



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

WEDNESDAY 16TH SEPTEMBER 2020
AT 6.00 P.M.

VIRTUAL MEETING - SKYPE - VIRTUAL

YOU ARE HEREBY SUMMONED to attend a MEETING of BROMSGROVE DISTRICT COUNCIL to be held in the Council Chamber at Virtual Meeting - Skype - Virtual at 6.00 p.m. on Wednesday 16th September 2020, when the business referred to below will be brought under consideration:-

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 Council held on 5th August 2020 (Pages 1 - 20)
4. To receive any announcements from the Chairman and/or Head of Paid Service
5. To receive any announcements from the Leader
6. To receive comments, questions or petitions from members of the public

A period of up to 15 minutes is allowed for members of the public to make a comment, ask questions or present petitions. Each member of the public has

up to 3 minutes to do this. A councillor may also present a petition on behalf of a member of the public.

7. Recommendations from the Cabinet (Pages 21 - 24)

To consider the recommendations from the meeting(s) of the Cabinet held on 6th August 2020 and 9th September 2020 (to follow)

8. To note the minutes of the meetings of the Cabinet held on 6th August 2020 (Pages 25 - 34)

9. Questions on Notice (Pages 35 - 38)

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

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

10. Motions on Notice (Pages 39 - 44)

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

11. Background Information on the recommendations from the Cabinet held on 6th August 2020

- (i) Partnership Waste Strategy Officer (Pages 45 - 62)
- (ii) Finance Outturn 2019/20 and Reserves (Pages 63 - 112)
- (iii) Amenity Standards Report (Pages 113 - 178)
- (iv) Replacement of Burcot Hostel (Pages 179 - 182)

12. Background Information on the recommendations from the Cabinet meeting held on 9th September 2020

- (i) Revenue Monitoring Quarter 1 2020/21 (Pages 183 - 196)

Parkside
Market Street
Bromsgrove
B61 8DA

K. DICKS
Chief Executive

TO ALL MEMBERS OF THE BROMSGROVE DISTRICT COUNCIL

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

Parkside, Market Street, Bromsgrove, B61 8DA
Tel: (01527) 881443
e.mail: a.scarc@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 Skype conferencing between invited participants and live streamed for general access via the Council's YouTube channel.

You are able to access the livestream of the meeting from the Committee Pages of the website, alongside the agenda for the meeting.

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 Skype 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.

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

5TH AUGUST 2020, AT 6.00 P.M.

PRESENT: Councillors R. J. Light (Chairman), A. J. B. Beaumont (Vice-Chairman), S. J. Baxter, S. R. Colella, R. J. Deeming, G. N. Denaro, S. P. Douglas, M. Glass, S. G. Hession, C.A. Hotham, S. A. Hughes, R. J. Hunter, R. E. Jenkins, H. J. Jones, A. D. Kent, J. E. King, A. D. Kriss, L. C. R. Mallett, K.J. May, M. Middleton, P. M. McDonald, H. D. N. Rone-Clarke, M. A. Sherrey, C. J. Spencer, P.L. Thomas, M. Thompson, J. Till, K. J. Van Der Plank, S. A. Webb and P. J. Whittaker

WELCOME

The Chairman welcomed Members to the first virtual full Council meeting and reminded them of the protocol to be followed during the meeting. This covered both the muting of microphones, the use of the instant messaging facility and the use of roll calls for the approval of items. Members were reminded that the detail of these would not be included within the minutes and if Members wished for a named vote, then this should be requested in the usual manner.

Members were also reminded that the meeting was being live streamed to the Council's You Tube channel to allow the public to view it.

1/2020

APOLOGIES

An apology for absence was received from Councillor A. English.

2/2020

DECLARATIONS OF INTEREST

Councillors C. Hotham, M. Sherrey and P. Whittaker queried whether, as Trustees of the Artrix Holding Trust they should declare an interest under the 6 – the petition.

The Monitoring Officer confirmed under normal circumstances these would be disclosable pecuniary interests, but as the petition was simply being acknowledged and received by the Council and not for discussion this would not be necessary but would be noted for transparency in the minutes of the meeting.

3/2020

MINUTES

Members considered the Minutes of the full Council meeting held on 26th February 2020.

RESOLVED that the minutes of the full Council meeting held on 26th February 2020 be approved.

4/2020

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

There were no announcements from the Chairman or Head of Paid Service.

Councillor S. Colella asked whether it would be explained to the public the reason for there being no Motions on Notice and the Chairman confirmed that this would be covered under the relevant section of the agenda.

5/2020

TO RECEIVE ANY ANNOUNCEMENTS FROM THE LEADER

The Leader welcomed all Councillors, Officers and all members of the Public who were watching via YouTube, to the first virtual meeting of Bromsgrove District Council.

The Leader explained that the Council had been conducting meetings remotely throughout the lockdown period, and she was pleased to say that this new way of working has been well received.

The Leader went on to say that she was conscious, that this had been an extremely difficult, and distressing time for local communities and on behalf of the Council, she extended heartfelt thanks to the amazing NHS Workers, Social and Care Home employees, Police, Ambulance and Fire Services and the plethora of volunteer workers who had been striving to ensure that residents and communities stayed safe and cared for at this time. The Leader also thanked Council staff who had worked so hard to ensure that the Council Services had been maintained for the residents of the District and also thanked the third sector and voluntary organisations in their tireless work distributing food, operating food banks and collecting and delivering vital prescriptions. Thanks, were also given to the local businesses who had worked to support the production of ventilators and Personal Protective Equipment (PPE) across the District.

The Leader hoped that she had included everyone in the District who had contributed during these most challenging of times, and that she believed she spoke for all those in the Council, when she said how immensely proud she was and what a privilege it was, to serve such an amazing District.

The Leader was also acutely aware, that many of people had experienced great sadness and loss. She extended condolences to all in the community and Council that had suffered the loss of loved ones during this time. She also extended the Council's support to those who

continued to suffer and those whose livelihoods were being threatened at this very difficult time.

The Council had been working hard to mitigate the extreme loss that this virus has brought to its residents and this work continued. Technological support was channelled into ensuring that first and foremost, Council services were maintained. This was achieved by enabling staff to work from home and for shift patterns to be altered, to ensure continuity of service where a physical presence was required for a person to do their job. This had also enabled the Council to ensure that it had cover where necessary in the event of anyone falling ill or needing to shield or self-isolate. This had resulted in minimal disruption to services and an ability for staff to undertake the additional services, so vital to the communities throughout this pandemic.

Bromsgrove District Council received £21.2m for the grant schemes to support businesses in the District. This had been a huge challenge as since 2008/2009 many of the businesses had received 100% small business rate relief and because of this the Council did not have the bank details for these businesses. The Leader reported that £19.4m had been allocated to 1,688 eligible businesses. There were a further 128 businesses for which a grant could be due. The Council had written to, emailed and telephoned all businesses to advise of the availability of these grants in addition to utilising social media platforms and press releases. Over the next ten days, officers were intending to visit the premises, to ascertain if they are occupied and if there is an eligibility for a grant.

Members were also reminded that a discretionary grant fund of £1,013,500 was received from Government. The Leader was able to report that 148 applications for support were made. The purpose of this grant funding was to primarily support businesses with their fixed property costs during the period when they were unable to trade, and all but £1k of this money has been paid out.

The Leader gave a special thank you to the Finance Team for actioning the grant payments and for taking her calls and emails late into the night when businesses had contacted her requesting help and guidance on how to apply for a grant .

The Leader also took the opportunity to thank the Leaders of all Groups on this Council, who together with the Cabinet, had attended regular briefings since March of this year. She believed the cross party approach taken, was the right response to this pandemic.

On a separate matter, the Leader of the Labour Group had requested that she write to the Housing Secretary to request that urgent measures be put in place to protect renters from being evicted until the Covid 19 pandemic was over and that the Minister introduce legislation to make this happen. The Leader was in support of this and had agreed that she would write to the Secretary of State.

The Leader went on to remind Members that back in March of this year, she had written to the Secretary of State regarding charges for the maintenance of unadopted communal land on private and mixed tenure estates. She had received a response to her letter on 16th July, stating that the Government was committed to promoting fairness and transparency for homeowners and ensuring that consumers were protected from abuse and poor service. To address this issue the Government was intending to legislate to give freeholders on private and mixed tenure estates equivalent rights to leaseholders to challenge the reasonableness of estate rent charges and that they would also be able to apply to the first tier Tribunal to appoint a new manager to manage the provision of services covered by estate rent charges. It was agreed that the letter would be sent out to all Members.

Finally, the Leader advised that she did not believe that the country was through this Covid 19 pandemic, and it was important that everyone adhered to the principles of washing our hands on a regular basis and adopting social distancing. By following these basic rules, she hoped that a second spike would be prevented, and the District protected.

Councillor S. Hughes echoed the Leader's thought and thanked the hard work of all key workers who had kept the community going in this time. She also said a special thank you to the Council staff and the local volunteers who had helped to keep the vulnerable in the District safe. She was pleased to see how proactive the Council had been on business and to see all of the groups working together. The key workers and volunteers had really shown the town at its best in so many ways. As a teacher she also took the opportunity to thank all school staff and parents who had helped to keep educating the children through this challenging time. Councillor Hughes said all these people were the best of humanity and everyone should continue to thank them for all the work that they do. Her thoughts went out to all those that had been affected by this virus and to those who had lost loved ones. She thanked the Leader for being open to her and her Group's ideas throughout this period. She was also pleased to see Committees back up and running virtually, particular reference was made to the Climate Change Working Group and to the 2050 target date for the Council becoming carbon neutral and hoped that this would be reviewed as it was not felt ambitious enough for the Council. Councillor Hughes also commented that she was pleased to see full Council meetings resuming.

Councillor S. Colella also echoed the sentiments from the Leader and Councillor Hughes and thanked the Leader for allowing Members to be involved. He added his thanks to fellow Members for participating on Boards and Committees when these began to be held virtually.

Councillor P. McDonald spoke on behalf of his Group and echoed everything the Leader had said regarding thanks to the key workers, for not only what they had done during the pandemic but what they continued to do until this was over and spoke for everyone in saying that

they were grateful for all their continued hard work and efforts, above and beyond what they would normally do.

Councillor McDonald was pleased that the Leader would be writing to the Housing Secretary as he believed that a ban on evictions was much needed as it was likely that there would be a great number of residents that would be faced with eviction in the coming months.

Finally, Councillor S. Webb thanked the Leader and Deputy Leader on behalf of the Cabinet for all their hard work throughout the pandemic as she knew they had worked extremely hard with all the management team at the Council and the other Group Leaders.

6/2020

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

The Chairman welcomed Mr Rory Shannon to the meeting, and advised that, in line with the Council's process for managing petitions the petitioner had 3 minutes to present his petition. The Leader of the Council would then accept the petition on behalf of the Council. As the petition is about something over which the Council has no direct control the Leader would receive the petition on behalf of the Council whilst explaining the practicalities surrounding the status of the Artrix at this time. This item is not for debate and once presented and received, Council would move on to the next agenda item.

Mr Rory Shannon thanked everyone for allowing him time to speak at the meeting and present the petition. He provided background information as to the history of the Artrix and where it was situated. It was highlighted that over the years it had hosted theatre, dance performances, cinema screenings, live music as well as comedy from the touring circuit as well as local acts. It had worked with local groups as part of Bromsgrove Arts Alive and provided space for theatre performances, pantomime, classical music, spoken word and local productions with dance schools. The Artrix had an active learning and engagement role in the community over the years including youth theatre and projects for communities of all ages and from all backgrounds. It has a rehearsal room and a dance studio which since 2013 had regularly been used for additional small scale theatre and spoken word performances, together with an art gallery and a café/bar area.

At the beginning of this year the Centre had closed temporarily and then announced that it would cease trading permanently. Mr Shannon hoped that Council would re-consider any decision which it had or may make and consider the option of running the Artrix in house. The online petition, which he had created, had received nearly 5k signatures. What people wanted was for the Artrix to be up and running as soon as possible, with a Council involvement. He had not realised how popular the petition would be, and it highlighted that it was an important part of the town's cultural infrastructure and he believed that it should be

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managed and financed properly. It needed the backing of the local Council in order to survive in the current difficult circumstances. He appreciated that now was not the time to start a new business in the arts and hospitality sector, but it was the time for the local authority to pick up the pieces of what was left and put a plan together for the future. It was clear that residents wanted the arts centre to be run by the Council in order to ensure that the same thing did not happen again. Statistics were provided in respect of interest in the petition, all of which was done online, due to the Covid-19 pandemic. The vast majority of signatures were from the local town but also covered a wide part of Worcestershire, which showed that people travelled into Bromsgrove to use the arts centre.

It was highlighted by the Chairman that there had been a number of requests from other Councillors to speak on this item, but he reminded them that this was not a matter for debate and he asked the Leader to respond to the petition.

The Leader responded to the petition by advising that the Artrix was not owned by the Council – it was held on behalf of the Bromsgrove Arts Development Trust (the Holding Trust), a charitable trust whose trustees were appointed by the Council and the Heart of Worcestershire College. The Council was providing the Development Trust with support to enable it to explore sustainable options for the venue, but decisions about the Artrix's future ultimately rested with the Trust, not the Council. Legally the Council could not just step in as it was an independent charitable trust with independent trustees.

The Council could and was supporting the Holding Trust by facilitating them getting independent advice and support but the process to appoint or otherwise, a provider must be taken by the Holding Trust unfettered by the Council. The petitioner could be assured that, in so far as it was able, the Council was committed to ensuring the Artrix had a sustainable future and this had been evidenced by the support it was giving the Holding Trust and by it purchasing the piano, lighting and other operational items in the building from the Insolvency Practitioner.

The Council thanked the petitioner for the petition and confirmed that it would continue to work with and to support the Holding Trust.

A number of points were raised by Members following presentation of the petition, this included the following:

- Point of clarification, as to whether, from the Leader's response, this was a refusal of the petition, in respect of what it required. The Leader reiterated that the decision in respect of this rested with the Holding Trust, if they approached the Council further down the line following its investigations, then the situation may change. Currently, the Holding Trust needed to be given the opportunity to carry out its investigations.

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- It was questioned whether the petitioner had approached the Council to see what the Council could do, in order for the petition to have better reflected this. It was suggested therefore that this may have misled those that had signed it, as it may have raised hope in finding a solution to the situation.
- Was it correct that the Council owned the building and was it possible for Cabinet to consider a business case as to what the Council could afford to do to assist the Holding Trust in making a decision. The Leader confirmed that although the Council was the freehold owner of the building, again reiterated that the future of the building and its use was for the Holding Trust (and to make recommendations if necessary) and not the Council to resolve.
- It was believed that it was in the Council's gift to undertake an appraisal of what it could do, if necessary. It was believed that Members would want to know that if it were to come in with an offer of support, it had looked into the matter in enough detail to be in a position to do that.
- People wanted reassurance and it was suggested that Council commit to undertake an appraisal of what was asked within the petition. It was further reiterated that it was not down to the Council to steer this matter, but for the Holding Trust.
- Clarification as to whether, should the Holding Trust approach the Council to run the Artrix, the Council would then be able to run it, should they feel able.

The Monitoring Officer spoke in order to provide the Council with clarification in this matter. She stated that a detailed discussion had been held with all Group Leaders in respect of the petition and it was generally accepted that amongst the Council and as demonstrated by those who signed the petition that it was important that the Council, as far as it possible could supported the Artrix Holding Trust. In terms of being able to manage the situation, as officers and Group Leaders, that rather than refuse the petition, which would have sent a difficult message to the community, it was better to accept it and explain the current position, given the Holding Trust's very clear responsibilities as Trustees. The Leader was correct when she explained that they had to go through a process, and it was possible for any organisation to put forward proposals to the Holding Trust in the future. The difficulty at the moment was that the Holding Trust needed some professional advice to understand what the options would be. It must be understood that it was not an easy time for this to take place due to the Covid environment and the lack of data, but as explained by the Leader the Council was providing the Holding Trust with funds and support in order to go through that process, with professional support and advice. This was not for debate this evening, the Council was receiving the petition as they are aware of the community's concerns about the Artirx and the need for it, wherever possible, to receive the support to move forwards. If the Council at any time chose to consider any option in respect of the venue it could do, but currently it had no information to support that and was unable therefore to do so.

It was important that the Council enabled the Holding Trust to carry out its work recognising that at any time in the future it was possible for the Council to consider any options to assist, but those would need to be brought before Council with detailed reports and an understanding of how any costings would be achieved and how the support would be delivered.

A further point of clarification was made in respect of a possible recommendation which had been put forward and Members were reminded that the matter was not for debate or determination this evening.

7/2020

URGENT DECISIONS MADE (FOR INFORMATION)

The Chairman reminded Members that these were urgent decisions which had been made since the last meeting and were provided for openness and transparency and information purposes only, they were not for discussion. Full details were available on the Council's website.

Several points of clarification were raised:

- When the urgent decision page had been placed on the website and why was it with the committees.
- If urgent decisions were to be taken, then Members should be advised when this happened. It was confirmed that all urgent decisions to date, had been communicated to all group leaders prior to being uploaded to the website.
- In respect of the Licensing delegations and why were Licensing Sub Committee meetings not being held remotely and what was the Chairman of Licensing's position on this and was the Special Responsibility Allowance also being suspended in light of this. The Chairman of Licensing responded that currently the Licensing of taxis had been delegated to Worcestershire Regulatory Services, however the Licensing for premises, that still rested with the sub committees, there would be a number of virtual sub committees coming up in the near future.
- Whether car parking charges were suspended, and the traffic wardens furloughed during the main period.
- Whether the company providing the app for payment of car parking charges would receive payment for this, either through the car parking charges or from a surcharge on top of the car parking charge.

The Chairman reminded Members that this item was not for discussion and suggested that any questions be put to officers or the relevant Portfolio Holder outside of the meeting.

8/2020

AUDIT, STANDARDS AND GOVERNANCE COMMITTEE - ANNUAL REPORT

Councillor L. Mallett as Chairman of the Audit, Standards and Governance Committee was invited to present the Annual Report for 2019/20. In so doing Councillor Mallett highlighted the continued progress in strengthening and developing the role of the Committee in order to provide an independent assessment across a wide range of controls and corporate governance. It was noted that Members had taken a more pro-active approach to concerns that were raised with the Committee through the Internal Audit function, particularly with areas where limited assurance remained or overdue audit actions. An example of this was when the Committee sought added assurance from key personnel within the Council relating to a limited assurance Health and Safety audit and the Health and Safety Manager attended a meeting. A report had also been received in respect of the lack of robust risk management across the Council, as a result of which the Corporate Risk Management Group was put back into place, with external training provided to staff. This continued to be monitored and Councillor Mallett took the opportunity to thank Councillor K. Van der Plank who had taken on the role of Member Risk Champion. Councillor Mallett encouraged Members who were not on the Audit, Standards and Governance Committee to attend meetings, as the work Councillor Van der Plank was doing by each service area and really getting underneath risk issues within those areas has been really important to the Committee. For the first time the Committee were, during this year, tasked with approving the Audit Findings and the Statement of Accounts, which were approved.

Councillor Mallett went on to thank the Section 151 Officer, the Monitoring Officer, the Internal and External Auditors and the Democratic Services Officers together with the Members of the Committee and Vice Chairman for all their hard work over the past year.

Members confirmed that the Audit, Standards and Governance Committee was providing a valuable contribution to the development of standards and protocols across the Council's governance arrangements.

The Leader took the opportunity to thank Councillor Mallett and the Committee for all its hard work and the high standard which it was setting.

9/2020

OVERVIEW AND SCRUTINY BOARD - ANNUAL REPORT

The Chairman invited Councillor M. Thompson as Chairman of the Overview and Scrutiny Board to present the Annual Report for 2019/20. The Chairman also commented that should Members have any detailed questions following its presentation, these should be taken outside of the meeting.

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In presenting the report Councillor Thompson highlighted a bit about the Committee and its work over the year. He explained that Overview and Scrutiny was a key part of the Council's decision making process, which reviewed the Council's policies, services and key decision. The Board had a politically diverse make up and its Members recognised the importance of considering alternative ideas and perspective in order to facilitate the democratic process. He believed the strength of the Board was in its diversity with a fair and objective view being taken in making recommendations. The role of the Chairman of the Board was very different to any other and what was within the report was very much the collective work of its Members. Councillor Thompson believed that every Member of the Board made an exceptional and committed contribution, with past and present task groups showing the quality of the work and the success of recommendations being accepted by Cabinet, was a testament to the Board.

Councillor Thompson went on to highlight a number of reports the Board had received and which were presented by both Officers, Portfolio Holders and outside agencies. He noted that many of the Council's recent successes, such as the market coming back into the Council's control and the replacement of CCTV, had originated with the Overview and Scrutiny Board in one form or another.

The current task groups were highlighted, including Library Closures, Flooding and most recently a review of racial equality in the Council. He further highlighted that this final task group had come from a proposal made by a Councillor who was not a Member of the Board and Councillor Thompson encouraged all Members to do this. Whilst the Council was under enormous pressure due to Covid-19 Councillor Thompson encouraged the Leader and Cabinet to use the Overview and Scrutiny Board to ensure the Council got the best standards from its services.

Councillor Thompson closed his presentation by thanking Members of the Board, both past and present, making particular reference to those Group Leaders who took an active role in holding the Council to account and Councillor J. Till for her role as Vice Chairman. He also took the opportunity to thank Councillor L. Mallett, the previous Chairman, who had introduced the Finance and Budget Working Group and Corporate Performance Working Group under his chairmanship. Finally, Councillor Thompson took the opportunity to thank the Democratic Services Officers for their help and support.

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

- The term critical friend was questioned as, from the report, it did not appear that any Members of the Cabinet had been robustly brought to account. Examples of areas which had not been discussed were given, for example the in-balance of social and market housing in the District and the consequences of the

Section 24 Notice, which was still in place at Redditch Borough Council.

- There was no plan of what the Board would do in the future and how it intended to hold the Cabinet to account.
- The work the Board carried out was directed by the Members of the Board and they were all in a position to put forward areas for future scrutiny should they so wish. The report had been approved by all the Members of the Board, who had had an opportunity to add or amend it, before its publication.

Councillor R. Hunter took the opportunity to say he had very much enjoyed his first year as a Member of the Board and how he saw it as a very impactful group as its list of achievements showed. He added that he was also looking at areas around Council Tax Support and examining what if anything further could be done in this area.

The Leader took the opportunity to say that she felt good scrutiny lead to informed decision making and she passed on her sincere thanks to Councillor Thompson and all of the Board for the work they had put in. Those thoughts were reiterated by a number of Members and thanks were given to all Members of the Overview and Scrutiny Board. New Councillors had been welcomed with open arms and it was commented on how good it was to see Members from all parties working so well together for the great good of the District.

10/2020

RECOMMENDATIONS FROM THE CABINET

Councillor A. Kent, Portfolio Holder for Planning and Regulatory Services presented the Wyre Forest Statement of Common Ground, which charted the ongoing discussions between this Council and Wyre Forest District Council in respect of the review of Wyre Forest Local Plan. This Council had been engaged throughout the process under the duty to co-operate as detailed in the report in the main agenda pack. There had been a consistent theme throughout the discussions, which was this Council understanding the impact of this plan on the infrastructure of Bromsgrove District. Unfortunately, after much discussion it was the view of this Council that it was still not possible to establish what that impact was, due to the deficiencies in the evidence which Wyre Forest had been reliant on within its plan. Councillor Kent explained that the statement was therefore more a statement of what this Council disagreed on, rather than what it agreed on. On signing this document, it would be forwarding on to the Planning Inspectorate examining the Wyre Forest District Council Local Plan which was expected sometime in late Autumn. Planning Officers from this Council would represent the Council at the Examination and Councillor Kent took the opportunity to thank the Officers for a lot of work which had not been easy, and as could be seen from the report, a difficult process. Members were advised that the matter had been discussed in detail at Cabinet and Councillor S. Colella was thanked for his attendance, support and comments at that meeting.

The recommendation was proposed by Councillor Kent and seconded by Councillor G. Denaro.

The report was then debated with Councillor L. Mallett commented on the appendices attached to the report, and the interesting documents within those. There were two areas in particular which he wished to direct Members too and asked Councillor Kent, as Portfolio Holder to comment on:

- There was a historic note of a meeting with Worcestershire County Council (WCC) Highways and other bodies, which highlighted some of the highways issues and which seemed to have explained that Wyre Forest's transport plans intrinsically linked into this Council's development plans. An update in respect of the current position in respect of such issues as the western distributary road, which may be a key part of this Council's own transport assessment and where the Council was in understanding the impact of the proposed growth and development of Wyre Forest on this Council Plan and development aspirations.
- Councillor Mallett made reference to the Mott Macdonald technical note within the agenda pack (pages 213 onwards). He highlighted that within that note Mott Macdonald stated that "the information to date did not give any comfort on the models (those of Wyre Forest District Council fitness for purpose in being used for their local plan review".

Councillor Mallett asked the Portfolio Holder the current position in respect of the modelling work for this Council's strategic transport assessment, and whether this had as yet been procured and if so who would do that modelling and the timeframe for its completion and would the Portfolio Holder be able to give Council the assurance that it would not be using the same providers as Wyre Forest District Council had used, as it was important that the Bromsgrove Strategic Transport Assessment was fit for purpose. Councillor Mallett then went into further detail in respect Mott Macdonald's comments in respect of the model area and the diagrams within the agenda pack which referred to this and the traffic flows on the major highway links and Wyre Forest Developments which it appeared were not currently being accounted for in this District's own developments or within live planning applications which were currently being considered. As the questions Councillor Mallett had put to the Portfolio Holder were of a technical nature, he suggested that a written response with full details to all the points raised, would be more appropriate.

Councillor Mallett concluded that he believed this Council had one chance to get this right and resolve the ongoing issues in the District, it was therefore important that urgent action was taken on the issues he had raised.

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5th August 2020

Councillor Kent thanked Councillor Mallett for his questions and commented that he had recently had one of the most productive meetings during his time as a Councillor and which was in respect of this Council's Strategic Transport Assessment, a remote meeting was held to discuss the procurement of this Assessment which was being funded jointly with Worcestershire County Council (WCC) to meet the needs of this Council as a whole. It would be based on a 50/50 contribution and one of the questions Councillor Kent had put at that meeting was would the report fill in the deficiencies which had been found within the Wyre Forest District Council Plan. He was assured that this would be a deep examination and assessment of what the needs were for the whole of this District taking into account those assigning factors. The general outline of the work had now been agreed with WCC and he had held a meeting at which the WCC Councillor was also involved. The formal tender had been drafted with Mott Macdonald, who are acting as the advisors for the tender but were not actually able participate in the procurement of the physical contract. The Council therefore had an independent organisation able to assist with the tender process. In order to best address the transport assessment there was a huge number of variables, particularly in light of Covid-19 and continued uncertainty around what was the current and future landscape to be considered. The aim was to ensure that whatever the model was, it would be fit for purpose going forward. He was confident that the work being undertaken would finally draw a line under the problems around Bromsgrove. He was happy to respond to the detailed technical questions put by Councillor Mallett, with the aid of officers. He also offered to discuss these issues with Councillor Mallett in more detail outside of today's meeting.

Councillor Mallett thanked Councillor Kent for his positive response and that things appeared to be moving forward on a better footing than previously, he urged him to stick to his guns with WCC and would provide his questions in writing in due course.

Councillor Kent assured Members that he was keen to take all Members with him in order to reach the common goal, he was confident that the Council's transport assessment may become an asset to the Council, as one of the areas being put forward was that this model could be used for developers and other people looking at what they may want to provide in the area. It was not therefore just a transport assessment, but to make sure it was fit for the future, using modern technology and archive data and other factors to ensure it resulted in the best outcome for this District.

Councillor S. Colella commented that he was already on record thanking Councillor Kent and the Strategic Planning and Conservation Manger for their hard work and he also echoed what Councillor Mallett had already said within the meeting.

A point of clarification was raised in respect of the meetings between this Council and Worcestershire County Council and whether there were any

plans in respect of the A38. Councillor Kent advised that this was not the subject of this debate, but he was happy to respond to any questions put to him in writing outside of the meeting.

RESOLVED that the Statement of Common Ground at Appendix A to the report, be signed by the Leader of the Council and submitted to Wyre Forest District Council for consideration by the Local Plan Inspector.

11/2020

TO NOTE THE MINUTES OF THE MEETINGS OF THE CABINET HELD ON 26TH FEBRUARY, 3RD JUNE AND 8TH JULY 2020

The minutes of the Cabinet meetings held on 26th February, 3rd June and 8th July 2020 were noted.

12/2020

QUESTIONS ON NOTICE

The Chairman advised Members that as these were exceptional circumstances the Leader had agreed to allow one supplementary question in respect of each question asked and he would allow the time spent on questions to be extended as there were no Motions on Notice for this meeting.

Question Submitted by Councillor R. Hunter

Councillor Hunter commented that he recognised the huge amount of work and effort put in by the Cabinet and its Officers to steer the Council through some very difficult months. His question was about the financial security of this Council and its community going forward.

“It appears likely there will be a shortfall between the income this Council has lost due to Covid-19 and the grant it has received in support from Government. Are you concerned that Bromsgrove may receive a less generous settlement from government because it holds a good level of reserves compared to other councils and what will you do to ensure Bromsgrove council tax and rate payers get a fair deal?”

Councillor G. Denaro, the Deputy Leader and Portfolio Holder for Finance and Resources, confirmed that the Council had currently received approx. £1.2m from Government and the current estimate of the financial impact was £2m.

It was also mentioned that no specific funding had been received from Central Government in relation to Leisure provision which was estimated to be a significant cost to the Council and it was hoped that funding would be received in the next month. However, it was unlikely that the Government would provide full funding to mitigate the financial losses arising as a result of the pandemic. The Council's focus had to remain at present on sustaining essential services and playing its part in responding to the pandemic through the Local Resilience Forum, but attention needed to be now given to Council recovery. This would

include ensuring support to its communities, potentially with an increase in unemployment and providing support and advice to businesses to help them increase trade in the new environment. In addition, if additional funding from the Government did not cover all the lost income and extra costs faced by the District Council, and the gap between the two was significant, the Council's own recovery would focus on where savings had to be made and over what timespan in order to bring the position into line with the Medium Term Financial Plan. It was stressed that it was impossible at this stage to know the scale of the issue to be addressed, as there was no certain knowledge about the totality of Government funding or about the Council's loss of income and extra costs. It was therefore impossible to predict what steps might be required but it was right that the Council should be candid with local residents and others about what might have to happen. Council would continue to lobby MHCLG that reserves should not be included in the determination of any grant settlements.

Councillor Hunter thanked Councillor Denaro for a detailed and frank assessment of the current position and welcomed his commitment to lobbying Government to get the best possible outcome for this Council. Reference was made to the support that this Council was making available to businesses and Councillor Hunter appreciated the huge amount of effort which had gone in to this and understood that around 2k Bromsgrove businesses had received support administered by this Council. He was however concerned that there were some businesses that may have missed out and he had been contacted recently by a number of businesses and if this was typical he was concerned that there could be a large number of businesses that had missed out. He wanted this Council to commit to undertaking a full appraisal of businesses who had not been able to get support and the reasons for that and commit to helping them as far as it possibly could.

Councillor Denaro asked Councillor Hunter to send him details of the businesses that had contacted him in order for him to ask the Finance Team to investigate further. He also drew Councillor Hunter's attention to the Cabinet papers for the meeting on 6th August which detailed the amount of money that was being put into economic recovery by the Council.

Question Submitted by Councillor J. King

Councillor King provided background information around the concerns raised in respect of the sudden loss of the 202 bus service.

"One of this Council's five strategic purposes is to help residents live independent, active and healthy lives. Are you concerned that recent cuts to local bus services are severely impeding this aim and will you lobby the county council to subsidise and protect vital local services in Bromsgrove?"

The Leader responded that public transport and the local bus service did contribute to residents living independent, active and healthy lives. In addition, the BURT community transport scheme that the Council funded also helped to maintain independence for those with poor mobility and disabilities.

Whenever a cut was made to a commercial route/service, Worcestershire County Council (WCC) worked with operators and local Members to mitigate the impact of the cuts where possible. Some of the positive changes around the current issues had come about as a result of the lobbying by local County Members.

The County Council had recently put Bromsgrove forward as the preferred all-electric Bus Town for the County. This would enable a positive knock-on effect for other areas that share the bus routes. WCC were currently rolling out a project to support smaller operators with contactless ticket machines which included operators in the Bromsgrove District and the Council would continue to lobby WCC on this matter.

Councillor King commented that electric buses would not be used when there was no bus service on a route and gave no comfort to the residents who lived between the A38 in Lickey End and the crossroads on Old Birmingham Road. The new bus service, the 44, which was supposed to be a replacement for the 202 is impossible to reach for most of the people who used the bus, between these points. The only bus available to possibly catch would be 182/183, which was a daily bus service. There was no consultation and the parish council did not know of it, nor the bus users.

The Leader responded the decision was made by a commercial company not by WCC. This Council had worked with Officers at WCC to address many of the issues, electric buses would be more cost effective, the reasons why the routes had been cut was because they were not being utilised or cost effect. The Leader wanted the connectivity and for the residents to be able to lead active and independent lives and in order to do this the routes needed to be made more cost effective.

Question Submitted by Councillor S. Hughes

Councillor Hughes explained that her question was relevant to the petition heard earlier in the evening.

“The Government recently pledged £1.57 billion to help protect Britain’s arts, culture and heritage institutions from financial ruin as a result of Covid-19. How will you ensure venues that have been hit hard in Bromsgrove, such as the Artrix, can access these vital funds? “

The Portfolio Holder for Leisure and Community Services responded that the grants and loans distribution process for the allocation of the £1.57 billion provided by the Government to support the cultural sector

had now been announced. The money was being distributed in three different ways.

1. Arts Council England will manage a £500million grant scheme for applications for support between £50,000 and £3million for activity taking place between 1st October 2020 and 31st March 2021,
2. A loan scheme for organisations who want to apply for a loan of no less than £3million, and
3. Individual artists and cultural organisations (as defined in the DCMS and Arts Council England (ACE) guidance) could access the Arts Council's National Lottery Project Grants scheme. Further details about all of these funding opportunities could be found on the Arts Councils website.

