the victim (e.g. police officer) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------------------------------------------|
| 1. Has the current incident resulted in injury? Please state what and whether this is the first injury. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are you very frightened? Comment: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. What are you afraid of? Is it further injury or violence? Please give an indication of what you think [name of abuser(s)] might do and to whom, including children. Comment: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Do you feel isolated from family/friends? I.e., does [name of abuser(s)] try to stop you from seeing friends/family/doctor or others? Comment: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Are you feeling depressed or having suicidal thoughts? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Have you separated or tried to separate from [name of abuser(s)] within the past year? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Is there conflict over child contact? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Does [name of abuser(s)] constantly text, call, contact, follow, stalk or harass you? Please expand to identify what and whether you believe that this is done deliberately to intimidate you? Consider the context and behaviour of what is being done. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Are you pregnant or have you recently had a baby (within the last 18 months)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. Is the abuse happening more often? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11. Is the abuse getting worse? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12. Does [name of abuser(s)] try to control everything you do and/or are they excessively jealous? For example: in terms of relationships; who you see; being 'policed' at home; telling you what to wear. Consider 'honour'-based violence (HBV) and specify behaviour. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13. Has [name of abuser(s)] ever used weapons or objects to hurt you? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 14. Has [name of abuser(s)] ever threatened to kill you or someone else and you believed them? If yes, tick who: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| You <input type="checkbox"/> Children <input type="checkbox"/> Other (please specify) <input type="checkbox"/> | | | | |

² Note: This checklist is consistent with the ACPO endorsed risk assessment model DASH 2009 for the police service.

Name of victim:

Date:

| Tick the box if the factor is present. Please use the comment box at the end of the form to expand on any answer. | YES | NO | DON'T KNOW | State source of info |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| 15. Has [name of abuser(s)] ever attempted to strangle / choke / suffocate / drown you? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16. Does [name of abuser(s)] do or say things of a sexual nature that make you feel bad or that physically hurt you or someone else? If someone else, specify who. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17. Is there any other person who has threatened you or who you are afraid of? If yes, please specify whom and why. Consider extended family if HBV. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18. Do you know if [name of abuser(s)] has hurt anyone else? Consider HBV. Please specify whom, including the children, siblings or elderly relatives: <ul style="list-style-type: none"> Children <input type="checkbox"/> Another family member <input type="checkbox"/> Someone from a previous relationship <input type="checkbox"/> Other (please specify) <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. Has [name of abuser(s)] ever mistreated an animal or the family pet? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20. Are there any financial issues? For example, are you dependent on [name of abuser(s)] for money/have they recently lost their job/other financial issues? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21. Has [name of abuser(s)] had problems in the past year with drugs (prescription or other), alcohol or mental health leading to problems in leading a normal life? If yes, please specify which and give relevant details if known. <ul style="list-style-type: none"> Drugs <input type="checkbox"/> Alcohol <input type="checkbox"/> Mental health <input type="checkbox"/> | | | | |
| 22. Has [name of abuser(s)] ever threatened or attempted suicide? | | | | |
| 23. Has [name of abuser(s)] ever broken bail/an injunction and/or formal agreement for when they can see you and/or the children? You may wish to consider this in relation to an ex-partner of the perpetrator if relevant. <ul style="list-style-type: none"> Bail conditions <input type="checkbox"/> Non-Molestation/Occupation Order <input type="checkbox"/> Child contact arrangements <input type="checkbox"/> Forced Marriage Protection Order <input type="checkbox"/> Other <input type="checkbox"/> | | | | |
| 24. Do you know if [name of abuser(s)] has ever been in trouble with the police or has a criminal history? If yes, please specify: <ul style="list-style-type: none"> Domestic abuse <input type="checkbox"/> Sexual violence <input type="checkbox"/> Other violence <input type="checkbox"/> Other <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Total 'yes' responses | | | | |

Name of victim:

Date:

For consideration by professional

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p>Is there any other relevant information (from victim or professional) which may increase risk levels? Consider victim's situation in relation to disability, substance misuse, mental health issues, cultural / language barriers, 'honour'-based systems, geographic isolation and minimisation. Are they willing to engage with your service? Describe.</p> | |
| <p>Consider abuser's occupation / interests. Could this give them unique access to weapons? Describe.</p> | |
| <p>What are the victim's greatest priorities to address their safety?</p> | |

| | |
|--------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| <p>Do you believe that there are reasonable grounds for referring this case to Marac?</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> |
| <p>If yes, have you made a referral?</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> |
| <p>Signed</p> | <p>Date</p> |
| <p>Do you believe that there are risks facing the children in the family?</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> |
| <p>If yes, please confirm if you have made a referral to safeguard the children?</p> | <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> |
| <p>Signed</p> | <p>Date referral made</p> |
| <p>Name</p> | <p>Date</p> |

Name of victim:

Date:

Practitioner's notes

This document reflects work undertaken by SafeLives in partnership with Laura Richards, Consultant Violence Adviser to ACPO. We would like to thank Advance, Blackburn with Darwen Women's Aid and Berkshire East Family Safety Unit and all the partners of the Blackpool Marac for their contribution in piloting the revised checklist without which we could not have amended the original SafeLives risk identification checklist. We are very grateful to Elizabeth Hall of CAF/CASS and Neil Blacklock of Respect for their advice and encouragement and for the expert input we received from Jan Pickles, Dr Amanda Robinson and Jasvinder Sanghera.

CABINET

25th November 2020

Bromsgrove District Council Housing and Homelessness Strategy 2020-2024

| | |
|----------------------------|-------------------|
| Relevant Portfolio Holder | Cllr Shirley Webb |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Judith Willis |
| Wards Affected | All |
| Ward Councillor Consulted | N/A |
| Key Decision | No |

1. SUMMARY OF PROPOSALS

- 1.1 The Council has a statutory duty to have a homelessness strategy and it is now becoming standard practice for local authorities to combine this with an overview of their wider strategic aims in the local housing market, thereby creating a synergised Housing and Homelessness Strategy.
- 1.2 The new draft Bromsgrove District Council Housing and Homelessness Strategy adopts this synergised approach. It looks at some of the main challenges in the national and Worcestershire housing markets and sets out the local position in Bromsgrove, together with the actions the Council intends to take to achieve its strategic purpose of 'Affordable and Sustainable Homes'
- 1.3 The draft strategy also explains how the Council's local housing priorities connect to the wider Worcestershire Strategic Housing Partnership Plan, a high-level housing plan for the county, which steers the general direction of the travel for all the councils in housing terms. It also makes links with the council's recovery plan in relation to the covid19 pandemic.

2. RECOMMENDATIONS

- 2.1 **The Cabinet is asked to approve the draft BDC Housing and Homelessness Strategy 2020-2024 for a period of public consultation for four weeks; and**
- 2.2 **Agree that a final version of the Housing Strategy, having considered any relevant consultation responses, will be brought back to Cabinet for approval.**

3. KEY ISSUES

Financial Implications

CABINET

25th November 2020

- 3.1 There are no direct financial implications associated with adopting this draft strategy.

Legal Implications

- 3.2 Under the Homelessness Reduction Act 2017, the Council has a statutory duty to have a homelessness strategy, and this is contained within the Worcestershire Strategic Housing Partnership Plan, which the Council endorsed in 2017.

Service / Operational Implications

- 3.3 The strategy sets out some of the main challenges in the national housing market and looks at the role of local authorities within this. The document also locates the Bromsgrove market within the county-wide context and considers the specifics around home ownership, private renting, social housing, homelessness, planning and growth. The document contains a summary of the main challenges facing the council locally and sets out a number of actions to tackle these issues, including those relating to the council's aspirations around housing growth. The strategy will be reviewed annually to ensure that it remains relevant and that these actions are having a positive impact on the borough, and to explore any blocks to progress. The draft strategy will be the subject of a four-week public consultation prior to formal adoption.

Customer / Equalities and Diversity Implications

- 3.4 These were covered in the Equality Impact Assessment carried out for the original Housing Partnership Plan. This will be reviewed to consider any additional impacts as a result of the strategy. The provision of good quality, affordable housing should help tackle inequality and support diversity.

4. RISK MANAGEMENT

Failing to influence the housing market in a strategic way could lead to a rise in homelessness locally, and impact upon the delivery of affordable housing. There are also risks to housing posed by the coronavirus pandemic so this strategy links closely with the council's Recovery and Restoration Plan 2020.

5. APPENDICES and BACKGROUND PAPERS

Appendix A – Draft Bromsgrove District Council Housing and Homelessness Strategy 2020-2024

CABINET

25th November 2020

Worcestershire Strategic Housing Partnership Plan
Strategic purpose of 'Affordable and Sustainable Homes'
Bromsgrove District Council Recovery and Restoration Plan 2020

6. KEY

None.

AUTHOR OF REPORT

Name: Derek Allen Housing Strategy Manager
derek.allen@bromsgroveandredditch.gov.uk
Tel: 01527 64252 extension 1278

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Bromsgrove District Council Housing and Homelessness Strategy **2020 - 2024**



Bromsgrove
District Council

www.bromsgrove.gov.uk

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| The Worcestershire context and the Worcestershire Strategic Housing Partnership Plan 2017 | 5 - 6 |
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Appendices

- Worcestershire Strategic Housing Partnership Plan
- Strategic Purpose ‘Affordable and sustainable homes’
- Bromsgrove District Council Recovery and Restoration Plan



Introduction

Bromsgrove District Council has a number of strategic purposes, one of which is “Affordable and sustainable homes’ so we have a key role to play in making sure that the local housing market provides a supply of good quality, affordable accommodation for local residents. This document sets out the council’s strategic approach to helping finding somewhere to live, together with a series of actions designed to enable local people to be well-housed. Getting this right should make Bromsgrove safer, healthier and more prosperous, because housing is central to the wellbeing of individuals, families and the wider community as a whole. Housing also plays a role in helping to meet the Council’s other strategic purposes particularly around business, leisure, and financial independence. This housing strategy sets out an approach to meeting the housing challenges facing the district, with a particular focus at the moment on increasing the supply of affordable homes for people who both live and work locally.



It’s important to recognise that this strategy was put together in advance of the outbreak of Covid19 and it remains to be seen what impact the crisis has on local residents and their housing situations. As a council we have put together a recovery plan to try and reduce the likelihood of homelessness and I will be monitoring this area of work closely to ensure we do everything we can to help Bromsgrove residents stay safely housed during and after the pandemic.

Councillor Shirley Webb

(Portfolio Holder for Strategic Housing and Health and Wellbeing)



The National Housing Context

In recent years, the national housing market has changed considerably, which in turn poses significant challenges for local authorities, who undertake a wide range of statutory housing functions in their area.

The latest MHCLG English Housing Survey 2016-17 reports the key trends. Home ownership remains central to the market, but with prices rising, home ownership is becoming increasingly difficult for young families. In the meantime, 4.7 million households are now renting privately in England, a figure which has doubled since the mid-1990's. Finally, 3.9 million households are living in the social sector, making it a smaller provider than the private rented sector.

Nationally it is widely recognised that there is an acute shortage of housing particularly social and affordable housing and the government itself has described the market as 'broken.' As private rents and house prices continue to increase many households are facing severe affordability issues, with young people and families on low to middle incomes especially affected by the difficulty of affording to buy or rent a decent home.

The government's response to these changing dynamics in the English housing market has been to try to boost the number of new homes being built nationwide, and to speed up the rate at which these units are delivered. To encourage development there have been changes introduced to streamline planning, new building funds launched, and a suite of options designed for households wishing to get on the housing ladder. The Social Housing Green Paper has also tabled a whole series of changes that may need to be implemented by housing providers in the near future, some of which focus on the delivery of new homes, while a new White Paper 'Planning for the Future' indicates other major changes lie ahead for housing and planning with central government exerting more influence at a local level.

Nevertheless, despite these efforts at a national level, housing development is still falling short of demand, According to current projections an average of 210,000 new households will form in England each year between 2014 and 2039. In 2016/17 the total housing stock in England increased by around 217,000 dwellings: 15% higher than the previous year's increase but short of the 240-250,000 new homes needed to keep pace with household formation.

With home ownership increasingly out of reach for many, and the private sector becoming more and more competitive, so the pressure has risen on local authorities to provide help to local residents in housing need.

There has also been considerable debate about the impact of changes made to the welfare benefit system in the last five years, and how these are leading to increased pressure on all housing providers. Broadly speaking the welfare changes introduced have decreased and capped the level of benefits available to low-income households at a time when the overall cost of living has risen.

Local councils are expected to play an increasingly important role in regulating standards and conditions in their private rented sector, while the implementation of the Homelessness Reduction Act in 2018 places new statutory responsibilities on councils to prevent and relieve homelessness in their areas. Homelessness and temporary accommodation placements have risen nationally in recent years, with MHCLG reporting that rough sleeping is up 169% in the last seven years.

In the local housing market, Bromsgrove is seeing some significant housing-related pressures at the moment, especially in terms of levels of demand for help with housing options. This demand is hard to resolve especially when private rents are high, in comparison with the limited help available via the Local Housing Allowance.



The Worcestershire Context

The Council works in partnership with the other local authorities in the county, primarily around influencing change, working up housing-related funding bids to central government, and the delivery of aids and adaptations in the private residential sector via the county-wide Home Improvement Agency. Most of this joint work is co-ordinated by the Worcestershire Strategic Housing Partnership, which comprises of the main housing providers around the county and those key organisations associated with housing, including health, adult social care, children's services, the Department for Work and Pensions and criminal justice agencies. The Worcestershire Strategic Housing Partnership has developed a county-wide homelessness strategy, which has been formally adopted by Bromsgrove District Council, in order to meet its statutory duty to have such a policy in place locally. The Strategic Partnership has also developed a high-level housing plan for the county and this steers the general direction of the travel for all the councils in housing terms (Appendix 1).

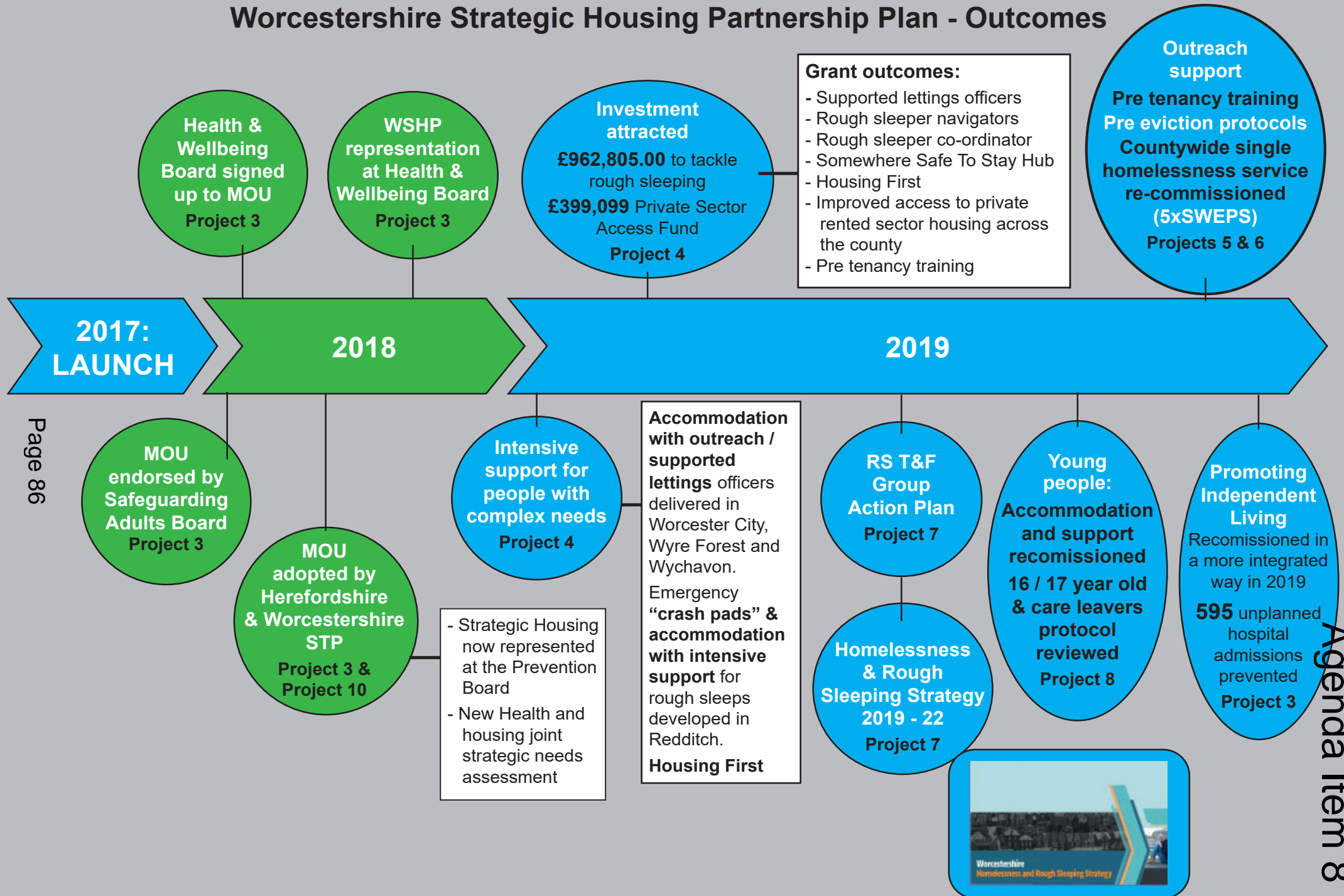
The six key themes in the 2017 high-level plan are:

- **Maximise the delivery of good quality housing of the right type and tenure** by co-ordinating the activities of housing developers, providers and support agencies to meet existing and future housing need in a sustainable way.
 - Build new homes
 - Investigate alternative models of affordable housing delivery to meet the housing and support needs of specific groups and sectors of the housing market
 - Attract funding opportunities to support delivery of identified housing development priorities
- **Improve existing homes** to tackle the personal, social, economic, mental and physical health, and community impacts of poor quality and inaccessible housing (and cold homes) across the private sector.
- **Improve collaboration, coordination and integration of healthcare and housing** in the planning, commissioning and delivery of homes and also services that focus on early intervention.
- **Develop an integrated approach to enable people with multiple and complex needs** to receive the services they need (not limited by existing practice or legislation) to change and support them to achieve resilience, health and well-being and independence within their communities in Worcestershire.
- **Create a simpler and more accessible pathway for all matters relating to disability and vulnerability**, empowering people to make the right choices to enable them to live independently.
- **Promote the strategic and operational impact of the housing sector** and ensure it influences key business planning processes in Worcestershire.

The high-level plan is accompanied by a number of actions to be undertaken by councils in relation to their local housing markets. The Partnership has also achieved a number of outcomes since its launch in 2017.



Worcestershire Strategic Housing Partnership Plan - Outcomes



Given that each council also has its challenges locally, and that delivery models vary across the districts, the authorities go on to determine their own specific priorities and this strategic document sets these out and how they will be progressed. The themes of the strategic purpose 'Affordable and sustainable homes' for Bromsgrove (Appendix 2) are:

- **Support the development and delivery of appropriate housing in the district**
- **Assist in making best use of all housing across the district**
- **Prevent and respond to homelessness**

The Bromsgrove Context

Bromsgrove District is in the north of Worcestershire and over 90% of its 217 square kilometres is greenbelt. With 95,768 residents, there are population clusters including Hagley, Rubery and Wythall, with the town of Bromsgrove accounting for just over a third of the total population of the District. Approximately 20% of the population are children and 21% are over 65 years old. Bromsgrove also has an aging population, as evidenced by the latest Worcestershire County Council JSNA profile on Health and Housing. This brings its own challenges in terms of producing the right mix of tenure and support, including digital enablement, to help residents who are living longer remain independent for as long as possible. The Council is also focussed on ensuring that careful consideration is given to the environment so green/Eco Home themes form part of its green thread thinking going forwards.

In housing terms the Council currently plays a largely strategic role, having transferred its stock to Bromsgrove District Housing Trust (BDHT) which was set up in 2004. There are approximately 39000 properties in the district, and around 12% of these homes are owned by Registered Providers in the area. BDHT is the largest of these, with 4172 properties in its portfolio. The Council has strong relationships and works closely with all Registered Providers in the district.

Bromsgrove has a particularly competitive and expensive private rented sector, which comparatively, is the smallest in the county. Around 3000 households rent privately. There are very few licensable Houses in Multiple Occupation. Home ownership is also an important part of the local housing market – there are some 31000 privately-owned homes in Bromsgrove.

Home Ownership in Bromsgrove

Currently home ownership levels are relatively stable in Bromsgrove, which has the highest levels of home ownership in Worcestershire, although this figure has declined slightly in recent years. The most marked contrast in home ownership terms can be seen in the differing ability of local residents to be able to purchase depending on whether they work locally or outside of the district where wages tend to be higher. Data analysis by the North Worcestershire Economic Development and Regeneration Unit indicates there is an imbalanced housing market in Bromsgrove, with rising affordability issues particularly for low earner and median income householders; the property to annual income ratio in Bromsgrove is approximately 10.8:1, so residents living and working locally struggle to afford to purchase in the district.



The Private Rented Sector in Bromsgrove

The private rented sector in Bromsgrove is experiencing similar pressures to other parts of the country. It provides a home to some 3000 households locally but it is becoming an increasingly expensive housing option for local residents. Local rents are significantly higher than the Local Housing Allowance so affordability and accessibility is an issue for a number of residents in this sector. Analysis in 2017 showed that 373 of 755 households in receipt of LHA were topping up their rent whilst living in the private rented sector in Bromsgrove.

The financial pressures faced by local people living in the private rented sector, particularly on low incomes, are being felt in other parts of the housing system especially in terms of homelessness – at times, loss of an assured shorthold tenancy can now be the biggest cause of homelessness in Bromsgrove.

Analysis of the local sector shows that most landlords are ‘incidental’ landlords, rather than larger-scale portfolio landlords. The number of Lettings Agents is also high – there are over 12 agents operating across the district. Standards and conditions fluctuate and the council’s Private Sector Housing Team receives over 80 complaints a year from tenants who are dissatisfied with either the behaviour of their landlord or, more regularly, the condition of their property.

The Social Housing Sector in Bromsgrove

The Council currently has a strategic influence on the local housing market, and Bromsgrove is a popular place for social housing providers who operate across the area, providing in the region of 5000 homes locally.

Given the financial pressures and competitive nature of the private rented sector, demand for social housing is high and the housing waiting list has nearly 3000 households on it at any given time.

The Council works closely with registered providers to facilitate an ongoing pipeline of affordable housing in the district but with land in relatively short supply this is a constant challenge for all parties.

As part of its response to these issues the council has decided, in partnership with Homes England, to utilise the site of its former headquarters at Burcot Lane to build 61 units of accommodation to boost housing supply near the town centre. The council plans to retain a number of these units which will be affordable for local residents. As a result of this activity the council has also engaged the services of a private sector property company Baily Garner to work up plans for the scheme, and consideration is being given to further expansion of this new direction of travel, if sufficient resources can be identified to make this feasible.



Homelessness

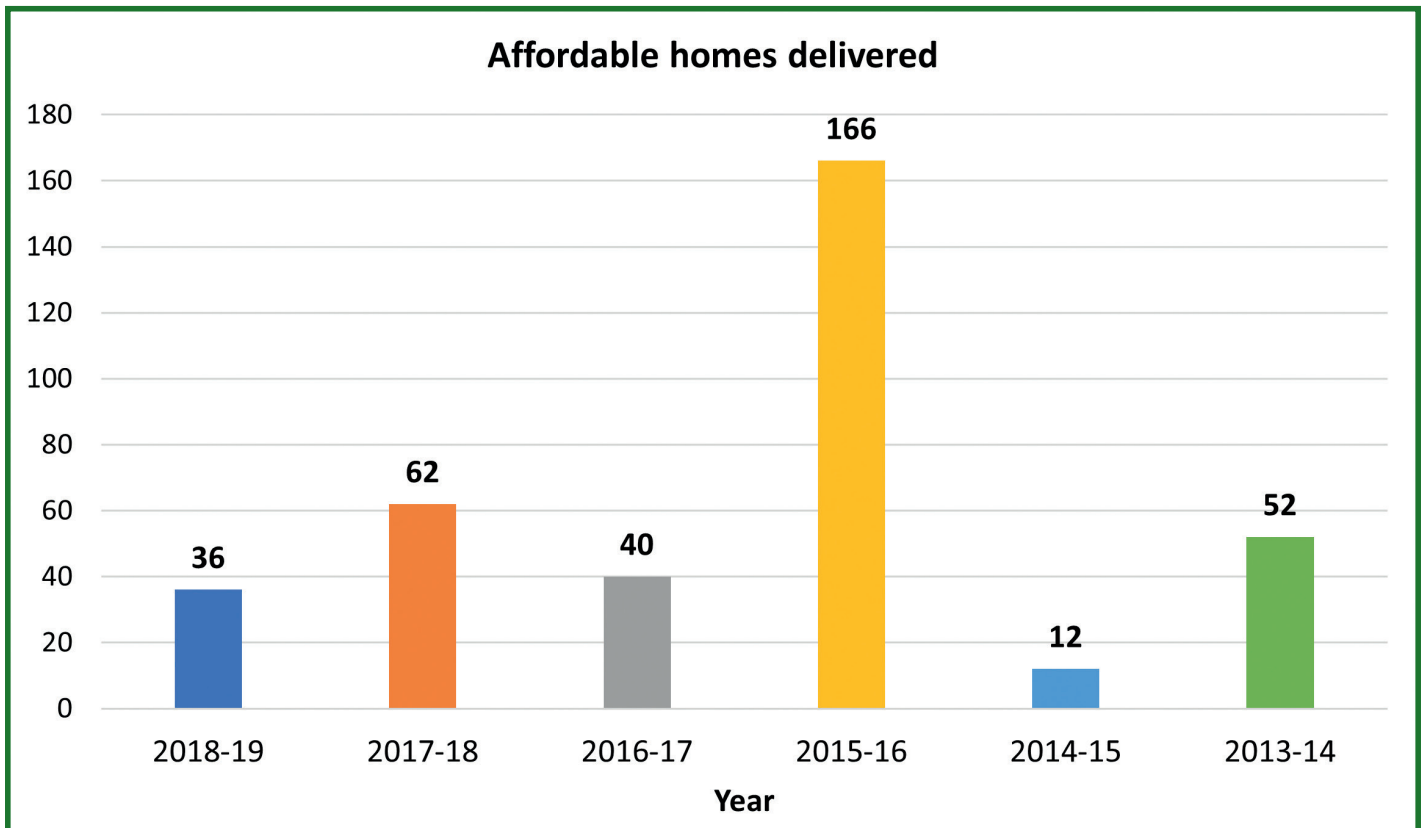
Annually, Bromsgrove only has a small number of people rough sleeping, but during the last couple of years some of these individuals have had a high street profile in Bromsgrove town centre. The council has worked extensively with various partner agencies including the Town Centre Partnership in order to secure housing for them where necessary. Together with Redditch Borough Council, Bromsgrove District Council co-funds a rapid-response team from Caring for Communities and People (CCP) to ensure anyone on the streets receives immediate support to them avoid becoming entrenched rough sleepers.