From a local response, there was a robust collaborative approach to delivery of culture in the area that the Council had played a key part in facilitating, which Councillor Thomas was happy to provide to Councillor Hughes in writing outside of the meeting. All organisations who fell into the criteria described by DCMS and ACE were therefore entitled to apply for funding, would be minded to consider integrating the thinking that can be found in this research carried out by the Bromsgrove Arts and Culture Consortium. Arts Council England, the GBSLEP, the Elmley Foundation and other local funders had all supported the findings of this research. The Council would recommend that any organisation or individual that needed support from the Government's support package should approach Development Services at the Council for support and assistance.

Councillor Hughes responded that she would write to Councillor Thomas in respect of the additional information, she asked if Councillor Thomas could respond in writing to a question in relation to cultural and heritage institutions, as someone who had had to postpone their wedding could she seek assurances that the Council was doing everything possible to support wedding venues and suppliers in the District through this difficult time. For example, there were some venues and places in the District which were also great cultural sites.

Councillor Thomas agreed to respond in writing to Councillor Hughes within the next two weeks.

Question Submitted by Councillor H. Rone-Clarke

Councillor Rone-Clarke took the opportunity to thank officers for facilitating the meeting and for the work to maintain the services throughout the pandemic. He also thanked the key workers and volunteers in his Ward, the District and beyond for their hard work.

"A government commissioned report has warned of the dangers of a second spike of Coronavirus this winter and suggested a number of mitigating actions to avoid further excess deaths..."

Given that the council is currently working with its partners to develop a plan for future outbreaks, what preparations are the council taking in case of a second spike or, alternatively, a local lockdown?"

The Leader responded that Bereavement Services were working alongside other key partners within the County lead 'Death Management Group' to monitor infection rates, cause of and registration of deaths, mortuary capacity and usage, funeral director capacity and weekly numbers of funerals conducted. All of this detail was held and shared within the Group and would provide an early warning system which had already proven to be resilient within the first phase of the current pandemic.

The lead for responding to the pandemic and also any future local lockdowns sat with Worcestershire County Council (WCC). The Head of Regulatory Services was working closely with the Director of Public Health and her team. He and other members of WRS had been involved in the development of the local outbreak response plan and remained actively engaged with the response.

Following the initial lockdown, WRS re-organised its Community Environmental Health unit to create three teams focused on:

- Delivering resource into the Local Outbreak Management Team.
- Delivering the Government's Business Closure provisions and, as controls relaxed, to support businesses to reopen safely and deal with non-compliance.
- Delivering the services' normal response to health and safety at work, nuisance activities and reactive work on food hygiene, with proactive food visits being suspended nationally by the Food Standards Agency.

Resources were moved from within the WRS Technical Services team to support these activities. A number of officers from WRS were working as part of the Outbreak Response Team. They were operating under the direction of the Public Health consultant leading this team, responding to requests for advice from businesses and any outbreaks on business premises. The team were also identifying higher risk premises such as those where outbreaks had occurred elsewhere nationally, in order to help reduce the risk of future spikes. This work would be funded via monies received by the County Council from Central Government for outbreak control.

A local Engagement Board had been established by the County Council which had representation from all six district councils, and the Leader represented this Council. The Engagement Board would be at the heart of communications with local residents to help to persuade them to continue to follow the advice necessary to limit the risk of further, more widespread outbreaks. Should a local outbreak or lockdown be

necessary, the Engagement Board would also be an essential part of ensuring the public understood what needed to be done and persuading people to follow the requirements necessary so that what had become the new normal could return as quickly as possible.

In the event of future outbreaks, the Government had given new powers to, in the case of Worcestershire, the County Council to instigate elements of a local lockdown with Government taking powers to deal with larger scale issues. The Head of Regulatory Services was working with the Director of Public Health and other County Council colleagues to understand how this might work. The outbreak management plan would continue to be exercised with specific scenarios to test readiness and ensure all of the key elements of response in particular settings were covered.

The re-organisation of the WRS team would remain in place as necessary. The economies of scale created by the 6 district councils agreeing to share resources in this way allowed the ability of the service to “flex” the resource being put into the response, balancing this with its normal activities on behalf of the 6 partners. The Head of Service was in communication with senior officers and the Chief Executives of all 6 councils to ensure that they were aware of any resourcing issues in order to respond if necessary.

The Leader confirmed that the multi-agency structures for incident management remained in place for information sharing and horizon scanning for all aspects of dealing with the pandemic. To that end following the outbreak on the Herefordshire farm, Worcestershire’s Tactical Co-ordinating Group held a multi-agency discussion exercise, regarding 2 scenarios requiring activation of the outbreak plan, and a lessons learned debrief had been undertaken.

Councillor Rone-Clarke responded, asked given the changes that had been seen across the Council’s operations due to the pandemic whether planning was being undertaken across this Council’s remit also, should a second spike arise.

The Leader explained that the Council needed to speak to its partners, in particular with the County Council, the Leader of the Engagement Board and the Director of Public Health, so she hoped that we did not get a second spike and people adhered to the guidance provided, but as and when required there were plans in place to be pro-active.

13/2020

MOTIONS ON NOTICE

The Chairman explained, that, as had been highlighted by Councillor S. Colella, earlier in the meeting, following discussions with all the Group Leaders it had been felt that the inclusion of Motions on Notice for the first virtual full Council meeting would have been difficult and the debate restricted, hence the agreement to allow supplementary questions and the time slot being extended.

The meeting closed at 7.48 p.m.

Chairman

CABINET RECOMMENDATIONS TO THE COUNCIL

On 16th September 2020

Cabinet meeting 6th August 2020

Partnership Waste Strategy Officer

The Head of Environmental and Housing Property Services presented a report which set out proposals for Bromsgrove District Council to fund a joint Partnership Waste Strategy Officer for Herefordshire and Worcestershire.

Cabinet was informed that all Councils in Herefordshire and Worcestershire had worked in partnership in recent years to ensure that there was a consistent approach to waste collection services in the area. All of the Councils in the two counties had been approached about the potential to establish and fund this joint officer post.

RECOMMENDED TO COUNCIL that

- (1) **Bromsgrove District Council agree to the establishment of a Joint Waste Strategy Officer to work on behalf of the partnership of all 8 Local Authorities in Herefordshire and Worcestershire;**
- (2) **Bromsgrove District Council allocate £8,000 per annum from existing funds for a fixed term of three years; and**
- (3) **Bromsgrove District Council will consider requests for additional funding to support further work which has been identified and proposed via the partnership Senior Waste Officer Group.**

Finance Outturn 2019/20 and Reserves

The Cabinet considered the Finance Outturn 2019/20 and Reserves report which was presented by the Executive Director, Finance and Resources and who responded to a variety of questions from Members.

RECOMMENDED TO COUNCIL that

- (2) *Amended as per the attached explanatory note*
- (3) **The addition of new reserves of £1,411k be approved;**
- (4) **The carry forward to the 2020/21 capital programme of £8,600k be approved;**
- (5) **An increase in the 2020/21 Capital Programme of £163k for Disabled Facilities Grants be approved. This is due to the budget allocations having now been announced by the Ministry of Housing, Communities and Local Government (MHCLG). This will increase the available budget to £913k;**
- (6) **An increase in the 2020/21 Capital Programme of £119k for additional funds towards the already approved capital project for Environmental services new IT system, to be funded from borrowing, be approved;**

- (7) Approval of the funding from balances of the overspend from the demolition of the Dolphin Centre of £217k;
- (8) An increase in the 2020/21 Capital programme 2019/20 of £100k due to match funding being received for a ULEV Taxi infrastructure scheme in Bromsgrove be approved;
- (9) An increase to the revenue budget for 2020/21, due to receiving £40k SEP Grant (Strategic Economic Plan), be approved;
- (10) An increase to the Capital programme 2020/21 of £13k s106 monies for the Bromsgrove Town Centre be approved;
- (11) An increase to the Capital programme 2020/21 of £150k ringfenced capital receipts for a grant to be provided to BDHT for the provision on new affordable homes be approved.

Amenity Standards Report

The Housing Strategy Manager presented a report focusing on amenity standards for properties in the private rented sector, particularly Houses of Multiple Occupation (HMOs).

RECOMMENDED TO COUNCIL that power be delegated to the Head of Community and Housing Services to approve the adoption of the Amenity Standards documents.

Replacement of the Burcot Hostel

The Housing Strategy Manager presented a report in respect of the replacement of Burcot Hostel with alternative homelessness provision. At previous meetings of Cabinet, Members had agreed that the site could be disposed of and that Officers could investigate alternative options.

RECOMMENDED TO COUNCIL that

- (1) the creation of a £35k capital budget for the scheme for the 2020/21 capital programme funded from balances be approved;
- (2) the creation of a new net revenue budget of £41k, to be funded from balances in 2020/2021, and an ongoing unavoidable revenue pressure for future years to be considered as part of the review of the Medium Term Financial Plan be approved; and
- (3) the creation of a bad debt provision of £5k per annum for potential non-payment of Council Tax liabilities, to be funded from balances in 2020/21 and as an unavoidable pressure from 2021/22 onwards be approved.

COUNCIL AMENDMENT TO CABINET 6th AUGUST 2020

REVENUE MONITORING 2019/20

That Cabinet recommend to Council

2.2 Approval of the movement **of £381k** in existing reserves as included in Appendix 1.

This needs to be amended to:

2.2 Approval of the movement of £758k in existing reserves as included in Appendix 1

This is due to the supreme courts awarding the appeals for the reduction in rate income from ATM's (cash machines) and also a reduction for the purpose built GPC surgeries. This late change is due to the Financial Statements not yet being closed and therefore we were able to update the accounts accordingly to include this loss of income. This is reflected in the Corporate Financing Reserve and is a decrease to the previously reported position.

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

6TH AUGUST 2020, AT 6.00 P.M.

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

Observers: Councillor M. Glass and Councillor M. Thompson (Chairman of the Overview and Scrutiny Board)

Officers: Mr. K. Dicks, Mrs. S. Hanley, Ms. J. Pickering, Mrs. C. Felton, Mr C. Forrester, Mr. G. Revans, Mr. D. Allen and Ms. J. Bayley

14/20 **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence.

15/20 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

16/20 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE CABINET HELD ON 8TH JULY 2020**

The minutes of the meeting of Cabinet held on 8th July 2020 were submitted.

RESOLVED that the minutes of the meeting of Cabinet held on 8th July 2020 be approved as a true and correct record and signed by the Chairman.

17/20 **PARTNERSHIP WASTE STRATEGY OFFICER REPORT**

The Head of Environmental and Housing Property Services presented a report which set out proposals for Bromsgrove District Council to fund a joint Partnership Waste Strategy Officer for Herefordshire and Worcestershire.

Cabinet was informed that all Councils in Herefordshire and Worcestershire had worked in partnership in recent years to ensure that there was a consistent approach to waste collection services in the area. All of the Councils in the two counties had been approached about the potential to establish and fund this joint officer post.

The post had been proposed in a context in which the Government was proposing a number of changes to waste collection services nationally and a new Environment Bill was going through the Parliamentary process. The final content of the legislation arising from this bill remained to be confirmed, however, the bill contained proposals for Councils to introduce a food waste collection service. There were also proposals that garden waste collection services should become free nationally and other proposals designed to ensure that service delivery became more consistent across the country.

The introduction of a food waste collection service in Bromsgrove District would cost approximately £8 million across the whole of the Herefordshire and Worcestershire region. There would be costs of approximately £800,000 for Bromsgrove District Council arising from the introduction of this service. This included costs arising from the need to purchase new vehicles for the service as well as staff and bins, as containers for the food waste. Should the Council be required to cease to charge for garden waste collection services, this would result in a loss of £900,000 income for the authority. The Government had indicated that financial support would be provided to Councils in respect of the costs arising from changes to waste services, but it was uncertain how much funding would be received by Bromsgrove District Council.

The Partnership Waste Strategy Officer would be responsible for co-ordinating the partner authorities' response to the Government legislation in respect of waste services. There would be a particular focus on the response of the Councils in respect of the introduction of food waste and the removal of charges for garden waste, and the Officer would ensure that a consistent approach continued to be adopted across the region.

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

- The potential consequences of introducing a food waste collection service. Concerns were raised that this could encourage residents to waste food.
- The need to educate residents about the purpose of the service and the value in terms of keeping food waste to a minimum.
- The financial costs involved in introducing a food waste collection service in the District.
- The frequency with which the food waste collection service would operate. Officers explained that the Government was proposing that this should be a weekly collection service.
- The average weight of the food waste collected by local authorities where this service was already available. Officers advised that the average yield at these authorities was 2.4 to 4.5 kilos per household per week.
- The traditional approach to food waste that had been adopted in Worcestershire in the past, involving the 'love food, hate waste' campaign.

- The potential risks arising from the use of bins to store food waste and the possibility that this would attract rats and other pests.
- The options available in terms of the Council acquiring dual purpose vehicles to enable the authority to collect other forms of waste alongside food waste, thereby making the service more efficient. Officers explained that this would be an area that could be investigated further by the post holder.
- The potential for Bromsgrove District Council to invest in an anaerobic digester and the financial costs of doing so. Officers explained that an anaerobic digester cost approximately £18 – 20 million. This would be too expensive for the Council to purchase but it was possible that there might be opportunities to work in partnership with other local authorities in the region or an organisation from the private sector to introduce an anaerobic digester.
- The rate of return from an anaerobic digester. Cabinet was advised that the financial return would need to be reviewed but it was likely that there would be income as a result of the anaerobic digester supplying gas to the national grid.
- The higher costs in Bromsgrove in terms of delivering a food waste collection service, when compared to other authority areas, due to the large rural geographical area served by the Council.
- The information in respect of Frequently Asked Questions (FAQs) that had been prepared by Officers in relation to this subject and the need for this information to be shared with Members.

RECOMMENDED that

- (1) **Bromsgrove District Council agree to the establishment of a Joint Waste Strategy Officer to work on behalf of the partnership of all 8 Local Authorities in Herefordshire and Worcestershire;**
- (2) **Bromsgrove District Council allocate £8,000 per annum from existing funds for a fixed term of three years; and**
- (3) **Bromsgrove District Council will consider requests for additional funding to support further work which has been identified and proposed via the partnership Senior Waste Officer Group.**

18/20

MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 6TH JULY 2020

The Chairman of the Overview and Scrutiny Board, Councillor M. Thompson, presented the minutes of the meeting of the Board held on 6th July 2020. Members were advised that there were no recommendations arising from this meeting for Cabinet's consideration. Cabinet was informed that a new Task Group had been established during that meeting and would report back in due course.

RESOLVED that the minutes of the meeting of the Overview and Scrutiny Board held on 6th July 2020 be noted.

19/20

FINANCE OUTTURN 2019/20 AND RESERVES

The Executive Director of Finance and Corporate Resources presented the Financial Outturn Report 2019/20 and Reserves and in so doing highlighted the following for Members' consideration:

- There had been an overall underspend, across all Council departments, of £231,000 in 2019/20.
- However, there had been an overspend of £136,000 during the year in respect of the strategic purpose 'keep my place safe and looking good'.
- A key area of savings had been in respect of Enabling Services, at £314,000.
- A total of £396,000 had been returned to balances at the end of the year.
- The capital budget had been increased from £4.515 million to £11.9 million but there had been an underspend in the budget of £8.3 million.
- Heads of Service had recognised that the Capital Programme needed to be reviewed and more accurate forecasting put in place as the Council's underspend in the Capital Programme had implications for borrowing.
- The Council's reserves would be useful moving forward in respect of enabling the authority to respond to community needs following the Covid-19 pandemic.
- The Constitution Review Working Group (CRWG) would be invited to meet to discuss delegations to the Section 151 Officer in respect of grants and use of Section 106 funding. Currently all such proposals had to be reported to Council and this caused delays.

Members subsequently discussed the report in detail and commented on the following points:

- The justification for the level of savings that had been achieved in 2019/20 and the reasons why the final budget position was different to that which had been anticipated in the Medium Term Financial Plan (MTFP). Officers explained that the Financial Services Team were undertaking a review of the savings that had been achieved and the causes of this.
- The opportunity to use some of the savings that had been generated during the year to support local residents and businesses impacted by the Covid-19 pandemic.
- The reasons for the underspend in the Capital Programme. Members noted that some planned capital expenditure would have been postponed due to the Covid-19 pandemic and lockdown.

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- The impact of the Covid-19 pandemic on the local economy, particularly the retail sector, and the need to support businesses effected by the reduction in footfall.
- The potential for the Council to make investments under the Council's Investments and Acquisitions Strategy in order to generate income as well as to support local businesses. Officers explained that, whilst opportunities had been identified, none had been found to have a sufficient level of return to justify the investment to date. However, the Council might want to consider making investments that would result in a social value moving forward.
- The potential for Council investments to support economic development in Bromsgrove town centre and the retailers located in other parts of the district.
- The impact that the withdrawal of the furlough scheme might have on unemployment levels locally and the need for the Council to support businesses and job opportunities to help address this risk.
- The skills required by local businesses in the Twenty First Century and the need to ensure that young people aged 16 to 25 were trained to develop these skills.
- The work that the Council was undertaking with colleagues from Worcestershire County Council to understand the funding available for training and the skillset required by local businesses.

RESOLVED that

- (1) the current financial position in relation to revenue and capital budgets for the Financial Year April 2019 – March 2020 be noted;

RECOMMENDED that

- (2) The movement of £381k in existing reserves be approved;
- (3) The addition of new reserves of £1,411k be approved;
- (4) The carry forward to the 2020/21 capital programme of £8,600k be approved;
- (5) An increase in the 2020/21 Capital Programme of £163k for Disabled Facilities Grants be approved. This is due to the budget allocations having now been announced by the Ministry of Housing, Communities and Local Government (MHCLG). This will increase the available budget to £913k;
- (6) An increase in the 2020/21 Capital Programme of £119k for additional funds towards the already approved capital project for Environmental services new IT system, to be funded from borrowing, be approved;
- (7) Approval of the funding from balances of the overspend from the demolition of the Dolphin Centre of £217k;
- (8) An increase in the 2020/21 Capital programme 2019/20 of £100k due to match funding being received for a ULEV Taxi infrastructure scheme in Bromsgrove be approved;
- (9) An increase to the revenue budget for 2020/21, due to receiving £40k SEP Grant (Strategic Economic Plan), be approved;

- (10) An increase to the Capital programme 2020/21 of £13k s106 monies for the Bromsgrove Town Centre be approved;
An increase to the Capital programme 2020/21 of £150k ringfenced capital receipts for a grant to be provided to BDHT for the provision on new affordable homes be approved.

20/20

AMENITY STANDARDS REPORT

The Housing Strategy Manager presented a report focusing on amenity standards for properties in the private rented sector, particularly Houses of Multiple Occupation (HMOs).

The amenity standards would ensure that there was clarity for landlords and tenants about the minimum standards that could be expected of a property in the private rented sector. It was important for the Council to have an Amenity Standards Policy in case legal action had to be taken against landlords.

Members were advised that there were only five licensed HMOs in Bromsgrove District, which was a relatively small number compared to Redditch Borough, where there were over 80 licensed HMOs.

RECOMMENDED that power be delegated to the Head of Community and Housing Services to approve the adoption of the Amenity Standards documents.

21/20

REPLACEMENT OF BURCOT HOSTEL REPORT

The Housing Strategy Manager presented a report in respect of the replacement of Burcot Hostel with alternative homelessness provision. At previous meetings of Cabinet, Members had agreed that the site could be disposed of and that Officers could investigate alternative options.

Burcot Hostel was no longer considered to be fit for purpose, so an alternative form of homelessness provision needed to be identified. The Bromsgrove District Housing Trust (BDHT) had identified options for the replacement of the hostel which would enable the redevelopment to occur and for there to be homelessness provision.

The report had taken into account the worst-case scenario, from a financial perspective, though Officers were anticipating that there would be a more positive outcome. BDHT had a good track record in tackling homelessness and housing benefit was paid directly to the landlord in homelessness cases. The Council had a statutory duty to provide housing to Bromsgrove residents who were homeless. Whilst there was no requirement to provide furniture in any accommodation offered to homeless people, Bromsgrove District Council, like most authorities, offered basic furniture to people in this position.

There were risks associated with providing accommodation to homeless people for all local authorities. The majority of Councils were worried about issues with supply and demand and housing was expensive to provide.

During consideration of this item Members noted that the report had been pre-scrutinised at a meeting of the Overview and Scrutiny Board earlier that evening. The Chairman of the Board, Councillor M. Thompson, presented a recommendation that had been proposed by the Board, which suggested that the creation of the £35,000 capital budget for the scheme should be funded from balances rather than borrowing.

The Cabinet considered the recommendation from the Overview and Scrutiny Board and on being put to the vote the suggestion that the capital budget should be funded from balances was approved.

RECOMMENDED

- (1) The creation of a £35k capital budget for the scheme for the 2020/21 capital programme funded from balances;
- (2) The creation of a new net revenue budget of £41k, to be funded from balances in 2020/2021, and an ongoing unavoidable revenue pressure for future years to be considered as part of the review of the Medium Term Financial Plan
- (3) The creation of a bad debt provision of £5k per annum for potential non-payment of Council Tax liabilities, to be funded from balances in 2020/21 and as an unavoidable pressure from 2021/22 onwards.

22/20

BURCOT LANE SITE REDEVELOPMENT - NEXT STEPS REPORT

The Housing Strategy Manager presented a report in respect of the redevelopment of the Burcot Lane site. This report followed previous updates to Cabinet in September 2017 and October 2018 and focused on the options available to the Council.

There were three main options available to the Council. The option that was more likely to work for the Council would be for the authority to retain the land and to develop properties that would form the basis of a revenue stream. Some of the properties could be retained by the Council to rent out, some could be sold at market rent and some properties could be made available as affordable housing. However, the financial implications of this redevelopment had been impacted by the Covid-19 pandemic and would require further investigation.

There were different models available for the affordable housing that might be developed on the site. This included the potential to transfer any affordable housing units to an existing social housing provider, the Council becoming a registered provider of social housing and the Council setting up a light touch registered provider to manage a small number of affordable housing units.

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There was documentation available to guide Councils in respect of becoming a registered provider of social housing. Members were advised that properties managed by Council housing companies were not subject to right to buy rules, but registered providers were.

During consideration of this item Members were advised that the report had been pre-scrutinised by the Overview and Scrutiny Board earlier in the evening. The Chairman of the Board, Councillor M. Thompson, explained that the Board had proposed the following two recommendations:

- (1) “Cabinet have full sight of information in respect of other local authorities who have set up housing companies, including successes and failures (to include the reasons for failure).
- (2) Full consideration be given to the Council becoming a registered provider.”

Councillor Thompson explained that in discussing the report, the Board had identified the need for Members to review the information available about local authority housing companies established in other parts of the country. Members had been particularly keen to ensure that case study information could be considered by Cabinet and there was the possibility that whilst some of these examples would involve positive experiences, others would illustrate some of the difficulties that could occur when launching a Council housing company.

The Overview and Scrutiny Board had concluded that consideration needed to be given to the Council becoming a full registered provider for the social housing in order to meet the needs of local residents. The Board had noted that the Council would receive rental income in this scenario and would be able to ensure good quality housing was provided to residents in need of social housing.

The first recommendation from the Board was discussed in some detail. Officers confirmed that information could be shared with Members in respect of examples of housing companies that had been established by other local authorities. It was confirmed that the circulation of this information would not cause any delays to the redevelopment process. Members agreed that this information should therefore be shared with both members of the Cabinet and members of the Overview and Scrutiny Board to help inform future decision making and the following amended wording was proposed to this recommendation:

“The full research information for local authorities that have set up housing companies should be circulated for the consideration of members of Cabinet and the Overview and Scrutiny Board.”

In relation to the second recommendation from the Overview and Scrutiny Board, Members commented that the proposal from Officers in the report was that transferring the affordable units to an existing Registered Provider was in the Council’s best interest, having due

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regard to all the relevant factors . Given the officers' expertise in this area and the fact that no decisions had yet been taken, Members agreed that the proposal from officers should be retained.

On being put to the vote the second recommendation from the Overview and Scrutiny Board in respect of the Burcot Lane site redevelopment was lost.

RESOLVED that

- (1) Officers develop a business case for the formation of a Housing Company to hold the market rent units for the Council's consideration;
- (2) The development model is progressed on the presumption that the affordable housing units will be transferred to an existing registered provider; and
- (3) The full research information for local authorities that have set up housing companies should be circulated for the consideration of members of Cabinet and the Overview and Scrutiny Board.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed relating to the financial or business affairs of any particular person (including the authority holding that information). There is nothing exempt, however, in this record of proceedings.)

The meeting closed at 7.39 p.m.

Chairman

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Bromsgrove District Council – 16th September 2020
Item 9 - Member Questions

1. From Councillor K Van der Plank

Question to the Portfolio Holder for Environmental Services

“A number of trees have been cut down, in Alvechurch and around the District, over recent months which is extremely concerning when we are facing a climate emergency and should be protecting trees and planting more, not removing them.

Why have these trees been removed? What checks are in place to ensure that trees are only cut down where absolutely necessary and how is this being monitored and reported? What plans are in place to ensure new trees are planted to replace any that are removed”

2. From Councillor C Hotham

Question to the Leader

“Now that the Bird Box is complete, please could the cabinet member responsible inform council of the final build cost? Thank you”

3. From Councillor J King

Question to the Portfolio Holder for Planning and Regeneration

Protecting our Green Belt from Government planning reforms

Are you concerned about the analysis from Lichfields planning consultants which indicates that the number of new homes to be built in Bromsgrove will almost double to 694 a year under the Governments proposed new formula? What will you do to ensure that Bromsgrove’s Green Belt is protected and that new homes are genuinely affordable for local people to rent and buy?

4. From Councillor R Hunter

Question to the Leader

Preparing for a second wave of Covid

How much of the Governments £89,000 ‘Reopening High Streets Safely’ grant allocated to Bromsgrove has been spent and how are we preparing to protect local people and businesses in the event of a second wave?

5. From Councillor S Hughes

Question to the Leader

Putting no limit on our climate ambition

Can you please clarify that it is not BDC’s target to become carbon neutral by 2050 and that in fact we aim to drastically reduce emissions long before then. The motion this council passed last June means that in

Bromsgrove action will not be delayed to 2050 but taken as soon as possible, as is required to save the planet?

**6. From Councillor P McDonald
Question to the Leader**

After the success regarding extending the suspension of rent evictions, would the Leader write once again calling upon the Government to support: Landlords, letting agents and charities urging the Government to support private tenants with a £270 million fund to help with rent arrears.

At least 322,000 private renters have fallen behind on payments since the pandemic began, according to a coalition of Shelter, the National Residential Landlords Association, ARLA property mark, Crisis, Citizen Advice and Generation Rent. Without the fund it is feared there will be a devastating homelessness crisis.

**7. From Councillor S Hughes
Question to the Leader**

Can the council leader update on the support the council has given to the Artrix [Holding Trust](#) to date and confirm its intention to continue to engage with the Holding Trust to exercise its community leadership role and secure a future sustainable model of delivery for the venue.

**8. From Councillor K Van der Plank
Question to the Leader**

Can the leader please update the council on the progress that has been made since the Council agreed the actions in the Fly Tipping motion that I submitted in September 2019.

**9. From Councillor J King
Question to the Leader**

We are pleased to hear that subsidy for local bus services is set to increase in Worcestershire this year. Could the Leader please confirm how much additional funding has been allocated for services replacing the 202?

**10. From Councillor S Douglas
Question to the Leader**

Can the leader confirm that this council will be urging the Artrix Holding Trust when considering future management options, to take note of the demise of the previous operator, that the new lease has sufficient longevity, and ensure that any future operator has a robust and sustainable business plan including the ability to invest in Arts development for the future?

**11. From Councillor P McDonald
Question to the Leader**

I understand that it might be possible for the Rubery Festival to apply for some support with the running costs of the event. Can the Leader confirm the best route for the organisers to take to achieve this?

**12. From Councillor P McDonald
Question to the Leader**

Would the Leader please request the Holding Trust to keep the Council updated of events.

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NOTICE OF MOTION

The following Notice of Motion has been submitted in accordance with Procedure Rule 10 by Councillor C Hotham.

Bus services across the district have been withdrawn, the county council are unwilling to provide a subsidy. This council finished the last financial year with over a £1,000,000 surplus some of which could be used to fund local minibus services.

“The motion therefore asks That Council **refer this motion to Cabinet asking that they reconsider the** Bromsgrove Alliance budget proposal for the introduction of, or support for third party provision of, shopper/shuttle minibuses together with the **financial implications and funding options available for consideration as part of the review of the Medium Term Financial Plan 2021/22- 2024/25.**

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NOTICE OF MOTION

The following Notice of Motion has been submitted in accordance with Procedure Rule 10 by Councillor R Hunter.

“Council resolves for the Leader of Bromsgrove District Council to write to the Chancellor of the Exchequer to request that Government ends the disparity in support which has excluded some small and recently established businesses in Bromsgrove from being able to claim support with Covid-19.”

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NOTICE OF MOTION

The following Notice of Motion has been submitted in accordance with Procedure Rule 10 by Councillor S Colella.

Bromsgrove Tree for Life

Bromsgrove District Council shows it's environmental credentials by [calling on the Cabinet to consider the reallocation](#) £25,000 from the Environmental Service General Materials Budget to [enable the introduction of](#) a 'Tree for Life' planting scheme across the district. The initiative will run over this coming winter between October and March next year (2021).

The tree planting scheme will focus on the district's public open spaces, parks, grassed verges and other areas where trees will add value and enhance the environmental values, offer a replacement for dead or dying trees, create new natural habitats, create shade or just enhance the aesthetics' of street scenes and vistas in the district.

Trees not only support a host of health and wellbeing qualities they can be important pollinators and offer screening to remove particulate matter in areas of poor air quality.

The project will be managed by the Environmental Service's 'Place Teams' in consultation with the ward councillors and Parish Councils where applicable.

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Title of report:	Herefordshire and Worcestershire Partnership Waste Strategy Officer
Report by:	Joint Waste Partnership – Presented by Cllr Margaret Sherrey

Decision type

Non-key

Wards affected

(All Wards);

Purpose and summary

To consider the establishment of a Joint Waste Strategy Officer working on behalf of and jointly funded in partnership by the 8 local authorities within Herefordshire and Worcestershire.

The proposed Waste Strategy Officer will lead crucial work to prepare all Local Authorities for the changes put forward in the Resource and Waste Strategy 2018 (RWS), progressing through parliament in the Environment Bill.

The Resource and Waste Strategy (RWS) 2018 is the first major policy document for waste services since the national Waste Strategy of 2007. This promises a range of changes and measures to help bring about a more circular economy. This will encourage a move away from an inefficient take, make, use, & throwaway culture to an approach where we keep resources in use as long as possible, so we extract maximum value from them.

The post holder will build on the success of the partnership producing our collective Joint Municipal Waste Management Strategy, delivering cost effective, easy to use and consistent waste & recycling services for all our residents.

We must start working to address significant changes to our services resulting from new government policy, of particular note these include:

- Requirement for local authorities to separately collect food waste from households and businesses each week.
- Potential introduction of compulsory garden waste collections, and removal of discretionary charges for service.
- The introduction of deposit return scheme for drinks containers.
- The introduction of extended producer responsibility for packaging materials.

The government's expectation is that these changes will be implemented from 2023, leaving less than three years to plan and develop services.

Wychavon is the only council in Worcestershire to have ever provided a separate collection of food waste (2008 to 2014). It was agreed to end the service due to lack of participation, cost and customer feedback on budget proposals. However, just over half of local authorities in England do currently collect food waste and in Scotland and Wales it is a statutory requirement to provide a separate collection of food waste.

The Government's response to the consultation on various aspects of RWS was published in July 2019 and said, "Given the support for separate food waste collection government will legislate to ensure that every local authority provides householders with a separate food waste collection. Government's preference is that this should be a separate weekly collection of food waste and not mixed with garden waste. However, it is clear that further consideration is needed with respect to local circumstances.... We will work with LAs and others to consider how best to deliver this requirement to take account of local circumstances."

Across Herefordshire and Worcestershire a strong partnership approach has been established through the Herefordshire & Worcestershire Strategic Waste Management Boards (Members and Officers) and Joint Municipal Waste Management Strategy (2004 – 2034). This has led to consistency in service across all the authorities with alternate weekly collection and the same recyclable materials across all authorities along with the essential infrastructure including the Materials Reclamation Facility (MRF) - EnviroSort and Energy from Waste facility - EnviRecover. The partnership most recently collaborated on a joint response to Government consultations on different aspects of the RWS. Continuing this collaboration and consistent partnership approach is the best way to progress and develop good quality value for money waste services.

The proposed post would be managed through the partnership's joint Strategic Waste Management Board, reporting to the chair of the Senior Officer Group. To manage pay, welfare, equipment and subsistence the post is proposed to be hosted by Worcestershire County Council.

To fund the post each Local Authority is asked to commit to contributing a fixed sum of £8,000 per annum for an initial period of three years. This will allow the post holder to support the strategic planning processes of the councils until the anticipated implementation of planned changes.

Recommendation(s)

That:

- (a) Bromsgrove District Council agree to the establishment of a Joint Waste Strategy Officer to work on behalf of the partnership of all 8 Local Authorities in Herefordshire and Worcestershire;**
- (b) Bromsgrove District Council allocate £8,000 per annum from existing funds for a fixed term of three years;**
- (c) Bromsgrove District Council will consider requests for additional funding to support further work which has been identified and proposed via the partnership Senior**

Waste Officer Group.

Key considerations

1. The government published its Resource and Waste Strategy for England (RWS) in late 2018. This promised a range of changes and measures that would help bring about a more circular economy. This will encourage a move away from an inefficient take, make, use, & throw away culture to an approach where we keep resources in use as long as possible, so we extract maximum value from them.
2. The measures promised in the RWS are being progressed in to law through the Environment Bill 2020, which is currently making its way through parliament.
3. Key measures affecting how Local Authorities provide their waste management services are:
 - a. Extended Producer Responsibility, making packaging producers responsible for the cost of dealing with packaging at the end of its life (e.g. waste collection, recycling and treatment);
 - b. Deposit Return Schemes, to encourage “recycling on the go” schemes for drinks containers;
 - c. Consistent Recycling Collections, to encourage a more consistent approach across the country to recycling collections, so each Local Authority will collect the same “core materials” for recycling;
 - d. Weekly Food Waste Collection, where every local authority will be required to provide a separate food waste collection from both households and businesses;
 - e. Potential free garden waste collection
 - f. Preference for kerbside sort recycling, where materials are collected separately from individual households (typically from boxes or bags)
 - g. Improved Product Packaging Design & Labelling, to improve the quality of materials for recycling and provide better information to consumers.
4. These measures will have a significant impact on the practical delivery of Local Authority waste management services, the cost of service provision and funding, for example:
 - a. Up to 80 additional vehicles and crews across Herefordshire and Worcestershire to collect food waste separately with extra costs of around £8m across the partnership for collection and disposal. (Approximate annual cost to BDC of £800,707 - with funding from Central Government to support)
 - b. Additional resources if required to collect garden waste from each household free of charge and loss of income from current subscription services provided across the partnership (Loss of over £900,000 income for BDC, as well as additional staffing and vehicle costs)
 - c. Additional vehicles and crews to collect separate recyclables from households.
 - d. Loss of valuable recyclable materials to deposit return schemes which will focus on high value metal and plastic drinks containers.

- e. Uncertain funding from packaging producers resulting from extended producer responsibility schemes.
5. The partnership through its joint Member and Senior Officer Groups have identified the following initial priority work streams:
 - a. Engage in National Policy Development to understand and influence policy and approach to delivery in the partnerships interest ensure best possible outcomes and fair funding solutions to the partnership.
 - b. Prepare for change by understanding future requirements and the implications of them on partnerships services. Assessing partnership options for changes to our existing services and of new requirements, such as food waste collection.
6. The partnership's Member and Senior Officer Groups recognise that there is not sufficient staff capacity currently provided to undertake this work. Both groups support the establishment of a new joint funded post to help best prepare the partnership for expected future challenges.
7. It is proposed that a joint post is created managed through the partnership's Strategic Waste Management Board. The post holder will report to the chair of the Senior Officer Group of the Board (the Chair role rotates across the officers on the Board on a two yearly basis)
8. **Appendix 1 (Part A)** provides a detailed work plan and estimated costs against the work areas. The work plan, changes to it and any actions to be carried out by the post holder will be agreed and monitored by the Senior Officer Group.
9. It is proposed pay, welfare, leave, equipment, subsistence of the post holder by managed by a host authority. It is considered that this would best be provided by Worcestershire County Council who have led the strategic work of the partnership to date with the Cabinet Member with responsibility for the Environment acting as Chair of the Member Waste Board since the partnership was established and the Strategy first published in 2004.
10. A structure chart is provided in **Appendix 1 Part B** for illustration.
11. The post holder will work remotely across the partnership with each Local Authority providing "hot desk" space. This will foster greater cohesion and collaboration across the partnership.
12. The work plan and performance will be managed collaboratively through the Senior Officer Group.
13. The post will be funded equally by the constituent Local Authorities in the partnership. Each contributing £8,000 per annum for an initial three year period. Towards the end of the three years the partnership will review the need for the post and consider if it should continue.
14. The proposal for a joint post has been supported by both the Member and officer Groups and each partner authority is now seeking authorisation for finalisation and recruitment to the post.
15. It is anticipated that a position of PO2 (WCC Pay scale) or Scale 9 (HC pay scale) is likely result of grading, circa £35,000 per annum (NB the post has not yet been graded).
16. See **Appendix. 2 & 3.** For the proposed Job Description and Person Specification

17. Recruitment is anticipated in August 2020. The recruitment panel to be comprised of Sue Horrobin from Worcester City Council as current Chair of the Senior Officer Group, Richard Woodward from Worcestershire County Council as the Host Manager and one other representative from the Senior Officer Group. The expected timeline for authorisation and establishment of the post is given below.

May 2020	Post establishment and outline work plan agreed in principle by the Strategic Waste Management Board
July 2020	All partner authorities obtain necessary authority to establish and fund joint post
	Grading of post by host authority
August 2020	Recruitment and establishment of post
September 2020	Introduction to Strategic Waste Management Board Member and Senior Officer Groups

Alternative options

18. Decision not to fund the joint post. This is not recommended, as the partnership authorities will be expected to make significant changes to their waste management services as a result of the policy changes. By meeting the challenge as partnership rather than individually we will be able to co-ordinate a cost effective collective response that will save money in the short term and deliver greater efficiencies in future.
19. It has been identified that the challenges presented by the planned changes cannot be managed effectively within existing resource by any of the waste partnership authorities.

Equality duty

20. Under section 149 of the Equality Act 2010, the 'general duty' on public authorities is set out as follows:

A public authority must, in the exercise of its functions, have due regard to the need to -

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
21. The public sector equality duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying 'due regard' in our decision making in the design of policies and in the delivery of services. Our providers will be made aware of their contractual requirements in regards to equality legislation.
22. Consultation with service users has taken place, no equality impacts were raised.

Resource implications

23. If approved each Local Authority in the partnership will contribute £8,000 per annum (fixed cost) for a period of 3 years.
24. The total annual cost to the partnership will be £64,000 per annum or £192,000 for the initial planned 3 year period.

Legal implications

25. A joint agreement between the partnership members will be necessary to set out the governance and financing of the joint post. It is anticipated this will be fulfilled by the host authority.

Risk management

26. There are various risks associated with the recommendations in this report, these are summarised below:

Risk / opportunity	Mitigation
Expected policy changes are delayed	Work to prepare the partnership will remain valid. Regular review of post and work plan to ensure it remains consistent with needs and timing of policy and requirements,
Expected policy changes are cancelled	Joint post regularly reviewed to demonstrate requirement. Post holder can be reallocated to other tasks within the partnership or within WCC, redundancy considered.
Additional work requirements are identified	Work plan is regularly reviewed and updated to consider if partnerships needs are going to be met. Any additional resource requirement to be considered by the Member and Senior Officer Group prior to determination by individual members of the partnership.

Consultees

27. A joint partnership officer was proposed through the Waste Member and Senior Waste Officer Groups. Support to the proposal was received at both from the constituent Local Authorities:
- Bromsgrove Borough Council
 - Herefordshire Council

- c. Malvern Hills District Council
- d. Redditch Borough Council
- e. Worcester City Council
- f. Worcestershire County Council
- g. Wychavon District Council
- h. Wyre Forest District Council

Appendices

- Appendix 1. Part A - Partnership Work Plan
 Part B – Management Structure
- Appendix 2. Joint Waste Strategy Officer Job Description
- Appendix 3. Joint Waste Strategy Officer Person Specification

Background papers

None

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Key task and expected resourcing for Partnership Officer to support all Herefordshire and Worcestershire councils objectives and help plan for and deliver future requirements for our collective waste management services.

Work Area	Key Actions	Key Tasks	Resource Requirements	Additional Resource Requirements (£)
Partnership Management	Manage partnership meetings	<ul style="list-style-type: none"> Prepare for and organise partnership meetings (MWMB, SOG, WOM, BCM) Support chairman to facilitate Compile reports, updates, briefing and presentations Facilitate workshops and seminars 	10% FTE	£2,500
	Develop consistent policy	<ul style="list-style-type: none"> Co-ordinate efforts with partners to develop shared policies and approaches to service delivery to improve consistency across the partnership Co-ordinate contingency plans and response to emergencies 	10%FTE	
Engaging in National Policy Development	Monitor policy development	<ul style="list-style-type: none"> Engage with government agencies Represent partnership at meetings, events and seminars Liaise with other local authorities Understand and evaluate implications of policy and timescales Prepare and deliver Briefings and Presentations to Partnership officers and members 	10% FTE	£2,500
	Influence policy decisions	<ul style="list-style-type: none"> Review and prepare response to government consultations to influence policy to benefit of partnership Respond to other surveys/questionnaires likely to inform policy decisions and put forward partnerships requirements Build relationships with government officers (e.g. Defra/WIDP trans-actors) 	10% FTE	
	Lobby	<ul style="list-style-type: none"> Brief senior officers, chief executives, leaders and members on facts surrounding the financial and environmental impacts of potentially negative changes such as weekly domestic food waste collection and free garden waste collection. Challenge government assessments which support the introduction of these services 	5% FTE	
	Petition for fair funding	<ul style="list-style-type: none"> Engage with government to encourage fair funding of any changes to service that will have a negative financial impact to services across the partnership 	5% FTE	

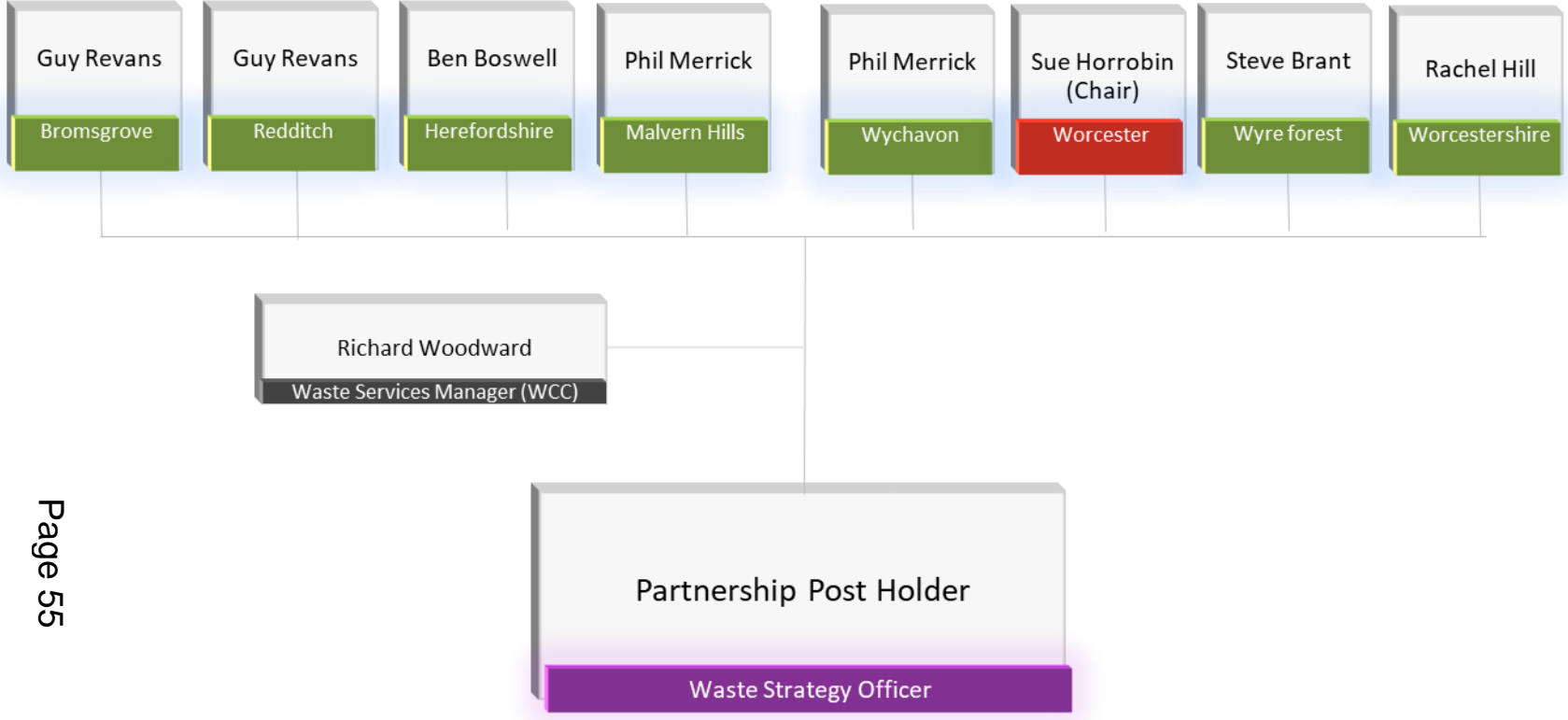
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Agenda Item 11a

Preparing for Change	Assess options for joint food waste service	<ul style="list-style-type: none"> Understand implications, demand and requirements of food waste collection service across the partnership. Identify collection options that would best deliver food waste collection services Assess waste treatment options Assess commercial food waste options Consider synergies across collection, treatment and partnership to deliver efficiencies 	15% FTE	£15,000
	Assess impact of EPRS and DRS schemes	<ul style="list-style-type: none"> Understand likely impact of Extended Producer Responsibility Scheme and Deposit Return Scheme on waste stream composition. Assess practical implication for collection and treatment of waste Assess financial impact of schemes (e.g. from reduced recyclable income) 	5% FTE	
	Assess financial/practical implications of R&WS 2018 for partnership	<ul style="list-style-type: none"> Consider the holistic financial and practical impacts of changes for the partnership Advise how partnership may best approach these changes together 	5% FTE	
Joint Communications (OPTIONAL)	Develop Joint Communications Strategy for Partnership	<ul style="list-style-type: none"> Develop a joint communications strategy form the partnership to deliver mutually beneficial communications to support our services: <ul style="list-style-type: none"> Waste Prevention Encouraging reuse opportunities Reducing impact of plastic pollution Reducing recycling contamination and improving quality 	10% FTE	(£10,000)
	Implement joint communications initiatives	<ul style="list-style-type: none"> Implement planned and bespoke communication initiatives approved by the partnership 	15% FTE	
			£45,000 (Inc. On Costs)	£20,000 (£30,000)
			£65,000 (£75,000 inc. Comms)	

Part B - Post Management

The following illustrates the how the post will be managed, hosting and reporting lines.



Strategic Waste Management Board (Senior Officers group)
Management of Work Plan

Worcestershire County Council
Hosting, pay, equipment, subsistence, etc

Waste Strategy Officer
Reporting to the partnership and Chair of Senior Officer Group

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JOB DESCRIPTION

Job Title: Waste Partnership Strategy Officer
Directorate & Section/Unit: DE&I, Waste Services Unit
Reporting to: Chair of the Strategic Waste Management Board
(Senior Officer Group)
Waste Services Manager (WCC)

Management / Supervisory Responsibility for:

Salary Grade: TBC
WCC Management Level: TBC
Number of Direct Reports: None

Our People Values:

To uphold and act in accordance with Worcestershire County Council's values;

- **Customer Focus** – Ensure delivery of a high quality service which meet the needs of customers.
- **Can Do Culture** – Be proactive to achieve excellence, finding solutions and creative ways of working.
- **Freedom within Boundaries** - Make constructive change through cohesive decision making, ensuring services are responsive.

Purpose of job:

- Work with elected members and senior manager representatives on Herefordshire and Worcestershire's Strategic Waste Management Board to lead, develop, and manage the partnership
- Engage with government, local authorities and key stakeholders to understand and assess future waste service requirements. Produce reports and briefings to help guide the partnership and inform decision making.
- Plan and undertake service option assessments to explore how service can best be delivered to deliver improved performance and efficiency across the partnership
- Provide secretariat support for the partnership, and support governance and decision-making processes.

Main Activities & Responsibilities:

- To manage partnership, promoting and maintaining close working between the constituent local authorities.

- Understand and consider the implications to the partnership of changes to waste policy and legislation resulting from the Resource and Waste Strategy 2018 and Environment Bill.
- Review and respond to consultation requests on behalf of the partnership in order to help influence national policy and legislation.
- Plan, prepare and agree a work plan with the Strategic Waste Management Board.
- Carry out assessments of service options to help explore different choices and the partnerships decision making.
- Project manage all joint activities & initiatives including the management of any consultants or contractors delivering projects, and ensure projects are implemented on time and within budget.
- Prepare, lead reviews & update the Herefordshire and Worcestershire Joint Municipal Waste Management Strategy (HWJMWMS) and action plan.
- To report regularly to the Strategic Waste Management Board and other stakeholders on project progress as appropriate bringing to them issues requiring their decisions or approval. To follow up on any decisions made to ensure their implementation.
- To manage the budget allocated to individual projects or phases ensuring it is cost efficient, maximises resources and regular analysis is provided against forecast of spend.
- Provide secretariat support to the Partnership Board, ensuring agendas are formed in collaboration with partners; lead the timely preparation and coordination of reports, undertaking quality control; and ensure good governance and decision-making protocols are followed.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Assistant Directors, Senior Managers, Management Teams, Managers & Staff across all directorates

External: District & County Councils, Government Agencies & Departments, Contractors, Service providers, Statutory and Voluntary Organisations, service users, customers, members of the public, volunteers

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act

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PERSON SPECIFICATION

Job Title:	Waste Partnership Strategy Officer
Directorate & Section/Unit:	DE&I, Waste Services Unit
Salary Grade:	TBC
WCC Management Level:	TBC

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial relevant experience of working within the waste management sector
- Experience of working on or managing collaboration projects
- Significant experience of stakeholder management and engagement
- Experience of managing, leading and developing a high profile partnership
- Experience of successful project and programme management

It is **desirable** that the post holder has:

- Experience of working for a Waste Disposal Authority or Waste Collection Authority
- Experience of managing a Waste Partnership
- Experience of public sector procurement
- Experience of delivering invest to save waste projects

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Ability to plan and deliver work at a strategic level
- Ability to work well under pressure and to deliver work to strict deadlines
- Proven people influencing and networking skills.
- Proven ability to work co-operatively in a partnership
- Practical experience of formal presentations at senior level using a variety of techniques
- Excellent verbal communication skills and ability to present focused, concise and compelling information in formal and informal settings
- Proven ability to work on own initiative and to develop own agenda
- Ability to motivate and time manage
- Concise and plain English report writing style
- Recognises, and has regard to, the need for confidentiality
- Pragmatic and analytical approach to problem solving
- Excellent organisational skills
- Detailed knowledge of Microsoft Office applications

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A recognised professional qualification
- Evidence of further professional development, within a relevant area or able to show relevant experience e.g. IT Implementation, Change Management, Procurement, Process Engineering or Service re-structure

ADDITIONAL INFORMATION:

It is **essential** that the post holder:

- Maintains their personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Has the ability to travel throughout the county at short notice where public transport may be limited
- Is able and willing to attend meetings that may be held outside of normal office hours (i.e. weekends and evenings)

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Finance Monitoring Outturn 2019/20

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

1. Purpose and Summary

- 1.1 To report to Cabinet on the Council's financial position for both Revenue and Capital for the Financial Year April 2019 – March 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 Year April 2019 – March 2020 as detailed in the report.

That Cabinet recommend to Council

- 2.2 Approval of the movement of £381k in existing reserves as included in Appendix 1.
- 2.3 Approval of the addition of new reserves of £1,411k as included in Appendix 1.
- 2.4 Approval of the carry forward to the 2020/21 capital programme of £8,600k as detailed in Appendix 3
- 2.5 Approval of an increase in the 2020/21 Capital Programme of £163k for Disabled Facilities Grants. This is due to the budget allocations having now been announced by the Ministry of Housing, Communities and Local Government (MHCLG). This will increase the available budget to £913k. (See 6.1)
- 2.6 Approval of an increase in the 2020/21 Capital Programme of £119k for additional funds towards the already approved capital project for Environmental services new IT system (See 6.2 and appendix 6) to be funded from borrowing.

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- 2.7 Approval of the funding from balances of the overspend from the demolition of the Dolphin Centre of £217k. (See 6.3).
- 2.8 Approval of an increase in the 2020/21 Capital programme 2019/20 of £100k due to match funding being received for a ULEV Taxi infrastructure scheme in Bromsgrove. (See 6.4)
- 2.9 Approval of increase to the revenue budget for 2020/21 due to receiving £40k SEP Grant (Strategic Economic Plan) (See 3.5)
- 2.10 Approval of an increase to the Capital programme 2020/21 of £13k s106 monies for the Bromsgrove Town Centre (See 6.5)
- 2.11 Approval for an increase to the Capital programme 2020/21 of £150k ringfenced capital receipts for a grant to be provided to BDHT for the provision on new affordable homes. (See 6.6)

3 Revenue budgets

- 3.1 This report provides details of the financial outturn performance of the Council for 2019/20. The report reflects the finances across all of the Strategic Purposes to enable Members to be aware of the level of funding attributed to each area and how this compares to budget. The summary below shows the financial revenue position for the Council for 2019/20.
- 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 2019/20.
- 3.3 The £11.838m original budget as included in the table below is made up of the budget approved in February 2019 of £11.676m, which is then adjusted to reflect the approved transfers from reserves of £159k held in Corporate Financing.
- 3.4 In addition the revised 2019-20 budget of £11.672m includes transfers to/from reserves of £925k which is shown in appendix 1 (£133k is within Corporate Financing), use of balances of £1,151k along with savings virements of £244k (total savings is £396k of which £152k is within corporate financing).

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Revenue Budget summary Financial Year 2019/20 – Overall Council
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Please note figures have been rounded

Strategic Purpose	Original Budget 2019/20 £'000	Revised budget 2019/20 £'000	Actuals 2019/20 £'000	Variance 2019/20 £'000
Keep my place safe and looking good	4,492	4,233	4,368	136
Help me run a successful business	-506	-537	-520	17
Help me be financially independent	231	156	194	38
Help me to live my life independently	-58	-100	-96	4
Help me find somewhere to live in my locality	677	683	632	-51
Provide Good things for me to see, do and visit	684	1,790	1,762	-28
Enable others to work/do what they need to do (to meet their purpose)	6,318	5,595	5,282	-314
Total	11,838	11,820	11,622	-198
Corporate Financing	-11,838	-11,820	-11,852	-32
Grand Total	0	0	-231	-231

Financial Commentary:

There are a number of variances across the strategic purposes. The summary above shows the overall 2019/20 revenue position for the Council and the main variations are as a result of:

Keep my place safe and looking good (£136k over budget)

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.

The variance position is explained as below:

- Bereavement services have received less income than expected from burial fees and therefore has a year end variance for the service of **£39k**.
- Whilst a significant growth in income has been achieved within Core Waste services (trade and garden waste), there have been additional disposal costs required for running the Trade waste service and additional costs required for running the domestic waste service. This has generated an overspend at the end of 2019/20 of **£246.65**

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- Community Safety, Core Environmental operations and Environmental services management support have some small underspends on general supplies and services budgets along with temporary salary savings projected **£68k**.
- Trees and woodland management also have salary savings while the service is under review to possible use the funding towards external providers **£80k**

Help me run a successful business (£17k over budget)

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 projected overspend within car parks has been reduced due to one off savings on NDR and maintenance, outturn overspend is **£27k**
- There are small underspends within Economic & Tourism Development and Licences due to savings on supplies and services budgets not being required **£16k**

Help me be financially independent (£38k over budget)

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.

- Housing benefits includes a provision for bad debts on housing benefits overpayments. There was no budget for this in 2019/20 but we have now reflected this in the base budgets for 2020/21 **£62k**.
- Revenue & Benefits have staff vacancies within the team which will be addressed in a service review in 2020/21 **£23k**.

Help me to live my life independently (£4k saving)

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

- There are small variances on temporary staff vacancies and recruitment costs which net the overall variance for 2019/20 **£4k**.

Help me find somewhere to live in my locality (£51k saving)

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

- Housing strategy and enabling services have an underspend due to salary savings and savings on other general supplies and services of **£46k**.
- Land charges have received additional income in the year and this is projected to continue until the year-end **£5k**.

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Provide Good things for me to see, do and visit (£28k saving)

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

- There is an overspend of **£23k** within Business Development – Cultural due to receiving final bills on utilities for prior years on the old Leisure Centre.
- Parks and Events and Sports and Arts Development have a small underspend due to a staff vacancies and ensuring essential spend only and some other small underspends within Facilities management and Grant and donations on supplies and services budgets **£51k**.

Enable others to work/do what they need to do (to meet their purpose) (£314k saving)

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

- There a saving within CMT due to salary savings **£104k**. The review of the Senior Management Team has now been agreed and this has been factored into the new year budget.
- Accounts & Financial Management, Financial Support and Professional Legal Advice & Services have salary savings due to vacancies. These are expected to be recruited to in the new financial year **£96k**.
- Facilities Management has underspends on supplies and services budgets not yet spent. Along with these savings we have also received a refund on Business Rates for Burcot lane Council House relating to prior years **68k**.
- ICT also have projected savings due to less than expected costs on Microsoft licences. There have also been some vacancies within ICT but are hoped to be recruited to by the year end **£35k**.

Corporate Financing (£32k saving)

- There is a variance in corporate financing due to a net impact of additional rate income offset by a contribution to reserves along with a shortfall on interest receivable income on investments **£32k**.

3.5 SEP Grant (Strategic Economic Plan) - Bromsgrove Town Centre 2040 Vision

The £40,000 grant from the Greater Birmingham and Solihull LEP (SEP Enabling Fund) will contribute towards to cost of preparing a long term vision for the Bromsgrove Town Centre. The work will include comprehensive engagement with key stakeholders, including businesses, residents and community groups, and will set out the strategic priorities and key interventions that will support the delivery of the town centre vision.

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4. Savings Monitoring

- 4.1 The medium term financial plan included £332k of savings identified to be delivered during 2019/20 the breakdown of these savings is attached at appendix 2. £166k of these identified savings are in relation to a vacancy factor.

At the end of the financial year £355k of the £332k budget have been realised against the budgeted April to March 2019/20 savings.

In addition to the above officers have been required to find further savings throughout the financial year 2019/20. The additional savings found are £562k, £166k of these were allocated to the vacancy factor target. The remainder £396k have therefore been returned to balances.

5. Cash Management

- 5.1 The financial position in relation to borrowing at the start and end of the financial is shown in the table below:

Date	£m	Position
As at 31 st March 2019 (Actual)	13.5	Borrowing
As at 31 st March 2020	4.75	Borrowing

5.2 Borrowing

As at the 31st March 2020 there are £4.75m short term borrowings with associated borrowing costs within the quarter of £3.3k, there was no long term borrowing.

An interest payable budget had been set of £133k for 2019/20 due to expenditure relating to current capital projects.

5.3 Investments

At 31st March 2020 there were £2.0m investments held.

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6. Capital Budgets

**Capital Budget summary
Financial Year 2019/20 – Overall Council**

Please note figures have been rounded

Strategic Purpose	Original Budget 2019/20 £'000	Revised budget 2019/20 £'000	Actual 2019/20 £'000	Variance 2019/20 £'000
Keep my place safe and looking good	3,385	7,824	823	-7,002
Help me run a successful business	0	300	0	-300
Help me to live my life independently	950	1,574	1,074	-500
Provide good things for me to see, do and visit	170	1,714	1,400	-314
Enable others to work/do what they need to do (to meet their purpose)	10	479	261	-218
Totals	4,515	11,981	3,558	-8,333

Finance commentary:

Keep my place safe and looking good

Within this purpose includes the projects for investments purchase and the Burcot lane redevelopment

- The main variances for this strategic purpose relate to the following projects;
 - The Depot resurfacing work phase 2 project is to be delayed until 2020/21 due to demands in the engineering team. It is therefore requested to carry this budget forward to the new financial year.
 - The Burcot Lane development is expected to commence during 2020/21 and therefore budgets are requested to be carried forward from 2019/20.
 - There have been limited opportunities for investment properties during the year and therefore the budget will be requested to be carried forward into 2020/21.

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Help me run a successful business

- The project for this strategic purpose relates to the OLEV/ULEV Taxi infrastructure scheme which is now expected to be completed in the new financial year due to unexpected delays.

Help me to live my life independently

- The underspend projected relates to a number of projects ;
 - Energy Efficiency installations. This fund has been unable to be spent this year due to the need to procure the energy advice service prior to restarting the Bromsgrove Energy Efficiency Fund. However the energy advice service has now been procured and has commenced in the final quarter of the financial year and will continue through to March 31st 2022.
 - Discretionary home repairs assistance is underspent which is due to a lack of applications being received despite advertising.
 - It will be requested to carry forward an underspend on the Disabled Facilities Grants due to delays in referrals from occupational therapists.

Provide Good things for me to see, do and visit

- One of underspend relates to the s106 project re-landscaping of Recreation ground – this is currently going through the tender/procurement process and is likely to commence towards the last end of the last quarter of 2019/20 it is therefore requested to be refiled into the beginning of 2020/21.
- The new birdbox scheme will also be requested to carry forward into the next financial year due to the project not being approved towards the later end of the financial year - although orders have now been raised.

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

- The variance for this strategic purpose relates to the New Finance Enterprise System in Financial services which has now commenced. The project is expected to be completed by September 2020 and a request is made to carry the budget into the first half of 2020/21.

6.1 Disabled Facilities Grants

The request for approval of an increased budget £163k at **2.3** is due to confirmation of the Disabled Facilities Grant being not being distributed to all relevant authorities by the ministry of Housing, Communities and Local Government until 28th February 2020. An estimate at budget setting was used and therefore the additional £163k is now required to match the grant determination £913k for Bromsgrove District Council for 2019/20

6.2 Environmental Services new IT system

The request for approval of an increased budget £119k at **2.12** is to ensure that the Council's Environmental Services including Commercial Services are supported by a modern, fit for

purpose technical system. The proposal is to replace the existing PDMS system that is no longer fit for purpose with a new system that would enable Environmental Services to be more proactive, manage and arrange work to our assets, allow our customers to be specific in their reporting of issues using a map based system and enable us to have a better understanding of the cost of maintaining our assets and enable us to plan for the future.

There is currently agreed funding of £78k split evenly between Bromsgrove and Redditch and revenue uplift of £46k. Following detailed investigation it has become apparent that this initial funding projection will not be sufficient to procure and manage a suitable replacement IT system.

It is therefore requested that members recommend:

- Option 2 within the business case
- An uplift in the capital and revenue budgets to fund the difference between the existing money already approved and the proposed as detailed within the business case.

6.3 Dolphin Centre Demolition Costs

The demolition budget as agreed by Members was £1.080m. The works incurred involved a number of other issues that were identified once the site was under demolition. These were not part of the initial contract tender as they were site issues that came to light during the works. These additional costs included; further secure fencing and railings, levelling and a significant amount of further extraction of concrete and ducts for the area once the pool was demolished and associated project management fees. The revised cost of £1.297m has resulted in a £217k overspend to the initial budget.

6.4 ULEV Taxi infrastructure scheme

The request for approval of the additional match funding for £100k from a supplier is due to the contract value for the BDC taxi charging infrastructure being £400k. However the grant funding from government only covers 75% i.e. £300k. It was asked when going out to procurement that the Supplier would bring £100k match funding (which is an investment as they will get a return on that through the revenue that the charging points will generate over the 10 years of the contract to operate them).

6.5 S106 Bromsgrove Town Centre

£5k is to be earmarked to supply essential infrastructure (Circuit Breakers) for Bromsgrove Town centre and Worcester Road Lighting Columns to ensure these columns that are used for Christmas lighting (and any other future temporary lighting) conform under new legislation. This will be from the Town Centre funding application 2009/0729 S106 Aldi/Sherwood road.

£8k is also to be earmarked for use for Worcester Road projects and schemes that improve the public realm. This is in regard to permanent lighting in Worcester Road to provide the businesses in the Worcester Road a separate identity during the evening. (Lighting and details to be confirmed with local business and Town Centre NWDR).

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6.6 Grant payable to BDHT

Approval requested for £150k grant payable to BDHT (Bromsgrove District Housing Trust) is due to Cabinet resolving at its meeting on 1 February 2017 that any Capital receipt received from the repayment of the 30% Council ownership in the Bromsgrove Low Cost Housing scheme properties be ring-fenced to provide funding to assist the Council in meeting its Strategic Purpose "Help me find somewhere to live in my locality".

Officers are requesting that £150,000 grant is provided to Bromsgrove District Housing Trust for the provision on new affordable homes at the following

Lingfield Walk – 4 x 1 bed flats
York Avenue – 3 x 1 bed house 2 x 2 bed house
Hillcrest Road - 2 x 1 bed bungalow

The grant will be secured through a grant agreement requiring repayment of a percentage if a property is sold. The Council will also secure nominations to the properties through a nomination agreement requiring the occupiers are housed from the Council's housing register.

7. Earmarked Reserves

7.1 The position as at 31st March 2019/20 is shown in Appendix 1. This also details the planned use of the reserves for the future budget years 2020/21 and 2021/22.

8. General Fund Balances

8.1 The General Fund Balance as at the 31st March 2019 was £4.926m. A balanced budget was approved in February 2019 to include identified savings which have been built into individual budget allocations. This also included a planned use of balances for 2019/20 towards the demolition of the Dolphin centre and building of associated car parking.

Due to the virement of savings in year of £396k back to balances, 2019/20 underspend along with planned use, the current level of balances will therefore be £4.403m.