More broadly, the Housing Options Team at BDHT continues to receive enquiries from potentially homeless households in Bromsgrove as part of its work delivering the Housing Agency Contract on behalf of the Council. Loss of private sector tenancy now figures more regularly as the cause of homelessness, together with parents/relatives refusing to accommodate and incidents of domestic violence.



Planning and future housing growth

The Council has a duty, through its District Plan, to ensure that sufficient land is available to meet its housing need over any given Plan period. The supporting measures which sit below this overarching measure, record how many dwellings have been provided in each monitoring period, based on type and tenure. The monitoring period for this purpose runs from 1 April to 31 March. The current Bromsgrove District Plan (BDP) period runs from 2011 to 2030. The housing requirement for the BDP Plan period is 7000 dwellings, which equates to an average of 368 completions per annum. The district is currently behind its target for delivery of housing by 678 houses.



There are currently a total of 57 sites under construction this monitoring year, with 66 sites which have been completed. A further 97 development sites within the District benefit from planning permission but have not yet started, and it will be important to increase the supply of smaller units in the market, given that they are in short supply overall.

Work is also taking place at a senior level to explore creating a new county-wide housing delivery plan, and consideration is also being given to the use of local authority assets within the 'One Public Estate' approach.



Summary of the key strategic housing challenges facing Bromsgrove District Council and actions being taken to influence the local housing market

| Home ownership | |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ensuring home ownership levels underpinning local market are maintained and developed | <p>Joint approach from Strategic Housing and planning officers to incoming applications for housing development in the district in line with 'Planning for the Future'</p> <p>Review funding streams for growth, build and development and working with partners contribute to creating county-wide housing delivery plan, to include use of assets under One Public Estate approach</p> |
| Ensuring government-sponsored products are available locally | Strategic Housing and planning staff to review current range of products being delivered and offered locally and ensure these are factored into plans for Burcot Lane |
| Being alert to any Brexit-related impacts on local housing market | Discuss potential for increase in incoming demand from home owners with other council teams and BDHT and monitor via relevant council measures |
| Potential for interest rate rises in the future | Strategic Housing to monitor on an ongoing basis |

| Social Housing | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| Size of the housing waiting list | Continue with annual reviews |
| Build out at Burcot Lane in partnership with Homes England- affordable rents and alternative asset management vehicle - for example a Housing Company | Determine potential/viability of housing development role for council as a means of income generation and rebalancing local housing market |



| Private rental sector | |
|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Variable standards and conditions | Private Sector Team to review current practice and explore options to expand influence within current resource constraints |
| High number of landlords and agents combined with increased focus on regulation | As above - explore Accreditation/incentive schemes for increasing partnerships with landlords and reducing non-compliance |
| Lack of security for tenants | Ensure any government changes to tenant security are implemented across the borough |
| Rising rents/affordability issues | Research efforts to tackle high rents in other parts of the country |

| Homelessness | |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lack of housing resources to resolve homelessness | Work with BDHT Housing Options team to review provision of temporary accommodation and operational effectiveness and efficiency now new legislation has bedded in |
| Increased duties and expectations of Homelessness Reduction Act including Duty to Cooperate | Ensure BDHT team fully supported by council and that financial resources required to tackle homelessness remain available |
| Utilising new government resources to maximum effect and maintaining existing support services | Strategic Housing staff to work with colleagues county-wide on securing additional resources available nationally |
| Risks to housing created by Covid19 | Implement local recovery plan and continue to work with county colleagues on Worcestershire-wide recovery themes |



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Finance Monitoring Quarter 2 2020/21

| | |
|----------------------------------|----------------------------------------------------------------------------|
| Relevant Portfolio Holder | Councillor Geoff Denaro Portfolio Holder for Finance and Enabling Services |
| Relevant Head of Service | Chris Forrester, Head of Finance and Customer Services |
| Non-Key Decision | |

1. Purpose and Summary

- 1.1 To report to Cabinet on the Council's financial position for both Revenue and Capital for the financial period April 2020 – September 2020.

2. Recommendations

- 2.1 That Cabinet is asked to resolve to note the current financial position in relation to revenue and capital budgets for the financial period April 2020 – September 2020 as detailed in the report.

That Cabinet recommends to Council

- 2.2 Approval of the reprofiling of the Burcot Lane project in the capital programme 2020/21 due to officers completing a review of the Capital budget for 2020/21 – 2023/24. See Appendix 3

Revenue budgets

- 3.1 This report provides details of the financial performance of the Council for 2020/21. The report reflects the finances across the new strategic purposes to enable Members to be aware of the level of income and expenditure attributed to each area and how this compares to budget. The summary below shows the financial revenue position for the Council for the period April to September 2020/21.
- 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 explains the key variances to budget for 2020/21.
- 3.3 The £11.812m original budget as included in the table below is made up of the budget approved in February 2020.

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3.4 In addition the revised 2020/21 budget of £12.097m includes transfers to/from reserves of £285k which is shown in appendix 1.

**Revenue Budget summary
Financial Year 2020/21 – Overall Council**

Please note figures have been rounded

| Strategic Purpose | Original Budget 2020/21 £'000 | Revised budget 2020/21 £'000 | Budget to date 2020/21 £'000 | Actuals to date 2020/21 £'000 | Variance to date 2020/21 £'000 | Projected outturn 2020/21 £'000 | Projected Variance 2020/21 £'000 |
|--------------------------------------------------------|-------------------------------------|------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|----------------------------------------|
| Affordable and sustainable home | 695 | 863 | 304 | 282 | -22 | 851 | -11 |
| Communities which are safe, well maintained, and green | 4,922 | 5,035 | 1,750 | 1,597 | -153 | 5,204 | 169 |
| Enabling the Authority | 5,357 | 5,285 | 2,430 | 2,438 | 9 | 5,316 | 31 |
| Living independent, active and healthy lives | 377 | 457 | 86 | 3 | -83 | 370 | -87 |
| Run and grow a successful business | -51 | -69 | -117 | 366 | 483 | 710 | 779 |
| Work and financial independence | 512 | 526 | -435 | -430 | 5 | 496 | -29 |
| Total | 11,812 | 12,096 | 4,017 | 4,344 | 327 | 13,093 | 997 |
| Financing | -11,812 | -12,096 | -7,569 | -7,655 | -86 | -12,091 | 5 |
| Grand Total | 0 | 0 | -3,551 | -3,311 | 241 | 1,002 | 1,002 |

Financial Commentary:

It is important to note that the council has received £1,255k in COVID-19 grants in four tranches from central government to date of which £390k has been spent. This means that there is £865k remaining which can be used to mitigate some of the overspends/losses as shown above and explained in more detail below as appropriate. The Council has also filled in returns to central government with the expectation that a proportion of the losses the council has experienced detailed on the returns due to COVID-19 will be met by government which should reduce the deficit position detailed above.

There are a number of variances across the strategic purposes. The summary above shows the 2020/21 revenue position for the Council for the first two quarters and the main variations are as a result of:

Affordable and sustainable home (£11k underspend)

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

- There are no material individual variances in quarter 2 to report.

Communities which are safe, well maintained and green (£149k overspend)

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

Whilst at quarter 2 it is currently showing an underspend it is projecting an overall overspend by year end due to the following:

- Bereavement services have received less income than expected from burial fees going in to the second quarter of **£21k** due to the pandemic restrictions that have been in force stopping some service items such as cremated remains burials. It is therefore projected this will continue for the foreseeable future and projected shortfall in income will be **£40k** by the end of the financial year 2020/21.
- Building Control have seen an increase in activity in the local construction sector after the initial lockdown in quarter 1 with a significant upturn in demand once matters normalised. This appears to have plateaued and introduced a false peak. Some concern is felt regarding the negative effect of any future local lock down. Whilst the sector is expected to continue the winter months often see a decrease in demand. The forecasted shortfall in income is projected therefore at **£56k**.
- Core Environmental operations have some underspends on salaries **£28k**. These are projected to be filled going into the second quarter of the financial year and are projected to have an underspend of **£15k**.
- Development Control have a shortfall in income in quarter 2 of 2020/21 due to the profiled budget **£13k**. It is therefore projected this will continue for the remainder of the financial year and its expected shortfall for the year is **£48k**.
- Environmental services Place teams have some underspends on salary savings **£47k**. This is due a review of service requirements and it is hoped after delayed recruitment due to COVID-19 these posts will be filled into the third quarter and projected therefore by year end to show savings of **£22k**.
- Stores and Depot have increased costs due to security issues which will be resolved later in the year. This will see a projected overspend by the end of the year of **£31k**.
- There is a small underspend on the budget available for Local plans inquiries within strategic planning due to reassessing the local plan work this is currently being addressed along with the future plans **£94k**.
- There are some salary savings in the Tree management team following a services delivery review **£56k**. While some posts have been recruited too there are some that still remain vacant. Its is therefore projected there will be a underspend by year end **£89k**.
- Waste management have some additional commercial Waste Disposal Costs. A Business case has been put forward to address this going forwards in the budget. There are also increased costs from Severn Trent on disposal of septic waste which is being challenged and also overspends on additional overtime due to out of Hours Callout costs, which is also being reviewed corporately **£219k**.

Enabling the Authority (£31k overspend)

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

- There is a variance in Corporate services which is due to a vacancy management factor target to be met. This will be reallocated from other services by quarter 3. See savings monitoring at point 4 to this report **£210k**.
- Customer Services, Democratic Services and member support and ICT have temporary salary underspends projected **£194k**.
- Training and organisational development have underspend on the corporate training budget due COVID-19 having had a direct impact on our ability to continue with all training, some training was paused and we are currently reviewing how we will continue to provide the necessary training in light of the pandemic, including moving to remote training as appropriate **£100k**.

Living independent, active & healthy lives (£87k underspend)

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

- There is a variance within Business development – Leisure service due to not receiving the first and second quarter income fee for BSLC which is due to the impact of the COVID-19 pandemic. We have made a claim to the Government for the loss of fees and charges and are currently awaiting an update as to whether we be claim a proportion of the lost amount. This will be allocated to the shortfalls in income for BSLC should the Council receive these monies **£193k**.
Members will also be aware of additional payment made to everyone active in terms of the losses incurred during the forced closure of the site. This has been reflected as transfer from the COVID-19 grant and therefore does not show as an overspend within Business development.
There are some savings in CCTV & Lifeline and Community transport due to temporary salary vacancies **£36k**.
- Sports & Arts Development and Parks & events have some underspends due to events not taking place in the first and second quarters also due to Covid **£79k**.

Run and grow a successful business (£779k overspend)

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.

- The main overspend is within car parks which is due to the temporary suspension of car parking charges between April and July and the reduction in income levels seen since the reopening which is anticipated to continue to year end and beyond because of COVID-19 **£693k**. The government have announced a compensation scheme for lost fees and charges income and officers have worked through an application for the first quarter for these funds and are awaiting confirmation.
- There is also a variance on markets which again is due to the impact of COVID-19 **£24k**
- Licences has a shortfall of income in the first and second quarter of 2020/21 **£36k**

Work and Financial independence (£29k underspend)

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

- Benefits has a slight overspend due to additional resources requires **£20k**.
- Revenues has a variance due to a pending service review which is currently underway **£49k**.

Corporate Financing (£5k overspend)

- There are no material variances to report.

4. Savings Monitoring

The medium term financial plan included £510k of savings identified to be delivered during 2020/21. The breakdown of these savings is attached at appendix 2. £45k of these identified savings is in relation to reductions in enabling costs.

To quarter 2 £219k in identified savings have been realised against the budgeted April to September savings of £255k.

In addition to the above officers have been required to find further savings throughout the financial year 2020/21 to meet the vacancy factor (£170k) and the enabling services (£45k) targets. At quarter 2 additional savings (above those identified) have been realised of £143k.

5. Cash Management

5.2 Borrowing

As at the 30th September 2020 there were £10m short term borrowings with associated borrowing costs within the quarter of £41k and there was no long term borrowing.

An interest payable budget had been set of £386k for 2020/21 due to expenditure relating to current capital projects.

5.3 Investments

At 30th September 2020 there were £6.750m investments held.

An interest receivable budget has been set of £161k for 2020/21 for any investments we make

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6. Capital Budgets

**Capital Budget summary
Financial Year 2020/21 – Overall Council**

Please note figures have been rounded

| Strategic Purpose | Original Budget 2020/21 £'000 | Revised budget 2020/21 £'000 | Budget to date 2020/21 £'000 | Actuals to date 2020/21 £'000 | Variance to date 2020/21 £'000 | Projected outturn 2020/21 £'000 | Projected Variance 2020/21 £'000 |
|--------------------------------------------------------------|-------------------------------------|------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|----------------------------------------|
| Communities which are safe, well maintained and green | 3,481 | 11,476 | 1,696 | 1,358 | -337 | 11,009 | -467 |
| Enabling the Authority | 55 | 392 | 210 | 123 | -87 | 392 | 0 |
| Living independent , active and healthy lives | 835 | 1,643 | 821 | 189 | -632 | 825 | -603 |
| Work and financial independence | 0 | 5 | 2 | 0 | -2 | 2 | -3 |
| Totals | 4,371 | 13,516 | 2,729 | 1,671 | -1,059 | 12,228 | -1,288 |

Finance commentary:

Communities which are safe, well maintained and green

These budgets include those relating mainly to Environmental services – Fleet replacement, Finance and Customer Services – Burcot lane and the Regeneration fund and Planning, Regeneration and Leisure Services to deliver against the purpose ensuring an area is both safe and attractive for the community.

- The Olev/Ulev Scheme is showing a slight underspend to date but will be expected to be completed by the end of the financial year **£100k**.
- The Infrastructure Works and the depot have been postponed due to the future of site still to be determined. This will be reviewed going into quarter 3 **£252k**.
- Due to COVID-19 there has been a delay in delivery of the re-landscaping of the recreation ground scheme. This will be reviewed by quarter 3 and a request maybe made therefore to carry the existing budget into the new financial year **£211k**.

Enabling the Authority

These budgets include those relating mainly to Environmental services – Computer Systems and Finance

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and Customer Services – New Enterprise systems to deliver robust and efficient enabling services.

- The variance for this quarter relates to the Fleet management computer system and the Environmental Services Computer system. Suitable systems are being finalised prior to procurement taking place via a Framework.

Living independent, active & healthy lives

There are a number of budgets relating to the delivery of the strategic purpose including Funding for Disabled Facilities Grants, CCTV and Home repairs Assistance.

- The main underspend relates to the Disabled Facilities grant budget (DFG's) there has been little activity on this project in the first quarter and Second quarter of 2020/21 due to the COVID-19 pandemic.

Work and Financial independence

- This budget relates to the Energy Efficiency grant received for Worcestershire county council it is anticipated will be spent going into the last quarter of the financial year.

7. Earmarked Reserves

- 7.1 The position as at 31st September 2020/21 is shown in Appendix 1. This also details the planned use of the reserves for the future budget years 2021/22.

8. General Fund Balances

- 8.1 The General Fund Balance as at the 31th March 2020 is £4.408m. A balanced budget was approved in February 2020 to include identified savings which have been built into individual budget allocations. This also included a planned return to balances for 2020/21 of £170k.

9. Legal Implications

- 9.1 No Legal implications have been identified.

10. Service/Operational Implications

- 10.1 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.

11. Risk Management

11.1 Effective budget monitoring supports any risks associated with the Council.

APPENDICES

Appendix 1 - Earmarked Reserves 2020/21
Appendix 2 - Savings Monitoring 2020/21
Appendix 3 – Capital reprofiling

AUTHOR OF REPORT

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

FINANCIAL RESERVES STATEMENT 2020/21

Appendix 1

Please note these figures have been rounded

| Description | Balance b/fwd 1/4/2020 | Budgeted Release 2020/21 | Revised Balance b/fwd 1/4/2020 | Transfers in existing reserve 2020/21 | Transfers out existing reserve 2020/21 | New Reserve 2020/21 | C/fwd 31/3/2020 | Planned use for 2021/22 Budget | Comment |
|-------------------------------------|------------------------|--------------------------|--------------------------------|---------------------------------------|----------------------------------------|---------------------|-----------------|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | £'000 | |
| Building Control | (7) | 0 | (7) | 0 | 0 | 0 | (7) | 0 | To Fund the mobile working project |
| Building Control Partnership | (69) | 0 | (69) | 0 | 0 | (10) | (79) | 0 | Partnership income has to be reinvested back in to the service. |
| Commercialism | (10) | 0 | (10) | 0 | 10 | 0 | 0 | 0 | To help fund costs in relation to commercialism projects |
| Community Services | (43) | 0 | (43) | 0 | 21 | 0 | (22) | 0 | To help towards a district network feasibility study and unauthorised trespass prevention. |
| Economic Growth Development | (1,342) | 150 | (1,192) | 0 | 3 | 0 | (1,190) | 150 | To fund the Economic Development opportunities across the District |
| Election Services | (96) | 50 | (46) | (5) | 0 | 0 | (51) | 0 | To support the delivery of individual electoral registration and to set aside a reserve for potential refunds to government |
| Financial Services | (362) | 0 | (362) | 0 | 0 | 0 | (362) | 0 | A number of reserves / grants have been set aside to support residents through the changes to welfare reform along with a reserve to support our Business continuity plans. |
| Corporate Financing | (2,784) | 0 | (2,784) | 0 | 0 | 0 | (2,784) | 0 | The reserve has been created to offset the loss on Business rates collection and appeals in 2019/20. |
| Housing Schemes | (475) | 0 | (475) | 0 | 145 | 0 | (330) | 142 | To support the feasibility and implementation of housing schemes across the district |
| ICT/Systems | (204) | 0 | (204) | 0 | 0 | 0 | (204) | 0 | To provide replacement ICT and systems across the authority. |
| Leisure/Community Safety | (291) | 0 | (291) | 0 | 121 | 0 | (169) | 0 | Grant received and reserves set aside to support a number of leisure and well being schemes across the District |
| Local Neighbourhood Partnerships | (16) | 0 | (16) | 0 | 0 | 0 | (16) | 0 | Grant received in relation to liveability schemes |
| Other | (115) | 0 | (115) | 0 | 0 | 0 | (115) | 44 | General reserves including - support for apprentices, set up costs and Brexit reserve. |
| Planning | (108) | 0 | (108) | 0 | 0 | 0 | (108) | 0 | Reserves in relation to a custom build grant to provide support to the council towards expenditure lawfully incurred in relation to the provision and maintenance of a self-build register, along with reserves to help towards future planning appeals. |
| Regulatory Services (Partner Share) | (35) | 0 | (35) | 0 | 0 | 0 | (35) | 0 | BDC Share of WRS grant related reserves |
| Shared Services Agenda | (311) | 0 | (311) | 0 | 0 | 0 | (311) | 0 | To fund potential redundancy and other shared costs |
| Grand Total | (6,268) | 200 | (6,068) | (5) | 299 | (10) | (5,783) | 337 | |

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SAVINGS & ADDITIONAL INCOME - BDC

APPENDIX 2

| Department | Service | Strategic Purpose | Description of saving | 2020-21 £'000 | 2020-21 Apr - Sept £'000 | Quarter 2 | | | |
|-------------------------------------------|-----------------------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------|--------------------------------|------------------|--------------------------------------------------|---------------------|-------------------|
| | | | | | | On target Y/N | Additional (add to in yr savings) £'000 | below target Y/N | Pressure £'000 |
| Community & Housing Services | Lifeline | Living independent, active & healthy lives | New Lifeline Digital Upgrade | -11 | -6 | N | | Y | 3 |
| Chief Executive | Printing & Reprographics | Enabling | Additional Savings from New Print Contract | -5 | -3 | Y | | | |
| Chief Executive | Corporate Services | Enabling | Management Review | -54 | -27 | Y | | | |
| Chief Executive | Corporate Services | Enabling | Reduction in enabling costs - 1% per annum | -45 | -23 | N | | | 23 |
| Chief Executive | Corporate Services | Enabling | Saving on the estimated payment to the Greater Birmingham & Solihull Local Enterprise Partnership | -150 | -75 | Y | | | |
| Finance and Customer Services | Customer Services | Work and financial independence | Full Service review | -30 | -15 | Y | | | |
| Environmental Services | Environmental Services | Communities which are safe, well maintained and green | Income from Worcestershire County Council (WCC) for design services provided by Engineering & Design Team | -2 | -1 | N | | Y | 1 |
| Environmental Services | Environmental Services | Communities which are safe, well maintained and green | Inflation on WCC income for verge maintenance | -2 | -1 | Y | | | |
| Environmental Services | Environmental Services | Communities which are safe, well maintained and green | Garden waste income | -25 | -13 | Y | | | |
| Environmental Services | Bereavement Services | Communities which are safe, well maintained and green | Additional income from new structure re commercialism | -11 | -6 | N | | Y | 6 |
| Finance and Customer Services | Finance | Enabling | Insurance contract saving | -130 | -65 | Y | | | |
| Legal, Democratic & Leisure Services | Facilities Management | Run and grow a successful business | Historic Budgets no longer required. | -2 | -1 | Y | | | |
| Legal, Democratic & Leisure Services | Facilities Management | Run and grow a successful business | Historic Budgets no longer required. | -1 | -1 | Y | | | |
| Legal, Democratic & Leisure Services | Facilities Management | Run and grow a successful business | Additional income in relation to rents for land around the district | -4 | -2 | Y | | | |
| Legal, Democratic & Leisure Services | Business Development | Enabling | Extra income for rental of the Parkside rooms | -1 | -1 | N | | Y | 1 |
| Planning, Regeneration & Leisure Services | Sports and Arts Development | Living independent, active & healthy lives | Reduction in Sports Development budgets | -5 | -3 | Y | | | |
| Planning, Regeneration & Leisure Services | Business Development | Run and grow a successful business | Reduction in NNDR budgets for Town centre Market stalls | -7 | -4 | Y | | | |
| Planning, Regeneration & Leisure Services | Parks and Events | Communities which are safe, well maintained and green | Reduction in Tree Works Budgets | -5 | -3 | Y | | | |
| Planning, Regeneration & Leisure Services | Development Control | Communities which are safe, well maintained and green | Savings on car mileage budgets | -4 | -2 | Y | | | |
| Planning, Regeneration & Leisure Services | Development Control | Communities which are safe, well maintained and green | Various general supplies and service budgets savings | -2 | -1 | Y | | | |
| Planning, Regeneration & Leisure Services | Strategic Planning | Communities which are safe, well maintained and green | Savings on employee Expenses budgets and other supplies and service budgets | -6 | -3 | Y | | | |
| Planning, Regeneration & Leisure Services | Strategic Planning | Communities which are safe, well maintained and green | Savings on consultant fee budgets | -1 | -1 | Y | | | |
| Planning, Regeneration & Leisure Services | Building Control | Communities which are safe, well maintained and green | Savings on photocopying & Print budgets | -2 | -1 | Y | | | |
| Planning, Regeneration & Leisure Services | Building Control | Communities which are safe, well maintained and green | Savings on ICT budgets | -1 | -0 | Y | | | |
| BDC Reg Client | BDC Reg Client | Run and grow a successful business | Inflationary increase | -2 | -1 | N | | | 1 |
| BDC Reg Client | BDC Reg Client | Run and grow a successful business | Inflationary increase | -2 | -1 | N | | | 1 |
| TOTAL | | | | -510 | -255 | | 0 | | 36 |

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BDC Current Capital Programme 2021/22 - 2024/25

| Description | Approved budget date | original approved Budget £'000 | 2019/20 Total | 2020/21 Total | 2021/22 Total | 2022/23 Total | 2023/24 Total | 2024/25 Total |
|--------------------|-----------------------------|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Burcot Lane | 2019/20 | 10,275 | 170 | 830 | 9,275 | 0 | 0 | 0 |

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BROMSGROVE DISTRICT COUNCIL

CABINET

25th November 2020

Capital Strategy 2020/21 incorporating the Treasury Management Strategy

| | |
|----------------------------|------------------------------------------------------------------|
| Relevant Portfolio Holder | Councillor G Denaro – Portfolio Holder for Finance and Resources |
| Portfolio Holder Consulted | No |
| Relevant Head of Service | Chris Forrester – Head of Finance and Customer Services |
| Wards Affected | All Wards |
| Non-Key Decision | |

1. **SUMMARY**

This report for 2020/21 presents the Capital strategy, Treasury Management Strategy, Minimum Revenue Provision Statement, a policy for use of flexible Capital receipts and the Investment Strategy for 2020/21 to be considered for recommendation to Council.

2. **RECOMMENDATIONS**

Cabinet are asked to RECOMMEND TO COUNCIL that

- i) the Capital Strategy (Appendix A) as an appropriate overarching strategy for the Council be approved**
- ii) the Treasury Management Strategy for 2020/21 (Appendix B) and the associated MRP policy (Appendix C) be approved**
- iii) the policy for Flexible use of Capital Receipts as per appendix D be approved**
- iv) the Investment Strategy (Appendix E) be approved**

3. **KEY ISSUES**

Financial Implications

- 3.1 The report for 2020/21 is required following changes in the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Ministry of Housing, Communities and Local Government (MHCLG) guidance. It combines an overview of how capital expenditure, capital financing, treasury and other investment activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. The strategies set limits and indicators that embody the risk management approach that the Council believes to be prudent. The strategies are set against the mid-term financial strategy, the context of the UK economy and projected interest rates.

BROMSGROVE DISTRICT COUNCIL

CABINET

25th November 2020

The Council are required to set a balanced operating budget. The role of the treasury function is to manage cash flow within the authority so that the demands of expenditure can be met. The policies included in this report set out the criteria in which the Council can manage its Treasury management function.

The CIPFA Code of Practice for Treasury Management in Public services (the CIPFA TM Code) and the Prudential Code require local authorities to set the Treasury Management Strategy Statement (TMSS) and Prudential Indicators each financial year. The TMSS also incorporates the Investment Strategy as required under the CLG's Investment Guidance. In addition the Council has to receive a report on treasury management and this is reported on a quarterly basis which is included within the Quarterly Monitoring Report.

3.2 CIPFA has defined Treasury Management as:

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

3.3 The Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Treasury management risks are identified in the Council's approved Treasury Management Practices and include:

- Liquidity Risk (Adequate cash resources)
- Market or Interest Rate Risk (Fluctuations in the value of investments)
- Inflation Risks (Exposure to inflation)
- Credit and Counterparty Risk (Security of Investments)
- Refinancing Risks (Impact of debt maturing in future years)
- Legal & Regulatory Risk (Compliance with statutory and regulatory requirements)

3.4 The guidance requires investment strategies to comment on the use of treasury management consultants and on the investment of money borrowed in advance of spending needs.

3.5 In formulating the Treasury Management Strategy and the setting of the Prudential Indicators, the Council adopts the Treasury Management Framework and Policy recommended by CIPFA.

Legal Implications

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

Service/Operational Implications

3.7 None as a direct result of this report.

Customer / Equalities and Diversity Implications

3.8 None as a direct result of this report.

4. RISK MANAGEMENT

Failure to manage the Treasury Management function effectively to ensure the delivery of maximum return within a secure environment.

Controls in place to mitigate these risks are as follows:

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

5. APPENDENCES

Appendix A – Capital Strategy 2020/21

Appendix B – Treasury Management Strategy 2020/21

Appendix C – Minimum Revenue Provision Statement 2020/21

Appendix D – Policy for the Flexible Use of Capital receipts

Appendix E – Investment Strategy 2020/21

AUTHOR OF REPORT

Name: Christopher Forrester – Head of Finance and Customer Services (Deputy S151)
E Mail: chris.forrester@bromsgroveandredditchbc.gov.uk
Tel: 01527 881673

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Bromsgrove Capital Strategy Report 2020/21

Introduction

This capital strategy report gives a high-level overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of local public services along with an overview of how associated risk is managed and the implications for future financial sustainability. It has been written in an accessible style to enhance members' understanding of these sometimes technical areas.

Decisions made this year on capital and treasury management will have financial consequences for the Authority for many years into the future. They are therefore subject to both a national regulatory framework and to local policy framework, summarised in this report.

Capital Expenditure and Financing

Capital expenditure is where the Authority spends money on assets, such as property or vehicles, that will be used for more than one year. In local government this includes spending on assets owned by other bodies, and loans and grants to other bodies enabling them to buy assets. The Authority has some limited discretion on what counts as capital expenditure, for example assets costing below £10k are not capitalised and are charged to revenue in year.

In 2020/21, the Authority is planning capital expenditure of £2.6m as summarised below:

Table 1: Prudential Indicator: Estimates of Capital Expenditure in £ millions

| | 2018/19 actual | 2019/20 forecast | 2020/21 budget | 2021/22 budget | 2022/23 budget |
|-----------------------|-------------------|---------------------|-------------------|-------------------|-------------------|
| General Fund services | 2.6 | 4.9 | 2.6 | 1.4 | 1.7 |
| Capital investments | 0 | 3.3 | 2.0 | 11.3 | 2.0 |
| TOTAL | 2.6 | 8.2 | 4.6 | 12.7 | 3.7 |

The main General Fund capital projects include the fleet replacement programme which totals £3.3m over the life of the above budget period, £282k of wheelie bin purchases and £125k on a new digital service. The Authority also plans to incur £18.6m of capital expenditure on regenerative investments, which are detailed later in this report.

Governance: Service managers bid annually in November to include projects in the Authority's capital programme. Bids are collated by finance who calculate the financing cost (which can be nil if the project is fully externally financed). The final capital programme is then presented to Cabinet and Council in February each year.

All capital expenditure must be financed, either from external sources (government grants and other contributions), the Authority's own resources (revenue, reserves and capital receipts) or debt (borrowing, leasing and Private Finance Initiative). The planned financing of the above expenditure is as follows:

Table 2: Capital financing in £ millions

| | 2018/19 actual | 2019/20 forecast | 2020/21 budget | 2021/22 budget | 2022/23 budget |
|------------------|-------------------|---------------------|-------------------|-------------------|-------------------|
| External sources | 1.2 | 2.2 | 1.8 | 0.8 | 0 |
| Own resources | 0 | 1.4 | 0 | 3.3 | 0 |
| Debt | 1.4 | 4.6 | 2.8 | 8.6 | 3.7 |
| TOTAL | 2.6 | 8.2 | 4.6 | 12.7 | 3.7 |

Debt is only a temporary source of finance, since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as minimum revenue provision (MRP) or by taking out new borrowing. Alternatively, proceeds from selling capital assets (known as capital receipts) may be used to replace debt finance. Planned MRP and use of capital receipts are as follows:

Table 3: Replacement of debt finance in £ millions

| | 2018/19 actual | 2019/20 forecast | 2020/21 budget | 2021/22 budget | 2022/23 budget |
|---------------|-------------------|---------------------|-------------------|-------------------|-------------------|
| Own resources | 0.5 | 0.7 | 0.8 | 1.0 | 1.2 |

The Authority's cumulative outstanding amount of debt finance is measured by the capital financing requirement (CFR). This increases with new debt-financed capital expenditure and reduces with MRP and capital receipts used to replace debt. The CFR is expected to increase by £2m during 2020/21. Based on the above figures for expenditure and financing, the Authority's estimated CFR is as follows:

Table 4: Prudential Indicator: Estimates of Capital Financing Requirement in £ millions

| | 31.3.2019 actual | 31.3.2020 forecast | 31.3.2021 budget | 31.3.2022 budget | 31.3.2023 budget |
|-----------------------|---------------------|-----------------------|---------------------|---------------------|---------------------|
| General Fund services | 19.9 | 20.5 | 21.5 | 21.2 | 21.8 |
| Capital investments | 0 | 3.3 | 4.3 | 12.2 | 14.1 |
| TOTAL CFR | 19.9 | 23.8 | 25.8 | 33.4 | 35.9 |

Asset disposals: When a capital asset is no longer needed, it may be sold so that the proceeds, known as capital receipts, can be spent on new assets or to repay debt. The Authority is currently also permitted to spend capital receipts on service transformation projects until 2022/23. Repayments of capital grants, loans and investments also generate capital receipts.

Treasury Management

Treasury management is concerned with keeping sufficient but not excessive cash available to meet the Authority's spending needs, while managing the risks involved. Surplus cash is invested until required, while a shortage of cash will be met by borrowing, to avoid excessive credit balances or overdrafts in the bank current account. The Authority is typically cash rich in the short-term as revenue income is received before it is spent, but cash poor in the long-term as capital expenditure

is incurred before being financed. The revenue cash surpluses are offset against capital cash shortfalls to reduce overall borrowing.

Due to decisions taken in the past, the Authority has an underlying need to borrow for capital purposes, which has in recent years been met through short dated borrowing. As of 15 January 2020 the authority had no borrowing and £5m treasury investments at an average rate of 0.59%.

Borrowing strategy: The Authority’s main objectives when borrowing are to achieve a low but certain cost of finance while retaining flexibility should plans change in future. These objectives are often conflicting, and the Authority therefore seeks to strike a balance between cheap short-term loans (currently available at around 0.75%) and long-term fixed rate loans where the future cost is known but higher (currently 2.0 to 3.0%).

Liability benchmark: To compare the Authority’s actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes that cash and investment balances are kept to a minimum level of £0.2m at each year-end. This benchmark is currently £5.3m and is forecast to rise to £22.8m over the next three years.

Table 5: Borrowing and the Liability Benchmark in £ millions

| | 31.3.2019 actual | 31.3.2020 forecast | 31.3.2021 forecast | 31.3.2022 forecast | 31.3.2023 forecast |
|-----------------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Forecast external borrowing | 13.5 | 16.3 | 18.3 | 29.6 | 31.6 |
| Liability benchmark | 5.3 | 9.0 | 11.4 | 19.6 | 22.8 |

The table shows that the Authority expects to remain borrowed above its liability benchmark. This is because cash outflows to date have been below the assumptions made when the loans were borrowed.

Affordable borrowing limit: The Authority is legally obliged to set an affordable borrowing limit (also termed the authorised limit for external debt) each year. In line with statutory guidance, a lower “operational boundary” is also set as a warning level should debt approach the limit.

Table 6: Prudential Indicators: Authorised limit and operational boundary for external debt in £000

| | 2019/20 limit | 2020/21 limit | 2021/22 limit | 2022/23 limit |
|--------------------------------------------|------------------|------------------|------------------|------------------|
| Authorised limit - borrowing | 30,000 | 35,000 | 40,000 | 45,000 |
| Authorised limit - PFI and leases | 500 | 1,000 | 1,000 | 1,000 |
| Authorised limit - total external debt | 30,500 | 36,000 | 41,000 | 46,000 |
| Operational boundary - borrowing | 25,000 | 30,000 | 35,000 | 40,000 |
| Operational boundary - PFI and leases | 500 | 1,000 | 1,000 | 1,000 |
| Operational boundary - total external debt | 25,500 | 31,000 | 36,000 | 41,000 |

Treasury investment strategy: Treasury investments arise from receiving cash before it is paid out again. Investments made for service reasons or for pure financial gain are not generally considered to be part of treasury management.

The Authority's policy on treasury investments is to prioritise security and liquidity over yield, that is to focus on minimising risk rather than maximising returns. Cash that is likely to be spent in the near term is invested securely, for example with the government, other local authorities or selected high-quality banks, to minimise the risk of loss. Money that will be held for longer terms is invested more widely, including in bonds, shares and property, to balance the risk of loss against the risk of receiving returns below inflation, although no long term investing is planned at present. Both near-term and longer-term investments may be held in pooled funds, where an external fund manager makes decisions on which particular investments to buy and the Authority may request its money back at short notice.

Risk management: The effective management and control of risk are prime objectives of the Authority's treasury management activities. The treasury management strategy therefore sets out various indicators and limits to constrain the risk of unexpected losses and details the extent to which financial derivatives may be used to manage treasury risks.

Governance: Decisions on treasury management investment and borrowing are made daily and are therefore delegated to the Executive Director of Finance and staff, who must act in line with the treasury management strategy approved by council. Quarterly reports on treasury management activity are presented to council. The Audit Committee is responsible for scrutinising treasury management decisions.

Investments for Service Purposes

The Authority may make investments to assist local public services, including potentially making loans to the Authority's subsidiaries that provide services. In light of the public service objective, the Authority is willing to take more risk than with treasury investments, however it still plans for such investments to at least break even after all costs.

Governance: Decisions on service investments are made by the relevant service manager in consultation with the Executive Director of Finance and must meet the criteria and limits laid down in the investment strategy. Most loans and shares are capital expenditure and purchases will therefore also be approved as part of the capital programme.

Commercial Activities

With central government financial support for local public services declining, the Authority is planning to invest in commercial property to encourage economic growth as well as to make a financial return and may lend to a future subsidiary should one be set up for the same reasons. Total commercial investments are currently valued at £0m.

With financial return being a primary objective, the Authority accepts higher risk on commercial investment than with treasury investments. The principal risk exposures are potential falls in property values, vacancies reducing rental income etc. These risks are managed by having a risk register in place, regularly reviewing purchased assets and the market place and talking to tenants. In order that commercial investments remain proportionate to the size of the authority, these are subject to an overall maximum investment limit of £20m.

Governance: Decisions on commercial investments are made in line with the criteria and limits approved by council in the investment strategy. Property and most other commercial investments are also capital expenditure and purchases will therefore also be approved as part of the capital programme.

Liabilities

In addition to debt of £4.6m detailed above, the Authority is committed to making future payments to cover its pension fund deficit. It has also set aside £1.5m to cover risks of £1.3m of business rates appeals against rateable value, a £67k provision to cover the potential cost of a levy from the Municipal Mutual Insurance company due to previously incurred liabilities and £183k to cover the potential cost of employee benefits.

Governance: Decisions on incurring new discretionary liabilities are taken by service managers in consultation with the Executive Director of Finance. The risk of liabilities crystallising and requiring payment is monitored by finance and reported as required.

Revenue Budget Implications

Although capital expenditure is not charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue, offset by any investment income receivable. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e. the amount funded from Council Tax, business rates and general government grants.

Table 7: Prudential Indicator: Proportion of financing costs to net revenue stream

| | 2019/20 forecast | 2020/21 budget | 2021/22 budget | 2022/23 budget |
|----------------------------------|---------------------|-------------------|-------------------|-------------------|
| Financing costs (£m) | 949,000 | 1,197,000 | 1,537,000 | 1,743,000 |
| Proportion of net revenue stream | 7.5% | 9.0% | 12% | 13.7% |

Sustainability: Due to the very long-term nature of capital expenditure and financing, the revenue budget implications of expenditure incurred in the next few years will extend for up to 50 years into the future. The Executive Director of Finance is satisfied that the proposed capital programme is prudent, affordable and sustainable because of the current MTFP forecasts which show that the council is financially sustainable and taking it into account.

Knowledge and Skills

The Authority employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. For example, the Executive Director of Finance is a qualified accountant with more than 30 years' experience. The Authority pays for junior staff to study towards relevant professional qualifications including CIPFA and AAT.

Where Authority staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. The Authority currently employs Arlingclose Limited as treasury management advisers, Savills as property consultants and other as needed. This approach is more cost effective than employing such staff directly, and ensures that the Authority has access to knowledge and skills commensurate with its risk appetite.

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Treasury Management Strategy Statement 2020/21

Introduction

Treasury management is the management of the Authority's cash flows, borrowing and investments, and the associated risks. The Authority has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of financial risk are therefore central to the Authority's prudent financial management.

Treasury risk management at the Authority is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice 2017 Edition* (the CIPFA Code) which requires the Authority to approve a treasury management strategy before the start of each financial year. This report fulfils the Authority's legal obligation under the *Local Government Act 2003* to have regard to the CIPFA Code.

Investments held for service purposes or for commercial profit are considered in a different report, the Investment Strategy.

External Context

Economic background: The UK's progress negotiating its exit from the European Union, together with its future trading arrangements, will continue to be a major influence on the Authority's treasury management strategy for 2020/21.

UK Consumer Price Inflation (CPI) for September registered 1.7% year on year, unchanged from the previous month. Core inflation, which excludes the more volatile components, rose to 1.7% from 1.5% in August. The most recent labour market data for the three months to August 2019 showed the unemployment rate ticked back up to 3.9% while the employment rate was 75.9%, just below recent record-breaking highs. The headline 3-month average annual growth rate for pay was 3.8% in August as wages continue to rise steadily. In real terms, after adjusting for inflation, pay growth increased 1.9%.

GDP growth rose by 0.3% in the third quarter of 2019 from -0.2% in the previous three months with the annual rate falling further below its trend rate to 1.0% from 1.2%. Services and construction added positively to growth, by 0.6% and 0.4% respectively, while production was flat and agriculture recorded a fall of 0.2%. Looking ahead, the Bank of England's Monetary Policy Report (formerly the Quarterly Inflation Report) forecasts economic growth to pick up during 2020 as Brexit-related uncertainties dissipate and provide a boost to business investment helping GDP reach 1.6% in Q4 2020, 1.8% in Q4 2021 and 2.1% in Q4 2022.

The Bank of England maintained Bank Rate to 0.75% in November following a 7-2 vote by the Monetary Policy Committee. Despite keeping rates on hold, MPC members did confirm that if Brexit uncertainty drags on or global growth fails to recover, they are prepared to cut interest rates as required. Moreover, the downward revisions to some of the growth projections in the Monetary Policy Report suggest the Committee may now be less convinced of the need to increase rates even if there is a Brexit deal.

Growth in Europe remains soft, driven by a weakening German economy which saw GDP fall -0.1% in Q2 and is expected to slip into a technical recession in Q3. Euro zone inflation was 0.8% year on year in September, well below the European Central Bank's target of 'below, but close to 2%' and leading to the central bank holding its main interest rate at 0% while cutting the deposit facility rate to -0.5%. In

addition to maintaining interest rates at ultra-low levels, the ECB announced it would recommence its quantitative easing programme from November.

In the US, the Federal Reserve began easing monetary policy again in 2019 as a pre-emptive strike against slowing global and US economic growth on the back on of the ongoing trade war with China. At its last meeting the Fed cut rates to the range of 1.50-1.75% and financial markets expect further loosening of monetary policy in 2020. US GDP growth slowed to 1.9% annualised in Q3 from 2.0% in Q2.

Credit outlook: Credit conditions for larger UK banks have remained relatively benign over the past year. The UK's departure from the European Union was delayed three times in 2019 and while there remains some concern over a global economic slowdown, this has yet to manifest in any credit issues for banks. Meanwhile, the post financial crisis banking reform is now largely complete, with the new ringfenced banks embedded in the market.

Challenger banks hit the news headlines in 2019 with Metro Bank and TSB Bank both suffering adverse publicity and falling customer numbers.

Looking forward, the potential for a "no-deal" Brexit and/or a global recession remain the major risks facing banks and building societies in 2020/21 and a cautious approach to bank deposits remains advisable.

Interest rate forecast: The Authority's treasury management adviser Arlingclose is forecasting that Bank Rate will remain at 0.75% until the end of 2022. The risks to this forecast are deemed to be significantly weighted to the downside, particularly given the upcoming general election, the need for greater clarity on Brexit and the continuing global economic slowdown. The Bank of England, having previously indicated interest rates may need to rise if a Brexit agreement was reached, stated in its November Monetary Policy Report and its Bank Rate decision (7-2 vote to hold rates) that the MPC now believe this is less likely even in the event of a deal.

Gilt yields have risen but remain at low levels and only some very modest upward movement from current levels are expected based on Arlingclose's interest rate projections. The central case is for 10-year and 20-year gilt yields to rise to around 1.00% and 1.40% respectively over the time horizon, with broadly balanced risks to both the upside and downside. However, short-term volatility arising from both economic and political events over the period is a near certainty.

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

For the purpose of setting the budget, it has been assumed that new treasury management investments will be made at an average rate of 0.5%, and that new long-term loans will be borrowed at an average rate of 1.5%.

Local Context

On 15 January 2020, the Authority held £0m of borrowing and £5m of treasury investments. This is set out in further detail at **Appendix B**. Forecast changes in these sums are shown in the balance sheet analysis in table 1 below.

Table 1: Balance sheet summary and forecast

| | 31.3.19 Actual £m | 31.3.20 Estimate £m | 31.3.21 Forecast £m | 31.3.22 Forecast £m | 31.3.23 Forecast £m |
|------------------------------------------------|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| General Fund CFR | 19.9 | 20.5 | 21.5 | 21.2 | 21.8 |
| Investments CFR | 0 | 3.3 | 4.3 | 12.2 | 14.1 |
| Total CFR | 19.9 | 23.8 | 25.8 | 33.4 | 35.9 |
| Less: External borrowing ** | (13.5) | 0 | 0 | 0 | 0 |
| Internal (over) borrowing | 6.4 | 23.8 | 25.8 | 33.4 | 35.9 |
| Less: Usable reserves | (11.7) | (11.9) | (11.5) | (10.9) | (10.2) |
| Less: Working capital | (3.1) | (3.1) | (3.1) | (3.1) | (3.1) |
| Treasury investments (or New borrowing) | 8.4 | (8.8) | (11.2) | (19.4) | (22.6) |

** shows only loans to which the Authority is currently committed and excludes optional refinancing

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

CIPFA's *Prudential Code for Capital Finance in Local Authorities* recommends that the Authority's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Authority expects to comply with this recommendation during 2019/20.

Liability benchmark: To compare the Council's actual borrowing against an alternative strategy, a liability benchmark has been calculated showing the lowest risk level of borrowing. This assumes the same forecasts as table 1 above, but that cash and investment balances are kept to a minimum level of £0.2m at each year-end to maintain sufficient liquidity but minimise credit risk.

Table 2: Liability benchmark

| | 31.3.19 Actual £m | 31.3.20 Estimate £m | 31.3.21 Forecast £m | 31.3.22 Forecast £m | 31.3.23 Forecast £m |
|----------------------------|-------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| CFR | 19.9 | 23.8 | 25.8 | 33.4 | 35.9 |
| Less: Usable reserves | (11.7) | (11.9) | (11.5) | (10.9) | (10.2) |
| Less: Working capital | (3.1) | (3.1) | (3.1) | (3.1) | (3.1) |
| Plus: Minimum investments | 0.2 | 0.2 | 0.2 | 0.2 | 0.2 |
| Liability Benchmark | 5.3 | 9.0 | 11.4 | 19.6 | 22.8 |

Following on from the medium-term forecasts in table 2 above, the long-term liability benchmark assumes capital expenditure funded by borrowing each year, minimum revenue provision on new

capital expenditure based on a 50 year asset life and income, expenditure and reserves all increasing in line with the MTFP.

Borrowing Strategy

The Authority currently holds £0 million of loans, a decrease of £13.5 million on the previous year, as part of its strategy for funding previous years' capital programmes. The balance sheet forecast in table 1 shows that the Authority does not expect to need to borrow in 2020/21. The Authority may however borrow to pre-fund future years' requirements, providing this does not exceed the authorised limit for borrowing.

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

Strategy: Given the significant cuts to public expenditure and in particular to local government funding, the Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term loans instead.

By doing so, the Authority is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal and short-term borrowing will be monitored regularly against the potential for incurring additional costs by deferring borrowing into future years when long-term borrowing rates are forecast to rise modestly. Arlingclose will assist the Authority with this 'cost of carry' and breakeven analysis. Its output may determine whether the Authority borrows additional sums at long-term fixed rates in 2020/21 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.

The Authority is currently reviewing its long-term borrowing options as the government increased PWLB rates by 1% in October 2019 making it now a relatively expensive options. The Authority will now look to borrow any long-term loans from other sources including banks, pensions and local authorities, and will investigate the possibility of issuing bonds and similar instruments, in order to lower interest costs and reduce over-reliance on one source of funding in line with the CIPFA Code.

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

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

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

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

Other sources of debt finance: In addition, capital finance may be raised by the following methods that are not borrowing, but may be classed as other debt liabilities:

- leasing
- hire purchase
- Private Finance Initiative
- sale and leaseback

Municipal Bonds Agency: UK Municipal Bonds Agency plc was established in 2014 by the Local Government Association as an alternative to the PWLB. It plans to issue bonds on the capital markets and lend the proceeds to local authorities. This will be a more complicated source of finance than the PWLB for two reasons: borrowing authorities will be required to provide bond investors with a guarantee to refund their investment in the event that the agency is unable to for any reason; and there will be a lead time of several months between committing to borrow and knowing the interest rate payable. Any decision to borrow from the Agency will therefore be the subject of a separate report to full Council.

Short-term and variable rate loans: These loans leave the Authority exposed to the risk of short-term interest rate rises and are therefore subject to the interest rate exposure limits in the treasury management indicators below. Financial derivatives may be used to manage this interest rate risk (see section below).

Investment Strategy

The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. In the past 12 months, the Authority's investment balance has ranged between £0 and £8 million, and similar levels are expected to be maintained in the forthcoming year.

Objectives: The CIPFA Code requires the Authority to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income. Where balances are expected to be invested for more than one year, the Authority will aim to achieve a total return that is equal or higher than the prevailing rate of inflation, in order to maintain the spending power of the sum invested.

Negative interest rates: If the UK enters into a recession in 2020/21, there is a small chance that the Bank of England could set its Bank Rate at or below zero, which is likely to feed through to negative interest rates on all low risk, short-term investment options. This situation already exists in many other European countries. In this event, security will be measured as receiving the contractually agreed amount at maturity, even though this may be less than the amount originally invested.

Strategy: Given the increasing risk and very low returns from short-term unsecured bank investments, the Authority aims to diversify into more secure and/or higher yielding asset classes during 2020/21. This is especially the case for the estimated £5m that is available for longer-term investment. The majority of the Authority's surplus cash is currently invested in short-term unsecured bank deposits or with the central bank. This diversification will represent a continuation of the approved strategy.

Business models: Under the new IFRS 9 standard, the accounting for certain investments depends on the Authority's "business model" for managing them. The Authority aims to achieve value from its internally managed treasury investments by a business model of collecting the contractual cash flows and therefore, where other criteria are also met, these investments will continue to be accounted for at amortised cost.

Approved counterparties: The Authority may invest its surplus funds with any of the counterparty types in table 3 below, subject to the cash limits (per counterparty) and the time limits shown.

Table 3: Approved investment counterparties and limits

| Credit rating | Banks unsecured | Banks secured | Government | Corporates | Registered Providers |
|-------------------------------------------------------|-------------------|-------------------------|-------------------------|------------------|----------------------|
| UK Govt | n/a | n/a | £ Unlimited 50 years | n/a | n/a |
| AAA | £3 m 5 years | £3m 20 years | £3m 50 years | £3m 20 years | £1m 20 years |
| AA+ | £3m 5 years | £3m 10 years | £3m 25 years | £3m 10 years | £1m 10 years |
| AA | £3m 4 years | £3m 5 years | £3m 15 years | £3m 5 years | £1m 10 years |
| AA- | £3m 3 years | £3m 4 years | £3m 10 years | £3m 4 years | £1m 10 years |
| A+ | £3m 2 years | £3m 3 years | £3m 5 years | £3m 3 years | £1m 5 years |
| A | £3m 13 months | £3m 2 years | £3m 5 years | £3m 2 years | £1m 5 years |
| A- | £3m 6 months | £3m 13 months | £3m 5 years | £3m 13 months | £1m 5 years |
| None | £1.5m 6 months | n/a | £3m 25 years | £1m 5 years | £500k 5 years |
| Pooled funds and real estate investment trusts | | £2.5m per fund or trust | | | |

This table must be read in conjunction with the notes below

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

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

Banks secured: Covered bonds, reverse repurchase agreements and other collateralised arrangements with banks and building societies. These investments are secured on the bank's assets, which limits the potential losses in the unlikely event of insolvency, and means that they are exempt from bail-in. Where there is no investment specific credit rating, but the collateral upon which the investment is secured has a credit rating, the higher of the collateral credit rating and the counterparty credit rating will be used to determine cash and time limits. The combined secured and unsecured investments in any one bank will not exceed the cash limit for secured investments.

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

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

Registered providers: Loans and bonds issued by, guaranteed by or secured on the assets of registered providers of social housing and registered social landlords, formerly known as housing associations. These bodies are tightly regulated by the Regulator of Social Housing (in England), the Scottish Housing Regulator, the Welsh Government and the Department for Communities (in Northern Ireland). As providers of public services, they retain the likelihood of receiving government support if needed.

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

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

Real estate investment trusts: Shares in companies that invest mainly in real estate and pay the majority of their rental income to investors in a similar manner to pooled property funds. As with property funds, REITs offer enhanced returns over the longer term, but are more volatile especially as the share price reflects changing demand for the shares as well as changes in the value of the underlying properties. Investments in REIT shares cannot be withdrawn but can be sold on the stock market to another investor.

Operational bank accounts: The Authority may incur operational exposures, for example through current accounts, collection accounts and merchant acquiring services, to any UK bank with credit ratings no lower than BBB- and with assets greater than £25 billion. These are not classed as investments, but are still subject to the risk of a bank bail-in, and balances will therefore be kept below £500,000 per bank. The Bank of England has stated that in the event of failure, banks with assets greater than £25 billion are more likely to be bailed-in than made insolvent, increasing the chance of the Authority maintaining operational continuity.

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

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

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

negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

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

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

Investment limits: The Authority’s revenue reserves available to cover investment losses are forecast to be £11.9 million on 31st March 2020. In order that no more than 42% of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £5 million. A group of banks under the same ownership will be treated as a single organisation for limit purposes. Limits will also be placed on fund managers, investments in brokers’ nominee accounts, foreign countries and industry sectors as below. Investments in pooled funds and multilateral development banks do not count against the limit for any single foreign country, since the risk is diversified over many countries.