Planned use	£'000
Balance B/fwd	-4,926
Dolphin Centre demolition Costs	1,095
Sports Development – Active Kitchens	34
Sherwood Road industrial unit	22
Savings found in year	-396
Saving/Underspend from 2019/20	-231
Balance C/fwd	-4,408

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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 2019/20

Appendix 2 - Savings Monitoring 2019/20

Appendix 3 – Capital Carry forwards

Appendix 4 – Capital programme incl carry forwards 2020/21

Appendix 5 – Environmental Business Case

AUTHOR OF REPORT

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

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FINANCIAL RESERVES STATEMENT 2019/20

Appendix 1

Please note these figures have been rounded

Description	Balance b/fwd 1/4/2019	Budgeted Release 2019/20	Revised Balance b/fwd 1/4/2019	Transfers in existing reserve 2019/20	Transfers out existing reserve 2019/20	New Reserve 2019/20	C/fwd 31/3/2020	Planned use for 2020/21 Budget	Planned use for 2021/22 Budget	Comment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Building Control	(7)	0	(7)	0	0	0	(7)	0	0	To Fund the mobile working project
Building Control Partnership	(61)	0	(61)	(11)	22	(18)	(69)	0	0	Partnership income has to be reinvested back in to the service.
Commercialism	(33)	0	(33)	0	23	0	(10)	0	0	To help fund costs in relation to commercialism projects
Community Services	(34)	0	(34)	(21)	31	(20)	(43)	0	0	To help towards a district network feasibility study and unauthorised trespass prevention.
Economic Growth Development	(475)	150	(325)	0	135	(1,152)	(1,342)	150	150	To fund the Economic Development opportunities across the District
Election Services	(88)	0	(88)	(24)	15	0	(96)	50	0	To support the delivery of individual electoral registration and to set aside a reserve for potential refunds to government
Environmental Services	(6)	0	(6)	0	6	0	0	0	0	To help towards the bus shelters in the district.
Financial Services	(179)	0	(179)	(84)	0	(100)	(362)	0	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	(3,441)	0	(3,441)	(1,787)	2,305	0	(2,923)	0	0	The reserve has been created to offset the loss on Business rates collection and appeals in 2019/20.
Housing Schemes	(511)	0	(511)	(145)	181	0	(475)	0	142	To support the feasibility and implementation of housing schemes across the district
ICT/Systems	(164)	11	(152)	(55)	3	0	(204)	0	0	To provide for replacement ICT systems
Leisure/Community Safety	(266)	0	(266)	(174)	155	(6)	(291)	0	0	Grant received and reserves set aside to support a number of leisure and wellbeing schemes across the District
Local Development Framework	(31)	0	(31)	0	31	0	0	0	0	To fund the costs associated with the Core Strategy

Local Neighbourhood Partnerships	(16)	0	(16)	0	0	0	(16)	0	0	Grant received in relation to liveability schemes
Other	(86)	0	(86)	(35)	6	0	(115)	0	44	General reserves including - support for apprentices, set up costs and Brexit reserve.
Planning	(30)	0	(30)	0	37	(115)	(108)	0	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)	(38)	0	(38)	(3)	7	0	(35)	0	0	BDC Share of WRS grant related reserves
Shared Services Agenda	(311)	0	(311)	0	0	0	(311)	0	0	To fund potential redundancy and other shared costs
Grand Total	(5,776)	161	(5,615)	(2,337)	2,956	(1,411)	(6,406)	200	337	

Department	Strategic Purpose	Description of saving	2019-20 £'000	Year end			
				On target Y/N	Additional (add to to in yr savings) £'000	below target Y/N	Pressure £'000
Community Services	Help me to live my life independently	Additional Income from new contract with Cannock Chase Council	-60	Y			
Community Services	Help me to live my life independently	Additional Income from new contract with Cannock Chase Council - SLA with Cannock	-20	Y			
Corporate Services	Enabling	New Print Contract	-29	Y			
Corporate Services	Enabling	Car Mileage	-2	Y			
Corporate Services	Enabling	Community Group Funding	-5	Y			
Environmental Services	Keep my place safe & looking good	Review of budget allocations	-15	Y			
Legal & Democratic	Help me find somewhere to live in my locality	Review of budget allocations within Land charges	-2	Y			
Legal & Democratic	Enabling	Additional income on external legal work	-7	Y			
Customer Services & Financial Support	Enabling	Reduction in operational budgets	-26	Y			
Corporate Services	Enabling	Vacancy Management	-166	Y	-23		
			-332		0		0

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Job No.	Description	Department	Strategic Purpose	Funding	Full Year Budget 2019-20	Full Year expenditure 2019-20	Full Year Variance 2019-20	Request for Carry Forward into 2020/21	Comments
					£'000	£'000	£'000	£'000	
GC894	Burcot Lane	Customer services and financial support	keep my place safe and looking good	borrowing/capital receipts	3,156	177	-2,979	2,979	The Burcot Lane development is expected to commence during 2020/21 and therefore budgets are requested to be carried forward from 2019/20
GC411	Funding for DFGs	Community Services	help me live my life independently	borrowing/capital receipts	1,088	898	-190	190	It is to be requested to carry forward an underspend on the Disabled Facilities Grants due to delays in referrals from occupational therapists.
GC1341	Energy Efficiency Installation	Community Services	help me live my life independently	borrowing/capital receipts	110	14	-96	96	This fund has been unable to be spent this year due to the need to procure the energy advice service prior to restarting the Bromsgrove Energy Efficiency Fund. However the energy advice service has now been procured and has commenced in the final quarter of the financial year and will continue through to March 31st 2022.
GC1064	Home Repairs Assistance	Community Services	help me live my life independently	borrowing/capital receipts	50	9	-41	41	Discretionary home repairs assistance is underspent which is due to a lack of applications being received despite advertising so a request to roll forward is made to 2020/21.
GC1223	Energy Efficiency	Community Services	help me live my life independently	borrowing/capital receipts	5	0	-5	5	A roll forward is requested to be used in conjunction with Energy efficiency installations project for park homes.
GC1337	CCTV	Community Services	help me live my life independently	borrowing/capital receipts	321	154	-167	167	This is part of large CCTV project which is ongoing with first tranche of expenditure funded by PCC.
GC896	OLEV ULEV Taxi infrastructure scheme	Community Services	help me run a successful business	Grants & Contributions	300	0	-300	300	The project is delayed and is requested to be carried over to new year - Grant funding has already been received £275,000 (project is grant funded)
GC1283	Fleet Replacement	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	451	99	-352	352	Carry Forward - £90k Tractor, trailer and mowers all ordered with delivery in March 2020 but delayed due to COVID 19 also there is a delay on getting the tractor registered with DVLA. £65k unfortunately as China and Europe closed down early in the year, officers were not able locate and discuss suitable machines. 40k Minor Works van ordered with delivery in March2020 but delayed due to COVID 19. £80k two tippers ordered with delivery in March2020 but delayed due to COVID 19. £25k orders placed for the new Luton van delivery expected March 2020 but delayed due to COVID 19. £35k order placed for 3.5t tipper delivery expected March 2020 but delayed due to COVID 19. £20k car park line marking to be completed in March 2020 unfortunately contractor was unable to complete due to COVID 19 would like to carry forward
GC1345	Replacement lighting at the Depot	Environmental Services	Keep my place safe and looking good	borrowing/capital receipts	23	0	-23	23	The improvement/upgrade for the lighting is linked to the quality of the CCTV night images and both this and the fencing security upgade, which we were advised would be cameras with motion detection, need to be undertaken at the same time with lighting levels agreed with the security contractor. The security work contract has delayed please see item below.
GC1355	Depot Site resurfacing phase 2	Environmental Services	Keep my place safe and looking good	borrowing/capital receipts	252	0	-252	252	The project is to be delayed until 2020/21 due to demands in the engineering team and until the future of the site is agreed. It is therefore requested to carry this budget forward to the new financial year.
GC889	Perimeter Boundary Security at the Depot	Environmental Services	Keep my place safe and looking good	borrowing/capital receipts	20	0	-20	20	Officers have been working with Chub as the existing provider to advise on the best security method to install along the fence line, the existing guardwire is temprimental and giving faulse alarms. Unfortunately the contractor has been very difficult to work with, the necessary on site survey work was initially delayed by them, then their contracts manager who visited left and we had to start the process again. We have also liaised with CCTV as they have recenely unpdated their framework contract. Unfortunately at this point we went into lockdown and we are now looking to undertake a mini tender via
GC1360	BDC Combined F/Path & Cycl	Environmental Services	Keep my place safe and looking good	borrowing/capital receipts	431	360	-71	71	The project is funded by Worcestershire County Council Funded and a carry forward is requested as there have been delays due to COVID 19.
GC897	Regeneration Fund	Finance	keep my place safe and looking good	borrowing/capital receipts	3,350	0	-3,350	3,350	There have been limited opportunities for investment properties during the year and therefore the budget will be requested to be carried forward into 2020/21.
C2334	New Finance Enterprise system	Finance	enabling	borrowing/capital receipts	455	237	-218	218	New Finance Enterprise System in Financial services which has now commenced. The project is expected to be completed by December 2020 and a request is made to re-profile some of the budget into the first quarter of 2020/21.
GC1350	Wythall Park POS Improvement	Leisure & Cultural Services	provide good things for me to see, do & visit	borrowing/capital receipts	15	0	-15	15	The project is waiting for response from Wythall parks association for confirmation to raise the order. This is therefore expected to take place spring 2020
GC1352	Barnt Green Millenium Park - Toilet	Leisure & Cultural Services	provide good things for me to see, do & visit	borrowing/capital receipts	62	0	-62	62	The budget is to be utilised at Bittell Road recreation ground owned by the parish council. The contractor is to commence works in summer 2020.
GC895	Re-landscaping of Recreation Ground	Leisure & Cultural Services	provide good things for me to see, do & visit	borrowing/capital receipts	211	0	-211	211	The consultation has now been completed and the contractor to be appointed and works to be scheduled 2020/21.
GC1344	Sanders Park dda play provision	Leisure & Cultural Services	keep my place safe and looking good	s106 funding	10	6	-4	4	Ongoing project - roll forward requested.
GC1361	Birdbox	Planning & Regeneration	provide good things for me to see, do & visit	borrowing/capital receipts	210	0	-210	210	The new birdbox scheme will also be requested to carry forward into the next financial year due to the project not being approved towards the later end of the financial year - although orders have now been raised
GC1339	Rubery Redevelopment Works	Planning & Regeneration	provide good things for me to see, do & visit	borrowing/capital receipts	36	3	-33	33	The project is still ongoing and a request is therefore mae to roll forward the budget into 2020/21.
		Grand Total			10,557	1,957	-8,600	8,600	

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Agenda Item 11b

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Description	Department	strategic purposes	Funding	2020/21 Total	2021/22 Total	2022/23 Total	2023/24 Total
				£'000	£'000	£'000	£'000
Burcot Lane	Customer services and financial support	keep my place safe and looking good	Public works loan board and grant homes england	3,979	9,275	0	0
Funding for DFGs	Community Services	help me live my life independently	Grant income WCC	940	750	0	0
Energy Efficiency Installation	Community Services	help me live my life independently	Capital Receipts/Borrowing	96	0	0	0
Home Repairs Assistance	Community Services	help me live my life independently	Long Term Debtors	91	50	0	0
Energy Efficiency	Community Services	help me be financially independent	Grant finance (WCC)	5	0	0	0
CCTV	Community Services	help me live my life independently	Capital Receipts/Borrowing	167	0	0	0
OLEV ULEV Taxi infrastructure scheme	Community Services	Help me run a successful business	Grants & Contributions	300	0	0	0
New Digital Service	Community Services	help me live my life independently	Capital Receipts/Borrowing	57	34	34	34
Fleet Replacement	Environmental Services	keep my place safe and looking good	Capital Receipts/Borrowing	1,536	481	1,591	204
Cemetery Extension Infrastructure at North Bromsgrove Cemetery Phase Two	Environmental Services	keep my place safe and looking good	Capital Receipts/Borrowing	8	8	7	0
Replacement lighting at the Depot	Environmental Services	Keep my place safe and looking good	Capital Receipts/Borrowing	23	0	0	0
Wheelie Bin Purchase	Environmental Services	Keep my place safe and looking good	Capital Receipts/Borrowing	94	94	94	0
Depot Site resurfacing phase 2	Environmental Services	Keep my place safe and looking good	Capital Receipts/Borrowing	252	0	0	0
Update Boundary Security at the Depot	Environmental Services	Keep my place safe and looking good	Capital Receipts/Borrowing	20	0	0	0
BDC Combined F/Path & Cycle	Environmental Services	Keep my place safe and looking good	Grants & Contributions	71	0	0	0
Replacement Parking machines	Environmental Services	keep my place safe and looking good	Capital Receipts/Borrowing	120	0	0	0
Fleet Management Computer System	Environmental Services	keep my place safe and looking good	Capital Receipts/Borrowing	17	0	0	0
Environmental Services Computer System	Environmental Services	keep my place safe and looking good	Capital Receipts/Borrowing	38	0	0	0
Bus Shelters	Environmental Services	keep my place safe and looking good	Capital Receipts/Borrowing	18	18	18	0
Regeneration Fund	Finance	keep my place safe and looking good	Capital Receipts/Borrowing	4,350	2,000	2,000	1,650
New Finance Enterprise system	Finance	enabling	Capital Receipts/Borrowing	218	0	0	0
Wythall Park POS Improvement	Leisure & Cultural Services	provide good things for me to see, do & visit	s106 funding	15	0	0	0

Description	Department	strategic purposes	Funding	2020/21 Total	2021/22 Total	2022/23 Total	2023/24 Total
Barnt Green Millenium Park - Toilet	Leisure & Cultural Services	provide good things for me to see, do & visit	s106 funding	62	0	0	0
Sanders Park dda play provision	Leisure & Cultural Services	provide good things for me to see, do & visit	s106 funding	4	0	0	0
Re-landscaping of Recreation Ground	Leisure & Cultural Services	provide good things for me to see, do & visit	s106 funding	211	0	0	0
Sanders Park Play Area - Replacement for Tripod Swing (Health and Safety)	Leisure & Cultural Services	provide good things for me to see, do & visit	Capital Receipts/Borrowing	35	35	0	0
Rubery Redevelopment Works	Planning & Regeneration	provide good things for me to see, do & visit	Capital Receipts/Borrowing	33	0	0	0
Birdbox	Planning & Regeneration	provide good things for me to see, do & visit	Capital Receipts/Borrowing	210	0	0	0
			TOTAL CURRENT CAPITAL PROGRAMME	12,970	12,744	5,631	1,888

Business Case

Environmental Services IT System

Authors:	Michelle Garrett / Emma Alldrick
Date:	30 June 2020
Release Version:	V1.7

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1. Executive Summary

The purpose of this business case is to ensure that the Council's Environmental Services including Commercial Services are supported by a modern, fit for purpose technical system that will enable the Council to be more customer focused, innovative and commercial.

Having the correct technology is critical to enable the Council to improve the running and delivery of the services, plan for the future, keep the services sustainable and work towards our climate change responsibilities whilst ensuring that the services are customer focused.

Environmental Services originally used the Northgate M3 system to log and manage calls and requests for work. Northgate advised early 2015 that they would no longer support M3 and wanted us to move to their new system. However, after consideration this system was not felt to be suitable. As part of their service transformation the Housing service had been working with PDMS to develop the Context system so that the service could better understand their tenants and customers.

Following discussions with PDMS it was agreed that they could develop a module for Environmental Services using the platform infra structure that they had developed for Housing and that this would be done in a dynamic, agile, systems thinking way that would give us a bespoke system to assist Environmental Services better meet the needs of our customers and that this could be done over a period of time at relatively low cost. This was going well, until there was a restructure at PDMS (that we were not informed of) a change of staff supporting us and more importantly a change of approach moving from an agile systems thinking development to a traditional system.

Following several months of discussions with PDMS the decision was made that due to their cost estimates and our lack of confidence in their ability to fully develop the system, we would no longer continue the development of the context system for either Housing or Environmental Services but that the Housing data would all go into the new Civica CX system that we have just procured and that Environmental Services would seek to procure a new system to meet its requirements. To allow this to happen a one year support and licence agreement based on the original fees has been signed.

It is clear that the existing unfinished technical system does not facilitate portal/customer self-service, intelligent scheduling of appointments, reporting/measures, route optimisation, mobile working, commercial services required to operate, adapt and develop the services to meet the changing needs of local authority services and customer needs.

This business case outlines a number of benefits that are expected to be delivered from the new technical system including:

- Can link to multiple systems across the Council ie. ERP which will improve accuracy of data recording, allow sharing of information.
- Ensure decisions are based on accurate and real time information.
- Enable flexible reporting for all of the environmental services.
- Provide managers with accurate and consistent management information.
- Improve job scheduling which will bring financial savings from better use of labour.
- Enhance the experience of customers and give them more flexibility in how they interact with the council and carry out tasks online.
- Deliver improvements by the removal of manual processes and processing of paperwork which should bring potential savings.
- Improve working processes; enable sharing of information between teams to provide an enhanced customer service.
- Provide flexibility in service provision to be able to adapt to a changing environment
- Support more flexible working arrangements.
- Ensure that the systems implemented are compatible with the Council's technical and service architecture and in particular supports the move to consolidate and rationalise applications.
- Free up time to allow us to generate more income opportunities
- Assist with future service reviews

It is also anticipated that the new system will:

- Improve operational, quality and efficiency.
- Improve the quality of operational decisions and management.
- Enable continuous service improvement.
- Improve customer and resident access.
- Increase customer satisfaction.
- Enable and support mobile working.
- Flexible to meet changing demands and service changes.
- To deliver business improvement.

2. Introduction

Environmental Services currently use a variety of computerised systems to deliver residential and commercial services which have been in operation a number of years. Some of the services are also partially operating outside of an IT system by using a combination of different spreadsheets, paper lists and calendars which could be completed within the system. As the systems do not link / share information there is a lot of double handling of information.

A new system would enable Environmental Services to be more proactive, manage and arrange work to our assets which we are currently not doing, allow our customers to be specific in their reporting of issues using a map based system. It would enable us to have a better understanding of the cost of maintaining our assets and enable us to plan for the future.

A new system would enable our commercial services to operate more efficiently,

have a better understanding of our customers' needs and it would enable them to access their account online and be able to book and pay for services online.

A new system would provide up to date and detailed data/reporting of information on the services which would enable us to see when something is changing within the service and enable us to respond promptly.

These are the systems/applications that we are currently using to manage Environmental Services:

PDMS – PPP System (CRM system)

The PDMS system was procured in 2017 and implemented in 2018. The purpose of the system is to record service requests for waste collection – (domestic and commercial services), place (cleansing, landscape, enforcement), engineering (street signs, street furniture etc), core strategic (tractors, hedge cutting, cemetery maintenance, highways work), trees (work requests, TPO's etc). It is used for manually scheduling work ie. bulky collections and cesspool appointments. It is used to store information on assisted collections and additional bin requirements.

There are no direct links to the finance system and payment system so invoices, direct debits and payments are all taken separately within efin and Civicca.

Customers currently cannot book appointments for things like bulky collections, cesspools etc on-line as the system in place does not support this functionality.

Customers currently cannot pay for services on-line ie. bulky collections, business waste, cesspools, garden waste as the system in place do not support this. There is some automation via the on-line Pay For It system but only for existing customers.

The PDMS system was originally designed to have additional modules added to it like the Locality demand capture module.

Potentially this system is recording data for approx. 80,000 properties and 2,100 commercial customers.

Webaspx (Route Optimisation/In-cab system for waste collection)

This system is used for optimising the waste collection routes and also in-cab technology for the waste collection service. It holds all of the route information for waste collection but does not link to any other systems. This system has never fully worked and therefore the benefits have not been realised. The route and assisted information is summarised into an Excel spreadsheet and printed out for the operatives to use.

Web site – Bin Collection Lookup

This is a manual process at the moment that necessitates exporting information from Webaspx into an Excel spreadsheet, manually changing data in Excel and then uploading to display in the web site. We have been working with the internal IT

department to try and find a better solution.

Orb calendar (Taxi / MOT Testing appointments)

This is a manual booking system that doesn't connect with any other systems it is used to record the MOT and Taxi Test bookings. Payments are taken within the Civicca payment system.

Web site – on-line forms (all services)

These are on-line forms that the public can complete to request services. These requests are emailed through to a generic email address that the Support Team look after and are then manually re-keyed into the PDMS system and then the customer is contacted about their request. There is no automation to this process.

Efin financial / Civicca payment systems

These are the corporate finance systems and do not link to any of the environmental services but also lack the functionality to be able to get customers to self-serve.

The efin system is used to provide a database of customers for the garden waste service for Redditch and Bromsgrove and sending out invoices and reminders to pay for the service. It is also used for setting up Direct Debits for garden waste and invoicing for commercial services.

The Civicca system is used for taking payments for bulky collections, garden waste, cesspools, business waste, MOT/Taxi tests.

Spreadsheets and Shared Drive

Various spreadsheets are used to operate the commercial services. The spreadsheets are the only record we have of our customers. There are approx. 2,000 cesspool customers and 900 business waste customers.

Information relating to the commercial services is held on the corporate shared drive ie. copies of contracts for business waste etc.

3. The Strategic Case

Environmental Services are working toward the following strategic purposes:

- Communities which are safe, well maintained & green
- Run and grow a successful business

Reasons for Change

Both Councils and Environmental Services are facing even more challenging pressures which means that they have to scrutinise the way they are working and the resources needed to provide the services we must and would like to offer. This will also contribute to the introduction of the corporate digitising project.

We have been working to increase our commercial services but we must also continue to improve services and reduce the costs of providing these services.

By improving the Environmental IT Systems it will enable us to deliver the strategic purposes in accordance with our Council principles.

- Help people to help themselves (self-service).
- Make the best use of our resources to ensure we deliver efficient and excellent quality services.
- Allow us to identify where things are not working correctly and eliminate waste in our processes.
- Be able to make decisions based on data and evidence.
- Identify the best way to work to ensure that customers' needs are met by challenging how we do things and what we are capable of doing.
- Be responsible by ensuring that we are meeting our environmental and legal responsibilities and encouraging our residents and partners to do the same.
- Be able to take our services forward and adapt and change to the needs of the customer whilst driving out inefficiencies.
- Be more commercial and enterprising.
- Ensure that we are fully compliant with GDPR legislation.
- Improve communication and improve data quality by integrating with other systems and service areas ie. corporate portal which stores customer details; makes it easier to contact customers and understand when something has changed or what services they need.

Digital Strategy

The implementation of a customer focused system will meet the following parts of the corporate Digital Strategy.

- Make it as easy as possible for residents and citizens to access our services 24/7/365.
- Empower people to get online.
- Ensure as many people as possible enjoy digital connectivity.

- Support businesses to exploit digital services to enhance business opportunities and growth.
- Provide transactional services and information online in a user friendly and inclusive way that does not exclude any of our residents.
- Use digital technologies to offer greater choice of access for our customers.
- Develop a customer account service on the council's website.
- Help customers to access services and information online.
- Promote 'Digital First' as the preferred option for people to contact us, whilst continuing to give people a choice.
- Ensure our workforce can access appropriate digital tools and technologies to support service delivery.
- Support our workforce with the digital skills they need to deliver services more efficiently and effectively.
- Create a digitally-enabled workforce that isn't fixed in one location, by increasing the use of agile and mobile technologies.
- Ensure investment in digital infrastructure leads to improved and enhanced customer access & services.
- Expand our use of digital technologies such as AI, chatbots & robotics to improve customer access.
- Expand the number of Council services available online.
- Redevelop the Councils website to ensure it is designed to utilise digital technologies

Potential Scope

The scope areas for an Environmental Services system include:

- Contract portal (self service).
- Customer portal (self service).
- Commercial service module.
- Re-active requests.
- Workforce management and scheduling.
- Appointment booking and paying for services (online).
- Mobile working.
- Management reporting (Measures).
- Route optimisation (day to day routes and larger scale optimisation)
- Asset management.
- GIS / Links to our corporate Idox system
- Link to Finance System.
- Link to Corporate Portal.

The system ideally needs to be able to link to the new finance/payment system so that payments are automated and the stores/procurement system to enable stock/goods to be ordered. See Appendix C for screenshots of the type of functionality that could be provided.

Customer Engagement

To determine what the Environmental Services system would need to deliver from internal and external customer perspectives we obtained feedback from every internal team who would be using the system including IT, Finance and Customer Services.

The feedback from the internal customers was that they needed a system that was easy to use, could be used out on-site (mobile working), allow customers to self-serve and get regular updates on their requests as things happen, have route optimisation, be able to link to other systems, have a commercial module, be able to record customer requests and actions taken, be able to produce management reports/measures, be able to help us deliver our services effectively and efficiently.

We were going to carry out a consultation with our external customers, however, the Community Survey was already asking questions about how customers like to deal with us so we decided to wait for the results from this survey.

The survey went out to 301 members of the Community Panel in Bromsgrove and 164 people responded. It was also open to the public of which 352 Bromsgrove residents responded.

The survey went out to 246 members of the Community panel in Redditch and 132 people responded. It was also open to the public of which 349 Redditch residents responded.

How do you usually contact the Council?	Telephone	81%	E-mail	50%
Easiest way to pay for services	Direct Debit	80%	On-line	Avg 47%
Most popular device people use to access the website	Smartphone	Avg 62%	Tablet	Avg 54%
Regular used media platforms	Facebook	Avg 73%	WhatsApp	Avg 60%
Are you happy with the level of customer care?	Yes	33%	Somewhat	Avg 33%
I have the skills & confidence to access information on line		Avg 93%		
I can easily find the information I need on the website		Avg 54%		

NB: Figures are taken from both authorities and where there is a difference, the figure has been averaged.

Benefits and Risks

The Councils are fully aware that the day to day operations of environmental services must be delivered as efficiently and effectively as possible in terms of financial management, customer management and workforce management. The current methods and systems of working need to be reviewed and updated.

	Benefits	Risk
Efficiency / Cost Savings	<ul style="list-style-type: none"> • Reduction in staff time - double handling information and the risks that go along with this (ie. incorrectly transposed information, wrong instructions to operatives, wrong action taken, dissatisfied customers etc). • Improved efficiency of operational services – clearer information on what’s happening within the services and quicker response times. • Reduction in paper and printing costs. • Reduction in phone calls – customers will be able to self serve. • Working with a single supplier. • Reduces the number of different systems that need to be maintained. • Reduce duplication of requests as customers can view what’s already been reported in their area. • Reduction in false reporting ie. not missed collections. 	<ul style="list-style-type: none"> • Staff productivity dips whilst they get used to using a new system and processes are being changed. • External customers don’t use the portal.
Customer Service	<ul style="list-style-type: none"> • Managers and staff will be able to monitor their work and processes more easily due to improved data and reporting; they will be able to take action more quickly to improve or correct things that are not 	<ul style="list-style-type: none"> • The customer portal will need to be fully advertised and residents/businesses encouraged to sign up to the portal. If the portal is not easy to use it will discourage users and the full potential of the portal will not be realised.

	<p>working.</p> <ul style="list-style-type: none"> • Having a customer portal will give customers access to our service 24 hours a day 7 days a week. • Customers will be able to make payments for services 24 hours a day 7 days a week. • Customer portal will give a real time view of what's needed as there won't be any delays in receiving requests and the customer will have access to the information relating to their requests. • Customers will be able to access more services on-line. • Customers can get automatic status updates. • Customers will be able to see what's already been reported. 	<ul style="list-style-type: none"> • Adequate resources will need to be available to maintain and deal with any down-time or inaccuracies otherwise it will lead to customer dissatisfaction.
<p>Process Compliance</p>	<ul style="list-style-type: none"> • Will help educate customers in our processes and policies. • Will help our staff to follow processes and improve efficiency and reduce costs. 	<ul style="list-style-type: none"> • Customers are unaware of the changes to process. • Staff misunderstand or are not aware of the changes to process.
<p>GDPR Compliance</p>	<ul style="list-style-type: none"> • This will ensure that we are compliant with GDPR legislation and can easily deal with customers data. • Minimise the risk of a data breach as there will be less paperwork and security enabled system. 	
<p>Environment</p>	<ul style="list-style-type: none"> • It will help us to contribute to the reduction in climate change by making efficient use of our vehicles and maximising the route optimisation. 	<ul style="list-style-type: none"> • There will be an increase in use of electronic devices.

	<ul style="list-style-type: none"> • Help us to reduce the amount of printing and paper used. • Help to reduce unnecessary travel by operatives ie. not returning for false missed bins and more accurate location details. 	
Future Changes	<ul style="list-style-type: none"> • It will put the Council in a strong position to be able to deal with changes to services and customer needs in the future as the system is flexible. • The portal could be used by other departments. • Be able to predict future changes within our services due to having better control of our assets. • Have a better control of budgets and understanding of asset life expectancy and replacement needs. 	<ul style="list-style-type: none"> • Need to ensure that the system is maintained to a good standard to enable the continuing evolution of services which may present in the future at a minimal cost and as easily as possible.

Spending Objectives

Both Councils are in a difficult financial situation and need to make savings. Whilst in the short term purchasing a new system is an additional cost; in the medium/long term it will enable us to make savings and be more efficient by reviewing and improving processes and use the data within the system to re-design services.

Business Needs – current and future

To improve the efficiency of environmental services, customer experience and satisfaction and to be more commercial we need better integration between systems to enable customers to access our services throughout any time and day of the week.

We need to increase efficiency and reduce costs of service provision including the removal of spreadsheets, printing of paper lists/reports and work arounds. This includes mobile working, electronic Direct Debit and card payments, better resource scheduling and appointment scheduling and route maximisation.

We need to improve our customer relationship management, increase access to our systems via a customer portal, App and other IT solutions. Provide customers with better, accurate and real time information.

To enable us to understand our customers' needs and design/deliver our services around these needs whilst ensuring that we are complying with our policies and legislations.

Be able to proactively inspect our assets and deal with any issues ie. Ash die back trees, footpaths.

Will enable us to absorb increased service demand due to the growing population and house numbers of both authorities.

Constraints and Dependencies

The implementation of a new system will require the development and implementation of new processes to improve the way environmental services work and the integration of other systems such as the finance and payment systems. The change management team will be engaged to assist with this.

A new finance system is currently being procured and that is not part of this project but will necessitate process mapping to ensure that the new system carries out the functionality required in the future.

During the implementation of the system it is anticipated that there will be some pressure on teams within the scoped areas. It is essential that sufficient resource is allocated to this project which may impact on the day to day workload of some individuals.

To ensure that we recognise all of the benefits from the new IT system and technology it is essential that alongside this there is a culture change and improvements to working practices. System training is key to the success of this project together with staff development to ensure that staff performance is being measured and development and performance issues dealt with.

Experts within each of the services will be needed to provide expertise and knowledge to the implementation programme. In addition there will need to be an ongoing resource to administer, maintain and develop the system.

Options

Option 1 - Continue with the existing bespoke system (PDMS)

The current bespoke system is not fully developed and so we have to find work arounds or not be able to achieve the things that we want to efficiently. The provider either wants us to take over the development of the system in-house which ICT have advised is not feasible. PDMS have offered to continue supporting the system at a charge of £12,000 for one year's support not including any development work. After discussions with PDMS it is clear they do not wish to develop this system. We are the only authorities who use it.

PDMS offered to move the two modules (Housing and Environmental Services) onto

one platform and hand over administration rights so we could continue to develop the system. The annual charge for this would be £96,000. We can't quantify future development costs as this would necessitate a resource within ICT that isn't currently there.

Whilst this system will allow us to continue operating our services it will not allow us to adapt to service and customers future changes or improve the way we are working. The system does not link to our in house systems and will not be able to i.e ERP and will not be able to provide route optimisation, asset management and customer self service.

Option 2 - Off the shelf package solution

All off shelf package solutions have an element of configuration to allow for individual customer needs and working practices. It will allow the council to have a degree of input into the system developed for use and as such will meet the council's needs and deliver a robust solution. There is less risk of systems not integrating properly as they are all well-known systems that have already been tried and tested with other authorities. A soft marketing exercise has been carried out and some suppliers were provided the opportunity to demonstrate their software.

Using an existing supplier with a substantial customer base means we will benefit from user groups and ongoing development and relevant legislation.

Option 3 – Use an existing in-house system

We have explored current systems available in the Authority.

Tech 1 are developing a system however this appears to be more of an Asset Management system rather than a full Environmental Services system. There is no route planning or optimisation available.

Asprey Asset Management system is being used by Housing but is a Housing asset system and will not accommodate our needs as it is not set up for use by an Environmental Service.

Uniform was used in Bromsgrove before shared services, it is not designed for Environmental Services and would take a lot of work to adapt its use. It will not support any self-service for customers, route planning/optimisation or mobile working for staff.

4. The Economic Case

Potential savings could be made from the following changes to process or working more efficiently; however, it is difficult to quantify.

- Reduction in false reports ie. missed bin collections, duplicate fly tipping
- Reduction in wasted fuel and time as routes will be optimised ie. bin deliveries.
- Reduction in double handling of information ie. re-keying emails/on-line forms

- Reduction in handling phone calls and emails/online forms
- Reduction in printing and paper costs ie. operational reports, commercial paperwork, invoices (approx. 25,000 invoices per annum).
- Reduction in Co-ordinator time handing work out
- Reduction in handling completed paperwork and updating system.
- Reduction in time spent processing paperwork as it would be done electronically.
- By having better data on what's happening within a specific area we could target or put the correct resource in that area to find out the cause of the problem and try and resolve it.
- By being able to analyse data more specifically ie. how many bin requests per round we can identify any training needs with staff, equipment faults or resident education needs.
- Free up resource to generate more income
- Reduce vehicle costs by working in different ways ie. working from home
- Be able to forecast service needs more accurately and assist with future service reviews

The table below summarises the costs incurred for the existing systems in place:

<i>Year</i>	<i>Supplier</i>	<i>Amount £</i>	<i>Description</i>
2019/20	PDMS	12,000	Project Support, Development, Licensing & Support costs
2019/20	Webaspx	25,210	WM Design, Licensing & Incab costs
2020/21	PDMS	6,300	Project Support, Development, Licensing & Support costs

Due to the pandemic we need to extend the support from PDMS for a further 6 to 12 months to allow for the project to be implemented. We have agreed an initial timescale of 6 months with PDMS and will review as needed.

As the Locality team also use a PDMS system they will need to extend their agreement with them for 12 months at a cost of £25,401.60 to come out of their budget.

Soft market testing has taken place, which allowed some suppliers to showcase solutions to aid the specification design and provide indicative costs. We believe that we will be able to procure and implement a system for approximately £300,000 for software, £30,000 for project support and £25,000 for hardware and 4G in the first year. The costs will be variable in accordance with how the Council chooses to implement the system. Our choice would be to phase the system over several years, this will be formalised as part of the procurement process.

There will be a saving of around £22,000 from the annual support and licence cost for PDMS and Webaspx systems that will no longer be used.

Staff and efficiency savings

It is difficult to quantify the staff, equipment and efficiency savings that will be

achieved from this system, however, we know that by improving our processes, self-serve by customers and mobile working by operatives there will be savings of officer time that can be utilised in other areas ie. generating income, performance management, moving staff or changing roles etc.

The full amount of savings will not be realised from day one of implementation, it is anticipated that the savings will be gradually made over the next 3-5 years. We estimate a saving of £100,000.

- Fully Mobile – Saving travel time, smart working and removing dual system entry, reduction in print costs ie. commercial contract letters/invoices
- Portal – reduction in telephone enquiries and improved customer service and communication
- Automated web reporting – reduction in double handling information
- Route optimisation – reduction in fuel and time
- Data Collection – better decision making and service improvements

See Appendix B for examples of potential savings.

Project Team

As this is a sizeable project there will be a project team that will be made up of officers from the different services within Environmental Services and officers with IT infrastructure skills.

The success of this project is reliant on the support and involvement of key stakeholders across the Council.

SWOT Analysis

A review of the options identified in the executive summary were undertaken to show the strengths, weaknesses, opportunities and threats. The results are available as Appendix A.

The preferred option

After assessing the SWOT analysis, the costs and benefits supported viability and a risk based approach; the Project Board are recommending procuring an “off the shelf” package solution as the preferred option.

Option 1 - Continue with the existing bespoke system: Not viable

- Solution not fit for purpose without substantial investment.
- Ongoing costly support and licensing.
- Substantial internal resource required to develop, test and implement.
- Will not integrate with our services.
- Poor management and service data.
- Company do not want to develop the system

Option 2 - Off the shelf package solution: Viable

- This is lower risk and achieves the most positive outcomes.
- Best value for money with greater known costs.
- Experience of Local Government and Environmental Services.
- Verifiable user base.
- Established maintenance and help desk.
- User groups and regular updates
- Legislative development updates

Option 3 - Use an existing system within the Authority - Not viable

- Solution not fit for purpose.
- Substantial internal resource required to develop, test and implement.
- Will not integrate with our services.
-

Expected outcomes

- Deliver improvements in effectiveness by removing double handling or manual processes.
- Improve work processes and workflows within the department as well as improving access to data, sharing information between teams and reducing keying of data.
- Enable decision making and planning to be informed by accurate information, data and measures.
- Provide users with accurate and consistent information/data.
- Flexibility to make changes, to be able to adapt to service changes.
- Be able to reduce the complexity of processes.
- Support the way we work and enable staff to be more flexible.
- Enable staff to work remotely, in a flexible and mobile way.
- Ensure that the system implemented is compatible and able to integrate with the Council's technical and service architecture; ensuring that it can link to other software ie. finance system.
- Improve the customers service, extend access to our services and make the customer journey easier.
- Maximise our ability to manage contracts and ensure that we are meeting our legislative responsibilities.
- Improve our commercial services
- Help gather better information to aid future development of the services and drive greater efficiencies moving forward.
- Help us to provide the services customers need and want.

Critical success factors

The critical success factors are important considerations with regard to how the new Environmental Services system will improve the service. They will be used in the procurement process and include:

- Mobile working
- Improved customer service
- Improved customer communication
- Real time information / reporting
- No excel spreadsheets / work arounds
- Staff time reduced
- Improved access to information
- Increased sign up to DD and on-line payments
- Improved response times for services
- Ability for customers to self-serve
- Extended access to our services
- More efficient and effective use of staff time / resources
- Improved contract management
- Accurate and up to date management information
- Improved sharing of information between teams
- Gives 24 hour access for customers

5. The Financial Case

Potential Cost to Councils (Preferred Option)

The information provided below estimates the cost that could be incurred by this scheme which will be split between both authorities. The formal procurement process will enable accurate costings to be identified.

Some companies offer the ability to implement the system over several years which will enable the cost to be spread.

Year 1 Capital		Existing funding available Capital	
Purchase of system	£300,000	Capital bid - RBC	£38,200
Hardware - for 65 devices	£6,500	Capital bid - BDC	£38,200
4G mobile connection	£9,750		
	£316,250		£76,400
Revenue		Existing Revenue	
IT Licence	£4,875	Budget RBC	£27,307
Project Management	£28,000	Approved Revenue bid - RBC	£23,000
		Budget BDC	£14,651
		Approved Revenue bid - BDC	£23,000
Total	£32,875	Total	£87,958
Grand Total	£349,125	Grand total	£164,358

Year 2+ Revenue		Existing funding available Existing Revenue	
Support	£33,000	Budget RBC	£27,307
4G connection & IT licence	£14,625	Approved Revenue bid - RBC	£23,000
		Budget BDC	£14,651
		Approved Revenue bid - BDC	£23,000
Total	£47,625	Total	£87,958

Year 1

Capital

The current capital funding of £78k would partially offset the cost of the new system of £316k. The remaining £238k would have to be met from borrowing with an additional annual revenue cost of approx £24k over 10 years.

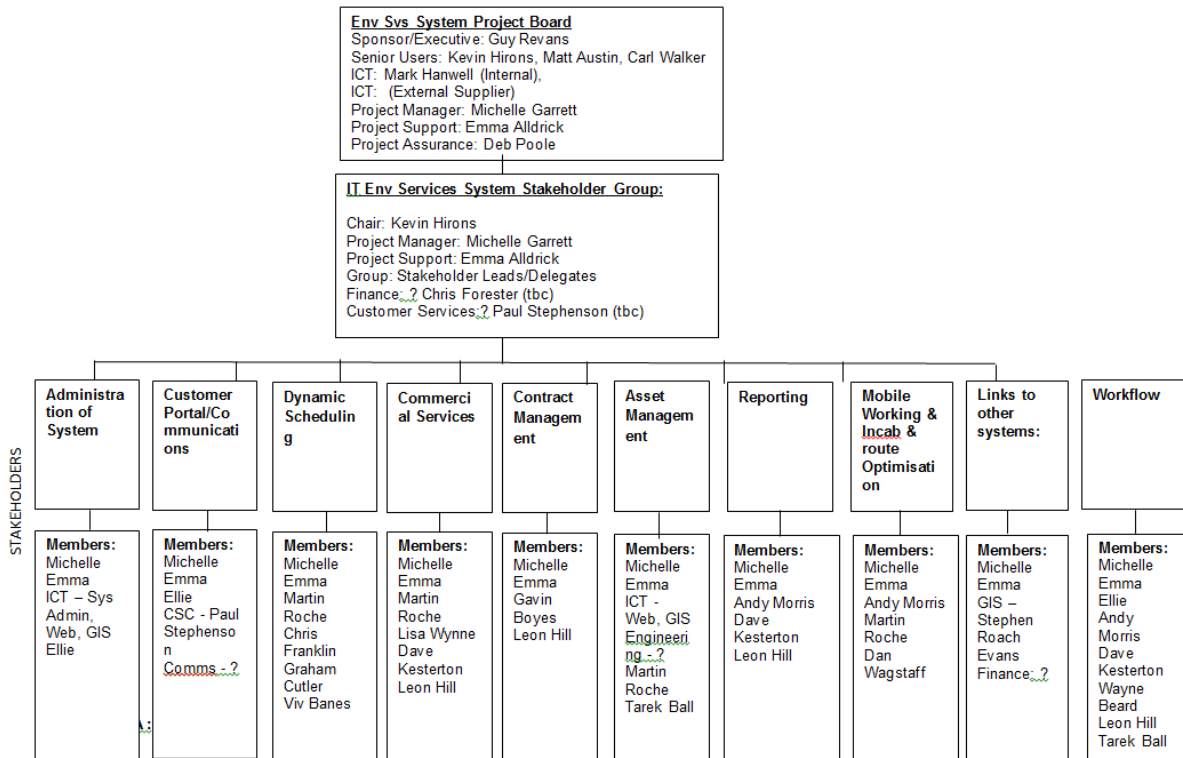
RBC – 50% of £238k	£119k
BDC – 50% of £238k	£119k

Revenue

We anticipated a saving of £100,000 over the next 3-5 years. However, none are being offered up at this stage as negotiations are still taking place with the current software suppliers therefore it is not known what additional costs may be incurred during the implementation period.

6. The Management Case

A project board has been established to ensure that the project is procured and implemented effectively and to manage any risks.



Project Board Functions

Function	Function
Project Board	<ul style="list-style-type: none"> • Gives direction to the project, particularly giving direction to the Project Manager. The Project Board must be in agreement over the direction given. • Delegates appropriate authority to the Project Manager. • Integrates the Project Management Team with internal / external functional units responsible for delivering the project. • Resources / funds the project appropriately. • Ensures decisions are made effectively at all levels within the project. • Visibly supports the Project Manager throughout the project. • Facilitates communication within the project and with other stakeholders, both internal and external. • Approves major plans and resourcing. • Approves completion of a stage. • Authorises moving on to next stage. • The Project Board must be available to make timely

	decisions.
Executive	<p>Business-oriented person who's ultimately responsible for the project</p> <ul style="list-style-type: none"> • Taking ultimate responsibility for the project's success or failure. • Taking final decisions within the project (subject to decision making process). • Balancing the needs of the business, user and supplier. • Overseeing the Business Case.
Senior User	<p>One or more people who represent the final users' requirements in the board</p> <ul style="list-style-type: none"> • Represents the needs of Users. • Liaison with Users. • Commits user resource. • Specifies outputs of the project. • Ensures products are delivered. • Verifies product quality, functionality and ease of use. • Demonstrates to corporate / programme management that project benefits are realized (this may require commitment beyond the project end).
Senior Supplier	<p>One or more people who represent the interests of the suppliers</p> <ul style="list-style-type: none"> • Verifies quality of products delivered by the supplier(s) • Provides supplier resources • Verifies feasibility of product designs and development processes
Project Manager	<p>Responsible for the day to day management of the project on behalf of the Project Board:</p> <ul style="list-style-type: none"> • Maintains the project plan • Maintains key control documents such as issues log • Issues work packages to suppliers and stakeholders • Responsible for the Project Support.
Stakeholders	<ul style="list-style-type: none"> • Contribute to the functional specification. • Can act as Systems testers.
Project Support/ Administration	<ul style="list-style-type: none"> • Support the Project Manager maintaining actions/issues/risk logs • Support the planning and scheduling of project timelines • Support stakeholder meetings and actions • Configuration management • Provides Administrative services
Project Assurance	<ul style="list-style-type: none"> • Independent of the Project Manager and the team and are also responsible for supporting the project manager by giving advice and guidance

The system will be procured via a framework, this will ensure that the maximum possible number of suppliers can submit a bid to provide the solution. This will

ensure that a fair and competitive process is carried out.

The proposed timetable for the process is:

Meeting	Date
CMT	13 th May 2020
Portfolio Holder Briefing RBC	
Portfolio Holder Briefing BDC	
RBC Committee	July?
BDC Committee	July?

Once the procurement process has taken place, the implementation timetable is based over 2 years with the majority of the work being done by October 2020 when the existing system contract expires.

Once we have obtained approval and procured the new system we will then involve and brief staff on who, what, when, where and how of the project.

We will review our processes and procedures to remove waste and ensure that the new system is set up as efficiently as possible.

We will put together a communications plan to inform staff, customers and Councillors about the project and any service changes.

Communication is key to this project, all documentation relating to the document will be kept on the shared drive and regular updates will be provided to all staff.

7. Next Steps

If the business case is approved a procurement exercise will be undertaken using a framework and guidelines; this will enable us to then start the implementation of the project.

8. Appendices

Appendix A: Strengths, Weaknesses, Opportunities and Threats Analysis of Options

Option 1 - Continue developing the existing bespoke system

This option reviews the current Environmental Services system in place as identified in the Executive Summary

STRENGTHS	WEAKNESSES
<ul style="list-style-type: none"> 1) No additional implementation costs 2) Users know the systems 	<ul style="list-style-type: none"> 1) Current system is not fully developed 2) Non-compliant with GDPR 3) Management Information difficult to obtain 4) Costly to run multiple systems 5) Limited integration between systems 6) Lack of measures 7) Limited supplier support
OPPORTUNITIES	THREATS
<ul style="list-style-type: none"> 1) None 	<ul style="list-style-type: none"> 1) Council fines - e.g. GDPR 2) Budget spend would continue to be high.

Appendix A continued

Option 2 - Off the shelf package solution

This option reviews a complete IT solution which may provide all the necessary business functions for the Housing Service.

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> 1) Mobile working capability 2) Known software 3) In use by multiple reference sites 4) Less training may be required (new starters familiar with solution) 5) Online guides/ forums to support users 6) User groups 7) Users involved in configuration 8) Design/ development and testing handled by the supplier/s 9) Reports/ Dashboards already built in 10) May meet most of the housing business needs 11) Support helpdesk available 12) Regular upgrades, bug fixes and security patches (often free) 13) Intuitive 14) May be easier to migrate to newer options in the future 15) Can be cheaper (usually modular purchase) 16) Reduced integration required 17) Available immediately 18) Data and reports can be produced simply in a variety of ways eg graph/pie chart and exported simply to excel 19) Reports easy to write 	<ol style="list-style-type: none"> 1) Change in working practices driven by solution 2) Unnecessary functionality and development 3) May require to pay for additional integration 4) Upgrades not tailored to specific business needs 5) Need to keep solution up to date (upgrades, bug fixes and security patches) 6) Would need to evolve with industry standards to reduce bridging the gap 7) Supplier may be financially unsound 8) Ongoing licensing costs 9) Infrastructure costs (servers, databases, networks, testing and operations) 10) Support costs 11) Training and customisation required 12) Quality Assurance 13) Developed at supplier pace or not at all 14) No access to original developers 15) Mobile working limitations/ flexibility 16) Resource intense to define the system to meet working practices 17) Costs may not be realistic
OPPORTUNITIES	THREATS
<ol style="list-style-type: none"> 1) Good practice benefits built in 2) User groups 3) Workflow use to streamline practices 4) Better Data 5) Mobile working 6) Customer portal 7) Working with suppliers with experience of Local Government and Env Services 8) Integration across Councils systems 9) Single view of the customer 10) Measures dashboard 	<ol style="list-style-type: none"> 1) Company taken over by another organisation. 2) Buying off a supplier that does not perform. 3) Lack of integration with existing Council systems. 4) Reliance on one system to manage all Env Svs business needs 5) Business development slowed down within Council 6) Change of working practices forced.

Appendix A continued

Option 3 - Use an existing system within the Authority

This option reviews the current Environmental Services system in place as identified in the Executive Summary

STRENGTHS	WEAKNESSES
<ol style="list-style-type: none"> 1. Authority already has relationship with supplier 2. Internal links with other departments available 	<ol style="list-style-type: none"> 1. Current system is not set-up for Env Services 2. Costly to run multiple systems as existing internal system don't have all the functionality needed 3.
OPPORTUNITIES	THREATS
<ol style="list-style-type: none"> 2) None 	<ol style="list-style-type: none"> 1. Budget spend would continue to be high.

Appendix B:

Potential Savings

Missed Bins

Other Councils using these types of systems have made savings on their missed bin collections anywhere from 30% to 70% reduction in missed collections. This can be due to real-time information being available regarding assisted collections etc, less reports of unjustified missed collections and re-calls.

Bin Deliveries

Any reduction in the number of bins issued will be a saving. With the in-cab system crews could report where there were multiple bins so it could be reviewed and bins removed and also when bins have fallen into the wagon/been lost which would save the customer having to contact us.

Other Councils using these types of computer systems have made savings on their bin delivery fuel costs of 20%.

Commercial Services

More accurate provision of services as an up to date list of customers will be available in the cab; so only current customers will be collected and reduction in missed collections.

In-cab can allow collection of bin weight information which could allow us to look at charging by weight.

Reduction in paper by going paperless.

Staffing

Other Councils using this system have seen a reduction of 31% of service requests following the implementation of the portal system.

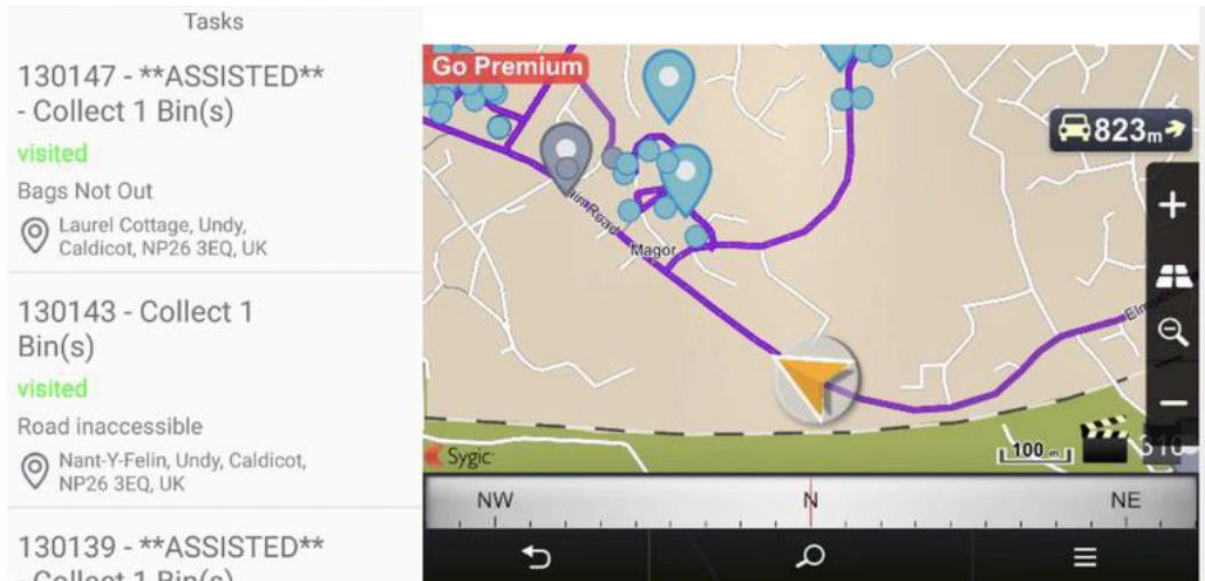
Other

Reduction in insurance claims; we will be able to challenge claims more easily which would result in a reduction of insurance premiums.

Licences/Support – Webaspx Route Optimisation System

Appendix C:

Examples of functionality of the systems

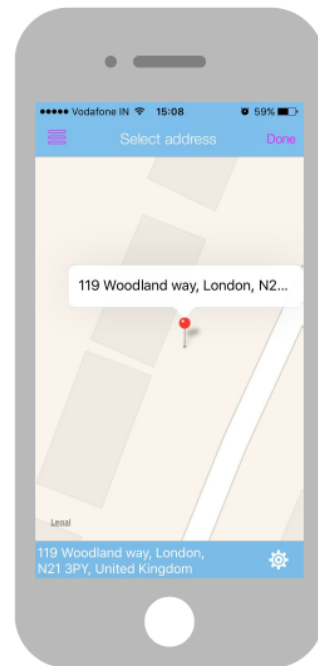
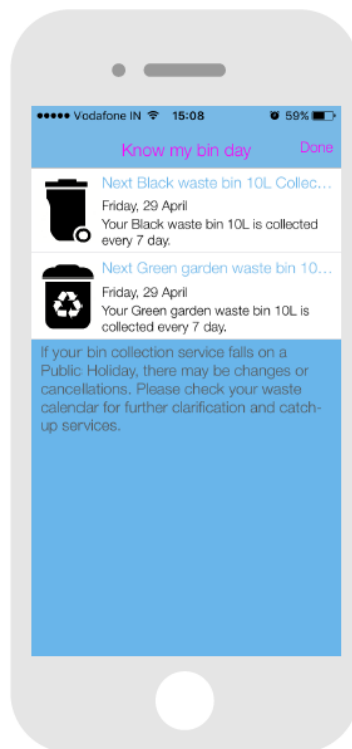
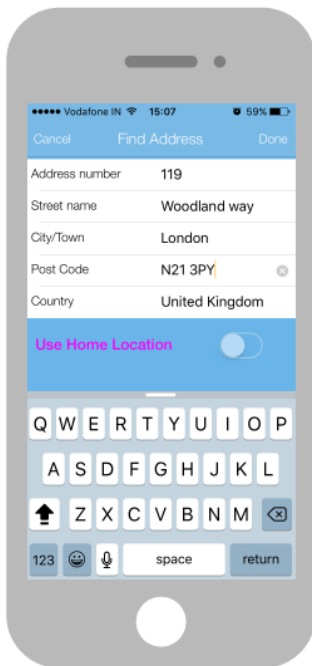
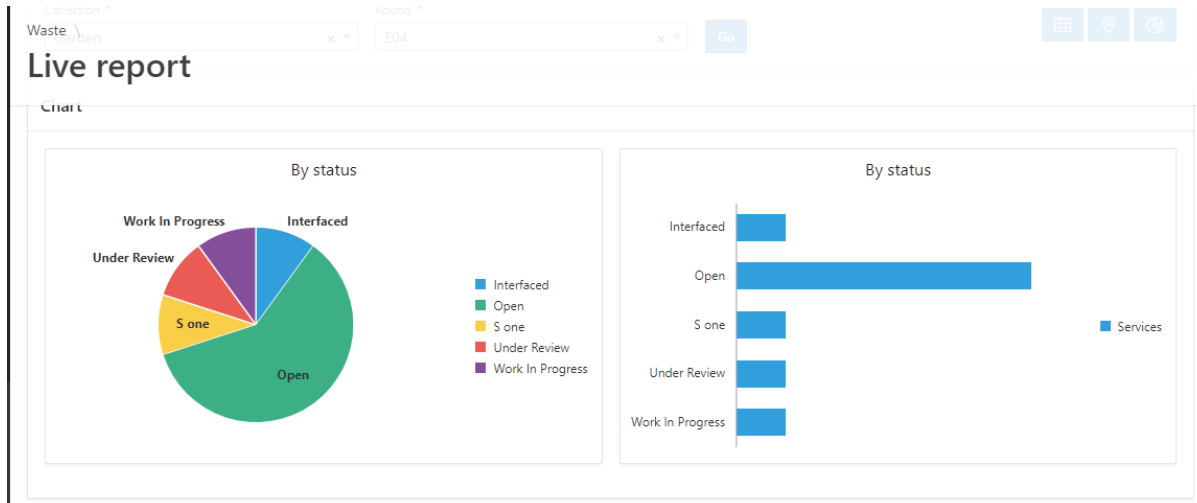


The Whole Waste Process Enabled - Optimisation



Appendix C continued:

Examples of functionality of the systems



Appendix C continued:

Examples of functionality of the systems

Get answers fast

Personalised information about you and our services

Choose a service to view more detailed information



**CABINET
MEETING**6th August 2020**Adoption of Amenity Standards for Properties in the Private Rented Sector**

Relevant Portfolio Holder	Cllr Shirley Webb
Portfolio Holder Consulted	N/A
Relevant Head of Service	Judith Willis
Ward(s) Affected	All wards
Ward Councillor(s) Consulted	No
Key Decision / Non-Key Decision	No

1.0 SUMMARY OF PROPOSALS

Bromsgrove District Council has revised its previous amenity standards in line with the requirements under the Housing Act 2004 as well as guidance from the Chartered Institute of Environmental Health (CIEH). The new amenity standards are in line with those adopted by the majority of other West Midlands Local Authorities.

2.0 RECOMMENDATIONS**Cabinet is asked to RECOMMEND**

- 2.1 That power be delegated to the Head of Community Services to approve the adoption of the Amenity Standards documents attached as appendix 1 to the report.

3.0 KEY ISSUES

- 3.1 The Housing Act 2004 has important implications for the private rented sector in particular with the introduction of mandatory licensing of certain higher risk Houses in Multiple Occupation (HMOs), discretionary licensing other privately rented housing in specific circumstances, plus a rating system of assessing hazards linked to housing conditions known as the Housing Health and Safety Rating System (HHSRS) which replaces the former housing fitness standard.

**CABINET
MEETING**6th August 2020

- 3.2 It is therefore an appropriate opportunity for the Councils to issue this revised standards document which is intended to act as a code of practice to which property owners, landlords and managers should be working in order to achieve compliance with the new legislation. Most of the accommodation arrangements commonly encountered are described however it is recognised that there will always be circumstances which do not match those given. If this is the case then it is always advisable to contact the Council for further guidance.
- 3.3 This standards document also provides basic information about the definition of House in Multiple Occupation and which properties need to be licensed. Further details about licensing can be found on the City Council's website www.bromsgrove.gov.uk under "Licensing Guide for landlords".

Financial Implications

- 3.4 There are no financial implications to the Council by adoption of the Amenity Standards.

Legal Implications

- 3.5 By adopting the new Amenity Standards the Council will be able to legally require landlords and agents to comply with the requisite standards expected in the privately rented properties. In most cases this will be done without requiring any enforcement action however in small number of cases where the landlords or agents fail to comply with the standards then the Council would take legal action to enforce the standards.

4.0 Background / Service Implications**Customer / Equalities and Diversity Implications**

By adopting the Amenity Standards the Council will be able to drive up the standards in the privately rented properties thus providing a safer and improved sector for all its private sector residents.

CABINET MEETING

6th August 2020

5.0 RISK MANAGEMENT

5.1 Officers from the council's Private Sector Housing Team will work closely with all landlords, agents as well as with tenants to ensure that they have a good understanding of what is required to comply with the Amenity Standards.

6.0 BACKGROUND PAPERS

None.

7.0 APPENDICES

Appendix 1 -Amenity Standards Document



Bromsgrove-Amenity
-Standards-Document

AUTHOR OF REPORT

Name: C.M.Haroon – Environmental Health Practitioner – Private Sector Housing
email: Haroon.chaudhry@bromsgroveandredditch.gov.uk
Tel.: (01527) 64252 Ext: 3378

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Bromsgrove
District Council

www.bromsgrove.gov.uk

The Council House, Burcot Lane,
Bromsgrove, Worcestershire B60 1AA
tel: (01527) 881288



Town Hall, Walter Stranz Square,
Redditch, Worcestershire B98 8AH
tel: (01527) 64252

Redditch & Bromsgrove's

Amenity Standards Guide

Section 1

1.10 Introduction

Following the introduction of Housing Act 2004, Redditch and Bromsgrove Councils have revised their previous amenity standards in line with the requirements under the Act as well as guidance from the Chartered Institute of Environmental Health (CIEH).

The Housing Act 2004 has important implications for the private rented sector in particular with the introduction of mandatory licensing of certain higher risk Houses in Multiple Occupation (HMOs), discretionary licensing other privately rented housing in specific circumstances, plus a new rating system of assessing hazards linked to housing conditions known as the Housing Health and Safety Rating System (HHSRS) which replaces the former housing fitness standard.

Although standards have been applied to HMOs for many years in terms of fire precautions, amenities, room sizes and property management, the new legislation will require some significant amendments to be made.

It is therefore an appropriate opportunity for the Councils to issue this revised standards document which is intended to act as a code of practice to which property owners, landlords and managers should be working in order to achieve compliance with the new legislation. Most of the accommodation arrangements commonly encountered are described however it is recognised that there will always be circumstances which do not match those given. If this is the case then it is always advisable to contact the Housing Department for further guidance.

This standards document also provides basic information about the definition of House in Multiple Occupation and which properties need to be licensed. Further details about licensing can be found on the Council's website www.bromsgrove.gov.uk under "Licensing Guide for landlords". Alternatively you may wish to refer to the Government's website www.propertylicencegov.uk

This standards document should also be read in conjunction with the statement of licensing policy which sets out the main principles under which the Council will operate. (this is also available on the Council's website.)

1.20 What is an HMO?

Under the changes in the Housing Act 2004, if you let a property which is one of the following types, it is a House in Multiple Occupation:

- An entire house or flat which is let to 3 or more tenants who form 2 or more households and who share a kitchen, bathroom or toilet
- A house which has been converted entirely into bedsits or other non-self-contained accommodation and which is let to 3 or more tenants who form 2 or more households and who share kitchen, bathroom or toilet facilities.

- A converted house which contains 1 or more flats which are not wholly self contained (ie. the flat does not contain within it a kitchen, bathroom and toilet) and which is occupied by 3 or more tenants who form 2 or more households.
- A building which is converted entirely into self-contained flats if the conversion did not meet the standards of the 1991 Building Regulations and more than one-third of the flats are let on short-term tenancies.

In order to be an HMO the property must be used as the tenants only or main residence and it should be used solely or mainly to house tenants. Properties let to students and migrant workers will be treated as their only or main residence and the same will apply to properties which are used as domestic refuges.

1.30 What is a Household?

A household is:

- Couples married to each other or living together as husband and wife and couples in same sex relationships
- Relatives living together, including parents, grandparents, children and step children, grandchildren, brothers, sisters, uncles, aunts, nephews, nieces or cousins.

Half-relatives are treated as full relatives. A foster child living with his or her foster parent is treated as living in the same household as his/her foster parent.

Any domestic staff are also included in the household if they are living rent-free in accommodation provided by the person who they are working for.

More household examples

- Three friends sharing together would be considered as three households
- A couple sharing with a third person would be classed as two households
- A family renting a property is a single household. If that family had an au pair to look after their children that person would be included in their household.

1.40 Which HMOs Need a Licence?

Under the **national mandatory licensing scheme** any HMO must be licensed if it has:

- Five or more tenants living as two or more households and
- Shared facilities such as kitchen, bathroom and toilet.

The Council has discretionary powers to widen the remit of licensing to also include two storey or smaller HMOs if they think that enough of them in an area are badly managed. This is known as Additional Licensing. Before declaring an additional licensing area the District Council would need to consult extensively with landlords and tenants organisations, local residents and advertise in the local newspapers.

You should therefore become aware of any additional licensing scheme well before it comes in to operation.

In Redditch & Bromsgrove there are no firm proposals to declare any additional licensing schemes at the current time (July 2020) however the situation will be kept under review.

1.50 Types of House in Multiple Occupation

A wide variety of properties fall within the definition as being houses in multiple occupation (HMOs)

It is however possible to identify characteristics common to the manner in which they are occupied.

A system of categorisation has been in operation for many years throughout the country based upon a code of practice issued by Chartered Institute of Environmental Health. Although the law applicable to HMOs has changed, the types of property remain broadly the same and it is therefore intended that same system of categorisation will be used as the basis of this standards document.

The categories of HMO can be summarised as: -

CATEGORY A	(Bedsits)
CATEGORY B	(Shared Houses)
CATEGORY C	(Halls of Residence)
CATEGORY D	(Hostels and Bed and Breakfast Establishments)
CATEGORY F	(Self- Contained Flats)

Properties previously designated as Category E (Care Homes) are no longer classified as HMOs as these are now fully regulated through the National Commission for Social Care Inspection.

Details of the standards applicable to each Category of HMO are given in section 2

1.60 How Will Standards Be Applied To Licensable HMOs?

In order to issue a licence the Council must be satisfied amongst other things the property in question is reasonably suitable for occupation by a specified maximum number of persons and / or households.

To be able to make an assessment as to what counts as reasonable for occupation a set of regulations entitled 'The Licensing and Management of Houses in Multiple occupation and other Houses (Miscellaneous provisions) (England) Regulations 2006' have been issued which prescribe the minimum standards every local authority must have regard to in terms of:

- Washing and toilet facilities
- Kitchen facilities
- Heating
- Fire precautions

Each local authority is able to set its own standards but these must not be to a lesser standard than as specified in these regulations.

The regulations do not specify minimum sizes for rooms however it is considered that this is an important factor when setting maximum occupancy levels and for this reason room sizes are specified in this standards document according to the category of HMO and room type.

A property which fails to meet the standards as specified would not normally be cause for refusal to grant a licence and in such cases it is intended that a licence would be issued with conditions attached requiring that the property be brought up to standard over a period of time. Differing periods for compliance may be set for different works according to the assessed urgency.

Properties which are clearly well below the minimum prescribed standard and where there appears to be little prospect of work being carried out within a reasonable period or where the health, safety or welfare of the occupiers is at imminent risk may result in refusal to grant a licence, however. Where a licence is issued with conditions, it is an offence to fail without reasonable excuse to comply with any such conditions within the specified time limit(s) and may result in a fine of up to £5000.

1.70 How Will Standards Be Applied To Non-Licensable HMOs?

The Regulations mentioned in section 1.70 above only apply to licensable HMOs (that is those HMOs which fall within the mandatory licensing description or within any additional licensing scheme).

There are however many HMOs throughout the city which do not fall within any licensing requirements at the present time as there are no additional licensing schemes in operation - (for instance two storey HMOs, those having less than five occupants or houses converted entirely in to self contained flats prior to the 1991 Building Regulation standard).

In these cases it is considered important that appropriate standards of amenity provision, fire precautions and room size should be achieved wherever possible.

Part 1 of the Housing Act 2004 brings in a new method of assessing housing conditions known as the Housing Health and Safety Rating System (HHSRS) plus associated enforcement powers to deal with any hazards identified. For further details about the HHSRS see section 5 of this document. Furthermore, part 4 of the Housing Act 2004 contains provisions for dealing with overcrowding in HMOs.

By application of these new powers similar overall standards may be achieved as those required for licensable HMOs.

Landlords and managers of non-licensable HMOs are therefore encouraged to follow the advice given in this booklet in order to lessen the possibility of any enforcement action being taken under these other provisions of the Housing Act 2004.

Section 2

Physical Property Standards

This section sets out the minimum required room sizes plus the minimum provisions of amenities, fire precautions and heating for the various categories of HMO. Further details of the required standard of materials and installation of the basic amenities and associated services are specified in Section 3.

2.10 Category A HMOs (Bedsit Type)

2.11 Definition

Houses occupied as individual rooms where there is some exclusive occupation (usually bedroom/living room) and some sharing amenities (bathrooms and / or toilets). Cooking and food preparation facilities are usually provided within the individual units of accommodation but some occupants may share a communal kitchen. There is usually no communal living room and each occupant lives otherwise independently of all others.

2.12 Room Sizes And Permitted Occupation

The following are the minimum floor areas required:-

(a) One person units of Accommodation

(i) One Room Units

A singleroom including kitchen facilities 13 m²

A bed /sitting room with a separate kitchen 10 m²

(ii) Two or more roomed units

Each combined living room / kitchen 11 m²

Each living room (without kitchen facilities) 9 m²

Each bedroom 6.5 m²

Each separate kitchen 3.5 m²

(b) Two or more persons units of Accommodation

(i) One room units

- A bed sitting room including kitchen facilities
for two persons 20 m²

- A bed sitting room for two persons with
separate kitchen facilities. 15 m²

(ii) Two or more Roomed Units

• Each combined living room / kitchen	15 m ²
• Each living room	12 m ²
• Each bed /sitting room	15 m ²
• Each single bedroom	6.5 m ²
• Each double bedroom	10 m ²
• Each separate kitchen for exclusive use of up to three occupants, living as one household	4.5 m ²

NB. A unit of bedsit type of accommodation is unlikely to be occupied by more than three persons. In cases where more than three persons are or are likely to be accommodation within any particular unit of accommodation then the advice and agreement of the District Council must be sought.