Table 4: Investment limits

| | Cash limit |
|-----------------------------------------------------------|-----------------|
| Any single organisation, except the UK Central Government | £4m each |
| UK Central Government | unlimited |
| Any group of organisations under the same ownership | £4m per group |
| Any group of pooled funds under the same management | £5m per manager |
| Negotiable instruments held in a broker’s nominee account | £5m per broker |
| Foreign countries | £5m per country |
| Registered providers and registered social landlords | £2.5m in total |
| Unsecured investments with building societies | £2.5m in total |
| Loans to unrated corporates | £1m in total |
| Money market funds | £11m in total |
| Real estate investment trusts | £2.5m in total |

Liquidity management: The Authority uses detailed spreadsheets to determine the maximum period for which funds may prudently be committed. The forecast is compiled on a prudent basis to minimise

the risk of the Authority being forced to borrow on unfavourable terms to meet its financial commitments. Limits on long-term investments are set by reference to the Authority’s medium-term financial plan and cash flow forecast.

Treasury Management Indicators

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

Security: The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

| Credit risk indicator | Target |
|---------------------------------|--------|
| Portfolio average credit rating | A |

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

| Liquidity risk indicator | Target |
|--------------------------------------|--------|
| Total cash available within 3 months | £2.5m |

Interest rate exposures: This indicator is set to control the Authority’s exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interest rates will be:

| Interest rate risk indicator | Limit |
|------------------------------------------------------------------------------|----------|
| Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates | £500,000 |
| Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates | £500,000 |

The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at current rates.

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

| Refinancing rate risk indicator | Upper limit | Lower limit |
|---------------------------------|-------------|-------------|
| Under 12 months | 100% | 0% |
| 12 months and within 24 months | 100% | 0% |
| 24 months and within 5 years | 100% | 0% |
| 5 years and within 10 years | 100% | 0% |
| 10 years and above | 100% | 0% |

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

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

| Price risk indicator | 2020/21 | 2021/22 | 2022/23 |
|---------------------------------------------|---------|---------|---------|
| Limit on principal invested beyond year end | £1.5m | £1.0m | £0.5m |

Related Matters

The CIPFA Code requires the Authority to include the following in its treasury management strategy.

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

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

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

In line with the CIPFA Code, the Authority will seek external advice and will consider that advice before entering into financial derivatives to ensure that it fully understands the implications.

Markets in Financial Instruments Directive: The Authority has retained retail client status with its providers of financial services, including advisers, banks, brokers and fund managers, allowing it access to a smaller range of services but with the greater regulatory protections afforded to individuals and small companies. Given the size and range of the Authority’s treasury management activities, the Executive Director of Finance believes this to be the most appropriate status.

Financial Implications

The budget for investment income in 2020/21 is £0.2 million, based on an average investment portfolio of £4.4 million at an interest rate of 3.2%. The budget for debt interest paid in 2020/21 is £0.4 million, based on an average debt portfolio of circa £40 million at an average interest rate of 1.5%. If actual levels of investments and borrowing, or actual interest rates, differ from those forecast, performance against budget will be correspondingly different.

Other Options Considered

The CIPFA Code does not prescribe any particular treasury management strategy for local authorities to adopt. The Executive Director of Finance, having consulted the Portfolio Holder for Finance,

believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

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

Appendix A - Arlingclose Economic & Interest Rate Forecast November 2019

Underlying assumptions:

- The global economy is entering a period of slower growth in response to political issues, primarily the trade policy stance of the US. The UK economy has displayed a marked slowdown in growth due to both Brexit uncertainty and the downturn in global activity. In response, global and UK interest rate expectations have eased.
- Some positivity on the trade negotiations between China and the US has prompted worst case economic scenarios to be pared back. However, information is limited, and upbeat expectations have been wrong before.
- Brexit has been delayed until 31 January 2020. While the General Election has maintained economic and political uncertainty, the opinion polls suggest the Conservative position in parliament may be strengthened, which reduces the chance of Brexit being further frustrated. A key concern is the limited transitional period following a January 2020 exit date, which will maintain and create additional uncertainty over the next few years.
- UK economic growth has stalled despite Q3 2019 GDP of 0.3%. Monthly figures indicate growth waned as the quarter progressed and survey data suggest falling household and business confidence. Both main political parties have promised substantial fiscal easing, which should help support growth.
- While the potential for divergent paths for UK monetary policy remain in the event of the General Election result, the weaker external environment severely limits potential upside movement in Bank Rate, while the slowing UK economy will place pressure on the MPC to loosen monetary policy. Indeed, two MPC members voted for an immediate cut in November 2019.
- Inflation is running below target at 1.7%. While the tight labour market risks medium-term domestically-driven inflationary pressure, slower global growth should reduce the prospect of externally driven pressure, although political turmoil could push up oil prices.
- Central bank actions and geopolitical risks will continue to produce significant volatility in financial markets, including bond markets.

Forecast:

- Although we have maintained our Bank Rate forecast at 0.75% for the foreseeable future, there are substantial risks to this forecast, dependant on General Election outcomes and the evolution of the global economy.
- Arlingclose judges that the risks are weighted to the downside.
- Gilt yields have risen but remain low due to the soft UK and global economic outlooks. US monetary policy and UK government spending will be key influences alongside UK monetary policy.
- We expect gilt yields to remain at relatively low levels for the foreseeable future and judge the risks to be broadly balanced.

Agenda Item 10

APPENDIX B

| | Dec-19 | Mar-20 | Jun-20 | Sep-20 | Dec-20 | Mar-21 | Jun-21 | Sep-21 | Dec-21 | Mar-22 | Jun-22 | Sep-22 | Dec-22 | Average |
|----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| Official Bank Rate | | | | | | | | | | | | | | |
| Upside risk | 0.00 | 0.00 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.21 |
| Arlingclose Central Case | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Downside risk | -0.50 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.73 |
| 3-month money market rate | | | | | | | | | | | | | | |
| Upside risk | 0.10 | 0.10 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.25 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | 0.25 |
| Arlingclose Central Case | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Downside risk | -0.50 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.75 | -0.73 |
| 1yr money market rate | | | | | | | | | | | | | | |
| Upside risk | 0.10 | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | 0.25 | 0.30 | 0.30 | 0.30 | 0.30 | 0.30 | 0.23 |
| Arlingclose Central Case | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 |
| Downside risk | -0.30 | -0.50 | -0.55 | -0.65 | -0.65 | -0.65 | -0.65 | -0.65 | -0.65 | -0.65 | -0.65 | -0.65 | -0.65 | -0.60 |
| 5yr gilt yield | | | | | | | | | | | | | | |
| Upside risk | 0.30 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.40 | 0.45 | 0.45 | 0.45 | 0.37 |
| Arlingclose Central Case | 0.50 | 0.50 | 0.50 | 0.55 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.60 | 0.57 |
| Downside risk | -0.35 | -0.50 | -0.50 | -0.55 | -0.60 | -0.60 | -0.60 | -0.60 | -0.60 | -0.60 | -0.60 | -0.60 | -0.60 | -0.56 |
| 10yr gilt yield | | | | | | | | | | | | | | |
| Upside risk | 0.30 | 0.30 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.40 | 0.40 | 0.45 | 0.45 | 0.37 |
| Arlingclose Central Case | 0.75 | 0.75 | 0.80 | 0.80 | 0.85 | 0.85 | 0.90 | 0.90 | 0.95 | 0.95 | 1.00 | 1.00 | 1.00 | 0.88 |
| Downside risk | -0.40 | -0.40 | -0.40 | -0.40 | -0.45 | -0.45 | -0.45 | -0.45 | -0.50 | -0.50 | -0.50 | -0.50 | -0.50 | -0.45 |
| 20yr gilt yield | | | | | | | | | | | | | | |
| Upside risk | 0.30 | 0.30 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.40 | 0.40 | 0.45 | 0.45 | 0.37 |
| Arlingclose Central Case | 1.20 | 1.20 | 1.25 | 1.25 | 1.25 | 1.30 | 1.30 | 1.30 | 1.35 | 1.35 | 1.35 | 1.40 | 1.40 | 1.30 |
| Downside risk | -0.40 | -0.40 | -0.45 | -0.45 | -0.45 | -0.45 | -0.45 | -0.45 | -0.45 | -0.45 | -0.45 | -0.50 | -0.50 | -0.45 |
| 50yr gilt yield | | | | | | | | | | | | | | |
| Upside risk | 0.30 | 0.30 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.35 | 0.40 | 0.40 | 0.45 | 0.45 | 0.37 |
| Arlingclose Central Case | 1.20 | 1.20 | 1.25 | 1.25 | 1.25 | 1.30 | 1.30 | 1.30 | 1.35 | 1.35 | 1.35 | 1.40 | 1.40 | 1.30 |
| Downside risk | -0.40 | -0.40 | -0.45 | -0.45 | -0.45 | -0.45 | -0.45 | -0.45 | -0.45 | -0.45 | -0.45 | -0.50 | -0.50 | -0.45 |

PWLB Certainty Rate (Maturity Loans) = Gilt yield + 1.80%

PWLB Local Infrastructure Rate (Maturity Loans) = Gilt yield + 0.60%

Appendix B - Existing Investment & Debt Portfolio Position

| | 16/01/2020 Actual Portfolio £m | 16/01/2020 Average Rate % |
|----------------------------------------|--------------------------------------|---------------------------------|
| External borrowing: | | |
| Total external borrowing | 0 | 0 |
| Treasury investments: | | |
| Banks & building societies (unsecured) | | |
| Government (incl. local authorities) | 5 | 0.59 |
| Total treasury investments | 5 | 0.59 |
| Net investments | 5 | 0.59 |

Minimum Revenue Provision Statement 2020/21

Annual Minimum Revenue Provision Statement 2020/21

Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Authority to have regard to the Ministry of Housing, Communities and Local Government's *Guidance on Minimum Revenue Provision* (the MHCLG Guidance) most recently issued in 2018.

The broad aim of the MHCLG Guidance is to ensure that capital expenditure is financed over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The MHCLG Guidance requires the Authority to approve an Annual MRP Statement each year and recommends a number of options for calculating a prudent amount of MRP. The following statement incorporates options recommended in the Guidance and a locally determined approach to loans to third parties and asset backed capital expenditure where there are detailed plans in place to demonstrate that all expenditure will be recovered from income streams generated by the expenditure in an appropriate timeline.

- For unsupported capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure over the expected useful life of the relevant asset as the principal repayment on an annuity with an annual interest rate of 4%, starting in the year after the asset becomes operational. MRP on purchases of freehold land will be charged over 50 years. MRP on expenditure not related to fixed assets but which has been capitalised by regulation or direction will be charged over 20 years.
- For assets acquired by leases, MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability.
- There is no requirement to charge MRP where the Capital Financing Requirement (CFR) is nil or negative at the end of the preceding financial year
- For capital expenditure loans to third parties that are repaid in annual or more frequent instalments of principal, the Council will make nil MRP, but will instead apply the capital receipts arising from principal repayments to reduce the capital financing requirement instead. In years where there is no principal repayment, MRP will be charged in accordance with the MRP policy for the assets funded by the loan, including where appropriate, delaying MRP until the year after the assets become operational.
- Where the council makes a capital contribution or loan to another entity or where responsibility for a council asset with borrowing attached is transferred to a third party, then no MRP will be set aside if:
 - the payments are appropriately covered by assets
 - there are detailed plans demonstrating that all the expenditure will be recovered in an appropriately short time frame

To ensure that this remains a prudent approach the Council will review the expenditure and income regularly to determine if the income or asset values have decreased to the point that MRP needs to be provided for. Should evidence emerge which suggests the expenditure will no longer be recovered MRP will be provided for.

- Where the council uses internal borrowing and receipts of rental income are greater than the MRP calculated then as there are sufficient revenues to repay the capital cost no MRP will be set aside.

Capital expenditure incurred during 2020/21 will not be subject to a MRP charge until 2021/22.

Based on the Authority's latest estimate of its capital financing requirement (CFR) on 31st March 2020, the budget for MRP has been set as follows:

| | 31.03.2020 Estimated CFR £m | 2020/21 Estimated MRP £ |
|--------------------------------------------------|-----------------------------------|-------------------------------|
| Unsupported capital expenditure after 31.03.2008 | 23.8 | 810,656 |
| Leases | | |
| Total | 23.8 | 810,656 |

Policy for Flexible use of Capital Receipts Purpose

1. This report reviews the statutory guidance on the flexible use of Capital Receipts and its application within this authority.

Background

2. Capital receipts can only be used for specific purposes and these are set out in Regulation 23 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 made under Section 11 of the Local Government Act 2003. The main permitted purpose is to fund capital expenditure and the use of capital receipts to support revenue expenditure is not permitted by the regulations.

3. The Secretary of State is empowered to issue Directions allowing expenditure incurred by local authorities to be treated as capital expenditure. Where such a direction is made, the specified expenditure can then be funded from capital receipts under the Regulations.

4. The Secretary of State for Communities and Local Government has issued guidance in March 2016, giving local authorities greater freedoms with how capital receipts can be used to finance expenditure. This Direction allows for the following expenditure to be treated as capital,

“expenditure on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners.”

5. In order to comply with this Direction, the Council must consider the Statutory Guidance issued by the Secretary of State. This Guidance requires authorities to prepare, publish and maintain a Flexible Use of Capital Receipts Strategy with the initial strategy being effective from 1st April 2016 with future Strategies included within future Annual Budget documents.

6. There is no prescribed format for the strategy, the underlying principle is to support local authorities to deliver more efficient and sustainable services by extending the use of capital receipts to support the revenue costs of reform projects

7. The Statutory Guidance for the Flexible Use of Capital Receipts Strategy states that the Strategy should include a list of each project which plans to make use of the capital receipts flexibility, together with the expected savings that the project will realise. The Strategy should also include the impact of this flexibility on the affordability of borrowing by including updated Prudential Indicators.

Flexible Use of Capital Receipts Strategy

8. The Flexible Use of Capital Receipts Strategy is set out below

9. Government has provided a definition of expenditure which qualifies to be funded from capital receipts. This is: “Qualifying expenditure is expenditure on any project that is designed to generate ongoing revenue savings in the delivery of public services and/or transform service delivery to reduce costs and/or transform service delivery in a way that reduces costs or demand for services in future years for any of the public sector delivery partners. Within this definition, it is for individual local authorities to decide whether or not a project qualifies for the flexibility.”

10. The Council's intends to use the following capital receipts to fund the following transformation projects:

| Project description | 2020/21 |
|--------------------------------------------|------------|
| | £000 |
| Restructure costs as part of ERP programme | 150 |
| Restructure of service delivery | 300 |
| Total General Fund | 450 |

11. The savings generated by these projects are set out in the table below.

| Project description | 2020/21 |
|--------------------------------------------|-----------|
| | £000 |
| Restructure costs as part of ERP programme | 15 |
| Restructure of service | 30 |
| Total General Fund | 45 |

Impact on Prudential Indicators

12. The guidance requires that the impact on the Council's Prudential Indicators should be considered when preparing a Flexible Use of Capital Receipts Strategy.

13. The indicators that will be impacted by this strategy are none. The scheme is currently funded from capital receipts and the new planned use of capital receipts will be funded from capital receipts which are currently unallocated.

14. The Prudential Indicators show that this Strategy is affordable and will not impact on the Council's operational and authorised borrowing limits.

Investment Strategy Report 2020/21

Introduction

The Authority invests its money for three broad purposes:

- because it has surplus cash as a result of its day-to-day activities, for example when income is received in advance of expenditure (known as **treasury management investments**),
- to support local public services by lending to or buying shares in other organisations (**service investments**), and
- to earn investment income (known as **commercial investments** where this is the main purpose).

This investment strategy meets the requirements of statutory guidance issued by the government in January 2018, and focuses on the second and third of these categories.

Treasury Management Investments

The Authority typically receives its income in cash (e.g. from taxes and grants) before it pays for its expenditure in cash (e.g. through payroll and invoices). It also holds reserves for future expenditure and collects local taxes on behalf of other local authorities and central government. These activities, plus the timing of borrowing decisions, lead to a cash surplus which is invested in accordance with guidance from the Chartered Institute of Public Finance and Accountancy. The balance of treasury management investments is expected to fluctuate between £0m and £8m during the 2020/21 financial year.

Contribution: The contribution that these investments make to the objectives of the Authority is to support effective treasury management activities.

Further details: Full details of the Authority’s policies and its plan for 2020/21 for treasury management investments are covered in a separate document, the treasury management strategy.

Service Investments: Loans

Contribution: The Council may in future lend money to its subsidiaries and local businesses to support local public services and stimulate local economic growth.

Security: The main risk when making service loans is that the borrower will be unable to repay the principal lent and/or the interest due. In order to limit this risk, and ensure that total exposure to service loans remains proportionate to the size of the Authority, upper limits on the outstanding loans to each category of borrower have been set as follows:

Table 1: Loans for service purposes in £ millions

| Category of borrower | 31.3.2019 actual | | | 2020/21 |
|----------------------|------------------|----------------|------------------------|----------------|
| | Balance owing | Loss allowance | Net figure in accounts | Approved Limit |
| Subsidiaries | 0 | 0 | 0 | 5 |
| Local businesses | 0 | 0 | 0 | 0.5 |
| TOTAL | 0 | 0 | 0 | 5.5 |

Accounting standards require the Authority to set aside loss allowance for loans, reflecting the likelihood of non-payment. The figures for loans in the Authority’s statement of accounts are shown net of this loss allowance. However, the Authority makes every reasonable effort to collect the full sum lent and has appropriate credit control arrangements in place to recover overdue repayments.

Risk assessment: The Authority assesses the risk of loss before entering into and whilst holding service loans by using specialist advice to understand the market and the potential future demands of the market and the customers in it. It will also use benchmarking data from the market to determine future potential risks which need to be planned for. External advice is only sought from credible sources eg acknowledged experts in their fields, and officers ensure that they fully understand any information given to them before decision or advice is taken.

Commercial Investments: Property

Contribution: The Council is planning to invest in local (within the council’s operating area boundary) commercial and residential property with the intention of making a surplus that will be spent on local public services. As yet the council has not made any investments. It is currently reviewing a number of potential investments in commercial property to ensure that the proposed investment is suitable for the authority and the risks of the investment are fully understood.

Table 3: Property held for investment purposes in £ millions

| Property | Actual | 31.3.2019 actual | | 31.3.2020 expected | |
|-------------------------------|------------------|-------------------|-------------------|--------------------|-------------------|
| | Purchase cost | Gains or (losses) | Value in accounts | Gains or (losses) | Value in accounts |
| Property to be purchased 2020 | 3.3 (planned) | 0 | 0 | - | - |
| TOTAL | 3.3 | 0 | 0 | - | - |

Security: In accordance with government guidance, the Authority considers a property investment to be secure if its accounting valuation is at or higher than its purchase cost including taxes and transaction costs.

Risk assessment: The Authority assesses the risk of loss before entering into and whilst holding property investments by involving specialist advisors with expertise in the type of property being purchased, looking at historic data and speaking to other councils undertaking similar activities.

Liquidity: Compared with other investment types, property is relatively difficult to sell and convert to cash at short notice, and can take a considerable period to sell in certain market conditions. To ensure that the invested funds can be accessed when they are needed, for example to repay capital borrowed, the Authority ensures that properties purchased are in an active market where there is demonstrable demand to ensure that the authority does not purchase assets which it will not be able to sell on at a later date.

Proportionality

The Authority does not plan to become dependent on profit generating investment activity to achieve a balanced revenue budget.

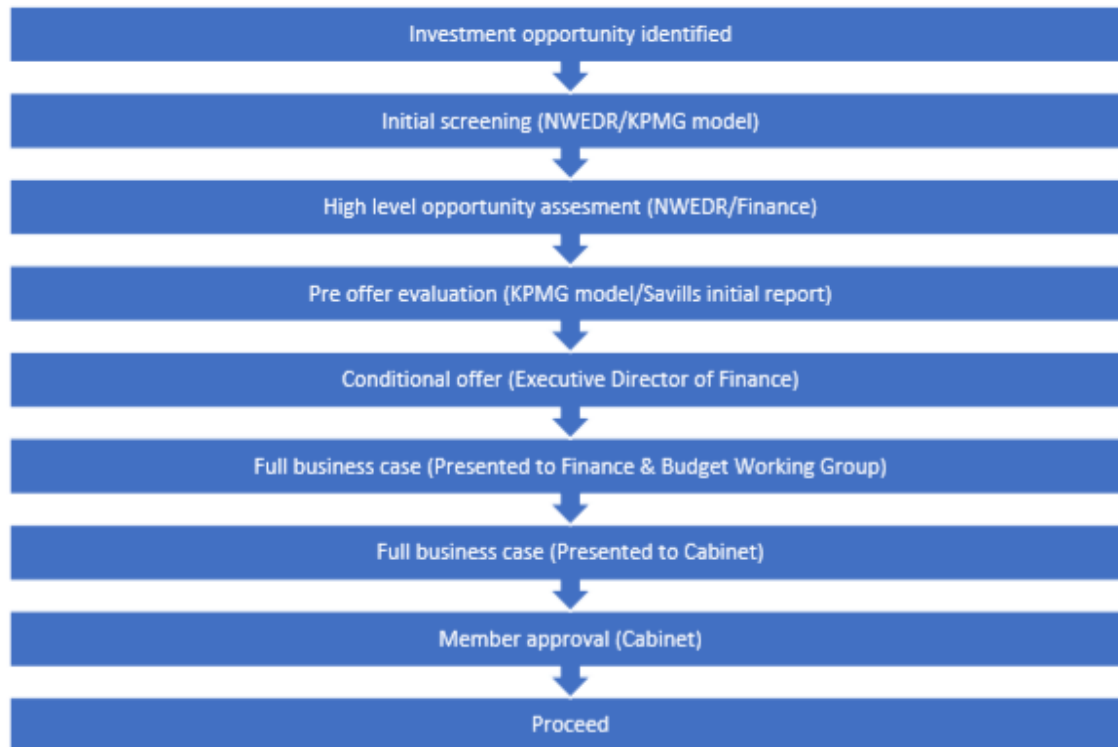
Capacity, Skills and Culture

Elected members and statutory officers: Member training will take place annually as part of the induction process. External advisors will provide reports to support investment decisions with officers ensuring that they fully understand them and can relate them to the strategic objectives and risk profile of the authority.

Commercial deals: Significant work has been undertaken using external advisors and relevant training courses have been attended to ensure that officers are fully aware of the code and statutory requirements of a local authority which is investing.

KPMG have developed a modelling tool for the authority to use when assessing potential purchases as a precursor to engaging with external consultants to ensure that potential purchases are likely to make sense from the perspective of the authority before incurring advisor costs. The minimum net yield for an investment return is largely to be set at 0.75%. However, following an internal review of policy, it has been decided that the council may wish to make purchases which do not make a financial return or may indeed make a loss in the short term. On these occasions a business case will be developed which specifies the non-financial benefits of the investment. These are likely to be regenerative schemes for the greater good of the area with an intended long term impact. The regenerative and redevelopment benefits which will flow from the investment will be taken into account in the development of the business case, so if the net investment yield falls below 0.75% it can still proceed if these benefits are deemed to outweigh the lower than target yield.

Corporate governance: when investment decisions are to be made, they are to be led by the Council's Executive Director of Finance in consultation with the Corporate Management Team. They will assess the potential investment opportunity, consulting North Worcestershire Economic Development and Regeneration (NWEDR) and using the KPMG finance appraisal model, and should they decide it presents a strong opportunity for the authority and complies with the relevant criteria a conditional offer can be made. A business case will then be developed and presented ensuring that once greater detail is included, it makes a satisfactory income yield and/or economic redevelopment and regeneration impact. When the business case is completed, if it is still compliant with the council criteria, it will be presented to Cabinet for approval before purchase is completed.



Once a purchase has been made the Executive Director of Finance will provide quarterly updates, in line with budget monitoring reports, on the status of the investment.

Investment Indicators

The Authority has set the following quantitative indicators to allow elected members and the public to assess the Authority’s total risk exposure as a result of its investment decisions.

Total risk exposure: The first indicator shows the Authority’s total exposure to potential investment losses. This includes amounts the Authority is contractually committed to lend but have yet to be drawn down and guarantees the Authority has issued over third party loans.

Table 5: Total investment exposure in £millions

| Total investment exposure | 31.03.2019 Actual | 31.03.2020 Forecast | 31.03.2021 Forecast |
|----------------------------------|----------------------|------------------------|------------------------|
| Treasury management investments | 0 | 0 | 0 |
| Service investments: Loans | 0 | 0 | 0 |
| Commercial investments: Property | 0 | 0 | 3.3 |
| TOTAL INVESTMENTS | 0 | 0 | 3.3 |
| TOTAL EXPOSURE | 0 | 0 | 3.3 |

How investments are funded: Government guidance is that these indicators should include how investments are funded. Since the Authority does not normally associate particular assets with particular liabilities, this guidance is difficult to comply with. However, the following investments could be described as being funded by borrowing. The remainder of the Authority’s investments are funded by usable reserves and income received in advance of expenditure.

Table 6: Investments funded by borrowing in £millions

| Investments funded by borrowing | 31.03.2019 Actual | 31.03.2020 Forecast | 31.03.2021 Forecast |
|----------------------------------|----------------------|------------------------|------------------------|
| Treasury management investments | 0 | 0 | 0 |
| Service investments: Loans | 0 | 0 | 0 |
| Commercial investments: Property | 0 | 0 | 3.3 |
| TOTAL FUNDED BY BORROWING | 0 | 0 | 3.3 |

Rate of return received: This indicator shows the investment income received less the associated costs, including the cost of borrowing where appropriate, as a proportion of the sum initially invested. Note that due to the complex local government accounting framework, not all recorded gains and losses affect the revenue account in the year they are incurred.

Table 7: Investment rate of return (net of all costs) %

| Investments net rate of return | 2018/19 Actual | 2019/20 Forecast | 2020/21 Forecast | Minimum return |
|----------------------------------|-------------------|---------------------|---------------------|-------------------|
| Treasury management investments | 0 | 0 | 0 | 0.4 |
| Service investments: Loans | 0 | 0 | 0 | 0.75 |
| Commercial investments: Property | 0 | 0 | 0.75 | 0.75 |
| ALL INVESTMENTS | 0 | 0 | 0.75 | 0.62 |

Table 8: Other investment indicators

| Indicator | 2018/19 Actual | 2019/20 Forecast | Limit |
|----------------------------------------------------|-------------------|---------------------|-------|
| Debt to net service expenditure ratio | 0 | 0 | 200% |
| Commercial income to net service expenditure ratio | 0 | 0 | 3% |

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CABINET

25th November 2020

FEES AND CHARGES

| | |
|----------------------------|----------------------------------------------------------------------|
| Relevant Portfolio Holder | Councillor Geoff Denaro, Portfolio Holder for Finances and Resources |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Chris Forrester, Head of Finance and Customer services |
| Wards Affected | All |
| Ward Councillor Consulted | No |
| Non-Key Decision | |

1. SUMMARY OF PROPOSALS

- 1.1 To set out the fees and charges to be levied on services provided by the Council as used as the basis for income levels in the Medium-Term Financial Plan.