2.13 General Principles Of Occupation

- Children below the age of 10 years now count as a whole person
- In no case shall any room be occupied by more than two persons
- Persons of the opposite sex over the age of 12 shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.
- The sharing of a room for sleeping purposes by persons who are neither related or living as a married couple or partners shall be permitted only when both persons give their consent.
- No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal / migrant workers who occupy a property in connection with their employment).
- Only rooms designated as living rooms, bedrooms or bed/sitting rooms may be used for living or sleeping purposes.
- Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms, or cellars, roof spaces etc shall be deemed unsuitable for use as sleeping / living accommodation.
- Irrespective of overall floor area, consideration will be given to the shape and useable living space within the room when determining its suitability for occupation No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft)
- A single bed/sitting room containing cooking facilities is not suitable for accommodating a child below the age of 5 years.

2.14 Kitchen Facilities For Bedsits

Each unit of accommodation must be provided with adequate facilities for the storage, preparation and cooking of food and the disposal of waste water. Wherever possible, such facilities should be for exclusive use and be located within the unit of accommodation. Where this is not practicable, the kitchen must be located, not more than one floor distant from the accommodation. In exceptional circumstances whereby the provision of kitchen facilities for

exclusive use is not practicable or appropriate, shared facilities may be provided on the basis that no more than three units of single person occupation have use of each set of facilities in any one kitchen. The shared kitchen is to be not more than one floor distant from any individual letting having use of it.

The kitchen facilities appropriate for any of the circumstances mentioned above are: -

(a) Bedsitting Room With Combined Kitchen (this is the most usual situation)

The facilities shall comprise as a minimum: -

- Cooking

Single person: a gas or electric cooker with two burners/hobs, oven and grill

Two persons: a gas or electric cooker with four burners/hobs, oven and grill

A microwave oven may be substituted for one or two of the burners/hobs respectively or in place of a conventional oven

- A metal or ceramic kitchen sink and drainer with a constant supply of hot and cold water
- Sufficient fixed work surface to enable each user to prepare food safely and hygienically. A minimum of 500 mm clear run of work surface will be required for a single person bedsit and 1000 mm for a double room.
- A suitable refrigerator of sufficient size to store an average persons dietary requirements on a day to day basis. A freezer compartment is desirable but not essential in a single person bedsit.
- Sufficient storage cupboard space for dry and canned food goods plus cooking utensils, crockery and cutlery.
- Electric power sockets: two twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities.

Additional requirements specific to kitchen areas within bedsitting rooms:-

- The kitchen area must be provided with an easily cleansable non-slip floor covering to an adequate extent and separated from any adjoining carpeted floor area by suitable dividing strips securely fixed in position.
- Cookers must be safely positioned within the room such that they do not compromise escape in the event of a fire associated with the cooker ie. they must not be positioned adjacent to the exit doorway – in particular gas cookers must not be positioned directly adjacent to openable windows where flames are likely to be extinguished by excessive draughts or where curtains are likely to catch fire.

(b) Separate Kitchen Directly Off the Bedsitting Room

The kitchen must be of sufficient size and layout to enable food to be prepared safely and hygienically. A minimum floor area of 3.5 m² for a single person letting and 4.5 m² for a two person letting is normally required for this purpose. The facilities to be provided are as those for kitchens within the bedsitting

(c) Separate Kitchen For Exclusive Use But Accessed From Outside The Unit Of Accommodation

The facilities are as those for separate kitchens off a bedsitting room. The kitchen is to be not more than one floor distant from the unit of accommodation.

(d) Communal Kitchen Shared With Other Units Of Accommodation

- A set of kitchen facilities must be provided for each three single person units of accommodation having use of the shared kitchen
- There shall be no more than two sets of facilities within any one kitchen
- Kitchens for use by 2 to 3 persons shall have a minimum floor area of 7 m² and 4 to 6 persons a minimum floor area of 10m²
- The kitchen is to be not more than one floor distant from any unit of accommodation having use of it.

- A set of kitchen facilities shall comprise: -
 - A gas or electric cooker with four burners/hobs grill and oven. A combination microwave oven/grill may be used in place of a conventional oven.
 - A metal or ceramic sink and drainer with a constant supply of hot and cold water
 - Sufficient fixed work surface to enable each user to prepare food safely and hygienically. A minimum 500 mm clear run of work surface per person will be required.
 - Two twin switched electric power sockets set at a convenient height and safe position in relation to the kitchen facilities in addition to any sockets serving any major appliances.

Shared kitchens within bedsit type accommodation should not be used for communal food storage purposes (either refrigerated or dry food storage). This is due to the fact there may be little interaction between each occupancy which could result in poor storage practice and the likelihood of conflict between residents. A suitable refrigerator and food storage cupboard should therefore be provided within each unit of accommodation.

2.15 Personal Washing And Bathing Facilities For Bedsits

(a) Baths and Showers

Each occupancy shall be provided where practicable with a bath or shower in a separate room. Otherwise a readily accessible bathroom containing a bath or shower shall be provided not more than one floor distant from any user on a ratio of one bath or shower to every 5 persons sharing.

Bathrooms intended to be shared by two or more households are to be accessible from a common area. A shower facility installed over a bath will not count as an additional shower

(b) Wash Hand Basins

Each separate occupancy shall be provided with a wash-hand basin together with constant supplies of hot and cold water and sited within the unit of accommodation.

If a sink is provided in a single bedsit room, then a separate wash hand basin will not be required. All bathrooms or separate compartments containing a WC must be provided with a wash-hand basin.

2.16 Toilet Facilities For Bedsits

Toilet facilities shall be provided on a ratio of at least :-

- One WC per five persons sharing where the WC is separate from the bathroom (and is accessible from a communal area without going through the bathroom)
- One WC per four persons sharing where the WC is located within the bathroom

Wherever possible , WCs should be located not more than one floor distant from any bedroom

Examples of acceptable minimum combinations of WCs and bathrooms are given in the table below. (Other combinations may achieve the same required minimum provisions , however.)

Explanatory note

{ The term “ full suite “ shall mean a bathroom containing a bath or shower , a wash hand basin plus a WC.

The term “ bath only “ shall mean a bathroom containing a bath or shower plus a wash hand basin.

The term “ separate WC” shall mean a separate WC compartment with a wash hand basin. }

NUMBER OF PERSONS SHARING	FULL SUITE	BATH ONLY	SEPARATE WC
4 or less	1		
5	1		1
5		1	1
6 , 7 or 8	2		
9	1	1	1
9 or 10	2		1
11 or 12	3		
13 , 14 or 15	3		1
16	4		
17,18,19or 20	4		1

2.17 Fire precautions in bedsits

- (a) 3 or 4 storey properties

The required fire protection scheme will in most cases consist of

- A protected escape route which is created by fitting half hour fire resisting self-closing fire doors to all risk rooms adjoining the communal escape route in accordance with British Standard 476 Part 22.
- Installing a mixed automatic fire detection and warning system in accordance with British Standard 5839 Part 6: 2004 Grade A giving a Category LD2 level of coverage plus stand alone single point smoke alarms within each unit of accommodation in accordance with British Standard 5839 Part 6: 2004 Grade D.
- Installing an emergency lighting system to the communal escape route in accordance with British Standard 5266.

Further details of the required level of fire protection can be found in an advice booklet entitled “ A guide to Fire Protection in Multi – Occupied Residential Properties” which has been produced by Homestamp, see attached link www.homestamp.com. as well as in the LACORS National Fire Safety Guidance.

It is known that many bedsit type properties will have had a fire alarm system installed in the 1990s which does not comply with the latest standard in that rooms containing cooking facilities will only have a heat detector fitted and no single point smoke alarm.

In such cases it is intended that the fire alarm systems will need to be upgraded to the latest standard through the setting of licence conditions giving a reasonable period for compliance.

(b) 2 Storey Properties

- The protected route and emergency lighting system are as for a 3 storey property
- The fire alarm system differs in that both the interlinked system and the stand alone single point smoke alarms need only to comply with B.S. 5839 Part 6: 2004 Grade D (ie no control panel or fire resistant cables are needed).

(c) Properties Of More Than 4 Storeys Or Mixed Residential/Commercial Use

Properties of this description will require individual consideration by the Council and Hereford & Worcester Fire and Rescue Services.

In general, the standards may be similar to that for a 3 or 4 storey property but additional structural Protection or an alternative means of escape may be required.

2.18 Heating In Bedsits

All units of accommodation must be provided with an adequate fixed form of heating to all habitable rooms.

Within the main living room (which in the case of a bedsit will usually be the only room), the heating appliance must be capable of achieving a room temperature of at least 21°C within one hour of turning on when the air temperature outside is -1°C. Within any separate bedroom a room temperature of 18°C will be sufficient.

For heating to be properly used by the tenants, it must be affordable. Central heating is the preferred option but electric night storage heaters and balanced flue gas heaters are also satisfactory.

Where open-flue gas fires are provided in a room used for sleeping purposes, they must be of modern design and fitted with an automatic oxygen depletion cut-off device. All heaters, other than water filled radiators, must be suitably positioned such that there is at least two metres between the heater and any bedding and such heaters must also not be located where curtains are likely to catch fire.

Heaters which use full price electricity are not normally acceptable as the main form of heating.

Whichever form of heating is installed it must be controllable by the occupants at all times. Where heating is provided to any communal rooms or areas, the running costs must be met out of general rental charges or general energy charges rather than any type of prepayment meter.

Paraffin heaters, LPG heaters and freestanding plug in electric heaters are not acceptable.

In fully insulated and draught – proofed accommodation, full price electricity may be a viable option if it can be shown that the overall costs are affordable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturers recommendations and the Gas Safety (installation and Use) Regulations 1998 (as amended).

All bathrooms, whether for exclusive or shared use must also be provided with a fixed form of heating.

Electric fan or radiant wall heaters are acceptable in bathrooms provided they are designed to operate in moist atmospheres.

2.20 Category B HMOs (Shared Houses and Shared Flats)

2.21 Definition

Houses or flats occupied on a shared basis usually by members of a defined social group (for example students, asylum seekers, refugees or groups of young single adults etc). Each occupier has exclusive use of a bedroom but would share kitchen, bathroom and toilet facilities. In most cases there is a communal living room.

2.22 Room Sizes and Permitted Occupation

The following are the minimum floor areas required:

(a) One Person Units of Accommodation

(i) Each bedroom/study where all occupants of the house have access to a separate communal living room – 6.5 m²

(ii) Each bedroom/study where all occupants of the house do not have access to a separate communal living room – 10 m²

NB It is recognised that many houses which are used to provide shared accommodation for students may have one bedroom which is marginally below the required floor area of 6.5 m². In such cases it is acceptable to allow for up to ten per cent shortfall in floor area subject to the following conditions:

- The occupiers must have approached the landlord/managing agent as a group wishing to rent the house under the terms of a joint contract.
- The fact that one bedroom is marginally below the required floor area must be drawn to the attention of any potential occupiers prior to the signing of a tenancy agreement.
- The group of occupiers must decide amongst themselves who will occupy the small bedroom.
- Compensatory measures such as the use of a cabin-type bed with desk and storage space beneath should be employed.

The use of an undersized bedroom will not be permitted where there is a lesser degree of communality between occupants, ie where the occupants have individual tenancy agreements or licences or where accommodation is allocated through some other organisation or agency, eg housing provided through a NASS contract or supported lodgings etc.

(b) Two Person Units of Accommodation

- Each bedroom/study where all occupants have access to a separate communal living room 11 m²
- Each bedroom/study where all occupants do not have access to a separate communal living room. 15 m²

(c) Communal Rooms

(i) Kitchens

Communal kitchens within shared houses will be intensively used with perhaps several people all attempting to prepare their own separate meals at the same time.

It is therefore important for there to be adequate space for all of the facilities as detailed in sub section 2.24 to be installed and properly arranged so that food can be safely and hygienically prepared and cooked.

The overall floor area of a kitchen may not be so important as the usable space available. For instance a large kitchen with three or four doorways opening into it may have less usable space than a smaller kitchen with only one or two doorways.

As a general guide the following minimum overall floor areas for communal kitchens will apply:

(Minor variations will be permitted provided this does not interfere with the provision of facilities.)

- | | |
|---------------------------------|---------------------|
| - Kitchens for 2 to 5 persons | 6.5 m ² |
| - Kitchens for 6 persons | 7.5 m ² |
| - Kitchens for 7 persons | 8.5 m ² |
| - Kitchens for 8 persons | 9.5 m ² |
| - Kitchen for 9 to 10 persons | 10.5 m ² |
| - Kitchens for 11 persons | 11.5 m ² |
| - Kitchens for 12 persons | 12.5 m ² |
| - Kitchens for 13 to 15 persons | 13.5 m ² |

NB A single kitchen would not normally be suitable for use by more than 15 persons regardless of its size. In cases where more than 15 persons are using or are likely to have use of the same kitchen, the advice and agreement of the District Council must be sought.

(ii) Dining Kitchens (only applicable where provided)

Where a kitchen is large enough for it to be also used as a dining room, it is important that there is sufficient space for the majority of the intended number of users to sit around a table without impinging upon the working area of the kitchen.

Again, the overall shape, layout and positioning of doorways may influence the amount of usable space available. As a general guide the following minimum floor area will apply:

- Dining kitchens for 2 to 5 persons 11.5 m²

plus an additional 1 m² for every additional person thereafter.

(iii) Combined Living Rooms and Dining Rooms

In the majority of shared houses there is a communal living room which also serves as a dining room.

There must be sufficient space for the majority of occupiers to sit and eat a meal and also for other social activities such as watching television etc.

As a general guide, the following floor areas will apply:

- Living room and dining room for 2 to 5 persons 11 m²
- Living room and dining room for 6 persons 13 m²

plus an additional 1m² for every additional person thereafter.

(iv) Combined Living/Dining Room/Kitchens

It is recognised that there is a growing trend for landlords to take down the dividing wall between the rear living room and the kitchen (which is normally situated within the rear wing building of the average terraced type house).

This is in response to an increased demand for a more modern open-plan living style.

This is permissible provided adequate support is incorporated to the rear main wall in accordance with current Building Regulations

The kitchen facilities within the open plan room must be suitably arranged such that food preparation and cooking activities are safely separated from the adjoining dining/living area.

As a general guide, a combined living/dining/kitchen for 2 to 5 persons should be around 17 to 18m² in floor area plus an additional 1.5m² for every additional person thereafter.

Please note that creating an open plan living/dining/kitchen in a three storey house may raise the overall risk of harm from fire where the stairs rise directly from such an open-plan room.

It is anticipated that the fire precaution measures detailed in sub-section 2.27 will be adequate in such circumstances, however, the matter is currently subject to further consultation with the Hereford & Worcester Fire and Rescue Services.

In the meantime you must consult with the Private Sector Housing Team on tel no. 01527 64252 for further advice if you are planning to carry out such a conversion, or if a house you own or manage has already been converted in this way and the means of escape from fire has not yet been assessed.

2.23 General Principles of Occupation

- Children below the age of 10 years now count as a whole person.
- In no case shall any room be occupied by more than two persons.
- Persons of the opposite sex over the age of 12 shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.
- The sharing of a room for sleeping purposes by persons who are neither related or living as a married couple shall be permitted only when both persons give their consent.
- No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal/migrant workers who occupy a property in connection with their employment.)
- Only rooms designated as living rooms, bedroom or bed/sitting rooms may be used for living or sleeping purposes.
- Each separate bedroom within a shared house is regarded as a unit of accommodation for the purpose of assessing amenity standards.
- Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms or cellars, roof spaces etc shall be deemed unsuitable for use as sleeping/living accommodation.
- Irrespective of overall floor area, consideration will be given to the shape and usable living space within the room when determining its suitability for occupation. No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft).

2.24 Kitchen Facilities for Shared Houses

A shared kitchen should ideally be not more than one floor distant from any unit of accommodation having use of it. It is however, acceptable for a kitchen to be a maximum of

two floors distant where there is a communal dining room adjacent to the kitchen or where the kitchen is of sufficient size to serve as a kitchen/dining room.

Each shared kitchen shall comprise as a minimum:

(a) Cooking Facilities

- The kitchen must be provided with sufficient cooking appliances suitably located to enable users to cook food safely and hygienically and to minimise waiting time when more than one person wishes to cook food at the same time. In particular:
- For every five persons there must be a conventional gas or electric cooker with at least 4 burners/hobs, oven and grill.
- For up to and including 7 persons a microwave oven of minimum 20 litres capacity, suitably located on a fixed worktop may be provided in place of an additional conventional cooker.
- For 8 to 10 persons there must always be at least 2 conventional cookers and for 11 to 15 persons at least 3 conventional cookers, whether or not any supplementary microwave ovens are provided.

(b) Sinks

- For every 5 persons there must be a kitchen sink complete with hot and cold water supplies and trapped waste.
- For up to and including 7 persons a double bowl sink and drainer will be regarded as adequate in place of providing an additional sink. Alternatively, a standard sink plus an electric dishwasher will be acceptable for up to and including 7 persons.
- For 8 to 10 persons there must always be at least two standard sinks and for 11 to 15 persons at least three standard sinks whether or not any supplementary dishwasher is provided.

(c) Food Preparation

- There must be sufficient fixed work surfaces to enable each user to prepare food safely and hygienically. A 0.5 metre run of work surface for each user will generally be sufficient for this purpose although minor variations of up to 20 per cent shortfall may be acceptable provided there is still a good practical working area.
- For properties with more than 10 occupants sharing the same kitchen, a reduction in this standard may be appropriate as it is unlikely that all persons in the group will be preparing food at the same time.
- At least 2 twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities and work surfaces must be provided for every 5 persons. This is in addition to any dedicated sockets serving major appliances such as dishwashers, washing machines and refrigerators.

(d) Food Storage

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- Adequate refrigerated food storage must be provided either within the shared kitchen or within a room directly adjacent to the kitchen if space is a particular problem.

For every 3 persons there must be a standard domestic refrigerator of at least 100 litres capacity and a freezer compartment of at least 15 litres capacity.

Alternatively a tall upright fridge freezer will be acceptable for every 5 persons. These usually have a fridge capacity of around 140 to 180 litres and a freezer capacity of around 70 to 90 litres.

A combination of separate larder refrigerators and freezers will also be acceptable provided they give an approximate equivalent standard.

- Adequate dry/canned food storage and utensil storage cupboards must also be provided. A half standard base unit or standard single wall unit per person will be acceptable for this purpose. The space beneath a sink is not acceptable for food storage purposes.
- In shared kitchens where it is likely that there will be a high degree of communality (for example students or professionals) it is not normally a requirement for refrigerators or storage cupboards to be locked.

In shared kitchens where a lesser degree of communality may be expected, the sharing of refrigerators and storage cupboards may lead to poor storage practice and conflict between residents.

Lockable cupboards and refrigerators may be appropriate in certain circumstances although providing them in each individual unit of accommodation will always be preferable where there is any doubt as to how the residents will interact.

2.25 Personal Washing and Bathing Facilities for Shared Houses

(a) Baths and Showers

A bathroom containing a bath or shower shall be provided on a ratio of at least one bath or shower for every five persons sharing. A shower facility installed over a bath will not count as an additional shower.

Shared bathrooms must be accessible from a communal area within the property (i.e not through a bedroom) and must be of sufficient size to enable users to dry themselves and get dressed safely and conveniently.

Bathrooms should, wherever possible, be situated not more than one floor in distance from any bedroom.

In recognition of the fact that many terraced houses have already had bathroom facilities installed within a ground floor rear extension, it will be acceptable for the bathroom(s) to be situated up to two floors in distance.

(b) Wash Hand Basins

All bathrooms or separate compartments containing a WC must be provided with a wash hand basin together with constant supplies of hot and cold water , trapped waste pipe and a tiled splashback.

2.26 Toilet Facilities for Shared Houses

Toilet facilities shall be provided on a ratio of at least :-

- One WC per five persons sharing where the WC is separate from the bathroom (and is accessible from a communal area without going through the bathroom)
- One WC per four persons sharing where the WC is located within the bathroom

Wherever possible , WCs should be located not more than one floor distant from any bedroom

In recognition of the fact that many terraced houses have already had bathroom and toilet facilities installed within a ground floor rear extension, it will be acceptable for the bathroom(s) / WC(s) to be situated up to two floors in distance.

Examples of acceptable minimum combinations of WCs and bathrooms are given in the table below. (Other combinations may achieve the same required minimum provisions , however.)

Explanatory note

{ The term “ full suite “ shall mean a bathroom containing a bath or shower , a wash hand basin plus a WC.

The term “ bath only “ shall mean a bathroom containing a bath or shower plus a wash hand basin.

The term “ separate WC” shall mean a separate WC compartment with a wash hand basin. }

NUMBER OF PERSONS SHARING	FULL SUITE	BATH ONLY	SEPARATE WC
4 or less	1		
5	1		1
5		1	1
6 , 7 or 8	2		
9	1	1	1
9 or 10	2		1
11 or 12	3		
13 , 14 or 15	3		1
16	4		
17,18,19or 20	4		1

2.27 Fire Precautions in Shared Houses

(a) 3 or 4 Storey Properties

The required fire protection scheme will in most cases consist of:

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- A protected escape route which is created by fitting half hour fire resisting self-closing fire doors to all risk rooms adjoining the communal escape route in accordance with British Standard 476: Part 22.
- Installing an automatic fire detection and warning system in accordance with British Standard S839 Part 6 : 2004 Grade A, giving a category LD2 level of coverage (ie smoke detectors in each bedroom, communal living room, hall, landings and any walk-in cupboards and cellars (where appropriate) plus heat detectors in each shared kitchen all linked to a control panel).
- Installing an emergency lighting system to the communal escape route in accordance with BS5266.
- Providing a fire blanket within each shared kitchen.

Further details on fire precautions required can be found in the Homestamp Fire Safety Guide as well as in the LACORS National Fire Safety Guidance.

It is known that many 3 or more storey shared houses will have had a fire alarm system previously installed which gives an equivalent level of coverage but does not fully comply with the latest standard in that there will be no control panel and the cabling will be in standard domestic twin and earth cable. In such cases it is acceptable to retain the existing system provided it is properly maintained and an annual test certificate can be supplied from a competent electrician.

When a system is no longer serviceable it must be replaced with a new system which conforms to the latest standard as described above.

In cases where a house has been provided with a partial system only, then this would need to be replaced or upgraded to the current standard accordingly.

Supplementary Information to the Homestamp Fire Protection Guidance Booklet with Respect to Certain Three Storey Houses

Three storey shared houses in which the staircase comes down directly in to the rear living room give rise to particular problems when designing an adequate fire protection scheme.

This is because a fire occurring in the rear living room would have an immediate and direct effect on the ability of people to escape from the bedrooms above.

In a two storey house, escape windows can be relied upon for escape from the first floor bedrooms (see standard plan 2 on page 12 of the Homestamp booklet).

Escape windows cannot however be relied upon for escape from the second floor. This means that a person occupying a second floor bedroom would have no alternative but to come down into a rear living room fire in order to attempt to escape.

It has to be assumed that the first floor bedroom doors may be locked and therefore access to the first floor bedrooms in order to escape via the windows cannot be relied upon for any occupant of a second floor bedroom.

If, however, the house has a communal bathroom or kitchen or a landing window at first floor level then it may be possible to install an escape window which should be accessible at all times. Such communal facilities are not however usually available in this type of house at first floor level.

In the majority of houses of this type, there are two approved methods of providing an adequate means of escape from fire:

(i) To provide a half hour fire protected route through the rear living room by the construction of a timber stud and plasterboard partition from the foot of the staircase to the front hallway (similar to plan 1 on page 9 of the Homestamp booklet).

This method is however very unpopular as it takes up a great deal of usable space from what is usually used as a shared living room.

(ii) In order to avoid the necessity of constructing a protected route – it has been agreed by the Fire Authority that an acceptable alternative would be to install a domestic fire sprinkler system to the entire ground floor area (including kitchen and bathroom) in accordance with British Standard 9251.

All other fire protection measures for a three storey house (ie fire alarm system, emergency lighting and fire doors) would still need to be installed, including a fire door incorporating a vision panel to the doorway between the rear living room and the staircase.

(b) 2 Storey Properties

The required fire protection scheme will in most cases consist of:

- A protected escape route which is created by fitting half hour fire resisting self-closing doors to all risk rooms adjoining the communal escape route in accordance with British Standard 476: Part 22.

The fitting of a half hour fire resisting self-closing door to the kitchen only is however acceptable where all bedroom windows at first floor level meet with escape window specifications.

- Installing an interlinked automatic fire detection and warning system in accordance with British Standard 5839 Part 6: 2004 Grade D giving a category LD2 level of coverage. No control panel is required for such system and cabling is carried out using standard domestic twin and earth cable.
- Installing an emergency lighting system to the communal escape route in accordance with BS5266.
- Providing a fire blanket within each shared kitchen.

Again, further details can be found in the Homestamp fire protection guidance booklet.

2.28 Heating in Shared Houses

All habitable rooms within a shared house must be provided with an adequate fixed form of heating.

Bedrooms in shared houses are used not only for sleeping purposes, but also serve as studies/living rooms, therefore adequate heating is particularly important.

Within all bedrooms plus any communal living room or dining room, the heating appliance must be capable of achieving a room temperature of at least 21°C within one hour of turning on when the air temperature outside is -1°C.

For heating to be properly used by the tenants, it must be affordable. Central heating is the preferred option but electric night storage heaters and balanced flue gas heaters are also satisfactory.

Heaters which use full price electricity are not normally acceptable as the main form of heating.

Whichever form of heating is installed it must be controllable by the occupants at all times. Where heating is provided to any communal rooms or areas, the running costs must be met out of the general rental charges or general energy charges rather than any type of prepayment meter. Where open-flue gas fires are provided in a room used for sleeping purposes, they must be of modern design and fitted with an automatic oxygen depletion cut-off device. All heaters, other than water filled radiators, must be suitably positioned such that there is at least two metres between the heater and any bedding and such heaters must also not be located where curtains are likely to catch fire.

Paraffin heaters, LPG heaters and freestanding plus in electric heaters are not acceptable. In fully insulated and draught-proofed accommodation, full price electricity may be a viable option if it can be shown that the overall cost is affordable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturer's recommendations and the Gas Safety (Installation and Use) Regulations 1998 (as amended).

All bathrooms, whether for exclusive or shared use must also be provided with a fixed form of heating.

Electric fan or radiant wall heaters are acceptable in bathrooms provided they are designed to operate in moist atmospheres.

2.30 Category C HMOs (Halls of Residence)

2.31 Definition

1.63 Category C (Halls of Residence)

Houses or buildings occupied by people whose occupation is ancillary to their education or employment. These are normally operated by the employer or education establishment but increasingly by private accommodation providers. Each occupier has exclusive use of a bedroom but would share kitchen facilities. Bathroom and toilet facilities may also be shared or may be en-suite. Such properties would normally be occupied by students or professional groups such as nurses, doctors, police, etc. It should be noted that properties which are owned or managed by public organisations such as universities, the NHS, Police, Fire Service etc are usually exempt from the definition of HMO. Some smaller independent colleges with living accommodation may be included however.

2.32 Room Sizes and Permitted Occupation

The following are the minimum floor areas required.

(a) One Person Units of Accommodation

- | | |
|--|--------------------|
| (i) Each bedroom/study where all occupants of the building or relevant part of the building have access to a communal living room | 6.5 m ² |
| (ii) Each bedroom/study where all occupants of the building or relevant part of the building do not have access to separate communal living room | 10 m ² |

(b) Two Person Units of Accommodation

- | | |
|--|-------------------|
| (i) Each bedroom/study where all occupants of the building or relevant part of the building have access to a communal living room | 11 m ² |
| (ii) Each bedroom/study where all occupants of the building or relevant part of the building do not have access to separate communal living room | 15 m ² |

(c) Communal Rooms

(i) Kitchens (self catering)

- Kitchens for 2 to 5 persons 7 m²
- Kitchens for 6 to 10 persons 10 m²
- Kitchen for 11 to 15 persons 14 m²

Plus an additional 1 m² for each person above 15.

(ii) Dining Room/Kitchen (self catering)

- Dining/kitchen for 2 to 5 persons 12 m²
- Dining/kitchen for 6 to 10 persons 20 m²
- Dining/kitchen for 6 to 10 persons 24 m²

Plus an additional 1 m² for each person above 15.

(iii) Dining/Living/Kitchen (self catering)

- Dining/living/kitchen for 2 to 5 persons 18 m²
- Dining/living/kitchen for 6 to 10 persons 24 m²
- Dining/living/kitchen for 11 to 15 persons 30 m²

Plus an additional 1 m² for each person above 15.

(iv) Separate Dining/Living Rooms

- Dining/living room for 2 to 5 persons 11 m²
- Dining/living room for 6 to 10 persons 16 m²
- Dining/living room for 11 to 15 persons 22 m²

Plus an additional 1 m² for each person above 15.

2.33 General Principles of Occupation

- Children below the age of 10 years now count as a whole person.
- In no case shall any room be occupied by more that two persons.
- Persons of the opposite sex over the age of 12 shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.
- The sharing or a room for sleeping purposes by persons who are neither related or living as a married couple shall be permitted only when both persons give their consent.
- No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal/migrant workers who occupy a property in connection with their employment).

- Only rooms designated as living rooms, bedroom or bed/sitting rooms may be used for living or sleeping purposes.
- Each separate bedroom within a hall of residence is regarded as a unit of accommodation for the purpose of assessing amenity standards.
- Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms or cellars, roof spaces etc shall be deemed unsuitable for use as sleeping/living accommodation.
- Irrespective of overall floor area, consideration will be given to the shape and usable living space within the room when determining its suitability for occupation. No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft).

2.34 Kitchen Facilities for Halls of Residence

(a) Fully Catered Accommodation

Where all meals are provided it will not generally be necessary for any additional kitchen facilities to be installed for occupiers to prepare their own meals.

It is, however, customary for limited facilities to be made available for occupiers to prepare light snacks and hot drinks. In many cases vending machines may be sufficient for this purpose. It is not intended to set any specific standards for this type of accommodation at this stage.

All meals provided on a catered basis must be prepared in accordance with the provisions of the Food Safety Act and Food Hygiene (England) Regulations 2006.

Further information on food hygiene requirements can be found on the following website: www.food.gov.uk. Follow the link to 'Safer Food Better Business'.

(b) Partially Catered and Self Catered Accommodation

In Halls of Residence type accommodation it is usual for shared kitchen facilities to be provided either within a cluster unit serving between 5 and 8 bedrooms, or on a floor by floor basis in which case the kitchen may serve well above this number of users.

A shared kitchen should never be more than on one floor distant from the bedroom of any person having use of it.

Each shared kitchen shall comprise as a minimum:

(i) Cooking Facilities

The kitchen must be provided with sufficient cooking appliances suitably located to enable users to cook food safely and hygienically and to minimise waiting time when more than one person wishes to cook food at the same time. In particular:

- For every five persons, there must be a conventional gas or electric cooker with at least four burners/hobs, oven and grill.
- For up to and including 7 persons a combination microwave oven/grill of minimum 20 litres capacity suitably located on a fixed work top may be provided in place of an additional conventional cooker.
- For 8 to 10 persons there must always be at least 2 conventional cookers and for 11 to 15 persons at least 3 conventional cookers, whether or not any supplementary microwave ovens are provided. This ratio of cookers to persons will continue accordingly for every five additional users.

(ii) Sinks

- For every 5 persons there must be a kitchen sink complete with hot and cold water supplies and trapped waste.
- For up to and including 7 persons a double bowl sink and drainer will be regarded as adequate in place of providing an additional sink. Alternatively, a standard sink plus an electric dishwasher will be acceptable for up to and including 7 persons.
- For 8 to 10 persons there must always be at least two standard sinks and for 11 to 15 persons at least three standard sinks whether or not any supplementary dishwasher is provided.

(iii) Food Preparation

- There must be sufficient fixed work surfaces to enable each user to prepare food safely and hygienically. At least 0.5 metre run of work surface for each user will generally be acceptable for this purpose.
- For properties with more than 10 occupants sharing the same kitchen a reduction in this standard may be appropriate as it is unlikely that all persons in the group will be preparing food at the same time.
- At least 2 twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities and work surfaces

must be provided for every 5 persons. This is in addition to any dedicated sockets serving major appliances such as dishwashers, washing machines and refrigerators.

(iv) Food Storage

- Adequate refrigerated food storage must be provided within the shared kitchen.

For every 3 persons there must be a standard domestic refrigerator of at least 100 litres capacity and a freezer compartment of at least 15 litres capacity.

Alternatively a tall upright fridge freezer will be acceptable for every 5 persons. These usually have a fridge capacity of around 140 to 180 litres and a freezer capacity of around 70 to 90 litres.

A combination of separate larger refrigerators and freezers will also be acceptable provided they give an approximate equivalent standard.

- Adequate dry/canned food storage and utensil storage cupboards must also be provided. A half standard base unit or standard single wall unit per person will be acceptable for this purpose. The space beneath a sink is not acceptable for food storage purposes.
- In shared kitchens where it is likely that there will be a high degree of communality (for example students or professionals) it is not normally a requirement for refrigerators or storage cupboards to be locked.

In shared kitchens where a lesser degree of communality may be expected, the sharing of refrigerators and storage cupboards may lead to poor storage practice and conflict between residents.

Lockable cupboards and refrigerators may be appropriate in certain circumstances although providing them in each individual unit of accommodation will always be preferable where there is any doubt as to how the residents will interact.

2.35 Personal Washing and Bathing Facilities for Halls of Residence

(a) Baths and Shows

Bedrooms with en-suite facilities are becoming increasingly common in halls of residence type property. This is the ideal standard to aim for. However, in many older buildings, bathroom and toilet facilities continue to be shared in which case the following minimum provisions shall apply:

A bathroom containing a bath or shower shall be provided on a ratio of at least one bath or shower to every 5 persons sharing. A shower facility installed over a bath will not count as an additional shower.

Any bathrooms should, wherever possible, be situated on the same floor as the accommodation having use of it. Consideration should be given as to whether separate bathroom facilities for males and females should be provided in mixed sex accommodation.

(b) Wash Hand Basins

Each separate bedroom shall be provided with a wash hand basin, together with constant supplies of hot and cold water. (In most cases this will be within the en-suite bathroom).

All bathrooms or separate compartments containing a WC must be provided with a wash hand basin.