2. RECOMMENDATIONS

- 2.1 It is recommended that Executive consider the fees and charges as included at Appendix 1 and;
- 2.1.1 **recommend to Council** the approval of all fees and charges that are included in Appendix 1
- 2.1.2 **approve** of all fees and charges that are included in Appendix 1 are charged commencing 1st February 2021.

3. KEY ISSUES

Financial Implications

- 3.1 The Medium-Term Financial Plan has been prepared on the basis that additional income will be generated from fees and charges. A process was followed for the review of income to be realised from 1st February 2021. This included an assessment of each fee to identify how it met the Councils strategic purposes and the level of increase that was proposed. Therefore, the levels of increase have been based on a robust estimate of the impact of cost increases and demand within the services.

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- 3.2 Fees were to be considered using the following criteria:
- Service to be subsidised by the Council
 - Service to break even
 - Service to make a surplus to offset other overhead costs
- 3.3 Appendix 1 details all the fees and charges for each area with a commentary against each block.

Legal Implications

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

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

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

4. RISK MANAGEMENT

- 4.1 There is a risk that if fees and charges are not increased that income levels will not be achieved, and the cost of services will increase. This is mitigated by managers reviewing their fees and charges annually.

5. APPENDICES

Appendix 1 – Fees and Charges
Appendix 1i – Fees and Charges – Commercially sensitive

6. BACKGROUND PAPERS

CABINET

25th November 2020

None.

7. KEY

None

AUTHOR OF REPORT

Name: Kate Goldey – Business Support Accountant
E Mail: k.goldey@bromsgroveandredditch.gov.uk
Tel: 01527 881208

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BROMSGROVE DISTRICT COUNCIL

Environmental Services

| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |
|------------------------------------------------------------------------------|-----------------------------------|-----------------|---------------------------------|------------------------------------------|
| <u>CEMETERY</u> | | | | |
| Interments in a grave | | | | |
| - children aged under 1 year | No Charge | | No Charge | No Charge |
| - children aged under 1 year (non resident) | 114.00 | 0.00% | 0.00 | 114.00 |
| - children aged 1 year - 17 years | No Charge | | No Charge | No Charge |
| - children aged 1 year - 17 years (non resident) | 166.00 | 0.00% | 0.00 | 166.00 |
| - persons aged 18 and over | 636.00 | 0.00% | 0.00 | 636.00 |
| Interment in a bricked grave | | | | |
| Interment of cremated remains | | | | |
| Interment of Cremated Remains (under 17 years non residents only) | 211.00 | 0.00% | 0.00 | 211.00 |
| | 78.00 | 0.00% | 0.00 | 78.00 |
| Scattering cremated remains in grave | | | | |
| | 89.00 | 0.00% | 0.00 | 89.00 |
| Exclusive rights of burial (75-year grants) | | | | |
| - adult grave space | 1,603.00 | 0.00% | 0.00 | 1,603.00 |
| - child grave space | 292.00 | 0.00% | 0.00 | 292.00 |
| - cremated remains plot | 612.00 | 0.00% | 0.00 | 612.00 |
| Renewal of expired deed (single fee charged in all cases) | | | | |
| -Burial | 457.00 | 0.00% | 0.00 | 457.00 |
| -Cremated remains | 179.00 | 0.00% | 0.00 | 179.00 |
| -Ashes grave purchased in reserve | 733.00 | 0.00% | 0.00 | 733.00 |
| - Full grave purchased in reserve | 1,969.00 | 0.00% | 0.00 | 1,969.00 |
| - Disinterment of Remains - Cremated Remains | 557.00 | 0.00% | 0.00 | 557.00 |
| - Wooden cremated remains casket | 97.00 | 0.00% | 0.00 | 97.00 |
| Memorials | | | | |
| | 104.00 | 0.00% | 0.00 | 104.00 |
| Bench with 10 year lease & top rail engraving (max 40 letters) - £800.00 | 863.00 | 0.00% | 0.00 | 863.00 |
| Bench with 10 year lease & standard silver plaque (max 60 letters) - £760.00 | 820.00 | 0.00% | 0.00 | 820.00 |
| Bench replacement plaque - £110.00 | 118.00 | 0.00% | 0.00 | 118.00 |
| -Assignment / Transfer of Exclusive Right of Burial | 104.00 | 0.00% | 0.00 | 104.00 |
| Exhumation Ground works | 211.00 | 0.00% | 0.00 | 211.00 |
| New Container | 97.00 | 0.00% | 0.00 | 97.00 |
| Officer time | 216.00 | 0.00% | 0.00 | 216.00 |
| Cremator usage | 33.00 | 0.00% | 0.00 | 33.00 |
| Certified copy of entry | 23.00 | 0.00% | 0.00 | 23.00 |
| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |

Bird bath memorial**5 Year Lease**

- size 1 (small)
- size 2
- size 3
- size 4
- size 5 (large)

10 Year Lease

- size 1 (small)
- size 2
- size 3
- size 4
- size 5 (large)

20 Year Lease

- size 1 (small)
- size 2
- size 3
- size 4
- size 5 (large)

Motif**Memorial Vaults**

Double unit - 20 year lease in first interment and casket

2nd interment of remains including casket

Inscribed tablet of upto 80 letters

Additional letters (per letter)

Standard Motif

Photo of 1 person

Photo of 2 people

Photo of 3 people

Other items are available but quoted individually

Memorial Posts

Memorial plaque - 3 year lease

Motif

Replacement Plaque

Private Memorial Garden

Including memorial - 20 year lease

Barbican Memorial

Inscribed tablet including 3 year lease

Standard Motif

Photo of 1 person

Photo of 2 people

Photo of 3 people

Other items are available but quoted individually

Comments

September CPI figure is 0.5% and equivalent RPI figure is 1.1% either of these measure would normally be used to apply a nominal inflationary increase but due to the historically low rates the recommendation is to not apply an increase to fees at this time. As per last year Bereavement Services would retain the option to vary fees by up to 25% should either the inflationary pressures change in the financial year 2021-22 or other costs increase such as utilities or other supplies

| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------|--------------------------|-----------------------------------|
| Bird bath memorial | | | | |
| 5 Year Lease | | | | |
| - size 1 (small) | 210.00 | 0.00% | 0.00 | 210.00 |
| - size 2 | 234.00 | 0.00% | 0.00 | 234.00 |
| - size 3 | 258.00 | 0.00% | 0.00 | 258.00 |
| - size 4 | 280.00 | 0.00% | 0.00 | 280.00 |
| - size 5 (large) | 304.00 | 0.00% | 0.00 | 304.00 |
| 10 Year Lease | | | | |
| - size 1 (small) | 327.00 | 0.00% | 0.00 | 327.00 |
| - size 2 | 351.00 | 0.00% | 0.00 | 351.00 |
| - size 3 | 373.00 | 0.00% | 0.00 | 373.00 |
| - size 4 | 397.00 | 0.00% | 0.00 | 397.00 |
| - size 5 (large) | 421.00 | 0.00% | 0.00 | 421.00 |
| 20 Year Lease | | | | |
| - size 1 (small) | 444.00 | 0.00% | 0.00 | 444.00 |
| - size 2 | 467.00 | 0.00% | 0.00 | 467.00 |
| - size 3 | 490.00 | 0.00% | 0.00 | 490.00 |
| - size 4 | 514.00 | 0.00% | 0.00 | 514.00 |
| - size 5 (large) | 538.00 | 0.00% | 0.00 | 538.00 |
| Motif | 117.00 | 0.00% | 0.00 | 117.00 |
| Memorial Vaults | | | | |
| Double unit - 20 year lease in first interment and casket | 1,310.00 | 0.00% | 0.00 | 1,310.00 |
| 2nd interment of remains including casket | 181.00 | 0.00% | 0.00 | 181.00 |
| Inscribed tablet of upto 80 letters | 147.00 | 0.00% | 0.00 | 147.00 |
| Additional letters (per letter) | 4.20 | 0.00% | 0.00 | 4.20 |
| Standard Motif | 105.00 | 0.00% | 0.00 | 105.00 |
| Photo of 1 person | 126.00 | 0.00% | 0.00 | 126.00 |
| Photo of 2 people | 199.00 | 0.00% | 0.00 | 199.00 |
| Photo of 3 people | 257.00 | 0.00% | 0.00 | 257.00 |
| Other items are available but quoted individually | QUOTED INDIVIDUALLY | | | QUOTED INDIVIDUALLY |
| Memorial Posts | | | | |
| Memorial plaque - 3 year lease | 251.00 | 0.00% | 0.00 | 251.00 |
| Motif | 47.00 | 0.00% | 0.00 | 47.00 |
| Replacement Plaque | 126.00 | 0.00% | 0.00 | 126.00 |
| Private Memorial Garden | | | | |
| Including memorial - 20 year lease | 1,678.00 | 0.00% | 0.00 | 1,678.00 |
| Barbican Memorial | | | | |
| Inscribed tablet including 3 year lease | 262.00 | 0.00% | 0.00 | 262.00 |
| Standard Motif | 105.00 | 0.00% | 0.00 | 105.00 |
| Photo of 1 person | 126.00 | 0.00% | 0.00 | 126.00 |
| Photo of 2 people | 199.00 | 0.00% | 0.00 | 199.00 |
| Photo of 3 people | 257.00 | 0.00% | 0.00 | 257.00 |
| Other items are available but quoted individually | QUOTED INDIVIDUALLY | | | QUOTED INDIVIDUALLY |
| Comments | | | | |
| September CPI figure is 0.5% and equivalent RPI figure is 1.1% either of these measure would normally be used to apply a nominal inflationary increase but due to the historically low rates the recommendation is to not apply an increase to fees at this time. As per last year Bereavement Services would retain the option to vary fees by up to 25% should either the inflationary pressures change in the financial year 2021-22 or other costs increase such as utilities or other supplies | | | | |
| REFUSE COLLECTION | | | | |
| Bulky Household Waste | | | | |

| Proposed Charges | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|-----------|-----------|
| The Bulky Service operates based on a standard unit price based on size and weight, with collection from the | | | | |
| Bulky collection - single unit* | 8.50 | 5.88% | 0.50 | 9.00 |
| *Depending on size items maybe charged for as a multiple of units | | | | |
| Items that are classed by WCC as non domestic waste | Quotation | | | Quotation |
| Items not on the boundary of the property | Quotation | | Quotation | Quotation |
| Litter and Dog Bins (Yearly Charge) | | | | |
| High Usage Site First Bin | 850.00 | 0.00% | 0.00 | 850.00 |
| High Usage Site Additional Bins (each) | 350.00 | 0.00% | 0.00 | 350.00 |
| Medium Usage Site First Bin | 425.00 | 0.00% | 0.00 | 425.00 |
| Medium Usage Site Additional Bins (each) | 175.00 | 0.00% | 0.00 | 175.00 |
| Low Usage Site First Bin | 210.00 | 0.00% | 0.00 | 210.00 |
| Low Usage Site Additional Bins (each) | 90.00 | 0.00% | 0.00 | 90.00 |
| Investigation of Abandoned Vehicles on Private Land | | | | |
| Per Vehicle | 60.00 | 0.00% | 0.00 | 60.00 |
| | | 0.00% | | |
| Mechanically Sweep Private Road / Car Park - Callout Fee | 0.00 | 0.00% | 0.00 | 0.00 |
| Mechanically Sweep Private Road / Car Park - Sweeper per Hour + disposal costs | 50.00 | 0.00% | 0.00 | 50.00 |
| Garden Waste Collection Service (2021/23) | | | | |
| | 46.00 | 0.00% | 0.00 | 46.00 |
| Re-issue of service | 40.00 | 0.00% | 0.00 | 40.00 |
| Comments | | | | |
| Garden Waste charge is for 22/23 - officers will be reviewing the impact of the garden waste service operating over this winter and if successful we will bring future service proposals forward | | | | |
| Electronic Payments only | | | | |

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BROMSGROVE DISTRICT COUNCIL

Environmental Services

Roundings are generally rounded to the nearest 10p.

| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |
|----------------------------------|----------------------------|----------|--------------------------|-----------------------------------|
| CAR PARKS | | | | |
| Churchfields Multi-storey | | | | |
| Not exceeding 30 minutes | 0.40 | 0.00% | 0.00 | 0.40 |
| Not exceeding one hour | 0.80 | 0.00% | 0.00 | 0.80 |
| Not exceeding two hours | 1.60 | 0.00% | 0.00 | 1.60 |
| Not exceeding three hours | 2.40 | 0.00% | 0.00 | 2.40 |
| All day | 3.00 | 0.00% | 0.00 | 3.00 |
| New Road | | | | |
| Not exceeding 30 minutes | 0.40 | 0.00% | 0.00 | 0.40 |
| Not exceeding one hour | 0.80 | 0.00% | 0.00 | 0.80 |
| Not exceeding two hours | 1.60 | 0.00% | 0.00 | 1.60 |
| Not exceeding three hours | 2.40 | 0.00% | 0.00 | 2.40 |
| All day | 5.00 | 0.00% | 0.00 | 5.00 |
| North Bromsgrove | | | | |
| Not exceeding 30 minutes | 0.40 | 0.00% | 0.00 | 0.40 |
| Not exceeding one hour | 0.80 | 0.00% | 0.00 | 0.80 |
| Not exceeding two hours | 1.60 | 0.00% | 0.00 | 1.60 |
| Not exceeding three hours | 2.40 | 0.00% | 0.00 | 2.40 |
| All day | 5.00 | 0.00% | 0.00 | 5.00 |
| Parkside | | | | |
| Not exceeding 30 minutes | 0.40 | 0.00% | 0.00 | 0.40 |
| Not exceeding one hour | 0.80 | 0.00% | 0.00 | 0.80 |
| Not exceeding two hours | 1.60 | 0.00% | 0.00 | 1.60 |
| Not exceeding three hours | 2.40 | 0.00% | 0.00 | 2.40 |
| All day | 5.00 | 0.00% | 0.00 | 5.00 |
| School Drive | | | | |
| Not exceeding 30 minutes | 0.40 | 0.00% | 0.00 | 0.40 |
| Not exceeding one hour | 0.80 | 0.00% | 0.00 | 0.80 |
| Not exceeding two hours | 1.60 | 0.00% | 0.00 | 1.60 |
| Not exceeding three hours | 2.40 | 0.00% | 0.00 | 2.40 |
| All day | 5.00 | 0.00% | 0.00 | 5.00 |
| Stourbridge Road | | | | |
| Not exceeding 30 minutes | 0.40 | 0.00% | 0.00 | 0.40 |
| Not exceeding one hour | 0.80 | 0.00% | 0.00 | 0.80 |
| Not exceeding two hours | 1.60 | 0.00% | 0.00 | 1.60 |
| Not exceeding three hours | 2.40 | 0.00% | 0.00 | 2.40 |
| All day | 5.00 | 0.00% | 0.00 | 5.00 |
| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |

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Agenda Item 12

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------|--------|-------|------|--------|
| Recreation Road South | | | | |
| Not exceeding 30 minutes | 0.40 | 0.00% | 0.00 | 0.40 |
| Not exceeding one hour | 0.80 | 0.00% | 0.00 | 0.80 |
| Not exceeding two hours | 1.60 | 0.00% | 0.00 | 1.60 |
| Not exceeding three hours | 2.40 | 0.00% | 0.00 | 2.40 |
| Not exceeding four hours | 3.20 | 0.00% | 0.00 | 3.20 |
| Not exceeding five hours | 4.00 | 0.00% | 0.00 | 4.00 |
| Not exceeding Six hours | 6.40 | 0.00% | 0.00 | 6.40 |
| Not exceeding Seven hours | 8.80 | 0.00% | 0.00 | 8.80 |
| Not exceeding Eight hours | 11.20 | 0.00% | 0.00 | 11.20 |
| Windsor Street | | | | |
| Not exceeding 30 minutes | 0.50 | 0.00% | 0.00 | 0.50 |
| Not exceeding one hour | 1.00 | 0.00% | 0.00 | 1.00 |
| Not exceeding two hours | 2.00 | 0.00% | 0.00 | 2.00 |
| St John Street | | | | |
| Not exceeding 30 minutes | 0.50 | 0.00% | 0.00 | 0.50 |
| Not exceeding one hour | 1.00 | 0.00% | 0.00 | 1.00 |
| Not exceeding two hours | 2.00 | 0.00% | 0.00 | 2.00 |
| Not exceeding three hours | 3.00 | 0.00% | 0.00 | 3.00 |
| Season Tickets (valid at long stay car parks only) | | | | |
| Annual | 320.00 | 0.00% | 0.00 | 320.00 |
| Quarterly | 80.00 | 0.00% | 0.00 | 80.00 |
| Season Tickets (valid at Churchfields Road car park only) | | | | |
| Annual | 215.00 | 0.00% | 0.00 | 215.00 |
| Quarterly | 53.75 | 0.00% | 0.00 | 53.75 |
| Season Tickets (valid at Alvechurch Sports and Social club car park only) | | | | |
| Annual | 250.00 | 0.00% | 0.00 | 250.00 |
| Quarterly | 62.50 | 0.00% | 0.00 | 62.50 |
| Parking Fines PCN's On Street | | | | |
| Certain Contraventions | 70.00 | 0.00% | 0.00 | 70.00 |
| If paid within fourteen days | 35.00 | 0.00% | 0.00 | 35.00 |
| Other contraventions | 50.00 | 0.00% | 0.00 | 50.00 |
| If paid within fourteen days | 25.00 | 0.00% | 0.00 | 25.00 |
| <i><u>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</u></i> | | | | |
| Parking Fines PCN's Off Street | | | | |
| Certain Contraventions | 70.00 | 0.00% | 0.00 | 70.00 |
| If paid within fourteen days | 35.00 | 0.00% | 0.00 | 35.00 |
| Other contraventions | 50.00 | 0.00% | 0.00 | 50.00 |
| If paid within fourteen days | 25.00 | 0.00% | 0.00 | 25.00 |
| These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner) | | | | |

Car Park charges only apply everyday

Comments

Cllr May, portfolio holder has agreed that there will be no increase next year. Parking fines are set by statute

BROMSGROVE DISTRICT COUNCIL

Financial and Customer Service

Roundings are generally rounded to the nearest 10p.

| SERVICE CATEGORY | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |
|-----------------------------------------------------------------------|-----------------------------------|-----------------|---------------------------------|---------------------------------------|
| <u>LOCAL TAX COLLECTION</u> | | | | |
| - Council Tax Court Costs (includes Magistrates Court fee of 50p) | 66.50 | 2.50% | 1.00 | 67.50 |
| - NNDR Court Costs (includes Magistrates Court fee of 50p) | 96.50 | 2.50% | 1.00 | 97.50 |
| - Magistrates' court fee (added to both council tax and NNDR Summons) | 0.50 | 0.00% | 0.00 | 0.50 |

Comments

Fees increased in line with full cost recovery

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BROMSGROVE DISTRICT COUNCIL**Legal, Democratic and Property Services**

Roundings are generally rounded to the nearest 10p.

| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |
|----------------------------------------------------------------------|----------------------------|----------|-----------------------------|-----------------------------------|
| <u>ELECTORAL REGISTRATION</u> | | | | |
| <u>Register Sales*</u> | | | | |
| In data form | | | | |
| - basic fee | 20.00 | 0.00% | 0.00 | 20.00 |
| - for each 1,000 names or part thereof | 1.50 | 0.00% | 0.00 | 1.50 |
| In printed form | | | | |
| - basic fee | 10.00 | 0.00% | 0.00 | 10.00 |
| - for each 1,000 names or part thereof | 5.00 | 0.00% | 0.00 | 5.00 |
| <u>Marked Election Register Sales*</u> | | | | |
| In data form | | | | |
| - basic fee | 10.00 | 0.00% | 0.00 | 10.00 |
| - for each 1,000 names or part thereof | 1.00 | 0.00% | 0.00 | 1.00 |
| In printed form | | | | |
| - basic fee | 10.00 | 0.00% | 0.00 | 10.00 |
| - for each 1,000 names or part thereof | 2.00 | 0.00% | 0.00 | 2.00 |
| Copy of return of Election expenses plus 20p per sheet, per side. | 5.00 | 0.00% | 0.00 | 5.00 |
| <u>Miscellaneous Charges</u> | | | | |
| * Address labels printed | 13.50 | 0.00% | 0.00 | 13.50 |
| * - for each 1,000 properties or part thereof | 6.80 | 0.00% | 0.00 | 6.80 |
| - street list | 13.50 | 0.00% | 0.00 | 13.50 |
| * - Data Property Addresses | 24.50 | 0.00% | 0.00 | 24.50 |
| * - For each 1,000 properties or part thereof | 1.90 | 0.00% | 0.00 | 1.90 |
| <u>Comments</u> | | | | |
| No proposed changes as most charges are prescribed by legislation | | | | |
| <u>LEGAL</u> | | | | |
| - Legal work (per hour) | 142.90 | 2.75% | 3.90 | 146.80 |
| - Legal Consent - Admin Fee | 25.40 | 2.75% | 0.70 | 26.10 |
| - RTB | 199.60 | 2.75% | 5.50 | 205.10 |
| - Consent for proposed works | 156.90 | 2.75% | 4.30 | 161.20 |
| - Retrospective Consent | 165.10 | 2.75% | 4.50 | 169.60 |
| Garden License | 243.10 | 2.75% | 6.70 | 249.80 |
| Wayleave Agreement | 364.70 | 2.75% | 10.00 | 374.70 |
| Deed of Grant or Easement | 382.20 | 2.75% | 10.50 | 392.70 |

| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|----------------------------|----------------------------------|
| | £ | | £ | £ |
| License to Assign | 382.20 | 2.75% | 10.50 | 392.70 |
| Rent Deposit Deed | 382.20 | 2.75% | 10.50 | 392.70 |
| Authorised Guarantee Agreement | 382.20 | 2.75% | 10.50 | 392.70 |
| License for Alterations | 382.20 | 2.75% | 10.50 | 392.70 |
| License to Sublet | 382.20 | 2.75% | 10.50 | 392.70 |
| Deed of Variation | 382.20 | 2.75% | 10.50 | 392.70 |
| Grant of Lease | 516.90 | 2.75% | 14.20 | 531.10 |
| Extended Lease | 516.90 | 2.75% | 14.20 | 531.10 |
| Deed of Surrender | 382.20 | 2.75% | 10.50 | 392.70 |
| Tenancy at Will | 382.20 | 2.75% | 10.50 | 392.70 |
| Renewal of Lease | 382.20 | 2.75% | 10.50 | 392.70 |
| Section 106: | | | | |
| - Private Owner | 534.00 | 2.75% | 14.70 | 548.70 |
| - Each additional unit added (up to a maximum of £1,650) | 66.80 | 10.00% | 6.70 | 73.50 |
| - Affordable housing schemes | 1,002.50 | 2.75% | 27.60 | 1,030.10 |
| - Deed of Variation | 381.00 | 2.75% | 10.50 | 391.50 |
| - Fee for agreeing a unilateral undertaking | 381.00 | 2.75% | 10.50 | 391.50 |
| Other Fees | | | | |
| - Fees for sale of property under Low Cost Housing Scheme | 262.70 | 2.75% | 7.20 | 269.90 |
| - Fees for purchase of additional 30% Share | 171.40 | 2.75% | 4.70 | 176.10 |
| - Fees for preparation of Deed of postponement | 111.90 | 2.75% | 3.10 | 115.00 |
| - Administration fee for the grant of licences for more than 12 months | 62.90 | 2.75% | 1.70 | 64.60 |
| - Issuing of consents (transfer of mortgage) | 74.20 | 2.75% | 2.00 | 76.20 |
| Minor land sales up to £10,000 | 501.90 | 2.75% | 13.80 | 515.70 |
| Major Land sales £10,000+ 2.75% of purchase price with a minimum charge of £500 | Fixed Fee | Fixed Fee | Fixed Fee | Fixed Fee |
| Major Land sales £50,000+ 2.75% of purchase price with a minimum charge of £750 | Fixed Fee | Fixed Fee | Fixed Fee | Fixed Fee |
| Deed of Release of Covenant | 382.20 | 2.75% | 10.50 | 392.70 |
| - Footpath Diversion Orders | 2,131.00 | 2.75% | 58.60 | 2,189.60 |
| Comments - | | | | |
| The charges have been increased in line with cost recovery. The 10% increase for S106s will only affect larger developments, costs can be complex and have not increased to reflect the work. The transfer to an hourly rate has not worked in practice so this is a better way of ensuring costs are adequately covered. | | | | |
| LAND SEARCHES | | | | |
| Single Con29 Question | | | | |
| Official Certificate of Search (LLC1) only | 28.40 | | 0.80 | 29.20 |
| CON29R Enquiries of Local Authority (2016) | | | | |
| - Residential | 110.70 | | 0.90 | 111.60 |
| - Commercial | 155.40 | | 0.90 | 156.30 |
| Standard Search Fee: LLC1 and CON 29R combined | | | | |
| | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
| Service Category | | | | |

| | £ | | £ | £ |
|-----------------------------------------------------------------------------------------|--------|-------|--------|--------|
| - Residential | 139.10 | | 3.80 | 142.90 |
| - Commercial | 183.80 | | 5.10 | 188.90 |
| CON 290 Optional enquiries of Local Authority (2007) | | | | |
| (Questions 5,6,8,9,11,15) per question | 13.10 | | 0.40 | 13.50 |
| (Questions 7,10,12,13,14,16-21) per question | 6.60 | | 0.20 | 6.80 |
| (Question 22) | 28.00 | 7.14% | 2.00 | 30.00 |
| Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries) | 51.30 | | 1.40 | 52.70 |
| Question 4 | 15.40 | | 0.40 | 15.80 |
| Each additional parcel of land (LLC1 and CON29R) | 24.00 | | 0.70 | 24.70 |
| Refresher Search - to be deleted | 41.40 | | -41.40 | 0.00 |
| Expedited (within 48 hrs) | 32.80 | | 0.90 | 33.70 |

Comments -

Costs increased are done on a cost recovery basis.

"The "Refresher Search" – can be removed as it is not a search that is used."

PARKSIDE SUITE

Per Hour (Suggest min Hire of 2hrs)

Main Room

| | | | | |
|-----------------|-------|-------|------|--------------|
| Community Group | 23.00 | 0.00% | 0.00 | 23.00 |
| Regular Hire | 35.00 | 0.00% | 0.00 | 35.00 |
| Commercial Hire | 46.00 | 0.00% | 0.00 | 46.00 |

Committee Room

| | | | | |
|-----------------|-------|-------|------|--------------|
| Community Group | 13.00 | 0.00% | 0.00 | 13.00 |
| Regular Hire | 19.00 | 0.00% | 0.00 | 19.00 |
| Commercial Hire | 25.50 | 0.00% | 0.00 | 25.50 |

Committee Room 2 – Full Day

| | | | | |
|-----------------|--------|-------|------|---------------|
| Community Group | 75.00 | 0.00% | 0.00 | 75.00 |
| Regular Hire | 88.00 | 0.00% | 0.00 | 88.00 |
| Commercial Hire | 106.00 | 0.00% | 0.00 | 106.00 |

Committee Room 2 – Half Day

| | | | | |
|-----------------|-------|-------|------|--------------|
| Community Group | 45.00 | 0.00% | 0.00 | 45.00 |
| Regular Hire | 60.00 | 0.00% | 0.00 | 60.00 |
| Commercial Hire | 72.00 | 0.00% | 0.00 | 72.00 |

Committee Room 2 – per hour (min 2Hours)

| | | | | |
|-----------------|-------|-------|------|--------------|
| Community Group | 17.00 | 0.00% | 0.00 | 17.00 |
| Regular Hire | 22.00 | 0.00% | 0.00 | 22.00 |
| Commercial Hire | 30.00 | 0.00% | 0.00 | 30.00 |

Combined

| | | | | |
|-----------------|-------|-------|------|--------------|
| Community Group | 31.00 | 0.00% | 0.00 | 31.00 |
| Regular Hire | 49.00 | 0.00% | 0.00 | 49.00 |
| Commercial Hire | 67.50 | 0.00% | 0.00 | 67.50 |

Service Category

charge 1st April 2020

% Change

Increase /
Decrease

Proposed charge from
2021

£

£

£

Half Day up to 5pm (max 4hrs)

Main Room

| | | | | |
|----------------------------------------------------------------------------------------|--------|-------|------|---------------|
| Community Group | 86.00 | 0.00% | 0.00 | 86.00 |
| Regular Hire | 105.00 | 0.00% | 0.00 | 105.00 |
| Commercial Hire | 172.50 | 0.00% | 0.00 | 172.50 |
| Committee Room | | | | |
| Community Group | 38.00 | 0.00% | 0.00 | 38.00 |
| Regular Hire | 52.00 | 0.00% | 0.00 | 52.00 |
| Commercial Hire | 65.00 | 0.00% | 0.00 | 65.00 |
| Combined | | | | |
| Community Group | 105.00 | 0.00% | 0.00 | 105.00 |
| Regular Hire | 150.00 | 0.00% | 0.00 | 150.00 |
| Commercial Hire | 215.00 | 0.00% | 0.00 | 215.00 |
| <u>Full Day Up to 5pm</u> | | | | |
| Main Room | | | | |
| Community Group | 160.00 | 0.00% | 0.00 | 160.00 |
| Regular Hire | 200.00 | 0.00% | 0.00 | 200.00 |
| Commercial Hire | 280.00 | 0.00% | 0.00 | 280.00 |
| Committee Room | | | | |
| Community Group | 65.00 | 0.00% | 0.00 | 65.00 |
| Regular Hire | 78.00 | 0.00% | 0.00 | 78.00 |
| Commercial Hire | 96.00 | 0.00% | 0.00 | 96.00 |
| Combined | | | | |
| Community Group | 205.00 | 0.00% | 0.00 | 205.00 |
| Regular Hire | 260.00 | 0.00% | 0.00 | 260.00 |
| Commercial Hire | 345.00 | 0.00% | 0.00 | 345.00 |
| <u>Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight</u> | 345.00 | 0.00% | 0.00 | 345.00 |

Only half day and full day rates allowed for weekends. No hourly rates.

All day rate for weddings £720** (day and evening to include kitchen and set up) 9am – 12 midnight

Sunday hire rates by negotiation.

Room 54(Training Room) - Any internal county organisations whom wish to use this room will be charged £25.00 per hour.

Customer Services

Interview rooms (based at the service centre)

| | | | | |
|----------------------------------|-------|-------|------|--------------|
| - Per Full day (9am - 5pm) | 44.40 | 0.00% | 0.00 | 44.40 |
| - Per Half day (9am-1pm/1pm-5pm) | 27.80 | 0.00% | 0.00 | 27.80 |
| - Per hour (1Full hour only) | 9.50 | 0.00% | 0.00 | 9.50 |

Comments

No changes for 2021/22 as we wish to retain our current customer base and ensure bookings return to us after the covid epidemic. We want to ensure we remain affordable and competitive to encourage new business and support those who have suffered through the pandemic

Service Category

charge 1st April 2020

£

% Change

**Increase /
Decrease**

£

**Proposed charge from
2021**

£

Bromsgrove Markets

3 x 3 Market Stall (per day)

| | | | | |
|--------------------------------------------------------------------|-------|-------|---------------|--------------|
| Tuesday Regular Trader | 26.50 | 0.00% | 0.00 | 26.50 |
| Tuesday Casual Trader | 28.50 | 0.00% | 0.00 | 28.50 |
| Each additional stall requested | 11.50 | 0.00% | 0.00 | 11.50 |
| Friday Regular Trader | 30.50 | 0.00% | 0.00 | 30.50 |
| Friday Casual Trader | 32.50 | 0.00% | 0.00 | 32.50 |
| Each additional stall requested | 11.50 | 0.00% | 0.00 | 11.50 |
| Saturday Regular Trader | 32.50 | 0.00% | 0.00 | 32.50 |
| Saturday Casual Trader | 34.50 | 0.00% | 0.00 | 34.50 |
| Each additional stall requested | 12.00 | 0.00% | 0.00 | 12.00 |
| All 3 days (Annual booking per week) - Charge to be deleted | 80.70 | 0.00% | -80.70 | 0.00 |
| All 3 days (Casual booking per week) - Charge to be deleted | 86.70 | 0.00% | -86.70 | 0.00 |

6 x 3 Market Stall

| | | | | |
|--------------------------------------------------------------------|--------|-------|----------------|-------------|
| Tuesday Regular Trader - Charge to be deleted | 38.00 | 0.00% | -38.00 | 0.00 |
| Tuesday Casual Trader - Charge to be deleted | 40.00 | 0.00% | -40.00 | 0.00 |
| Friday Regular Trader - Charge to be deleted | 41.00 | 0.00% | -41.00 | 0.00 |
| Friday Casual Trader - Charge to be deleted | 44.00 | 0.00% | -44.00 | 0.00 |
| Saturday Regular Trader - Charge to be deleted | 44.00 | 0.00% | -44.00 | 0.00 |
| Saturday Casual Trader - Charge to be deleted | 46.50 | 0.00% | -46.50 | 0.00 |
| All 3 days (Annual booking per week) - Charge to be deleted | 111.00 | 0.00% | -111.00 | 0.00 |
| All 3 days (Casual booking per week) - Charge to be deleted | 121.40 | 0.00% | -121.40 | 0.00 |

Catering Van

| | | | | |
|--------------------------------------------------------------------|-------|-------|---------------|--------------|
| Tuesday Regular Trader | 25.50 | 0.00% | 0.00 | 25.50 |
| Tuesday Casual Trader | 30.00 | 0.00% | 0.00 | 30.00 |
| Friday Regular Trader | 29.50 | 0.00% | 0.00 | 29.50 |
| Friday Casual Trader | 34.00 | 0.00% | 0.00 | 34.00 |
| Saturday Regular Trader | 31.50 | 0.00% | 0.00 | 31.50 |
| Saturday Casual Trader | 36.00 | 0.00% | 0.00 | 36.00 |
| All 3 days (Annual booking per week) - Charge to be deleted | 78.00 | 0.00% | -78.00 | 0.00 |
| All 3 days (Casual booking per week) - Charge to be deleted | 83.60 | 0.00% | -83.60 | 0.00 |

Table only booking for Craft Markets (only available in good weather)

| | | | | |
|-----------------------|-------|-------|------|--------------|
| First two 5ft tables | 15.00 | 0.00% | 0.00 | 15.00 |
| each additional table | 5.00 | 0.00% | 0.00 | 5.00 |

Service Category

charge 1st April 2020

% Change

Increase /
Decrease

Proposed charge from
2021

£

£

£

Electric

| | | | | |
|-----------------------------------|------|-------|------|-------------|
| Regular 3 day traders | 9.20 | 0.00% | 0.00 | 9.20 |
| Casual/Single day traders per day | 5.00 | 0.00% | 0.00 | 5.00 |

Trade Waste Collection

| | | | | |
|-----------------------|------|-------|------|-------------|
| Regular 3 day traders | 2.60 | 0.00% | 0.00 | 2.60 |
|-----------------------|------|-------|------|-------------|

| | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------|------|-------|--------|-----------------------------|
| Casual/Single day traders | 5.00 | 0.00% | 0.00 | 5.00 |
| <u>Other Market Charges - New Charges</u> | | | | |
| Vintage, Craft and Food Markets | | | | |
| Single Stall | 0.00 | 0.00% | 20.00 | 20.00 |
| Additional stalls | 0.00 | 0.00% | 10.00 | 10.00 |
| Catering units/pitch | 0.00 | 0.00% | 15.00 | 15.00 |
| Sunday Food Festival Markets | | | | |
| Price by negotiation to include staff on cost and overtime | 0.00 | 0.00% | 0.00 | price on negotiation |
| Seasonal Traders | | | | |
| Seasonal supplement per stall for seasonal adhoc traders in December | 0.00 | 0.00% | 5.00 | 5.00 |
| Market Hire | | | | |
| Hiring cost of providing a market to Parish Councils or other organisations | 0.00 | 0.00% | 700.00 | 700.00 |
| Trader Incentive Scheme | | | | |
| New traders attending the market on a Tuesday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall) | 0.00 | 0.00% | 14.25 | 14.25 |
| New traders attending the market on a Friday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall) | 0.00 | 0.00% | 15.25 | 15.25 |
| New traders attending the market on a Saturday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall) | 0.00 | 0.00% | 17.25 | 17.25 |

Comments

We are not increasing the fees and charges this year to support traders after the difficult year 2020/21. Any increase could have a detrimental effect on traders attending and could result in the reduction of footfall not only to the market but also to the town centre itself

3 day booking to be deleted due to being replaced by the dialy breakdowns.

6m X 3m Market Stalls to be deleted as markets gazebos are charged on a single gazebo rate (3m x 3m) and any additional gazebos are charged at the additional stall rate as some traders have 3, 4 and 5 gazebos

| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |
|-----------------------------------------------|----------------------------|----------|--------------------------|--------------------------------|
| <u>Property Services - New Charges</u> | | | | |
| Minor Land Sales Request for Information | 0.00 | 0.00% | 52.90 | 52.90 |
| Minor Land Sales Full Application | 0.00 | 0.00% | 387.35 | 387.35 |
| Advertising - Estimated Fee | 0.00 | 0.00% | 657.30 | 657.30 |
| Surveyors Fees - Estimated Fee | 0.00 | 0.00% | 528.25 | 528.25 |

Comments

New charges for 2021/22 and fees are calculated using a cost recovery basis.

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BROMSGROVE DISTRICT COUNCIL

Planning, Regeneration and Leisure Services

Roundings are generally rounded to the nearest 10p.

| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |
|---------------------------------------------------------------------------------------------------------|----------------------------|----------|--------------------------|-----------------------------------|
| Development Management | | | | |
| High Hedge Complaints | 595.10 | 0.00% | 0.00 | 595.10 |
| High Hedge Complaints - reduced for people on benefits | 237.60 | 0.00% | 0.00 | 237.60 |
| Pre Application Fee | | | | |
| Residential Development/ Development Site Area/Proposed Gross Floor Area | | | | |
| Householder Development | 100.00 | 2.70% | 3.00 | 103.00 |
| 1* Dwelling | 216.00 | 2.70% | 6.00 | 222.00 |
| 2-4 Dwellings | 324.00 | 2.70% | 9.00 | 333.00 |
| 5-9 Dwellings | 649.00 | 2.70% | 17.00 | 666.00 |
| 10 - 49 Dwellings | 1,298.00 | 2.70% | 35.00 | 1,333.00 |
| 50 - 99 Dwellings | 2,379.00 | 2.70% | 64.00 | 2,443.00 |
| 100 - 199 Dwellings | 3,245.00 | 2.70% | 88.00 | 3,333.00 |
| 200+ Dwellings | 4,326.00 | 2.70% | 117.00 | 4,443.00 |
| * includes one-for-one replacements | | | | |
| Non-residential development (floor space) | | | | |
| Floor area is measured externally | | | | |
| Less than 500sqm | 300.00 | 2.70% | 8.00 | 308.00 |
| 500 - 999sqm | 541.00 | 2.70% | 15.00 | 556.00 |
| 1000 - 1999sqm | 1,082.00 | 2.70% | 29.00 | 1,111.00 |
| 2000 - 4999sqm | 2,163.00 | 2.70% | 58.00 | 2,221.00 |
| 5000 - 9999sqm | 2,704.00 | 2.70% | 73.00 | 2,777.00 |
| 10,000sqm or greater | 3,245.00 | 2.70% | 88.00 | 3,333.00 |
| Non-residential development (site area) where no building operations are proposed | | | | |
| Less than 0.5ha | 325.00 | 2.70% | 9.00 | 334.00 |
| 0.5 - 0.99ha | 649.00 | 2.70% | 17.00 | 666.00 |
| 1 - 1.25ha | 1,082.00 | 2.70% | 29.00 | 1,111.00 |
| 1.26 - 2ha | 2,163.00 | 2.70% | 58.00 | 2,221.00 |
| 2ha or greater | 3,245.00 | 2.70% | 88.00 | 3,333.00 |
| Variation/removal of conditions and engineering operations (flat fee) | 200.00 | 2.70% | 5.00 | 205.00 |
| Recovering Costs for seeking specialist advice in connection with Planning proposals | Full recovery cost | | 0.00 | Full recovery cost |
| Obligations where the Council is the recipient | | | | |
| All contributions (financial or non-monetary) - PER OBLIGATION | 290.00 | 2.70% | 8.00 | 298.00 |
| Pre-commencement trigger - PER OBLIGATION | 100.00 | 2.70% | 3.00 | 103.00 |
| Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT | 150.00 | 2.70% | 4.00 | 154.00 |
| Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE | 120.00 | 2.70% | 3.00 | 123.00 |
| Obligations for another signatory (eg. Worcestershire County Council) | | | | |
| All contributions (financial or non-monetary) - PER OBLIGATION | 175.00 | 2.70% | 5.00 | 180.00 |
| Pre-commencement trigger - PER OBLIGATION | 60.00 | 2.70% | 2.00 | 62.00 |
| Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT | 90.00 | 2.70% | 2.00 | 92.00 |
| Ongoing Monitoring of large sites | 400.00 | 2.70% | 10.00 | 410.00 |

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Agenda Item 12

Fee Concessions

Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building.

Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%.

Comments

Pre application advice; This is a discretionary service provided alongside the main focus of the Development Management Team, which is to determine planning applications in a timely matter with decisions that withstand scrutiny at appeal if required. Against the backdrop of reduced staff resources (because of recruitment difficulties), it is not always possible to meet the demand for pre application advice. In addition, even if fully resourced, demand for pre application advice is subject to variations outside of the control of the Council and thus income is always variable. It is not possible to have a cost neutral position related to pre application fees because the pre application fee can only be a proportion of the nationally set planning application fee, or applicants would just go straight to the submission of an application, which would lose this variable income stream and result in poorer quality applications. A balance is struck by applying a percentage increase across the development types.

Monitoring of Legal agreements Development Management; 2010 CIL Regulations (as amended) Regulation 122 enables Fees to be collected for the monitoring of planning obligations. The fee needs to be fair and reasonably related in scale and kind to the development and not exceed the authority's estimate of its cost of the monitoring. This charge was introduced last year and a 2.7% increase across the relevant categories is proposed.

Specialist Reports and advice in Development Management; Full recovery of these costs was introduced last year. This is proposed to remain as is.

BUILDING CONTROL -2021 - VAT AT 20%

Explanatory notes

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

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

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

3 Exemptions and reductions in charges.

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

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

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

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

7. The additional charge refers to electrical works undertaken by a non qualified person who is unable to certify their work to appropriate electrical regulations.

Other information

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

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

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

Bromsgrove 01527 881402

| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |
|------------------|----------------------------|----------|--------------------------|-----------------------------------|
|------------------|----------------------------|----------|--------------------------|-----------------------------------|

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

| | | | | |
|----------------------------------------------------------------------------------------------|-----------------------|-------|------|-----------------------|
| Application Charge | Please Ring for Quote | | | Please Ring for Quote |
| Regularisation Charge | Please Ring for Quote | | | Please Ring for Quote |
| Additional Charge | Please Ring for Quote | | | Please Ring for Quote |
| TABLE B: Domestic Extensions and alterations to a Single Building (please contact us) | | | | |
| Application Charge - New | Please Ring for Quote | | | Please Ring for Quote |
| Regularisation Charge - New | Please Ring for Quote | | | Please Ring for Quote |
| Additional Charge - New | Please Ring for Quote | | | Please Ring for Quote |
| Garage Conversion to habitable room | | | | |
| Application Charge | 375.00 | 0.00% | 0.00 | 375.00 |
| Regularisation Charge | 450.00 | 0.00% | 0.00 | 450.00 |
| Additional Charge | Please contact us | | | Please contact us |
| Electrical works by non-qualified electrician | | | | |
| Application Charge | Please contact us | | | Please contact us |
| Regularisation Charge | Please contact us | | | Please contact us |
| Additional Charge | N/A | | | N/A |
| Renovation of thermal element | | | | |
| Application Charge | 231.00 | 0.00% | 0.00 | 231.00 |
| Regularisation Charge | 275.00 | 0.00% | 0.00 | 275.00 |
| Additional Charge | N/A | | | N/A |
| Installing steel beam(s) within an existing house | | | | |
| Application Charge | 225.00 | 0.00% | 0.00 | 225.00 |
| Regularisation Charge | 270.00 | 0.00% | 0.00 | 270.00 |
| Additional Charge | N/A | | | N/A |
| Window replacement | | | | |
| Application Charge | 225.00 | 0.00% | 0.00 | 225.00 |
| Regularisation Charge | 270.00 | 0.00% | 0.00 | 270.00 |
| Additional Charge | N/A | | | N/A |
| Installing a new boiler or wood burner etc. | | | | |
| Application Charge | 440.00 | 0.00% | 0.00 | 440.00 |
| Regularisation Charge | 530.00 | 0.00% | 0.00 | 530.00 |
| Additional Charge | N/A | | | N/A |
| TABLE C: All Other works - Alterations and new build | | | | |
| Application Charge | Please Contact Us | | | Please Contact Us |
| Regularisation Charge | Please Contact Us | | | Please Contact Us |

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

These charges have been set on the following basis:

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

Building Control – Supplementary Charges

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

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

ARCHIVED APPLICATIONS

| | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Process request to re-open archived building control file, resolve case and issue completion certificate (Administration Fee) | 55.40 | 0.00% | 0.00 | 55.40 |
| Each visit to site in connection with resolving archived building control cases (Per Site Visit) | 72.30 | 0.00% | 0.00 | 72.30 |
| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
| | £ | | £ | £ |
| WITHDRAWN APPLICATIONS | | | | |
| Process request | 55.40 | 0.00% | 0.00 | 55.40 |
| <u>With additional fees of:</u> | | | | |
| Withdraw Building Notice application where no inspections have taken place | refund submitted fee less admin fee | | refund submitted fee less admin fee | refund submitted fee less admin fee |
| Withdraw Building Notice application where inspections have taken place | refund submitted fee less admin fee, less £72.30 per site visit made | | refund submitted fee less admin fee, less £65.90 per site visit made | refund submitted fee less admin fee, less £72.30 per site visit made |
| Withdrawn Full Plans application without plans being checked or any site inspections being made | refund submitted fee less admin fee | | refund submitted fee less admin fee | refund submitted fee less admin fee |
| Withdraw Full Plans application after plan check but before any inspections on site | refund inspection fee (where paid up-front) less admin fee | | refund inspection fee (where paid up-front) less admin fee | refund inspection fee (where paid up-front) less admin fee |
| Withdraw Full Plans application after plan check and after site inspections made | refund any paid inspection fee less admin fee, less £72.30 per site inspection made | | refund any paid inspection fee less admin fee, less £65.90 per site inspection made | refund any paid inspection fee less admin fee, less £72.30 per site inspection made |
| PRE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS | | | | |
| Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances. | 55.40 | 0.00% | 0.00 | 55.40 |
| Optional Consultancy Services | Please Contact Us | | Please Contact Us | Please Contact Us |
| *Charges Note* | | | | |
| Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service. Inspection fees equate to 70% of the total fee payable for a project. | | | | |
| Comments | | | | |
| In accordance with the Local Authority (Building Regulations) Fees and Charges regulations 2010, the building control service is required to be cost neutral on a 1 year rolling balance. No significant profit is permitted. Last year Bromsgrove Council made a small surplus. It is proposed therefore to make no changes to fees and charges for 21/22. Individually determined fees will reflect any minor changes in the service hourly rate | | | | |
| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
| | £ | | £ | £ |
| SPORTS DEVELOPMENT | | | | |
| Community exercise class | 3.50 | 0.00% | 0.00 | 3.50 |
| Specialised health class | 3.50 | 0.00% | 0.00 | 3.50 |
| Primary Sports Project (Standard Curriculum) | 30.00 | 0.00% | 0.00 | 30.00 |
| Primary Sports Project (Specialist Curriculum) | 35.00 | 0.00% | 0.00 | 35.00 |
| Inclusive activities (hourly rate) | 3.30 | 0.00% | 0.00 | 3.30 |
| Inclusive activities (90 minute rate) | 3.80 | 0.00% | 0.00 | 3.80 |
| Inclusive activities (2 hour rate) | 4.40 | 0.00% | 0.00 | 4.40 |
| Multi Skills clubs | 4.00 | 0.00% | 0.00 | 4.00 |

| | | | | |
|----------------------|------|-------|------|------|
| Community Gymnastics | 4.00 | 0.00% | 0.00 | 4.00 |
| Couch 2 5k | 1.00 | 0.00% | 0.00 | 1.00 |
| PSI Falls Prevention | 3.50 | 0.00% | 0.00 | 3.50 |

Comments

We do not propose to increase any of our fees and charges this year. We made a like for like comparison between September 2019 and September 2020 participation levels and this shows an on average decrease in attendance of 45%. September was the first month that we can make a like for like comparison because this is the first month that the sessions have come back into operation in full since the beginning of the Covid 19 pandemic. To accompany this quantity based data we have consulted with our customer base and we know that this drop off in participation is due in the main to the public's concerns about safety during the Covid crisis. Alongside this we are aware of the importance of this physical activity work during this pandemic for health reasons in particular for residents with underlying health conditions. We do not recommend reducing our fees and charges because of the impact on our income however in order to safeguard the increase in participation during this difficult time for communities we recommend encouraging customers to participate via not increasing the fees. To further substantiate our recommendation we can explain that if the decision was made to increase fees and charges by 2.75% this would amount to £151 extra income in Bromsgrove if we secure the same levels of income as was the case during 2019/20. On this basis, our recommendation is that the benefits of remaining at standstill outweigh the benefits of increasing the fees and charges.

SANDERS PARK

Tennis Courts (per court per Hour)

| | | | | |
|-------------------------|------|-------|------|------|
| - Adult | 7.55 | 0.00% | 0.00 | 7.55 |
| - Adult & Junior | 6.60 | 0.00% | 0.00 | 6.60 |
| - Junior/Senior Citizen | 5.05 | 0.00% | 0.00 | 5.05 |

Tennis Courts (per court per 1 and 1/2 Hour)

| | | | | |
|-------------------------|-------|-------|------|-------|
| - Adult | 11.00 | 0.00% | 0.00 | 11.00 |
| - Adult & Junior | 9.50 | 0.00% | 0.00 | 9.50 |
| - Junior/Senior Citizen | 8.50 | 0.00% | 0.00 | 8.50 |

Bowls

| | | | | |
|----------------------------------|-------|-------|------|-------|
| - Adult (per hour) | 8.00 | 0.00% | 0.00 | 8.00 |
| - Junior (per hour) | 4.20 | 0.00% | 0.00 | 4.20 |
| - Senior Citizen (per hour) | 5.50 | 0.00% | 0.00 | 5.50 |
| - Adult (season ticket) | 53.50 | 0.00% | 0.00 | 53.50 |
| - Junior (season ticket) | 29.00 | 0.00% | 0.00 | 29.00 |
| - Senior Citizen (season ticket) | 39.00 | 0.00% | 0.00 | 39.00 |

Comments

No increases due to COVID-19 and promoting outdoor activity and wellbeing

| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |
|-------------------------------------------------|----------------------------|----------|--------------------------|-----------------------------------|
| OTHER RECREATION GROUNDS AND OPEN SPACES | | | | |
| Football | | | | |
| SENIOR 11 a side with changing | | | | |
| Match games | 55.00 | 0.00% | 0.00 | 55.00 |
| SENIOR 11 a side without changing | | | | |
| Match games | 40.00 | 0.00% | 0.00 | 40.00 |
| JUNIOR 9 or 11 a side with changing | | | | |
| Match games | 30.00 | 0.00% | 0.00 | 30.00 |
| per season (x 12 games) | 360.00 | 0.00% | 0.00 | 360.00 |
| JUNIOR 9 or 11 a side without changing | | | | |
| Match games | 22.50 | 0.00% | 0.00 | 22.50 |
| per season (x 12 games) | 270.00 | 0.00% | 0.00 | 270.00 |
| MINI FOOTBALL 5 or 7 a side | | | | |
| Match games | 16.50 | 0.00% | 0.00 | 16.50 |
| per season (x 12 games) | 198.00 | 0.00% | 0.00 | 198.00 |
| Fairs | | | | |