2.36 Toilet Facilities for Halls of Residence

Where toilet facilities are shared they shall be provided on the same floor as the accommodation of any person having use thereof and on a ratio of at least :-

- One WC per five persons sharing where the WC is separate from the bathroom (and is accessible from a communal area without going through the bathroom)
- One WC per four persons sharing where the WC is located within the bathroom

Examples of acceptable minimum combinations of WCs and bathrooms are given in the table below. (Other combinations may achieve the same required minimum provisions , however.)

Explanatory note

{ The term “ full suite “ shall mean a bathroom containing a bath or shower , a wash hand basin plus a WC.

The term “ bath only “ shall mean a bathroom containing a bath or shower plus a wash hand basin.

The term “ separate WC” shall mean a separate WC compartment with a wash hand basin. }

NUMBER OF PERSONS SHARING	FULL SUITE	BATH ONLY	SEPARATE WC
4 or less	1		
5	1		1
5		1	1
6 , 7 or 8	2		
9	1	1	1
9 or 10	2		1
11 or 12	3		
13 , 14 or 15	3		1
16	4		
17,18,19or 20	4		1

Consideration should be given as to whether separate toilet facilities for males and females should be provided in mixed sex accommodation.

2.37 Fire Precaution in Halls of Residence

Having regard to the potentially large scale and complex layout often encountered in halls of residence, it is not possible to specify any standard scheme.

Each case must be given individual consideration acting in consultation with Fire Authority in order to design an appropriate fire protection scheme for the building in question.

Buildings constructed recently to current Building Regulation Standards should provide a satisfactory standard of fire protection.

2.38 Heating in Halls of Residence

All bedrooms and communal rooms must be provided with adequate fixed form of heating, capable of maintaining indoor temperatures of 21°C when the temperature outside is -1°C.

Where central heating or night storage heating is provided, it is acceptable for this to be operated via a pre-set timer programmed to ensure that the building as a whole is kept adequately heated.

In such cases it is acceptable for the residents not to have control of the heating system at all times, provided there is a procedure in place to report any problems of inadequate or excessive heating, and that steps can be quickly take to adjust the heating input accordingly.

Where individual fixed electric heaters using full price electricity are provided within bedrooms, it must be shown that the operating costs are affordable.

Gas or electric heaters which have glowing radiants are not generally acceptable in a bedroom/study unless there is sufficient space to position the bed at least 2 metres away from the heater. Such heaters must also not be positioned beneath or adjacent to any window where there is any possibility of the curtains/blinds catching fire.

Any open flued gas heater provided in a room used for sleeping purposes must be of modern design and fitted with an automatic oxygen depletion cut off device.

Paraffin heaters, LPG heaters and free-standing plug-in electric heaters are not acceptable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturer's instructions and the Gas Safety (Installation and Use) Regulations 1998 (as amended).

All bathrooms, whether for exclusive or shared use, must also be provided with a fixed form of heating.

Electric fan or radiant wall heaters are acceptable in bathrooms provided they are designed to operate in moist atmospheres.

2.40 Category D HMOs (Hostels and Bed and Breakfast Establishments)

2.41 Definition

Houses generally referred to as 'hostels', 'guest houses' and 'bed and breakfast hotels' or the like. These will provide accommodation for people with no other permanent place of residence as distinct from hotels which provide accommodation for temporary visitors to an area. This category would include establishments used by local authorities to house homeless families or persons pending permanent placement, and similar establishments which provide accommodation for people who would otherwise be homeless. It would also include bona fide hotels used for such purposes even on a casual basis and hotels housing a mixture of homeless households and visitors.

Normally each occupant (or family) has exclusive use of a room but would share bathroom and toilet facilities, although in some cases there may be en-suite facilities.

Some or all meals may be provided on a catered basis, however, some hostels operate on a fully self catering basis. There is usually a communal living room and dining room.

2.42 Room Sizes and Permitted Occupation for Hostel Type Accommodation

(a) General Principles of Occupation

(i) The sharing of a room for sleeping purposes by persons who are neither related or living as a married couple or partners shall be permitted only where both persons give their consent.

(ii) In general no bedroom shall be occupied by more than two unrelated persons.

It is, however, acceptable for a room to be occupied by a maximum of three unrelated persons provided the room is large enough (ie meets the family room standard for three persons – see details later) and the persons concerned have lived together for a prolonged period of time such that they have become interdependent. In such cases the occupation must reduce to a maximum of two when one or more of the group naturally leaves the property or agrees to move to another room.

It is not acceptable to permit any new occupation agreements to arise resulting in the multiple sharing of a room (ie more than two unrelated persons) as from July 2006.

(iii) Provided a bedroom is large enough it may be used for occupation by more than two persons subject to them all being members of the same family (family includes married couples, or couples living as husband and wife or equivalent same sex relationship, parent, grandparent, child, step-child, grandchild, brother, sister, uncle, aunt, nephew, niece or cousin).

(iv) Persons of the opposite sex and of age 12 or over shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.

An exception to this general rule may be considered appropriate in cases whereby a family is placed in emergency accommodation and their stay does not exceed five nights. For example, a mother with a son aged 13 and a daughter aged 14 may, in exceptional circumstances, be allowed to occupy a family room for a maximum of five nights if there is no other appropriate accommodation available within the same premises or within the locality

(v) Family rooms are considered to be suitable for use only as temporary accommodation and for a maximum of four persons. Occupation must be limited to a maximum of 30 nights unless exceptional demand otherwise. Such circumstances must be agreed by the local housing authority.

(vi) Rooms containing cooking facilities are not suitable to accommodate families with children below the age of five years.

(vii) Children below the age of ten years now count as a whole person.

(viii) No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal/migrant workers who occupy a property in connection with their employment).

(ix) Only rooms designated as bedrooms may be used for sleeping purposes.

(x) Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms, or cellars, roof spaces etc, shall be deemed unsuitable for use as sleeping/living accommodation.

(xi) Irrespective of overall floor area, consideration will be given to the shape and usable living space within the room when determining its suitability for occupation. No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft).

(b) The following are the minimum floor areas required:

(i) Bedrooms where kitchen facilities are separately provided:

1 person	6.5 m ²	(10 m ²)
2 persons	11.0 m ²	(15 m ²)
3 person family room	15.0 m ²	(20 m ²)
4 person family room	19.5 m ²	(24 m ²)

(ii) Bedrooms where kitchen facilities are provided within the room

1 person	10.0 m ²	(13 m ²)
2 persons	14.0 m ²	(20 m ²)
3 person family room	18.5 m ²	(24 m ²)
4 person family room	23.0 m ²	(28 m ²)

The above room sizes are based upon the assumption that communal living space is also available for use by all occupants. In cases where there is no communal room available, the appropriate room sizes are indicated in brackets.

(iii) Communal Rooms

In general need or short term accommodation there must be a communal living room (or rooms) provided unless the bedrooms meet the higher room area standard as detailed above. A communal living room of at least 15 m² must be provided for the first four persons in occupation plus 1 m² for each additional person thereafter.

In long term accommodation where occupiers are likely to reside for periods of more than six months, perhaps for the purposes of rehabilitation etc, an additional 2 m² for each additional person shall be required.

2.43 Kitchen Facilities for Hostel Type Accommodation

(a) Where any meals are provided for residents, all food must be stored, handled, prepared and served in accordance with the provisions of the Food Safety Act 1990 and associated regulations (in particular the Food Hygiene (England) Regulations 2006).

All persons who are employed to handle food must have received appropriate and approved food hygiene training and the operation must be registered as a food business with the Regulatory Services Department.

Kitchens must be adequately equipped according to the number of meals expected to be served on a daily basis.

Further information on food hygiene matters and the adequacy of kitchen facilities can be found on the Government's website www.food.gov.uk and follow the link to 'Safer Food Better Business'.

The following general principles apply to catered accommodation.

- Meals must be served and consumed in the premises in which the occupants reside (ie residents should not be expected to travel to another hostel/hotel or café premises in the locality to obtain their meals).

It is acceptable for hotels which have an annexe building within the same curtilage to serve meals in the main building provided there is safe and well lit access between the buildings.

- Where there are insufficient catering facilities within a particular premises, meals may be prepared elsewhere and brought in, provided the food is prepared in a food safety compliant kitchen and transported in hygienic conditions under proper temperature control.
- An appropriate dining room must be provided together with sufficient tables and chairs for the number of users. (Meals may be served on a sitting basis, however.)

- Residents must not generally have access to any catering kitchen in order to prepare their own meals.
- In some small hostels (ie those with six or less occupants in total), it may be acceptable for residents to prepare some meals within the kitchen which is also used for catering purposes provided such meals are prepared under the supervision of a person having undertaken appropriate food hygiene training.

This will normally be 'Supported Lodgings' type accommodation where residents are assisted to gain skills which may help them to live independently in the community.

- The extent that meals are provided for residents will vary from premises to premises with some providing breakfast only, and some providing full board. Meal provision may also vary between weekdays and weekends.

There may also be variation from person to person with some choosing to take meals and some choosing to cater for themselves.

Whatever the arrangements, all residents must have access to adequate kitchen Facilities (separate from any catering kitchen) in order to prepare their own food.

The following separate kitchen facilities shall be provided for use by residents according to the predominant characteristics of the catering operation:

(i) All Meals Provided (Three Meals per Day)

Kitchen facilities must be sufficient for residents to prepare light meals and hot drinks.

One set of facilities shall be provided for every **fifteen** persons consisting as a minimum of:

- One kitchen sink complete with hot and cold water supplies and trapped waste.
- A conventional four burner/hob cooker with oven and grill or a combination microwave oven/grill of minimum 20 litres capacity,
- A minimum two metre run of fixed work surface (minimum 500mm depth).
- A standard work top domestic refrigerator incorporating a freezer compartment.
- Two twin 13 amp switched power sockets suitably sited in relation to the work surface and in addition to any sockets serving major appliances.
- Adequate storage for cooking utensils, crockery and cutlery etc.
- A kettle for making hot drinks or a vending machine if considered appropriate.

Such facilities may be located within an appropriately laid out area within a communal room but should preferably be located within a separate kitchen or kitchens.

A minimum floor area of 7m² per set of such kitchen facilities is required.

(ii) Breakfast and evening Meals Provided

A set of kitchen facilities as described above for premises providing all meals shall be provided on a ration of one set of facilities to every **ten** persons.

(iii) Breakfasts Only Provided

One set of kitchen facilities shall be provided for every **seven** persons, consisting as a minimum of:

- One kitchen sink complete with hot and cold water supplies and trapped waste.

- A conventional four burner/hob cooker with oven and grill or two combination microwave ovens/grills of minimum 20 litres capacity each.

The use of microwave ovens may be more appropriate if there are any concerns over the ability of residents to prepare hot food safely.

The use of deep fat fryers shall not be generally permitted unless supervision of cooking activity is likely to take place.

- A minimum two metre run of fixed work surface (minimum 500mm depth).

- Two twin 13 amp switched power sockets suitably sites in relation to the work surface and in addition to any sockets serving any major appliances.

A minimum kitchen floor area of 7m² per set of such kitchen facilities is required.

- For food storage purposes a refrigerator plus adequate storage for dry/canned foods and utensils/crockery/cutlery shall be provided within each unit of accommodation.

(b) Self Catering Accommodation

For hostels providing fully self-catered accommodation, food preparation facilities may be located either within each unit of accommodation or within shared kitchens.

(i) Food Preparation Facilities within the Unit of Accommodation

The facilities shall comprise as a minimum:

- Cooking:

Single Person: a gas or electric cooker with two burners/ hobs, oven and grill

Two Persons or Family Room: a gas or electric cooker with four burners/hobs, oven and grill

A microwave oven may be substituted for one or two of the burners/hobs respectively and a combination microwave oven / grill in place of a conventional oven.

- A metal or ceramic kitchen sink and drainer with a constant supply of hot and cold water.
- Sufficient fixed work surface to enable food to be prepared safely and hygienically.
- A suitable refrigerator of adequate size according to the number of occupants. A family room would require a standard work top height refrigerator with freezer compartment.
- Sufficient storage cupboard space for dry and canned food goods plus cooking utensils, crockery and cutlery.
- Electric power sockets: two twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities.
- The kitchen area must be provided with an easily cleansable non-slip floor covering to an adequate extent and separated from any adjoining carpeted floor area by suitable dividing strips securely fixed in position.
- Cookers must be safely positioned within the room such that they do not compromise escape in the event of a fire associated with the cooker, ie they must not be positioned adjacent to the exit doorway. In particular gas cookers must not be positioned directly adjacent to openable windows where flames are likely to be extinguished by excessive draughts or where curtains are likely to catch fire.

(ii) Shared Kitchens

One set of kitchen facilities shall be provided for every five persons, consisting as a minimum of:

- One kitchen sink complete with hot and cold water supplies and trapped waste.
- A conventional four burner/hob cooker with oven and grill or two combination microwave ovens/grills of minimum 20 litres capacity each.

The use of microwave ovens may be more appropriate if there are any concerns over the ability of residents to prepare hot food safely.

The use of deep fat fryers shall not generally be permitted unless supervision of cooking activity is likely to take place.

- A minimum two metre run of fixed work surface (minimum 500 mm depth).
- Two twin 13 amp switched power sockets suitably sited in relation to the work surface and in addition to any sockets serving any major appliances.
- A minimum kitchen floor area of 7m² per set of such kitchen facilities is required.
- For food storage purposes a refrigerator plus adequate storage for dry/canned foods and utensils/crockery/cutlery shall be provided within each unit of accommodation.

2.44 Personal Washing and Bathing Facilities for Hostel Type Accommodation

(a) Baths and Showers

Where it is not practicable to provide each unit of accommodation with its own bathroom, a readily accessible bathroom containing a bath or shower shall be provided on a ratio of one bath or shower to every five persons on occupation.

A bathroom must be available within one floor of any unit of accommodation. A shower facility installed over a bath will not count as an additional shower.

Institutionalised type bathroom arrangements with communal changing facilities shall not be permitted.

(b) Wash Hand Basins

Each separate occupancy shall be provided with a wash hand basin together with constant supplies of hot and cold water and sited within the unit of accommodation.

If a sink is fitted within a room then a separate wash hand basin will not be required.

All bathrooms or separate compartments containing a WC must be provided with a wash hand basin.

2.45 Toilet Facilities for Hostel-type Accommodation

Toilet facilities shall be provided on a ratio of at least :-

- One WC per five persons sharing where the WC is separate from the bathroom (and is accessible from a communal area without going through the bathroom)
- One WC per four persons sharing where the WC is located within the bathroom

Examples of acceptable minimum combinations of WCs and bathrooms are given in the table below. (Other combinations may achieve the same required minimum provisions , however.)

Explanatory note

{ The term “ full suite “ shall mean a bathroom containing a bath or shower , a wash hand basin plus a WC.

The term “ bath only “ shall mean a bathroom containing a bath or shower plus a wash hand basin.

The term “ separate WC” shall mean a separate WC compartment with a wash hand basin. }

NUMBER OF PERSONS SHARING	FULL SUITE	BATH ONLY	SEPARATE WC
4 or less	1		
5	1		1
5		1	1
6 , 7 or 8	2		
9	1	1	1
9 or 10	2		1
11 or 12	3		
13 , 14 or 15	3		1
16	4		
17,18,19or 20	4		1

Wherever possible , WCs should be located not more than one floor distant from any bedroom

Institutionalised type toilet arrangements where there is more than one WC cubicle within the same room shall not be permitted.

Consideration should be given as to whether separate toilet facilities for males and females should be provided in mixed sex accommodation.

2.46 Fire Precautions Hostel Type Accommodation

Hostel type accommodation may vary greatly in its size and complexity, ranging from small ‘Supported Lodgings’ schemes to large direct access hostels having over 50 bedrooms.

It is therefore difficult to specify standard fire protection schemes and as such each case must be assessed individually in consultation with the Fire Authority.

In general, hostels of three or more storeys having up to 10 occupants will require an automatic fire detection and warning system in accordance with British Standard 5839 Part 6: 2004 Grade A giving a Category LD2 level of coverage.

Larger hostels or hotels will, in most cases, require a more sophisticated system in accordance with British Standard 5839 Part 1: 2002 giving an L2 level of coverage.

In all cases the communal escape route must be made a protected escape route by fitting half hour fire resisting self-closing doors to all adjoining risk rooms in accordance with British Standard 476 Part 22.

In certain circumstances this may need to be supplemented by providing alternative escape routes, double fire door lobby separation or fire door breaks to long corridors, where escape travel distances are excessive, complex or particularly hazardous.

Communal escape routes and communal lounges or dining rooms etc must always be provided with emergency lighting in accordance with British Standard 5266 and fire escape signage may also need to be fixed in place.

Communal kitchens must be provided with fire blankets and appropriate fire extinguishers. Additional fire extinguishers may be required at appropriate locations throughout the building if staff are employed who have been trained to use them.

The specific advice of the Council's Private Sector Housing Team should always be sought before carrying out fire protection work to any hostel-type premises.

2.47 Heating in Hostel Type Accommodation

All habitable rooms within a hostel or bed and breakfast establishment must be provided with an adequate fixed form of heating capable of achieving a room temperature of 21°C within one hour of turning on when the air temperature outside is -1°C.

For heating to be properly used by residents, it must be affordable. Central heating is the preferred option but electric night storage heaters and balanced flue gas heaters are also satisfactory.

Where open-flue gas fires are provided in a room used for sleeping purposes, they must be of modern design and fitted with an automatic oxygen depletion cut-off device. Heaters which use full price electricity are not normally acceptable as the main form of heating.

In many hostels, the heating is operated by timer and under control of the landlord or manager. This is acceptable provided adequate temperatures are maintained and adjustments are quickly made when problems of cold or excessive heat are brought to attention.

Central heating radiators in residents rooms should be fitted with a thermostat under control of the occupier.

All heaters, other than water filled radiators, must be suitably positioned such that there is at least two metres between the heater and any bedding and such heaters must also not be located where curtains/blinds are likely to catch fire.

Paraffin heaters, LPG heaters and free standing plug-in electric heaters are not acceptable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturer's recommendations and the Gas Safety (Installation and Use) Regulations 1998 (as amended).

All bathrooms, whether for exclusive use or shared use, must also be provided with a fixed form of heating. Electric fan or radiant wall heaters are acceptable in bathrooms provided they are design to operate in moist atmospheres.

Where heating is provided to any communal rooms or areas, the running costs must be met out of general rental charges or general energy charges rather than any type of pre-payment meter.

2.50 Category F HMOs (Self-Contained Flats)

2.51 Definition

Houses or buildings which are constructed as or converted entirely in to self-contained flats. Access to the house or building would be via a communal entrance doorway and hallway but thereafter the entrance to each individual flat is via a single doorway. All amenities (ie. WC, wash hand basin, bath or shower plus kitchen facilities) must be accessible from within each individual flat and the flat and the flat must be occupied by a single household to be regarded as self-contained.

Houses which have been converted in to self contained flats to a proper standard in accordance with the 1991 Building Regulations or equivalent are exempted from the HMO definition.

Houses which were converted prior to this date or which have been subsequently converted to a lesser standard not in accordance with Building Regulations are not included within the mandatory licensing requirements. Such houses converted into self contained flats could however become subject to licensing if the Council were to declare any “additional licensing schemes” at some time in the future.

Larger individual flats which are occupied by groups of 3 or more unrelated persons are regarded as houses in multiple occupation in their own right and those standards relevant to Category B HMOs (shared houses) would be applicable within each such flat

2.52 Room Sizes and Permitted Occupation

The minimum room sizes for existing properties are as given below. Please note that if a house is about to be converted in to self contained flats then Planning consent and Building Regulation approval must be obtained. Planning conditions may call for higher standards than those given.

One Person, Four Room Flat

Bedroom	7.0 m ²
Living room	11.5 m ²
Kitchen	5.5 m ²
Total habitable floor area	24 m ²

One Person Flatlet With Separate Kitchen

Bed/living room	14 m ²
Kitchen	5.5 m ²
Total habitable floor area	19.5 m ²

One Person Flatlet With Separate Bedroom

Bedroom	7.0 m ²
Kitchen/living room	14.5 m ²
Total habitable floor area	21.5 m ²

Two Person, One Bedroom Flat

Bedroom	10.5 m ²
Living room	13.0 m ²
Kitchen	5.5 m ²
Total habitable floor area	29.0 m ²

Three Person, Two Bedroom Flat

Main bedroom	10.0 m ²
Secondary bedroom	7.0 m ²
Living room	16 m ²
Kitchen	7 m ²
Total habitable floor area	40.0 m ²

Four Person, Three Bedroom Flat

Main bedroom	10.0 m ²
Second bedroom	7.0 m ²
Third bedroom	7.0 m ²
Living room	18.0 m ²
Kitchen	7.0 m ²
Total habitable floor area	49.0 m ²

2.53 General Principles Of Occupation

- Children below the age of 10 years now count as a whole person.
- In no case shall any bedroom be occupied by more than two persons for sleeping purposes.
- Persons of the opposite sex over the age of 12 shall not be permitted to share the same room for sleeping purposes unless they are of marriageable age and are either married or living as partners.
- The sharing of a room for sleeping purposes by persons who are neither related or living as a married couple or partners shall be permitted only when both persons give their consent.
- No unit of accommodation shall be occupied on the basis of a divided or shared tenancy or licence. This is to avoid the situation arising whereby a unit of accommodation may be occupied by different persons at different times of the day or different days of the week (for instance shift workers or seasonal/migrant workers who occupy a property in connection with their employment).
- Only rooms designated as living rooms, bedrooms or bed/sitting rooms may be used for living sleeping purposes.

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- Circulation spaces such as hallways, landings and other rooms such as kitchens, bathrooms, or cellars, roof spaces etc shall be deemed unsuitable for use as sleeping/living accommodation.
- Irrespective of overall floor area, consideration will be given to the shape and useable living space within the room when determining its suitability for occupation. No account will be taken of any part of a room where the ceiling height is less than 1.525 m (5ft).
- All bedrooms, living rooms, bathrooms and kitchens must be accessible directly from a lobby or hallway within the flat and not through another room. (except one room flatlets in which case access is usually directly off a communal hallway or landing).
- Each flat shall be provided with a lockable post box situated on the ground floor in a lobby or hallway accessible to the postal delivery service (unless the flat has its own front door accessible directly from the exterior).

2.54 Kitchen Facilities For Flats

Kitchen facilities should be provided in a separate kitchen or clearly defined kitchen area within any studio-type flat and consist of the following minimum provisions:

- Cooking

Single person: a gas or electric cooker with two burners/hobs, oven and grill

Two or more persons: a gas or electric cooker with four burners/hobs, oven and grill

A microwave oven may be substituted for one or two of the burners/hobs respectively or in place of a conventional oven

- A metal or ceramic kitchen sink and drainer with a constant supply of hot and cold water
 - Sufficient fixed work surface to enable each user to prepare food safely and hygienically
 - A suitable refrigerator of sufficient size according to the number of occupants, A standard worktop height domestic refrigerator with freezer compartment (or equivalent) is required in most cases.
 - Sufficient storage cupboard space for dry and canned food goods plus cooking utensils, crockery and cutlery.
 - Electric power sockets: two twin switched power sockets set at a convenient height and safe position in relation to the kitchen facilities.
 - Cookers must be safely positioned within the room such that they do not compromise escape in the event of a fire associated with the cooker ie. they must not be positioned adjacent to the exit doorway – in particular gas cookers must not be positioned directly adjacent to openable windows where flames are likely to be extinguished by excessive draughts or where curtains are likely to catch fire.

2.55 Personal Washing and Bathing Facilities for Flats

(a) Baths and Showers

Each flat must be provided with its own bath or shower together with constant supplies of hot and cold water. Wherever possible the bath or shower should be provided in a separate bathroom. Shower cubicles may however be permitted within a bedroom or the bed/living room of a one room single person flatlet provided the following precautions are taken to avoid condensation dampness within the room and electrical hazards:

The room containing the shower must be provided with an automatic humidistat controlled extractor fan of minimum extract capacity 60 litres per second.

Any electrical switches, sockets or equipment must be safely positioned in relation to the shower in accordance with current IEE Regulations and Part P of the Building Regulations.

(b) Wash hand Basins

Each flat must have its own wash hand basin together with constant supplies of hot and cold water. The wash hand basin should be provided within the bathroom but may be located within a bedroom.

Each room or compartment containing a WC must be provided with a wash hand basin.

2.56 Toilet Facilities for Flats

Each flat must be provided with its own WC which must be located either within a bathroom or in a separate compartment.

2.57 Fire Precautions in Flats

Refer to the Homestamp fire safety guidance as well as to LACORS National Fire Safety Guide.

2.58 Heating in Flats

All units of accommodation must be provided with an adequate fixed form of heating to all habitable rooms.

Within the main living room the heating appliance must be capable of achieving a room temperature of at least 21°C within one hour of turning on when the air temperature outside is -1°C. Within any separate bedroom a room temperature of 18°C will be sufficient.

For heating to be properly used by the tenants, it must be affordable. Central heating is the preferred option but electric night storage heaters and balanced flue gas heaters are also satisfactory.

Where open-flue gas fires are provided in a room used for sleeping purposes, they must be of modern design and fitted with an automatic oxygen depletion cut-off device. All heaters, other than water filled radiators, must be suitably positioned such that there is at least two metres between the heater and any bedding and such heaters must also not be located where curtains are likely to catch fire.

Heaters which use full price electricity are not normally acceptable as the main form of heating.

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Whichever form of heating is installed it must be controllable by the occupants at all times. Where heating is provided to any communal areas, the running costs must be met out of general rental charges or general energy charges rather than any type of prepayment meter.

Paraffin heaters, LPG heaters and freestanding plug in electric heaters are not acceptable.

In fully insulated and draught-proofed accommodation, full price electricity may be a viable option if it can be shown that the overall costs are affordable.

All heating appliances must be fixed to either the wall or the floor and be provided with an appropriate base or surround if one is specified by the appliance manufacturer.

All gas heaters or boilers of any type must be properly serviced and maintained in a safe condition in accordance with the manufacturers recommendations and the Gas Safety (installation and Use) Regulations 1998 (as amended).

All bathrooms must also be provided with a fixed form of heating.

Electric fan or radiant wall heaters are acceptable in bathrooms provided they are designed to operate in moist atmospheres.

2.60 Mixed Category A and F (Bedsits and Flats)

In many cases houses are converted to a combination of bedsits (where occupants may share some amenities) and self-contained flats. Such houses will always fall within the HMO definition and may be subject to mandatory licensing. The relevant standards for Category A and Category F houses would be applied as appropriate.

2.70 Temporary Accommodation for Seasonal or Migrant Workers

This type of accommodation is more likely to be prevalent in rural areas (for instance accommodation for fruit pickers etc) and is not known to be widespread in Bromsgrove and Redditch. The situation will be kept under review however and specific standards may be developed if considered necessary.

Standards as for Category B (shared houses) or Category D (hostels) would most likely be applied to any such house in residential areas.

Section 3

General Specification Applicable To Amenities And Associated Services In All Categories Of HMO

Kitchens

The room

All kitchens, whether for exclusive or shared use must have floor coverings which are impervious, reasonably smooth and easily cleansable. Ideally floor coverings should be slip resistant. Walls and ceilings must also be reasonably smooth such that they can be kept clean and easily redecorated.

Ventilation

In addition to any natural means of ventilation, all shared kitchens must be provided with adequate mechanical ventilation. Extractor fans with an extract rate of 60 litres per second venting directly to the extended air will normally be sufficient.

Kitchens for exclusive use may also need to be provided with mechanical extract ventilation where there is inadequate natural ventilation or where a gas cooker is provided and opening a window would lead to excessive draughts, which might extinguish the burner flames.

Lighting

Adequate ceiling mounted electric lighting must be provided to the working area of the kitchen.

Layout

Kitchens must be arranged such that hot food can be prepared and handled safely. In particular cookers must be located away from any door, which might open on to and collide with a person standing in front of the cooker.

There must be adequate space in front of any cooker for persons to retrieve hot food from the oven.

There should be fixed work surfaces either side of any cooker to shield any overhanging panhandles and so that hot foods and utensils can be placed down quickly and safely.

Sinks

Must be stainless steel or have a comparable impermeable, easily cleansable surface. They must be provided with a drainer, overflow, supplies of constantly available hot and cold water and all requisite drainage. The sink top (or surface into which it is inset) must be a minimum 900mm x 500mm. Sinks must have a tiled or similar waterproof splash back (where the sink abuts a window reveal, the sill of the window must be clad in waterproof tiles or similar) extending to a minimum height of 150mm above the sink top. There must be a flexible waterproof joint between the sink and the splash back.

Food Preparation Surfaces

Must be of impermeable, heat resistant, durable and easily cleansable materials. Where these are fixed, the joint between the food preparation surface and any abutting units or the wall must be watertight and a tiled splash back as detailed above for sinks must be provided.

Food Storage Cupboards

The internal and external surfaces must be of durable and easily cleansable materials and, where wall mounted, must be fixed securely to take the considerable weight of stored tinned/bottled foods. Food storage underneath a sink is not acceptable.

Cooking Appliances

Must be installed according to the manufacturer's instructions and in particular, electric cookers must be connected via an appropriately rated switch and fuse. Gas cookers must be fitted with a safety restraint to prevent them tipping over.

Compact Domestic Kitchens

Compact domestic kitchens in a modular layout are becoming increasingly available from various manufacturers.

Provided such kitchen facilities are installed in accordance with the manufacturers recommendations and give an equivalent level of provision to that specified above, then their use may be acceptable rather than installing individual pieces of equipment.

It is advisable to obtain prior approval of the Council's Private Sector Housing Team before installing this type of kitchen.

Bathrooms (Includes Shower Rooms)

The Room

Bathrooms must be of adequate size to enable users to dry themselves and get dressed without undue restriction. Showers fitted in to small restricted spaces such as under stairs cupboards may therefore not be regarded as being adequate.

Floors to bathrooms must be impervious reasonably smooth and easily cleanable. Ideally floor coverings should be slip-resistant. Walls and ceilings must also be reasonably smooth such that they can be kept clean and easily redecorated.

Obscured glazing must be provided to bathroom windows and doors as appropriate and all shared bathrooms to be fitted with a privacy lock/bolt.

Ventilation

All bathroom must be adequately ventilated. Mechanical extract ventilation giving an extract rate of at least 15 litres per second must be fitted where there is no openable window to provide natural ventilation.

Any extractor fan installed in a bath or shower room must be provided with an “overrun” device which is connected to the artificial lighting circuit in the room and ensures that the fan continues to operate for 20 minutes (or at least one air change) after the artificial room lighting is switched off. This helps to remove moisture from the room, which might otherwise lead to condensation and black mould growth. Alternatively a humidistat controlled extractor may be provided.

Baths and Showers

Baths should be a minimum 1.67 meters in length and be provided with a tiled splash back to a height of at least 150mm where they abut walls. A waterproof seal between the bath must be provided using a flexible silicon mastic sealant or a sealant gasket with a similar degree (high) elasticity.

Where showers are provided they must either purpose designed waterproof shower cubicles or formed from a proper shower base with waterproof wall tiling and associated waterproof screen/doors. Seals between the shower base and walls must be provided with elastic mastic sealant as specified for baths. Shower trays should be minimum 800 mm x 800 mm

Showers which rely on a curtain to contain the water spray are not permitted above the ground floor.

Baths or showers shall not be provided in kitchens.

All baths and showers must be provided with an adequate supply of constantly available hot and cold water and adequate drainage. Hot water to showers must be capable of being delivered at a thermostatically controlled temperature.

Wash Hand Basins

All wash basins must be provided with supplies of constantly available hot and cold water plus adequate drainage. Washbasins must be firmly and securely anchored to the wall which they abut or surface in which they are inset.

Unless there are severe space constraints the minimum dimension of wash-basins shall be 500mm x 400mm. All washbasins must be provided with an overflow and splash back with a minimum height of 150mm where they abut a wall and be sealed to the splash back using a flexible silicon mastic sealant.

Water Closets

Every separate room or compartment containing a WC must have: -

- An easily cleansable impervious floor covering
- Reasonably smooth wall and ceiling surfaces which can be easily cleaned and redecorated

- Adequate natural or mechanical extract ventilation supplemented by permanent background ventilation in the form of an air brick or trickle vent.
- Obscured glazing to windows and doors as appropriate
- A privacy lock fitted to the door
- WC pedestals must be securely fixed to the floor and properly connected to the drainage system in accordance with current building Regulations
- Be provided with a high or low level cistern fitted with an efficient flushing mechanism.
- WCs accessed from outside do not count towards the overall number of WCs available for use in a property.

Cold Water Supplies

All HMOs must be provided with an adequate water supply via a proper service connection from the public supply provided by the statutory undertaker (in Redditch and Bromsgrove this would be Severn Trent Water plc or South Staffordshire Water plc).

The supply of water for drinking purposes (ie at the sink) must be taken from the rising main. Where there is any doubt as to whether a supply point is suitable for drinking water it shall be conspicuously marked accordingly.

In the rare event that a public water supply is not available the landlord must demonstrate that an adequate supply is available and that arrangements are in place to ensure that the supply is safe for drinking both from a chemical and bacteriological point of view. The Council will insist on seeing that periodical chemical and bacteriological tests are carried out to verify its wholesomeness.

All water supply pipes and any water control valves, apparatus and fittings connected with a supply of water must be protected from frost where they are vulnerable to freezing. This will generally be in any unheated common areas, but landlords should consider insulating all water pipes where central heating is not employed in the house or where the house is not likely to be heated for several days, for example, over the Christmas period.

The water supply must be capable of being turned off in case of emergency or to enable repair works to be carried out – stop valves should therefore be provided to isolate individual units of accommodation or each floor within the HMO as appropriate.

Hot Water Supplies

All systems supplying hot water must be designed and installed so that hot water is available at wash-basins, sinks, baths or showers at all reasonable times. “Creda Corvette” type batch boiling appliances are not acceptable as a means of heating water. Electric instantaneous type heaters are only acceptable for sinks if they are rated at 5 Kilowatts or above and are fitted with a proper hot water delivery arm.

The cost of supplying hot water to wash-basins, sinks, baths or showers which are exclusive to particular lets may be met out of general rental charges or may be charged for by meter so long as the occupier of the let has total and exclusive control over the use of that hot water.