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Agenda Item 12

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|----------------------------|----------------------------------|
| Boleyn Road, Frankley | | | | |
| - fairs (per day) | 473.80 | 0.00% | 0.00 | 473.80 |
| - deposit | 2,166.70 | 0.00% | 0.00 | 2,166.70 |
| Market Street Recreation Ground | | | | |
| - fairs (per day) | 477.35 | 0.00% | 0.00 | 477.35 |
| - deposit | 2,187.75 | 0.00% | 0.00 | 2,187.75 |
| <p>One free day is allowed for each of the above bookings by fairs/circuses. Other hiring's – charge to be decided at the time of application. Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place. After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.</p> | | | | |
| Comments | | | | |
| <p>We are proposing no changes at all to football fees and charges for the coming year as we had a considerable increase last year. We are proposing no changes to funfairs due to COVID measures required to be implemented by local business.</p> | | | | |
| ALLOTMENTS | | | | |
| <i>(Charge is for October 2014 - September 2015)</i> | | | | |
| - Rent per acre equivalent to 0.404685 hectares | 1,173.10 | 0.00% | 0.00 | 1,173.10 |
| - Rent per 3/4 acre equivalent to 0.303514 hectares | 787.80 | 0.00% | 0.00 | 787.80 |
| - Rent per 1/2 acre equivalent to 0.202342 hectares | 467.50 | 0.00% | 0.00 | 467.50 |
| - Rent per 1/4 acre equivalent to 0.101171 hectares | 214.80 | 0.00% | 0.00 | 214.80 |
| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
| | £ | | £ | £ |
| - Rent per 1/16 acre equivalent to 0.25529 hectares | 49.40 | 0.00% | 0.00 | 49.40 |
| - Rent per 1/32 acre equivalent to 0.01264 hectares | 34.60 | 0.00% | 0.00 | 34.60 |
| Comments | | | | |
| Fees and charges to be held for one additional year based on 3 year fixed | | | | |
| Bromsgrove Outdoor Events Hire | | | | |
| £250 - £1500 Bond Payable | | | | |
| Events | | | | |
| Commercial Rates | | | | |
| Small Attendance = 0 to 99 | | | | |
| Per half day | 155.00 | 0.00% | 0.00 | 155.00 |
| Per Day | 282.00 | 0.00% | 0.00 | 282.00 |
| Medium Attendance = 100 to 499 | | | | |
| Per half day | 220.00 | 0.00% | 0.00 | 220.00 |
| Per Day | 378.00 | 0.00% | 0.00 | 378.00 |
| Large Attendance = 500 to 1999 | | | | |
| Per half day | 280.00 | 0.00% | 0.00 | 280.00 |
| Per Day | 472.00 | 0.00% | 0.00 | 472.00 |
| Community Rates | | | | |

| | | | | |
|-------------------------------------------------------------------|------------------------------|-----------------|----------------------------|-----------------------------|
| Small Attendance = 0 to 99 | | | | |
| Per half day | 65.00 | 0.00% | 0.00 | 65.00 |
| Per Day | 106.00 | 0.00% | 0.00 | 106.00 |
| Medium Attendance = 100 to 499 | | | | |
| Per half day | 80.00 | 0.00% | 0.00 | 80.00 |
| Per Day | 134.50 | 0.00% | 0.00 | 134.50 |
| Large Attendance = 500 to 1999 | | | | |
| Per half day | 95.00 | 0.00% | 0.00 | 95.00 |
| Per Day | 166.00 | 0.00% | 0.00 | 166.00 |
| <u>Charities / Not For Profit Organisations</u> | | | | |
| Small Attendance = 0 to 99 | | | | |
| Per half day | 45.00 | 0.00% | 0.00 | 45.00 |
| Per Day | 74.00 | 0.00% | 0.00 | 74.00 |
| Medium Attendance = 100 to 499 | | | | |
| Per half day | 54.00 | 0.00% | 0.00 | 54.00 |
| Per Day | 89.50 | 0.00% | 0.00 | 89.50 |
| Large Attendance = 500 to 1999 | | | | |
| Per half day | 65.00 | 0.00% | 0.00 | 65.00 |
| Per Day | 118.30 | 0.00% | 0.00 | 118.30 |
| <u>Fairs & Circuses Min of 3 day Hire</u> | | | | |
| Small Attendance = 0 to 99 Per Day | 440.20 | 0.00% | 0.00 | 440.20 |
| Additional Costs for Outdoor Event Space: | | | | |
| Ø Set up and Clearance charged @ 50% of applicable rate | | | | |
| Ø Any event in excess of 1999 attendees is STN | | | | |
| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from |
| | £ | | £ | 2021 |
| | | | | £ |
| Additional Costs for Outdoor Fitness Space: | | | | |
| Ø Set up and Clearance charged @ 50% of applicable rate | | | | |
| <u>Outdoor Fitness Session</u> | | | | |
| Commercial Rates (Per Day) | | | | |
| Summer Fee (Apr to Sept) One day maximum usage per week | 400.45 | 0.00% | 0.00 | 400.45 |
| Summer Fee (Apr to Sept) Two days maximum usage per week | 650.00 | 0.00% | 0.00 | 650.00 |
| Summer Fee (Apr to Sept) Three days maximum usage per week | 700.00 | 0.00% | 0.00 | 700.00 |
| Winter Fee (Oct to Mar) One day maximum usage per week | 200.00 | 0.00% | 0.00 | 200.00 |
| Winter Fee (Oct to Mar) Two days maximum usage per week | 400.00 | 0.00% | 0.00 | 400.00 |
| Winter Fee (Oct to Mar) Three days maximum usage per week | 600.00 | 0.00% | 0.00 | 600.00 |
| Annual Fee One day maximum usage per week | 520.00 | 0.00% | 0.00 | 520.00 |
| Annual Fee Two days maximum usage per week | 850.00 | 0.00% | 0.00 | 850.00 |
| Annual Fee Three days maximum usage per week | 1,000.00 | 0.00% | 0.00 | 1,000.00 |
| Community Rates (Per Day) | | | | |
| Summer Fee (Apr to Sept) One day maximum usage per week | 200.00 | 0.00% | 0.00 | 200.00 |
| Summer Fee (Apr to Sept) Two days maximum usage per week | 300.00 | 0.00% | 0.00 | 300.00 |
| Summer Fee (Apr to Sept) Three days maximum usage per week | 350.00 | 0.00% | 0.00 | 350.00 |
| Winter Fee (Oct to Mar) One day maximum usage per week | 80.00 | 0.00% | 0.00 | 80.00 |
| Winter Fee (Oct to Mar) Two days maximum usage per week | 200.00 | 0.00% | 0.00 | 200.00 |
| Winter Fee (Oct to Mar) Three days maximum usage per week | 300.00 | 0.00% | 0.00 | 300.00 |
| Annual Fee One day maximum usage per week | 250.00 | 0.00% | 0.00 | 250.00 |
| Annual Fee Two days maximum usage per week | 450.00 | 0.00% | 0.00 | 450.00 |

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------|------|---------------|
| Annual Fee Three days maximum usage per week | 500.00 | 0.00% | 0.00 | 500.00 |
| Trial fee (1 day per week - MAX 4 week trial) | 100.00 | 0.00% | 0.00 | 100.00 |
| Comments No increases due to COVID impact on Leisure industry and event organisers, to provide additional measures and costs to mitigate COVID - 19 | | | | |

BROMSGROVE DISTRICT COUNCIL

Regulatory Services

Roundings are generally rounded to the nearest 10p.

| Service Category | charge 1st April 2020 £ | % Change | Increase / Decrease £ | Proposed charge from 2021 £ |
|------------------------------------------------------------------|----------------------------|----------|--------------------------|-----------------------------------|
| TAXI LICENSING | | | | |
| - Hackney Carriage - excluding vehicle testing | 248.00 | 0.00% | 0.00 | 248.00 |
| - Hackney Carriage vehicle tests | 66.00 | 0.00% | 0.00 | 66.00 |
| - Private Hire - excludes vehicle testing | 230.00 | 0.00% | 0.00 | 230.00 |
| - Private Hire vehicle tests | 56.00 | 0.00% | 0.00 | 56.00 |
| - Private Hire Operator 1 year | 296.00 | 0.00% | 0.00 | 296.00 |
| - Private Hire Operator 5 year | 1,124.00 | 0.00% | 0.00 | 1,124.00 |
| - HC/PH Drivers Licence - 1 year | 97.00 | 0.00% | 0.00 | 97.00 |
| - HC/PH Drivers Licence - 3 year | 233.00 | 0.00% | 0.00 | 233.00 |
| - Meter Test | 26.00 | 0.00% | 0.00 | 26.00 |
| - Hackney Carriage mid-term vehicle test | 65.00 | 0.00% | 0.00 | 65.00 |
| - Private Hire mid-term vehicle test | 56.00 | 0.00% | 0.00 | 56.00 |
| - Re-Test Fee - Within 48 hours | 29.00 | 0.00% | 0.00 | 29.00 |
| - Knowledge test | 23.00 | 0.00% | 0.00 | 23.00 |
| - Administration charge - new applications | 37.00 | 0.00% | 0.00 | 37.00 |
| - Replacement vehicle plate | 23.00 | 0.00% | 0.00 | 23.00 |
| - Replacement Driver's Licence | 21.00 | 0.00% | 0.00 | 21.00 |
| - Trailer Test | 21.00 | 0.00% | 0.00 | 21.00 |
| - Transfer of ownership of licensed vehicle | 38.00 | 0.00% | 0.00 | 38.00 |
| - Criminal Bureau Check | 56.00 | 0.00% | 0.00 | 56.00 |
| - DVLA Check - Electronic | 7.00 | 0.00% | 0.00 | 7.00 |
| - DVLA Check | 12.00 | 0.00% | 0.00 | 12.00 |
| GENERAL LICENSING | | | | |
| Street Trading | | | | |
| - Annual Street Trading Consent - Food - Initial - per annum | 1,447.00 | 0.00% | 0.00 | 1,447.00 |
| - Annual Street Trading Consent - Food - Renewal - per annum | 1,327.00 | 0.00% | 0.00 | 1,327.00 |
| - Annual Street Trading Consent - Non Food - Initial - per annum | 1,207.00 | 0.00% | 0.00 | 1,207.00 |
| - Annual Street Trading Consent - Non Food - Renewal - per annum | 1,086.00 | 0.00% | 0.00 | 1,086.00 |
| Animal Activity Licences | | | | |
| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |

| | £ | | £ | £ |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|----------------------------|----------------------------------|
| Hiring out horses, breeding of dogs, providing or arranging the provision of boarding for cats or dogs and selling animals as pets | | | 0.00 | |
| Application Fee | 329.00 | 0.00% | 0.00 | 329.00 |
| Application to vary a licence | 240.00 | 0.00% | 0.00 | 240.00 |
| Inspection Fee (on request of licence holder) | 164.00 | 0.00% | 0.00 | 164.00 |
| Licence Fee - 1 Year | 184.00 | 0.00% | 0.00 | 184.00 |
| Licence Fee - 2 Year | 364.00 | 0.00% | 0.00 | 364.00 |
| Licence Fee - 3 Year | 546.00 | 0.00% | 0.00 | 546.00 |
| Vet Fee Recharge - if applicable | Full Cost Recovery | | | Full Cost Recovery |
| Keeping or training animals for exhibition (only) | | | | |
| Application Fee | 219.00 | 0.00% | 0.00 | 219.00 |
| Application to vary a licence | 158.00 | 0.00% | 0.00 | 158.00 |
| Inspection Fee | 163.00 | 0.00% | 0.00 | 163.00 |
| Licence Fee - 3 Years | 300.00 | 0.00% | 0.00 | 300.00 |
| Veterinary Fees - if applicable | Full Cost Recovery | | | Full Cost Recovery |
| Dangerous wild animals | | | | |
| Application for grant or renewal of a licence | 235.00 | 0.00% | 0.00 | 235.00 |
| Veterinary inspection fees | Full Cost Recovery | | | Full Cost Recovery |
| Sex Establishments | | | | |
| Application for grant or renewal of a licence | 1,020.00 | 0.00% | 0.00 | 1,020.00 |
| Zoo Licences | | | | |
| Application for grant or renewal of a licence | 113.00 | 0.00% | 0.00 | 113.00 |
| Secretary of state inspector and veterinary fees | Full Cost Recovery | | | Full Cost Recovery |
| Acupuncture, Cosmetic Piercing, Semi-Permanent Skin Colouring, Tattooing, Electrolysis | | | | |
| Fee to register a premises | 136.00 | 0.00% | 0.00 | 136.00 |
| Fee to register a practitioner | 89.00 | 0.00% | 0.00 | 89.00 |
| Scrap Metal Dealers Act 2013 | | | | |
| - Application for a new site licence | 296.00 | 0.00% | 0.00 | 296.00 |
| Fee per additional site | 153.00 | 0.00% | 0.00 | 153.00 |
| - Application for a new collectors licence | 148.00 | 0.00% | 0.00 | 148.00 |
| - Application for a renewal of a site licence | 245.00 | 0.00% | 0.00 | 245.00 |
| Fee per additional site | 153.00 | 0.00% | 0.00 | 153.00 |
| - Application for a renewal of a collectors licence | 97.00 | 0.00% | 0.00 | 97.00 |
| - Variation of licence | 67.00 | 0.00% | 0.00 | 67.00 |
| - Request for a copy of a licence (if lost or stolen) | 26.00 | 0.00% | 0.00 | 26.00 |
| ENVIRONMENTAL HEALTH | | | | |
| Dog Warden | | | | |
| Penalty (statutory fee) | 25.00 | 0.00% | 0.00 | 25.00 |
| Kennelling Fee - £15 per day or part day | 15.00 | 0.00% | 0.00 | 15.00 |
| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
| | £ | | £ | £ |
| Kennelling Fee for dangerous dogs by breed or behaviour - £25 per day or part day | 25.00 | 0.00% | 0.00 | 25.00 |

| | | | | |
|-----------------------------------------------------------------|------------------------------|-----------------|----------------------------|----------------------------------|
| Admin charge | 15.00 | 0.00% | 0.00 | 15.00 |
| Out of hours fee | 40.00 | 0.00% | 0.00 | 40.00 |
| Repeat offenders fee | 30.00 | 33.33% | 10.00 | 40.00 |
| Treatment Costs (Wormer, Flea) - Per treatment | 10.00 | 0.00% | 0.00 | 10.00 |
| Veterinary Charges | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Private Water Supplies | | | | |
| Risk Assessment per hour (minimum 1 hour) | 55.00 | 0.00% | 0.00 | 55.00 |
| Investigation per hour (minimum 1 hour) | 55.00 | 0.00% | 0.00 | 55.00 |
| Granting an Authorisation per hour (minimum 1 hour) | 55.00 | 0.00% | 0.00 | 55.00 |
| Sampling Visit per hour (minimum 1 hour) | 55.00 | 0.00% | 0.00 | 55.00 |
| Sample analysis per sample taken | 55.00 | 0.00% | 0.00 | 55.00 |
| + Laboratory Costs | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Sample taken during check monitoring | 55.00 | 0.00% | 0.00 | 55.00 |
| + Laboratory Costs | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Sample taken during audit monitoring | 55.00 | 0.00% | 0.00 | 55.00 |
| + Laboratory Costs | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Other Environmental Health Fees | | | | |
| Trading Certificates - WRS Income | | | | |
| Health/Export | | | | |
| - Annual Specific export inspections | 474.00 | 1.27% | 6.00 | 480.00 |
| - Certificate | 104.40 | 2.49% | 2.60 | 107.00 |
| - Per Hour | 46.00 | 2.17% | 1.00 | 47.00 |
| FHRS re-rating - WRS Income | 165.00 | 1.82% | 3.00 | 168.00 |
| ISCCerts Condemned Food - WRS Income | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Food Hygiene Basic Course fee - WRS Income | Full Cost Recovery | | Full Cost Recovery | Full Cost Recovery |
| Contaminated Land Enquiries - charge per hour - WRS Income | 0.00 | | 45.00 | 45.00 |
| Gambling Fees | | | | |
| Premises Licence Fees - Discretionary | | | | |
| Bingo Premises | | | | |
| Application to vary | 1,059.00 | 0.00% | 0.00 | 1,059.00 |
| Application to transfer | 723.00 | 0.00% | 0.00 | 723.00 |
| New applications | 2,111.00 | 0.00% | 0.00 | 2,111.00 |
| Annual fee | 604.00 | 0.00% | 0.00 | 604.00 |
| Copy of licence (Statutory Charge - cannot be above £25) | 25.00 | 0.00% | 0.00 | 25.00 |
| Notification of change (Statutory Charge - cannot be above £50) | 50.00 | 0.00% | 0.00 | 50.00 |
| Reinstatement of licence | 704.00 | 0.00% | 0.00 | 704.00 |
| Provisional statement | 2,111.00 | 0.00% | 0.00 | 2,111.00 |
| Adult Gaming Centre | | | | |
| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
| | £ | | £ | £ |
| Application to vary | 906.00 | 0.00% | 0.00 | 906.00 |
| Application to transfer | 722.00 | 0.00% | 0.00 | 722.00 |
| New applications | 1,206.00 | 0.00% | 0.00 | 1,206.00 |

| | | | | |
|-------------------------------------------------------------------------------------|------------------------------|-----------------|----------------------------|----------------------------------|
| Annual fee | 604.00 | 0.00% | 0.00 | 604.00 |
| Copy of licence (Statutory Charge - cannot be above £25) | 25.00 | 0.00% | 0.00 | 25.00 |
| Notification of change (Statutory Charge - cannot be above £50) | 50.00 | 0.00% | 0.00 | 50.00 |
| Reinstatement of licence | 704.00 | 0.00% | 0.00 | 704.00 |
| Provisional statement | 1,206.00 | 0.00% | 0.00 | 1,206.00 |
| Family Entertainment Centre | | | | |
| Application to vary | 700.00 | 0.00% | 0.00 | 700.00 |
| Application to transfer | 573.00 | 0.00% | 0.00 | 573.00 |
| New applications | 1,206.00 | 0.00% | 0.00 | 1,206.00 |
| Annual fee | 454.00 | 0.00% | 0.00 | 454.00 |
| Copy of licence (Statutory Charge - cannot be above £25) | 25.00 | 0.00% | 0.00 | 25.00 |
| Notification of change (Statutory Charge - cannot be above £50) | 50.00 | 0.00% | 0.00 | 50.00 |
| Reinstatement of licence | 562.00 | 0.00% | 0.00 | 562.00 |
| Provisional statement | 1,206.00 | 0.00% | 0.00 | 1,206.00 |
| Betting Premises (Excluding Track) | | | | |
| Application to vary | 906.00 | 0.00% | 0.00 | 906.00 |
| Application to transfer | 722.00 | 0.00% | 0.00 | 722.00 |
| New applications | 1,761.00 | 0.00% | 0.00 | 1,761.00 |
| Annual fee | 363.00 | 0.00% | 0.00 | 363.00 |
| Copy of licence (Statutory Charge - cannot be above £25) | 25.00 | 0.00% | 0.00 | 25.00 |
| Notification of change (Statutory Charge - cannot be above £50) | 50.00 | 0.00% | 0.00 | 50.00 |
| Reinstatement of licence | 704.00 | 0.00% | 0.00 | 704.00 |
| Provisional statement | 1,761.00 | 0.00% | 0.00 | 1,761.00 |
| Track | | | | |
| Application to vary | 754.00 | 0.00% | 0.00 | 754.00 |
| Application to transfer | 573.00 | 0.00% | 0.00 | 573.00 |
| New applications | 1,469.00 | 0.00% | 0.00 | 1,469.00 |
| Annual fee | 604.00 | 0.00% | 0.00 | 604.00 |
| Copy of licence (Statutory Charge - cannot be above £25) | 25.00 | 0.00% | 0.00 | 25.00 |
| Notification of change (Statutory Charge - cannot be above £50) | 50.00 | 0.00% | 0.00 | 50.00 |
| Reinstatement of licence | 562.00 | 0.00% | 0.00 | 562.00 |
| Provisional statement | 1,469.00 | 0.00% | 0.00 | 1,469.00 |
| Temporary use notices | | | | |
| Fee to serve a Temporary Use Notice | 287.00 | 0.00% | 0.00 | 287.00 |
| Request for a copy of a Temporary Use Notice | 29.00 | 0.00% | 0.00 | 29.00 |
| Gambling Act Permit Fees - Statutory Licensed Premises Gaming Machine Permit | | | | |
| Grant | 150.00 | 0.00% | 0.00 | 150.00 |
| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
| | £ | | £ | £ |
| Existing operator grant | 100.00 | 0.00% | 0.00 | 100.00 |
| Variation | 100.00 | 0.00% | 0.00 | 100.00 |
| Transfer | 25.00 | 0.00% | 0.00 | 25.00 |
| Annual Fee | 50.00 | 0.00% | 0.00 | 50.00 |
| Change of name | 25.00 | 0.00% | 0.00 | 25.00 |

| | | | | |
|-----------------------------------------------------------------|------------------------------|-----------------|----------------------------|----------------------------------|
| Copy of Permit | 15.00 | 0.00% | 0.00 | 15.00 |
| <u>Licensed Premises Automatic Notification Process</u> | | | | |
| Grant | 50.00 | 0.00% | 0.00 | 50.00 |
| <u>Club Gaming Permits</u> | | | | |
| Grant | 200.00 | 0.00% | 0.00 | 200.00 |
| Grant (Club Premises Certificate holder) | 100.00 | 0.00% | 0.00 | 100.00 |
| Existing operator grant | 100.00 | 0.00% | 0.00 | 100.00 |
| Variation | 100.00 | 0.00% | 0.00 | 100.00 |
| Renewal | 200.00 | 0.00% | 0.00 | 200.00 |
| Renewal (Club Premises Certificate holder) | 100.00 | 0.00% | 0.00 | 100.00 |
| Annual Fee | 50.00 | 0.00% | 0.00 | 50.00 |
| Change of name | 100.00 | 0.00% | 0.00 | 100.00 |
| Copy of Permit | 15.00 | 0.00% | 0.00 | 15.00 |
| <u>Club Machine Permits</u> | | | | |
| Grant | 200.00 | 0.00% | 0.00 | 200.00 |
| Grant (Club Premises Certificate holder) | 100.00 | 0.00% | 0.00 | 100.00 |
| Existing operator grant | 100.00 | 0.00% | 0.00 | 100.00 |
| Variation | 100.00 | 0.00% | 0.00 | 100.00 |
| Renewal | 200.00 | 0.00% | 0.00 | 200.00 |
| Renewal (Club Premises Certificate holder) | 100.00 | 0.00% | 0.00 | 100.00 |
| Annual Fee | 50.00 | 0.00% | 0.00 | 50.00 |
| Copy of Permit | 15.00 | 0.00% | 0.00 | 15.00 |
| Change of Name | 25.00 | 0.00% | 0.00 | 25.00 |
| Transfer of Permit | 25.00 | 0.00% | 0.00 | 25.00 |
| <u>Family Entertainment Centre Gaming Machine Permit</u> | | | | |
| Grant | 300.00 | 0.00% | 0.00 | 300.00 |
| Existing operator grant | 100.00 | 0.00% | 0.00 | 100.00 |
| Change of name | 25.00 | 0.00% | 0.00 | 25.00 |
| Renewal | 300.00 | 0.00% | 0.00 | 300.00 |
| Copy of Permit | 15.00 | 0.00% | 0.00 | 15.00 |
| <u>Prize Gaming Permits</u> | | | | |
| Grant | 300.00 | 0.00% | 0.00 | 300.00 |
| Existing operator grant | 100.00 | 0.00% | 0.00 | 100.00 |
| Change of name | 25.00 | 0.00% | 0.00 | 25.00 |
| | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
| Service Category | £ | | £ | £ |
| Renewal | 300.00 | 0.00% | 0.00 | 300.00 |
| Copy of Permit | 15.00 | 0.00% | 0.00 | 15.00 |
| Transitional Application Fee | 100.00 | 0.00% | 0.00 | 100.00 |
| <u>Small Lottery Registration (statutory)</u> | | | | |
| Fee to register a small society lottery | 40.00 | 0.00% | 0.00 | 40.00 |
| Small society lottery annual maintenance fee | 20.00 | 0.00% | 0.00 | 20.00 |
| <u>Licensing Act - Statutory</u> | | | | |

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|----------------------------|----------------------------------|
| Personal Licence | 37.00 | 0.00% | 0.00 | 37.00 |
| Pavement Licence - Every 6 months | | 0.00% | 600.00 | 600.00 |
| Premises Licence and Club Premises Certificate | | | | |
| Non- Domestic rateable value of premises | | | | |
| BAND A | 0 - 4,300 | | 0 - 4,300 | 0 - 4,300 |
| BAND B | 4,301 - 33,000 | | 4,301 - 33,000 | 4,301 - 33,000 |
| BAND C | 33,001 - 87,000 | | 33,001 - 87,000 | 33,001 - 87,000 |
| BAND D | 87,001 - 125,000 | | 87,001 - 125,000 | 87,001 - 125,000 |
| BAND E | 125,001 and over | | 125,001 and over | 125,001 and over |
| New applications and variations | | | | |
| BAND A | 100.00 | 0.00% | 0.00 | 100.00 |
| BAND B | 190.00 | 0.00% | 0.00 | 190.00 |
| BAND C | 315.00 | 0.00% | 0.00 | 315.00 |
| BAND D | 450.00 | 0.00% | 0.00 | 450.00 |
| BAND E | 635.00 | 0.00% | 0.00 | 635.00 |
| Annual Fee | | | | |
| BAND A | 70.00 | 0.00% | 0.00 | 70.00 |
| BAND B | 180.00 | 0.00% | 0.00 | 180.00 |
| BAND C | 295.00 | 0.00% | 0.00 | 295.00 |
| BAND D | 320.00 | 0.00% | 0.00 | 320.00 |
| BAND E | 350.00 | 0.00% | 0.00 | 350.00 |
| Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C. | | | | |
| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
| | £ | | £ | £ |
| <p>Those premises which fall into Band 'D' will be subject to two times the amount of fee payable as outlined above, whilst those premises which fall into Band 'E' will be subject to three times the amount of fee payable, if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises, i.e. large public houses.</p> <p>Large Events</p> <p>An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.</p> <p>Exemptions</p> | | | | |

Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising **ONLY** the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.

No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising **ONLY** the provision of regulated entertainment providing that is for and on behalf of the educational institution.

| | | | | |
|------------------------------------------------------------------------------------------------------|--------|-------|------|---------------|
| Application for copy of licence or summary on theft, loss etc. | 10.50 | 0.00% | 0.00 | 10.50 |
| Notification of change of name or address (holder of premises licence) | 10.50 | 0.00% | 0.00 | 10.50 |
| Application to vary the Designated Premises Supervisor | 23.00 | 0.00% | 0.00 | 23.00 |
| Application to transfer a premises licence | 23.00 | 0.00% | 0.00 | 23.00 |
| Interim authority notice following death, incapacity or insolvency of licence holder | 23.00 | 0.00% | 0.00 | 23.00 |
| Fee to notify licensing authority of a property interest in a premises | 21.00 | 0.00% | 0.00 | 21.00 |
| Application for grant of a provisional statement | 315.00 | 0.00% | 0.00 | 315.00 |
| Fee for a replacement premise, licence or club premise certificate (if lost or stolen) | 10.50 | 0.00% | 0.00 | 10.50 |
| Fee to change the name or address of a designated premises supervisor on a premises licence | 10.50 | 0.00% | 0.00 | 10.50 |
| Change of relevant registered address of club | 10.50 | 0.00% | 0.00 | 10.50 |
| Temporary Event Notices | 21.00 | 0.00% | 0.00 | 21.00 |
| Application for copy of licence on theft, loss etc. of temporary event notice | 10.50 | 0.00% | 0.00 | 10.50 |
| Application for copy of licence on theft, loss etc. of personal licence | 10.50 | 0.00% | 0.00 | 10.50 |
| Notification of change of name or address (Personal Licence) | 10.50 | 0.00% | 0.00 | 10.50 |
| Application for a minor variation of a premises licence or club premises certificate | 89.00 | 0.00% | 0.00 | 89.00 |
| Should you need assistance in determining which level of fee you are required to pay, please contact | | | | |

| Service Category | charge 1st April 2020 | % Change | Increase / Decrease | Proposed charge from 2021 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------|----------------------------|----------------------------------|
| | £ | | £ | £ |
| Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email - wrsenquiries@worcestersregservices.gov.uk In all cases, cheques must be made payable to 'Bromsgrove District Council' | | | | |

Comments

Taking into account the impact of Covid, many licensed premises have not been able to trade or even when they have they have had many restrictions placed upon them that it would seem particularly difficult to justify any type of increase.

Pricing structures for vehicle testing are dictated by the DVLA, at this time Environmental have not been made aware of any forthcoming changes to these charges. With the current climate being what it is we would not expect to see a change in any of the charges in the near future

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CABINET COMMITTEE

Date 25 November 2020

BROMSGROVE DISTRICT COUNCIL CAR PARKS – CAPITAL WORKS PROGRAMME

| | |
|------------------------------|------------------------------------------------------------------|
| Relevant Portfolio Holder | Cllr Karen May |
| Portfolio Holder Consulted | Yes |
| Relevant Head of Service | Guy Revans - Head of Environmental and Housing Property Services |
| Ward(s) Affected | All wards |
| Ward Councillor(s) Consulted | No |
| Key Decision | Yes |

1. SUMMARY OF PROPOSALS

- 1.1 Members are requested to approve the five-year Capital Programme to enable all ‘Pay & Display’ and ‘Pay on Foot’ Car Parks to be improved and maintained to a high standard, with modern ancillaries, thereby welcoming to residents and visitors alike, with drivers being happy to leave their vehicles parked and unattended.
- 1.2 Members are also requested to consider the preliminary offer recently made by a third party, to take over the running and maintenance of the Recreation Road South Car Park.
- 1.3 If Members are minded to reject the third party offer as in 1.2, and retain the Car Park in its existing format, they are then requested to choose which payment option should be adopted for both Recreation Road South and Churchfields Multi-storey Car Parks. This being either, an updated ‘Pay on Foot’ facility or the normal ‘Pay & Display’ method.

2. RECOMMENDATIONS

- 2.1 **The Cabinet Committee is asked to CHOOSE AND RECOMMEND that:**

The preliminary offer recently made by a third party, to take over the running and maintenance of the Recreation Road South Car Park, be accepted or rejected.

If accepted, then delegated powers be given to Head of Environmental and Housing Property Services, Head of Finance and Customer Services and the Portfolio Holder, to explore, negotiate and agree the final lease details with the third party.

CABINET COMMITTEE

Date 25 November 2020

2.2 The Cabinet Committee is also asked to CHOOSE AND RESOLVE that:

If the third party offer as stated in 2.1 is rejected, then the payment option for Recreation Road South and Churchfields Multi-storey Car Parks be either:

- i) an updated 'Pay on Foot' facility, or**
- ii) a normal 'Pay & Display' method.**

2.3 The Cabinet Committee is asked to RECOMMEND that:

- i) Decrease in the 2020/2021 Capital Programme of £34.5k to provide a total budget of £85.5k for replacement of parking machines;**
- ii) Increase of £432.0k, £307.0k or £267.0k (see KEY ISSUES paragraphs 3.1 and 3.2), in 2021/2022 to be funded from borrowing or balances following consideration as part of the medium term financial plan review;**
- iii) Increase of £136.0k to the 2022/2023 Capital Programme to be funded from borrowing or balances following consideration as part of the medium term financial plan review;**
- iv) Increase of £116.0k to the 2023/2024 Capital Programme to be funded from borrowing or balances following consideration as part of the medium term financial plan review;**
- v) Increase of £441.0k or £121.0k (see KEY ISSUES paragraphs 3.1 and 3.2), in 2024/2025 to be funded from borrowing or balances following consideration as part of the medium term financial plan review.**

3. KEY ISSUES

Financial Implications

- 3.1 The preliminary offer recently made by the third party is shown in Appendix 1.**
- 3.2 With regard to the payment options for Recreation Road South and Churchfields Multi-storey Car Parks, the cost of replacing the existing 'Pay on Foot' facility is estimated to be £200k, whereas to install a normal 'Pay & Display' method it is estimated to be only £75k. This option is reflected within the recommendations.**
- 3.3 It is obviously of prime importance to ensure that the facilities, including of course the infrastructure to all of the Car Parks within the District are of the highest standard for the user as they can be. This will not only maintain/improve financial income, but also enhance the Town's overall appeal.**

CABINET COMMITTEE

Date 25 November 2020

- 3.4 Visual deterioration of the car parks will detract users, which would undoubtedly have an impact on the numbers of visitors to the Town. In addition, the deterioration of the surfaces, possibly resulting in potholes would then be a catalyst for individual insurance claims to be made with potential costly financial settlements.
- 3.5 The funding options for either balances or borrowing costs will be addressed going forward into future years in the Authority's budget process.

Legal Implications

- 3.6 As owners of the sites, the Authority has a responsibility to ensure that the facilities conform in all respects to current Health & Safety requirements, and also, that the signage and highway markings ensure that enforcement can be undertaken efficiently to reduce the numbers of appeals, for ambiguous reasons.

Background/Service Implications

- 3.7 Members' attention is drawn to Appendix 2 – Explanatory Notes, which details all relevant implications.
- 3.8 Again with regard to the payment options for Recreation Road South and Churchfields Multi-storey Car Parks, the existing 'Pay on Foot' arrangement has been in force for many years, and was installed initially to allow flexibility for the general public when visiting Asda and other retail outlets within the Town. There was no requirement for patrons to return to their vehicles for any set time.

However, with such a system there is always a need for Civil Enforcement Officer (CEO) to be available within the office, until 10:00 pm every night, in case the Pay Station or exit barriers developed a fault.

If the 'Pay on Foot' is now replaced with a normal 'Pay & Display' method, the need for the continual presence of a CEO is no longer applicable, and whose time can be spent more productively undertaking enforcement patrols.

Additionally, the original overriding reason why 'Pay on Foot' was adopted in the first place is also no longer applicable. This is due to the recent introduction of a Cashless Payment System to all car parks, thereby ensuring that any additional payment required by patrons so they do not incur a Penalty Charge Notice, can be completed quite easily by means of a simple mobile phone app.

Customer/Equalities and Diversity Implications

- 3.9 With the improvement to the car parks' infrastructure, surfacing and kerbing, any deficiencies that exist for disabled users can be rectified as part of these works.

CABINET COMMITTEE

Date 25 November 2020

- 3.10 The introduction of the new payment methods, will allow patrons the ability to select the method that is beneficial to them for payment, and can avoid them having to queue at the ticket machine if they feel uncomfortable to do so.

4. RISK MANAGEMENT

- 4.1 This 5-year Capital Programme will ensure that the car parks are maintained to a standard which will satisfy all Health & Safety requirements.
- 4.2 The works themselves will be undertaken in a way to minimise inconvenience to users wherever possible. With particular reference to Recreation Road South Car Park, if it still remains as our responsibility, it is acknowledged that the main resurfacing works need to be undertaken with night-time working to ensure that ASDA customers are not affected, thereby avoiding any conflict with this retail business. Consequently, costings provided have accommodated this working method.

5. APPENDICES

Appendix 1 - Details of preliminary offer made by a third party for Recreation Road South Car Park (CONFIDENTIAL).

Appendix 2 - Explanatory Notes.

Appendix 3 - Capital Works Programme spread sheet.

Appendix 4 - Drawing No. P2230/3 - Bromsgrove DC Car Parks - Site Location Details.

6. BACKGROUND PAPERS

Business Case
Churchfields Multi-storey Car Park Lift Details

7. KEY

None.

AUTHOR OF REPORT

Name: Pete Liddington
email: pete.liddington@bromsgroveandredditch.gov.uk
Tel.: 01527 534108

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Bromsgrove District Council Car Parks - Capital Works Programme

Explanatory Notes – Appendix 2

1. Recreation Road South and Churchfields Multi-storey ‘Pay on Foot’ System Replacement

The Pay on Foot system for Churchfields Multi-story and Recreation Road South Car Parks is unfortunately at the end of its working life, the system being installed back in 2009.

We have experienced over a long period of time, a considerably large number of breakdown issues causing inconvenience to users, such incidents averaging 7 No. per month recently. During such interruptions, large queues quickly form when one or two Pay Stations cannot be rectified by the Civil Enforcement Team. Even larger queues can form during busy periods, especially on Bank Holidays and at weekends. This is certainly not beneficial for the reputation of the organisation and can often lead to confrontation with angry customers.

The system will not accept card payments, and in these days when a considerable proportion of the general public expect not to carry cash around with them, and rely exclusively on card payments, more problems are experienced with disgruntled customers. Repeated requests are made for us to provide alternative methods of payment for all our car parks, not only at these two locations. When more and more customers are paying with £10 notes, this consequently very quickly empties the change hoppers within the ‘Pay on Foot’ machines. There is obviously a time delay to allow for these to be replenished before they are able to dispense the correct change once again. There are also the cash collection costs to be taken into consideration.

The Pay on Foot computer operating system runs on an extremely outdated Microsoft facility, Windows 2000 NT Pro. As a consequence, no support or patches are available to us. It relies purely on the system being rebooted continually when a failure occurs, hoping that it continues to function.

The vehicle barriers on entry and exit are aging together with the remainder of the installation. Again, the barriers suffer with regular failures. The underground cabling is also beginning to deteriorate making vehicle detection difficult at times, which as a result causes further vehicular access issues at entry and exit.

The vehicle registration recognition software (ANPR) is very poor compared to modern standards, and it struggles with certain number and letter combinations. Customers regularly lose their tickets, thus creating additional work and loss of staff time when having to take the relevant details from the customer, then locating the actual vehicle on the ANPR, and finally sending the lost ticket to the Pay Station. The new system would be ticketless, and customers would just enter their vehicle registration number when paying. This will reduce the costs of the system by some £7k per year and will not create large amounts of wastepaper reducing our CO² emissions further.

When a new replacement system is installed the numbers of breakdown issues will be greatly reduced, thereby relieving the Civil Enforcement Officers of being on continual stand-by and allowing them to undertake their normal enforcement duties.

2. Recreation Road South and Churchfields Multi-storey Change to 'Pay & Display' System

If the 'Pay on Foot' is now replaced with a normal 'Pay & Display' method, the need for the continual presence of a CEO is no longer applicable, and whose time can be spent more productively undertaking enforcement patrols. Additionally, the original overriding reason why 'Pay on Foot' was adopted in the first place is also no longer applicable. This is due to the recent introduction of a Cashless Payment System to all car parks, thereby ensuring that any additional payment required by patrons so they do not incur a Penalty Charge Notice, can be completed quite easily by means of a simple mobile phone app. Additionally, card payments will also be available as a standard payment facility on the ticket machines.

Since the introduction of the Cashless Payment System by the mobile phone app only some nine weeks ago (from the date of writing this Report), some 7,000 No. payments have already been made across all car parks using this facility, which proves its popularity. It is of course true to say that its use at this time is almost certainly propelled as a direct result of COVID-19 precautions, but once used, its usage is unlikely to be significantly reduced when conditions return to some normality.

The car park barriers are no longer required, thereby reducing potential failures and resultant delays to customers.

It should also be noted that the maintenance contract for the 'Pay on Foot' method is considerably more expensive than that of the regular 'Pay & Display' ticket machines, which is another significant cost saving, over and above the initial installation saving.

3. Lighting in Car Parks

The majority of car park lighting is not LED at present, so consequently we are using more energy than is necessary. Compare this to Churchfields Multi-story Car Park whereby replacing units to LED resulted in a saving of approximately 33% of the annual electricity costs. Therefore, such lighting improvements resulting directly in the reduction of energy usage will contribute towards the climate change agenda.

We would need to also replace the existing columns (due to their age) at the same time. In Parkside Car Park, we would use a black unit with a heritage fitting, as it is located within the Conservation Area, and in all other car parks, we would almost certainly use a galvanised steel column with lamps as utilised by Worcestershire County Council.

Such installation works obviously needs to be undertaken before any resurfacing works are carried out.

Improved lighting will result in enhanced CCTV coverage.

4. Replacement Pay and Display Ticket Machines

The old accent ticket machines require replacement as they cannot be configured to accept card payments. We will need to have the extra payment equipment fitted into our newer elite machines. This can all be procured through the ESPO framework contract.

Agenda Item 13

The necessity for change is that these days the general public are carrying less cash with them and rely on alternative payment methods. We continually receive regular complaints about the lack of alternatives to cash payment.

The costs of dealing in cash are higher than taking payment electronically.

5. Lifts

Consideration needs to be given to upgrade the lifts within Churchfields Multi-story Car Park. They are beginning to show signs of their age. A condition survey has been undertaken to assess accurately their current condition, and to identify works that will be necessary to ensure the lifts operate for at least a further 15 years. The main structure of the lifts is in good condition, the refurbishment being to the operational parts which are usually replaced every 15 years. There is no value in replacing the lifts with new ones, as it would cost significantly more and would result in very little efficiency saving. The report is available if required.

6. Resurfacing

The surfaces on all the car parks are now beginning to reach the end of their design life, resulting in the breakdown of the surface binder materials. As a result, areas are breaking up due to the appearance of surface cracking which then facilitates the ingress of surface water. Potholes of course follow and so the surface deterioration continues. As a side issue of this surface deterioration, the thermoplastic white line markings can sometimes disappear, resulting in enforcement concerns, when drivers are not able to distinguish parking spaces with ease.

The normal design life of a carriageway can be considered to be around the 25-year mark, but with continuous tight turning movements of vehicles within car parks, then the design life is likely to be shortened. Once resurfacing has taken place, coupled with necessary re-kerbing, as required, road markings will have to be replaced.

7. Virtual Permits

The provision of an electronic virtual system for permits including season tickets, residents' permits, staff permits and dispensations, across both on and off-street parking is considered essential to enhance the usability of the car parks, and to significantly improve the customer experience of obtaining and managing a permit.

Virtual permits will improve the service for the customer as there will be no need to post evidence of residency and ownership of the vehicle as this can be uploaded for approval. Customers will also be able to pay for their permit after application with a debit or credit card. The web-based system will mean that temporary permits such as dispensations can be issued at short notice. This is the same for changing vehicles to accommodate visitors.

The system is linked to the handheld devices used by the Civil Enforcement Officers. When patrolling the areas and after scanning a registration plate, the system will notify the Officer if a valid permit has been purchased. This removes the need for paper permits, plastic holders and will help reduce CO² emissions.

Agenda Item 13

A total of 170 No. permits were issued last year covering the various classifications. Also, there is expected to be an increase in the number of Residents' Parking Schemes operational within the district, when they are approved by the County Council, which will increase the demand in administration.

Having a flexible and virtual platform on which to manage the schemes will enable customers to have more control over their application, reduce administrative demand and eliminate the demand for costly consumables.

8. CCTV

North Bromsgrove Car Park requires a CCTV installation, as no coverage was provided as part of the recently completed main construction works. The car park is unfortunately vulnerable to crime and vandalism, with reports of thefts from vehicles having already been reported.

We have selected two options to choose from, both with 3 No. cameras on fixed posts and two dome cameras that will cover the full extent of the car park. The fixed camera is for the entrance to record all cars that enter and leave, and the other cameras will cover the remainder of the car park.

The two options are either having the cameras mounted to the existing lamp columns, or the more expensive option is that they are mounted on the own specific columns, the advantage of the latter option being that this increases picture quality as the post is more stable. This design has been undertaken in conjunction with the Community Safety Team.

9. Shopmobility

The shopmobility service in Bromsgrove is well used and currently has 8 No. scooters, 2 No. power chairs and 3 No. manual wheelchairs. Membership currently stands at 892 No. customers registered since the scheme began. Approximately 125 No. members use the scheme on a regular basis.

There is a quick turnover of scooters and on occasions, customers can be waiting for equipment to return. Customers are currently restricted to 3 hours only per day.

The storage area for the scooters is also used to contain lockers and changing facilities for the staff, although there is not enough room to allow one locker per Officer. There is also no area for wet clothes/hanging space which is useful when the Civil Enforcement Officers (CEOs) are changing in wet weather.

The CEOs use the public seating area for their lunch breaks, certainly not ideal when customers are entering and exiting the facility.

Areas are essential for secure and safe storage of cleaning materials, consumables such as tickets, machine parts and supplies, which are unfortunately currently used also for a workspace for Officers. The 'office' workspace comprises a small desk with a PC which is used for confidential work, and an additional desk for other members of the Wychavon District Council management team.

Consequently, it is intended to increase the overall shopmobility allocated area to alleviate the unsatisfactory cramped working conditions for staff. Such proposed extension will be within the existing multi-storey envelope.

10. Capital Expenditure

Detailed discussions have taken place with Financial Services to agree on the most appropriate way to finance these works within the five-year programme. Consequently, amendments have been made to the works' programme, particularly within Year 1 and 2, to facilitate works more appropriately, as £120k is already available within this year's Capital Programme.

11. Selection of Individual Works

This programme of works has been produced with the emphasis on trying to not only maintain the infrastructure of the car parks to an acceptable standard in terms of engineering integrity, but also to ensure that the car parks remain a welcoming place, with all modern facilities provided, for residents and visitors alike to park and feel confident to leave their vehicles.

However, it is possible that some areas of improvement works are considered surplus to requirements, purely from a financial point of view. Therefore, there is possible scope for items to be omitted if considered inappropriate. It should of course be acknowledged that certain works are considered essential, to ensure that Health and Safety is not compromised as a minimum. Also, certain works are linked to each other, e.g. by delaying the installation of new lighting, but proceeding with resurfacing, may result in that when street lighting needs to be installed, new cable trenches may be required which may involve both costly and unsightly excavation and reinstatement works within the recently installed new surfacing.

12. Possible Future Disposal of Car Park Site

Obviously, from time to time certain car park sites are considered surplus to requirements, if alternative measures are to be put in place. As such, these sites are then released for development purposes. In such an event, where a site is earmarked for possible disposal, any planned car park works associated with this programme will of course need to be discussed CMT, with a view to halt the work.

13. Electric Charging Points

Where electric charging points (ECPs) are to be installed within the car parks, then advanced ducting and foundation works will be undertaken in advance of any resurfacing works to be undertaken. The precise position of such facilities can be determined well in advance of them being actually installed. These preliminary works will ensure that the electric charging points do not appear as a late 'add-on' exercise.

With the ever increasing need to provide such facilities, all the car parks will be assessed with preliminary works being undertaken as necessary, even if at this stage ECPs are considered not to be required at that particular location.

PTL/MM/P2230

May 2020

(Revised 06.07.2020)

(Revised 14.07.2020)

(Revised 10.08.2020)

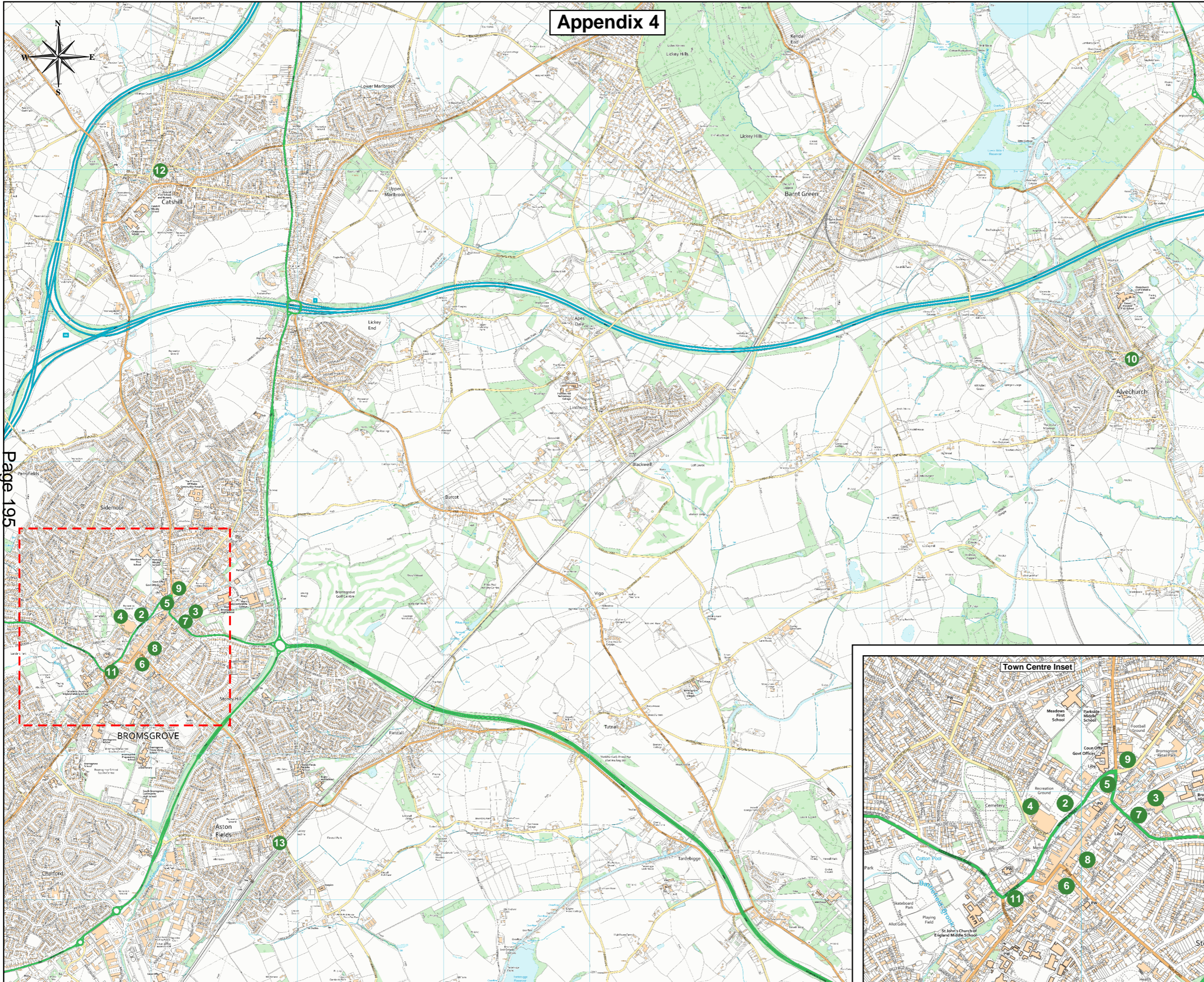
(Revised 28.10.2020)

Bromsgrove District Council Car Parks - Capital Works Programme - Appendix 3

| Ref No. | Car Park Name | Numbers of Spaces | 2020/2021 | | 2021/2022 | | 2022/2023 | | 2023/2024 | | 2024/2025 | |
|---------|--------------------------|-------------------|-------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------|-----------|----------------------------------|-----------|---------------------------------|---------------------------------|---------------------------------|----------------|
| | | | Description | Cost (£k) | Description | Cost (£k) | Description | Cost (£k) | Description | Cost (£k) | Description | Cost (£k) |
| 1. | All | 1,527 | Virtual Permit system | 8.0 | | | | | | | | |
| 2. | Recreation Road South | 312 | | | Replacement Pay on Foot system | 200.0 | | | | | | |
| | Recreation Road South | | | | OR | | | | | Resurfacing and ancillary works | 300.0 | |
| | Recreation Road South | | | | Provision of Ticket Machines | 75.0 | | | | Renew lighting | 20.0 | |
| 3. | North Bromsgrove | 190 | Install CCTV (£7k for alternative scheme - see Explanatory Notes) | 14.0 | | | | | | | | |
| | North Bromsgrove | | Upgrade ticket machines | 7.0 | | | | | | | | |
| 4. | Churchfields Multi-story | 318 | | | Lifts - life extending works | 127.0 | | | | | | |
| | Churchfields Multi-story | | Replace top story lights with LED | 8.0 | | | | | | | | |
| | Churchfields Multi-story | | | | Provision of Ticket Machines | 35.0 | Extension to Shopmobility office | 35.0 | | | | |
| 5. | Parkside | 95 | | | Resurfacing and ancillary works | 70.0 | | | | | | |
| | Parkside | | Renew ticket machines | 10.0 | | | | | | | | |
| | Parkside | | Renew lights to LED - Historic appearance | 7.0 | | | | | | | | |
| | Parkside | | Railing replacement | 3.5 | | | | | | | | |
| 6. | New Road | 60 | | | Resurfacing and ancillary works | 35.0 | | | | | | |
| | New Road | | Renew ticket machines | 10.0 | | | | | | | | |
| | New Road | | Renew lighting | 13.0 | | | | | | | | |
| 7. | School Drive | 128 | | | | | Resurfacing and ancillary works | 80.0 | | | | |
| | School Drive | | | | | | Renew ticket machines | 10.0 | | | | |
| | School Drive | | | | | | Renew lighting | 11.0 | | | | |
| 8. | Windsor Street | 67 | | | | | | | Resurfacing and ancillary works | 35.0 | | |
| | Windsor Street | | | | | | | | Renew ticket machines | 10.0 | | |
| | Windsor Street | | | | | | | | Renew lighting | 5.0 | | |
| 9. | Stourbridge Road | 87 | | | | | | | Resurfacing and ancillary works | 45.0 | | |
| | Stourbridge Road | | | | | | | | Renew ticket machines | 10.0 | | |
| | Stourbridge Road | | | | | | | | Renew lighting | 11.0 | | |
| 10. | Tanyard Lane Alvechurch | 44 | | | | | | | | | Resurfacing and ancillary works | 45.0 |
| | Tanyard Lane Alvechurch | | | | | | | | | | | Renew lighting |
| 11. | St John Street | 81 | Upgrade ticket machines | 5.0 | | | | | | | | |
| 12. | Golden Cross Lane | 15 | | | | | | | | | Renew lighting | 4.0 |
| 13. | Aston Fields | 44 | | | | | | | | | Resurfacing and ancillary works | 55.0 |
| | Aston Fields | | | | | | | | | | | Renew lighting |
| | Totals | | | 85.5 | Acceptance of third party offer and use of Ticket Machines for Churchfields MS only | 267.0 | | 136.0 | | 116.0 | Acceptance of third party offer | 121.0 |
| | | | | | Refusal of third party offer but use of Ticket Machines | 307.0 | | | | | Refusal of third party offer | 441.0 |
| | | | | | Refusal of third party offer but use of Pay on Foot | 432.0 | | | | | | |

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Appendix 4



- Key**
- 2 Recreation Road South
 - 3 Bromsgrove North
 - 4 Churchfields Multi-story
 - 5 Parkside
 - 6 New Road
 - 7 School Drive
 - 8 Windsor Street
 - 9 Stourbridge Road
 - 10 Tanyard Lane Alvechurch
 - 11 St John Street
 - 12 Golden Cross Lane
 - 13 Aston Fields

Project:
**Bromsgrove District Council
 Car Parks**

Drawing:
Site Location Details

| | | | |
|-----------|-----|--------|-------------------------------------|
| Drawn: | PTL | Scale: | 1/25,000 @ A3 (Inset - 1/15,000) |
| Surveyed: | OS | Date: | May 2020 |

Drawing No: **P2230/3**

Engineering and Design Services
 Town Hall
 Walter Stranz Square
 Redditch
 Worcs B98 8AH



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 Ordnance Survey 100024252

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