Any hot water storage tank must be provided with an accessible stop cock to the down service pipe, and be adequately insulated.

Hot water to showers must be capable of being delivered at a thermostatically controlled temperature.

Disposal of Waste Water And Drainage

All waste pipes serving sinks, wash hand basins, baths and showers must be of the appropriate diameter and fitted with a trap. Waste pipes must be adequately supported along their entire length to prevent sagging and to maintain proper drainage falls. Waste water must be discharged in to the correct drainage system in accordance with current Building Regulations and Water Authority Bye-Laws.

Section 4

Property and Tenancy Management Standards4.10 The Management of Houses in Multiple Occupation (England) Regulations 2006

These new regulations replace the previous similar management regulations and apply to **most HMOs**, whether licensable or not, but do not apply to HMOs comprising properties converted into self-contained flats – these will become subject to a separate set of management regulations due to come in to force in October 2006. In the meantime, houses converted entirely in to self-contained flats will continue to be subject to The Housing (Management of Houses in Multiple Occupation) Regulations 1990 which were previously in force. The new regulations detail the management standards to be met and require the manager of the premises to carry out certain duties to maintain their property, taking account of the age, character, locality and prospective life of the house. The Regulations are summarised below but a full copy may be obtained by clicking on the link www.opsi.gov.uk. Follow the links to *legislation*; *statutory instruments*; *year 2006*; *statutory instrument number 372*. They may also be purchased from The Stationery Office Limited.

The duties of the manager are as follows:

- **To display their contact details** – the manager’s name, address and contact telephone number must be clearly displayed in a prominent position. On the wall in the entrance hall is usually the best place. (Regulation 3)
- **To maintain all means of escape from fire** – all fire doors must be maintained in a good condition, free from damage and fully self-closing so that they will close fully into the rebates of the frame. The main routes of escape eg exit doors, landings, staircases and hallways must be kept free from obstruction. Escape routes must also be clearly indicated by fixing notices in appropriate places in all HMOs having five or more occupants. The fire detection and warning system and emergency lighting system must be tested regularly. For most small and medium sized HMOs a monthly test by the landlord should suffice in addition to a thorough annual test by a suitably competent person (such as a qualified electrician or specialist fire alarm engineer). For larger HMOs more regular testing may be required. Fire fighting equipment, where provided, must also be maintained in good working order. (Regulation 4).
- **To take safety measures** – all necessary measures to protect the occupiers from injury must be taken, having regard to the design, the structural condition and the number of occupiers in an HMO. In particular this relates to the prevention of accidents associated with access to any roof or balcony and any low window sill (Also Regulation 4).
- **To maintain the water supply and drainage system** – the water supply or drainage system must be maintained in a good, clean and working condition. They must not be unreasonably interrupted from use by any occupier and any water storage tank must be covered and kept clean. Any water fitting which is liable to damage by frost must be suitably protected (Regulation 5).
- **To maintain gas and electrical supplies and to provide safety certificates** – the gas installation and any appliances must be tested annually by a Gas-Safe registered engineer who will issue a ‘Landlords gas safety certificate’. This must be supplied to the local authority within 7 days of any written request to do so. The electrical installation must be inspected and tested at least every five years by a qualified electrician who must issue a test certificate. Again, this

must be supplied to the local authority within 7 days of a written request to do so. Neither the gas or electricity supplies must be unreasonably interrupted. (Regulation 6) .

- **To maintain all common parts and installations within the property** – all common parts of the HMO eg. Entrance hallways, entrance doors, porches, steps, staircases, landings, shared bathrooms and kitchens plus all shared fittings and appliances must be maintained in a good state of repair and safe and working condition and kept clear from obstruction. Communal areas must also be kept clean and well decorated. In HMOs where the occupants are previously acquainted with each other and rent the house under the terms of a single tenancy agreement, for example a student shared house, it may be acceptable to expect the tenants to undertake the cleaning of the common areas on a group basis. The manager should visit from time to time, by prior appointment, to ensure that the common areas are being maintained to a satisfactory standard of cleanliness. In all other types of HMO, cleaning of communal areas will normally be the responsibility of the manager (Regulation 7).
- **To maintain in good order and repair any outbuildings, yards, gardens or boundary fences** – any outbuilding, yard, forecourt, boundary wall, fence or railing belonging to the HMO must be maintained in good and safe repair so as not to constitute a danger to the occupiers. Any yard or garden belonging to the HMO must be kept in a safe and tidy condition (also Regulation 7).
- **To maintain each unit of accommodation** – each unit and any furnishings must be clean at the beginning of a person's occupation of it. The internal structure, any fixtures, fittings or appliances, any window or other means of ventilation must be maintained in good repair as long as the tenant has treated the accommodation properly in accordance with the conditions contained within his lease or tenancy agreement (Regulation 8).
- **To ensure refuse is stored and disposed of adequately** – a sufficient number of bins must be provided for the storage of refuse pending disposal. Arrangements must be in place to ensure that all refuse is removed and disposed of on a regular basis, generally this will be undertaken by the Local Authority. It would be expected that one standard refuse bin be provided per three occupiers and that appropriate instructions are provided to each tenant at the beginning of the tenancy as to the refuse collection arrangements. For larger hostel type premises (10 or more occupiers), a Trade Refuse Contract with the local authority would be expected. This may also be necessary for smaller premises, particularly where meals are provided (Regulation 9).

The regulations (Regulation 10) also place a duty on all occupiers of an HMO to:

- Conduct themselves in a way that will not hinder or frustrate the manager in the performance of his duties.
- Allow the manager at all reasonable times to enter any living accommodation to enable him to carry out any duty. Except in the case of emergencies, at least 24 hours notice either in writing or by phone of any intended visit should be given to the occupiers.
- Provide the manager with any information requested to enable him to carry out his duties.
- Take reasonable care to avoid causing damage to the property and its contents.

- Store and dispose of refuse in accordance with the arrangements made by the manager.
- Comply with the reasonable instructions of the manager in respect of any means of escape from fire, the prevention of fire and the use of fire equipment.

Under regulation 11, the manager is not expected to carry out any works or actions with respect to the supply of water, gas or electricity or to the drainage of the house where responsibility for a particular fault or problem lies with either the local authority or the supply company. The manager is however expected to bring any such faults or problems to the attention of the appropriate person, authority or company as necessary as soon as he becomes aware of the matter (for example a blocked sewer or power failure)

It is an offence not to comply with these regulations. A person who is convicted of such an offence may be fined up to level 5 on the standard scale (currently £5000). This applies to both the manager of a property and to the occupiers as appropriate.

4.20 Management Arrangements and Competency of the Manager

4.21 Management Arrangements

Before issuing a licence, the Council must be satisfied that the management arrangements for the property are satisfactory and that the person involved in the management is a fit and proper person and competent to do so. Where there are any concerns over the competency of the manager, the Council can require that he / she attends an approved training course as a condition of a licence. Management arrangements will obviously be different for each property, depending upon the age, size and type of house, the number and the type of tenants and the type of accommodation provided. However, the sort of issues for which arrangements should be in place are as follows:

- Procedure for tenants to report any repairs.
- Procedure for ensuring that any repair work or general maintenance work is carried out.
- Ensure that sufficient funds are available to enable emergency repairs to be carried out.
- Procedure for checking that the emergency lighting and the fire detection and warning devices are in good working order.
- Ensure that all tenants are made aware of the fire safety procedures and the proper use of fire safety installations.
- Procedure for ensuring that the escape routes are kept free from obstructions.
- Arrangements to ensure that the gas installation and all appliances are kept in safe and good working order.
- Arrangements to ensure that the electrical installation and appliances are kept in a safe and good working order.
- Ensure that tenancies are created and terminated in accordance with the law.

- Ensure that the common areas such as shared kitchens, bathrooms, entrance hallway and stairwells are kept clean and in good order.
- Ensure satisfactory arrangements are in place for the storage and collection of refuse.
- Ensure that the front and rear yards, gardens and fencing are kept in good order.

4.22 Financial Arrangements

The Council must also assess that suitable financial arrangements are in place before a licence can be issued. Again, these will vary from property to property but, in the majority of cases, the manager will need to demonstrate that arrangements have been made for the following:

- Financing the cost of repairs and general maintenance
- Receiving rents
- Receiving and handling deposits
- Paying the mortgage (if appropriate)
- Paying the Council Tax (if appropriate)
- Paying utility bills (if the owners responsibility)

For larger hostel type premises further financial arrangements may need to be in place, such as:

- To hire and pay staff such as caretakers, cooks, cleaners etc
- To purchase food and other supplies

4.23 Terms of Occupation

When a licence is issued by the Council it will contain a number of conditions, some of which are mandatory for all licences and others will be specific to that particular property. One of the mandatory conditions is a requirement of the licence holder to supply to the occupiers of the house a written statement of the terms on which they occupy it. In many cases the landlord may already have fulfilled this requirement by the provision and signing of a Tenancy Agreement at the start of each tenancy. It is important that any such statement or tenancy agreement contains certain information, as listed below: (references to licence or licensee below relate to a persons occupation of a property and not to the property licence).

- Name of tenant(s) or licensee and address of property
- Name and address of landlord(s)
- Name and address of agent (if any)
- Tenancy or licence start date

- Amount of deposit paid, how held and terms of return
- Inventory of items supplied by landlord eg. Furniture
- Length of tenancy, if a fixed term tenancy
- Amount of rent and how often due
- Arrangements for payment/collection of rent
- Recording of rent ie. Rent book or receipt
- How and when rent can be increased
- Responsibility for payment of Council Tax, Water Rates and fuel bills
- Repairing obligations for both parties
- Arrangements for reporting repairs
- A statement as to expected standards of behaviour of tenants and their visitors. For instance prohibiting use of the premises for illegal activities, not playing loud music -- particularly late at night, not holding parties involving excessive noise or numbers of people, not using the premises for illegal business eg car repairs or second hand car sales.
- The consequences of failing to abide by these prohibited behaviours.
- Tenants right to quiet enjoyment of the property.
- Ending a tenancy – notice requirements on both parties, including the need for a Possession Order and a Warrant before eviction. Procedure for ending a term of occupation under a licence.
- Landlords right of access into the property
- Duty of the tenant to enable the landlord to perform his management responsibilities
- Duty of the tenant to avoid causing unnecessary damage to the property and its contents
- Duty of the tenant to store and dispose of refuse as arranged by the landlord and in accordance with local authority arrangements for refuse collection.
- Duty of the tenant to comply with the landlords reasonable instructions in respect of any means of escape from fire, the prevention of fire and the use of fire equipment

There is a procedure to be followed to terminate any tenancy. It is a criminal offence to either illegally evict or to harass a tenant so as to cause them to leave a property, for example threatening them or cutting off supplies of fuel or water. The Council will take legal action against anyone committing harassment or illegal eviction. In addition, the HMO licence may be revoked and a Management Order may be made whereby the Council will take over the day to day management of the property, including receipt of the rent.

4.24 Temporary Exemption Notices

If a landlord or a person in control of a licensable property intends to stop operating as an HMO or reduce the number of occupants and can give clear evidence of this then he or she can apply for a Temporary Exemption Notice (TEN). Where occupation levels are to be reduced, the tenants being displaced must confirm (in writing if possible) that they intend to vacate the property. Where it is intended that a property will cease to be in multiple occupation, the landlord must be able to provide evidence that any existing tenants have made suitable alternative housing arrangements and that they will have moved out within 3 months from the date of application for the TEN. If necessary, consideration may be given to issuing a further TEN for another 3 months but each case will be considered separately. A person who applies for a TEN but is refused may appeal to the Residential Property Tribunal within 28 days.

Upon expiry of a TEN, the property must either be licensed, cease to be an HMO, be no longer licensable or become subject to an Interim Management Order.

4.25 HMO Declarations

The Council may declare a building or part of a building to be an HMO if it is used for some other purpose but the living accommodation is also occupied, by persons who do not form a single household, as their main residence and this constitutes a significant use of that accommodation. This may be most commonly used for premises operating as bed & breakfast type establishments where a number of rooms are also used to house people who would otherwise be homeless. Such use will be deemed as significant if 25% or more of the total number of sleeping rooms are occupied by persons in receipt of benefits such as housing benefit or paying a weekly or monthly rent as opposed to an overnight charge.

In order to make such a declaration the Council must serve a notice on the owner and/or manager of the premises who will have the right to appeal to a residential property tribunal within 28 days. If no appeal is made the premises will be deemed to be an HMO and may require to be licensed. If circumstances change and the premises is no longer occupied in a similar manner, the Council may revoke the declaration, either by its own initiative or on application by the owner or manager.

4.30 Regulatory Powers

4.31 Offences

It is an offence if a landlord or the person in control of a property either fails to apply for a licence for a licensable property or allows a property to be occupied by more people than are permitted under the licence without reasonable excuse. A fine of up to £30,000 may be imposed.

It is also an offence to break any of the licence conditions without reasonable excuse and conviction can result in fines of up to £5,000.

4.32 Interim Management Orders

Where the condition of a property is such that it presents an imminent risk to the health and safety of the occupiers or if a landlord fails to apply for a licence or bring a HMO up to the required standard, or fails to meet the fit and proper person criteria, the Council can issue an Interim Management Order (IMO), which allows it to step in and manage the property. The owner keeps their rights as an owner but the rental income will be collected by the Council and can be used to fund repairs and other charges incurred in managing the property. The order can last for a year but once it has expired the Council must decide whether a licence can now be issued or whether to make a Final Management Order (FMO).

In IMO can also be issued if the Council intends to revoke a licence and it is necessary to make the order to protect the health, safety and welfare of the occupants of the property.

4.33 Final Management Orders

A Final Management Order (FMO) cannot be made unless immediately beforehand an IMO or another FMO was in force. A Final Management Order lasts for a maximum of five years but can be renewed. It transfers the management of the house to the Council for the duration of the order. As with an IMO the owner retains rights as an owner but the Council will collect the rental income to fund repairs and other charges incurred in managing the property and may also create new tenancies without the owners agreement. The Council would need to produce a written management scheme detailing how it would intend to manage the property during the period the FMO was in force.

A person who is aggrieved by the making of a FMO may appeal to the Residential Property Tribunal within 28 days.

4.34 Rent Repayment Orders

A tenant living in a HMO that should have been licensed, but was not, can apply to the Residential Property Tribunal to claim back any rent they have paid during the unlicensed period (up to a limit of 12 months). The Residential property tribunal must make such an order if the landlord has been found guilty of the offence of failing to obtain a licence or where an order has already been made in favour of a local authority to claim back housing benefit payments. Councils can also reclaim any housing benefit that has been paid during the time the property was without a licence where a landlord has been found guilty of the offence of

failing to obtain a licence or if the Council has sufficient evidence that an offence has been committed.

5.0 The Housing Health And Safety Rating System (HHSRS)

The housing health and safety rating system is a new method of assessing how poor or dangerous housing conditions can affect the health and safety of occupiers.

The legislation is contained within the Housing Act 2004 and came in to effect on 6th April 2006 along with the licensing provisions.

It replaces the former Housing Fitness standard under the Housing Act 1985 and applies to all dwellings regardless of whether they are HMOs or single households and regardless of the type of tenure.

The basic theory behind the system is that all dwellings should provide a safe and healthy environment for all occupiers, potential occupiers or their visitors. The system relies upon an assessment of the whole dwelling to identify any deficiencies which could pose a risk to health and safety.

Deficiencies are then related to a wide range of hazards ranging for example from excess cold, falling on stairs to fire and structural collapse (the full list contains 29 identified hazards).

To assess the seriousness of any particular hazard an assessment is made as to the likelihood of a person suffering harm during the forthcoming twelve months and how serious the harm is likely to be. For example if a house has a steep poorly lit staircase with no handrail, an assessment is made as to the likelihood of a person falling on the stairs and if they do fall, how serious will their injuries be. An assumption is made that the dwelling is occupied by the most vulnerable age group. For example when assessing falling on stairs it is assumed that the dwelling is occupied by a person aged 60 or over.

In order to reach an informed decision the Government has issued guidance based upon national accident and ill health statistics.

By application of a prescribed formula, hazards are given a numerical score. The scores have been divided in to bands ranging from A to J for ease of comparison.

Hazards which have a score in the top 3 bands (A, B, and C) are known as Category 1 hazards and every local authority has a duty to take some form of action to remove or lessen the hazard, once identified, using a range of new powers contained in part 1 of the Housing Act 2004.

Hazards falling in the lower bands, D to J are known as Category 2 hazards for which every local authority has discretionary powers to take action to remove or lessen.

This is a very brief description of the HHSRS and to find out more you are advised to refer to a new document recently issued by the Government (Department for Communities and Local Government) entitled : HHSRS – GUIDANCE FOR LANDLORDS AND PROPERTY RELATED PROFESSIONALS.

You can download a version of the document from the website www.communities.gov.uk

Follow the links to Housing or enter HHSRS in the search box.

Alternatively you can obtain a copy from:

DCLG Publications
PO Box 236
Wetherby
West Yorkshire LS23 7NB

Tel 08701 226 236
Fax 08701 226 237
e-mail communities@twoten.com

Quote the publishing ref ISBN: 978 185 112 8563 published on 26/5/06).

This DCLG document gives a full explanation of the HHSRS and how you as a landlord can carry out your own assessments to reduce risks to the health and safety of your tenants.

Local authorities are under a duty to inspect every property for which a licence has been issued within 5 years from the date of application to assess for hazards under the HHSRS.

Carrying out your own risk assessment and attending to any hazards so identified is therefore considered very worthwhile in order to lessen the likelihood of any enforcement action having to be taken following this compulsory inspection by the Council.

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**CABINET
MEETING**6th August 2020**Replacement of Burcot Hostel**

Relevant Portfolio Holder	Cllr Shirley Webb
Portfolio Holder Consulted	N/A
Relevant Head of Service	Judith Willis
Ward(s) Affected	All wards
Ward Councillor(s) Consulted	No
Key Decision / Non-Key Decision	Non-key decision

1.0 SUMMARY OF PROPOSALS

In February 2016 the Cabinet Committee received a report entitled 'Replacement of Burcot Lodge Hostel', and noted that the hostel would be closing as part of any redevelopment of the wider area. It also agreed that the Head of Community Services in consultation with the Portfolio Holder for Strategic Housing be granted delegated authority to organise the replacement of the hostel with alternative temporary accommodation to be provided by Bromsgrove District Housing Trust (BDHT), and that the cost of the alternative option for the provision of temporary accommodation be released from balances. This report sets out how Burcot hostel has now finally been replaced by alternative facilities in the district provided by BDHT.

2.0 RECOMMENDATIONS**The Cabinet is asked to recommend**

- 2.1 the creation of a £35k capital budget for the scheme for the 2020/2021 capital programme funded from borrowing
- 2.2 the creation of a new net revenue budget of £41k as per 3.5 and 3.6 below to be funded from balances in 2020/2021 and an ongoing unavoidable revenue pressure for future years to be considered as part of the review of the medium term financial plan
- 2.3 the creation of a bad debt provision of £5k per annum for potential non payment of council tax liabilities as per 3.7 to be funded from balances in 2020/21 and as an unavoidable pressure from 2021/22 onwards

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3.0 KEY ISSUES

- 3.1 Careful consideration has been given to the most cost-effective way to replace the hostel and as part of this, the matter has been considered several times in detail by the Overview and Scrutiny Board, and by the Preventing Homelessness Task Group in 2016.
- 3.2 In discussion with BDHT it was agreed to replace the hostel with six units of alternative temporary accommodation from their stock. These units comprise of 2x1 beds, 2x2 beds and 2x3 beds and they will form part of the emergency facilities available to homeless households for the duration of the housing agency contract currently in place between the Council and BDHT. Currently BDHT have made good progress in terms of preparing the alternative resources, with five of the six properties now in a position to take homeless households.
- 3.3 It is also worth noting that since the outbreak of the Covid 19 crisis, the government has actively encouraged homelessness services not to place homeless households in facilities with shared living spaces and there is no indication that this will change in the foreseeable future. So from this perspective the hostel is therefore no longer fit for purpose and its closure is timely in the current circumstances.

Financial Implications

- 3.4 There is a capital requirement of £35k to complete the works on the properties. A capital budget will be needed to fund this and approval is sought for the capital monies and associated financing costs, which are minimal due to the scale of the expenditure.
- 3.5 There is an estimated net £50k budget requirement to run the scheme on going made up by the following estimates with the income being based on recovering 40% of the utilities and rent:

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	£
Ongoing Furniture/carpet replacement	5,000
Predicted Void and Safety Check Budget	22,500
Rent	27,040
Utility Cost	10,804
Income Rent	-10,816
Income Utilities	-4,322
Total	50,206
Current budget in place	9,628
Total budget requested	40,578

- 3.6 There is at present a net budget of £9,628 which can be used to offset these costs. This results in approval being required for an additional £40,578 revenue budget per annum.
- 3.7 A provision will be required to offset the potential bad debts arising from occupiers not paying the council tax when in residence as this liability arises when the units are occupied. An assessment will be carried out when the units are completed. This is estimated to be a maximum of £5k based on 40% occupancy and a revenue budget will be required to fund this.

Legal Implications

- 3.8 The council has a statutory duty to provide temporary accommodation to homeless households under the Housing Act 1996. Although this accommodation does not have to be furnished it is considered good practice to provide basic facilities including carpets and most local authorities do this as part of their temporary accommodation offer.

4.0 Background / Service Implications**Customer / Equalities and Diversity Implications**

Homeless households face considerable disadvantages at a time of crisis and providing temporary accommodation offers them the opportunity to

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address these. The provision of temporary accommodation can also play a role in meeting the Council's Strategic Purposes.

5.0 RISK MANAGEMENT

5.1 If demand for temporary accommodation outstrips supply, there is an increased risk that households may be placed in bed and breakfast which is the most costly form of temporary accommodation placement. Supply and demand issues will therefore be monitored on an ongoing basis as part of the wider contract monitoring arrangements in place between the council and BDHT to ensure that the provision of six units as a replacement for the hostel provides adequate enough provision to avoid any increased use of bed and breakfast in the district.

5.2 The units will be funded by rental payments so it will be important for BDHT to achieve a consistent and high collection rate for rents due – this will also be monitored on a regular basis. The budget in 3.4 is based on a 40% collection rate – maximising/improving upon these collection rates will reduce the overall spend per annum.

6.0 BACKGROUND PAPERS

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

Cabinet Report - Replacement of Burcot Lodge Homeless Hostel, Bromsgrove 3rd February 2016

7.0 APPENDICES

None

AUTHOR OF REPORT

Name: Derek Allen Housing Strategy Manager
email: derek.allen@bromsgroveandredditch.gov.uk
Tel.: (01527) 64252 Ext: 1278

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Finance Monitoring Quarter 1 2020/21

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

1. Purpose and Summary

- 1.1 To report to Cabinet on the Council’s financial position for both Revenue and Capital for the financial period April 2020 – June 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 – June 2020 as detailed in the report.

That Cabinet recommend to Council

- 2.2 Approval of a change in the 2020/21 Capital Programme of the S106 scheme already approved for Barnt Green Millennium Park – Toilet £62k. This is to be reallocated to a new scheme at Bittell Road Recreation Ground in relation to infrastructure/fitness route improvements due the requirements of the original project no longer needed. (See 6.1)
- 2.3 Approval for requesting that the training budgets that are held within the service Human Resources are combined and therefore operating in a shared services environment which means that any training provided to our staff is beneficial to both councils as we upskill our workforce. (See 3.4) with the resulting savings to be allocated to the savings target for 2020/21.
- 2.4 Approve the inclusion of the £1.154m of Government Grant in relation to Covid pressures and losses of income into the 2020/21 revenue budgets (see 3.6)

Revenue budgets

- 3.1 This report provides details of the financial performance of the Council for 2020/21. The report reflects the finances across all of the New Strategic Purposes to enable Members to be aware of the level of funding attributed to each area and how this compares to budget. The summary below shows the financial revenue position for the Council for 2020/21.

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- 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.
- 3.4 In addition the revised 2020/21 budget of £12.089m includes transfers to/from reserves of £278k which is shown in appendix 1.

Revenue Budget summary Financial Year 2020/21 – Overall Council
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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
Affordable and sustainable home	695	861	174	173	-1
Communities which are safe, well maintained and green	4,972	5,046	63	-32	-95
Enabling the Authority	5,307	5,281	1,235	1,284	49
Living independent , active and healthy lives	377	454	149	153	3
Run and grow a successful business	-51	-74	-28	298	326
Work and financial independence	512	521	1,152	1,201	44
Total	11,812	12,090	2,763	3,077	314
Financing	-11,812	-12,090	-4,616	-4,655	-39
Grand Total	0	0	-1,852	-1,578	275

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Financial Commentary:

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 quarter and the main variations are as a result of:

Affordable and sustainable home (£1k 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 1 to report.

Communities which are safe, well maintained and green (£95k underspend)

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.

- Bereavement services have received less income than expected from burial fees in the first quarter of **£26k**.
- Building Control have some small underspends on salaries and supplies and services in the first quarter along with a slight increase in income to profiled budget **£16k**.
- Development control have a slight shortfall in income in the first quarter of 2020/21 to the profiled budget **£12k**
- Environmental services management support and Place teams have some small underspends on general supplies and services budgets and also temporary salary savings **£45k**.
- 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 **£42k**.
- There are some salary savings in the Tree management team following a services delivery review **£30k**.

Enable others to work/do what they need to do (to meet their purpose) (£49k 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 **£78k** which is due to a vacancy management factor target to be met. This will be reallocated from other services during 2. See savings monitoring at point 4 to this report.
- Democratic Services and member support have underspends on supplies and services budgets not yet spent along with temporary salary underspend **£24k**.

Living independent, active & healthy lives (£3k overspend)

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 quarter income fee for BSLC which is the impact from the Covid pandemic **£30k**. Members will also be aware of additional payment made to the service active in terms of the losses incurred

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during the forced closure of the site. This has been reflected as transfer from balances and therefore does not show as overspend within Business development.

- Parks and events have some underspends due to events not taking place in the first quarter also due to Covid **£25k**.

Run and grow a successful business (£326k 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 changes for Covid **£284k**. The government have announced a compensation scheme for lost income and officers are currently working through the application for these funds.
- There is also a variance on markets which again is due to the impact of Covid **£14k**
- Licences has a shortfall of income in the first quarter of 2020/21 **£19k**

Work and Financial independence (£44k over budget)

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.

- Revenues is showing an overspend in the first quarter as there are no recoveries taking place due to Covid **£33k**.
- There are no other material individual variances in quarter 1 to report.

Corporate Financing (£39k saving)

- There is a variance in corporate financing due to a slight saving on Interest/borrowing costs in the first quarter **£39k**.

3.5 Training Budgets – Human Resources

The approval to request the training budgets are shared is ensuring a smoother delivery of our current training programme.

Currently the training budgets are held separately at each authority requiring resources from both Finance and HR to administer and recharge every course undertaken by an employee based on a percentage split. As the head count is comparable at each authority and the training budgets are similar in size, it is proposed to move to a shared services arrangement for training budget, mirroring how employee salaries are managed. It is proposed that the training budgets are combined and held by Redditch as the HR service is hosted by Redditch.

The budget allocations currently are: (excluding the HRA and Worcestershire Regulatory Services)

BDC £133,412

RBC £106,720

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It is proposed that each authority will have £106,000 in a shared training budget. The remaining £27k from BDCs allocation will be allocated to the savings target.

3.6 COVID

As Members are aware funding has been received from Central Government to support the Council in addressing additional pressures resulting from the pandemic. The total received to date is £1.154m and this is to offset additional cost pressures faced by the Council. In addition guidance is expected shortly to detail how the Council can claim the compensation grant for loss of income on fees and charges. This will be claimed to offset the losses in car parking charges. In terms of the current position the Council will continue to monitor the losses in Business Rates and Council Tax to ensure these can be met from the existing grants. It is hoped that a further funding round will be allocated in relation to leisure income losses.

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 1 £122k identified savings have been realised against the budgeted April to June savings of £127k

Officers are working through the vacancy savings targets and reductions in enabling costs to enable these to be shown from quarter 2 in addition to any further savings that can be delivered.

5. Cash Management

5.2 Borrowing

As at the 31st June 2020 there are £10m short term borrowings with associated borrowing costs within the quarter of £41k, 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 31st June 2020 there were £5.0m 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
Communities which are safe, well maintained and green	3,481	3,481	440	358	-81
Enabling the Authority	55	55	14	51	37
Living independent , active and healthy lives	835	835	209	0	-209
Totals	4,371	4,371	662	409	-253

Finance commentary:

- *Please note capital carry forwards from 2019/20 are not included in the above figures – please see appendix 3 – these budgets now approved will be loaded for quarter 2 monitoring.*

Communities which are safe, well maintained and green

- One of the main projects within this strategic purpose is the capital budget for the Vehicle replacement. Whilst some spend has commenced there are final specifications with service areas for remaining vehicle orders to be placed by the end of September 2020.

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

- The variance for this strategic purpose relates to the New Finance Enterprise System in Financial services which has now commenced. The project is expected to be completed by December 2020 a request has made to re-profile some of the budget into the first quarter of 2020/21 from the last financial year.

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Living independent, active & healthy lives

- The main underspend relates to the Disabled Facilities grant budget (DFG's) there has been no activity on this project in the first quarter of 2020/21 due to the Covid pandemic.

6.1 Bittell Road Recreation Ground infrastructure/fitness route improvements

The request for the change in the 2020/21 Capital Programme of the S106 scheme already approved for Barnt Green Millennium Park – Toilet £62k to be reallocated to a new scheme Bittell Road Recreation Ground infrastructure/fitness route improvements is due the toilets are no longer required.

It is proposed for this funding to be reallocated to infrastructure/fitness route improvements to Bittell Road Recreation Ground. This site is within easy walking distance from the Fiery Hill Development and provides improved access throughout the year.

Detail as follows:

Officers seek retrospective approval for £44k of the S106 B/2011/0741 funding for new circular pathway route at Bittell Road Recreation ground in accordance with the agreement.

There is a remaining interest balance of £4k of this S106 for which Officers seek approval for this to be put forward to be used to provide fitness equipment linked to the above new access route.

Officers request the £18k balances for the Barnt Green Toilet at Hewell to be amended as follows:

- Reduced to £14k (due to the additional S106 interest payment of £4k)
- Aligned to spend on the fitness equipment

7. Earmarked Reserves

- 7.1 The position as at 31st June 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 31st 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.

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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 Carry forwards

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	0	0	(10)	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	0	0	(1,192)	150	To fund the Economic Development opportunities across the District
Election Services	(96)	50	(46)	0	0	0	(46)	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 for replacement ICT systems
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)	0	287	(10)	(5,790)	337	

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SAVINGS & ADDITIONAL INCOME - BDC

APPENDIX 2

Department	Service	Strategic Purpose	Description of saving	2020-21 £'000	2020-21 Apr - June £'000	Quarter 1			
						On target Y/N	Additional (add to in yr savings) £'000	below target Y/N	Pressure £'000
Community Services	Lifeline	Living independent, active & healthy lives	New Lifeline Digital Upgrade	-11	-3	N		Y	3
Corporate Services	Printing & Reprographics	Enabling	Additional Savings from New Print Contract	-5	-1	Y			
Corporate Services	Corporate Services	Enabling	Management Review	-54	-14	N			
Corporate Services	Corporate Services	Enabling	Reduction in enabling costs - 1% per annum	-45	-11	N			
Corporate Services	Corporate Services	Enabling	Saving on the estimated payment to the Greater Birmingham & Solihull Local Enterprise Partnership	-150	-38	Y			
CAFS	CAFS	Work and financial independence	Full Service review	-30	-8	N			
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	-6	Y			
Environmental Services	Bereavement Services	Communities which are safe, well maintained and green	Additional income from new structure re commercialism	-11	-3	Y			
Finance	Finance	Enabling	Insurance contract saving	-130	-33	Y			
Leisure and Cultural Services	Facilities Management	Run and grow a successful business	Historic Budgets no longer required.	-2	-1	Y			
Leisure and Cultural Services	Facilities Management	Run and grow a successful business	Historic Budgets no longer required.	-1	-0	Y			
Leisure and Cultural Services	Facilities Management	Run and grow a successful business	Additional income in relation to rents for land around the district	-4	-1	Y			
Leisure and Cultural Services	Business Development	Enabling	Extra income for rental of the Parkside rooms	-1	-0	N		Y	1
Leisure and Cultural Services	Sports and Arts Development	Living independent, active & healthy lives	Reduction in Sports Development budgets	-5	-1	Y			
Leisure and Cultural Services	Business Development	Run and grow a successful business	Reduction in NDR budgets for Town centre Market stalls	-7	-2	Y			
Leisure and Cultural Services	Parks and Events	Communities which are safe, well maintained and green	Reduction in Tree Works Budgets	-5	-1	Y			
Planning & Regeneration	Development Control	Communities which are safe, well maintained and green	Savings on car mileage budgets	-4	-1	Y			
Planning & Regeneration	Development Control	Communities which are safe, well maintained and green	Various general supplies and service budgets savings	-2	-1	Y			
Planning & Regeneration	Strategic Planning	Communities which are safe, well maintained and green	Savings on employee Expenses budgets and other supplies and service budgets	-6	-2	Y			
Planning & Regeneration	Strategic Planning	Communities which are safe, well maintained and green	Savings on consultant fee budgets	-1	-0	Y			
Planning & Regeneration	Building Control	Communities which are safe, well maintained and green	Savings on photocopying & Print budgets	-2	-0	Y			
Planning & Regeneration	Building Control	Communities which are safe, well maintained and green	Savings on ICT budgets	-1	-0	Y			
Planning & Regeneration	Building Control	Communities which are safe, well maintained and green	Savings on marketing budgets	-2	-0	Y			

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Agenda Item 12a

Department	Service	Strategic Purpose	Description of saving	2020-21 £'000	2020-21 Apr - June £'000	On target Y/N	Additional (add to to in yr savings) £'000	below target Y/N	Pressure £'000
BDC Reg Client	BDC Reg Client	Run and grow a successful business	Inflationary increase	-2	-1	N			
BDC Reg Client	BDC Reg Client	Run and grow a successful business	Inflationary increase	-2	-1	N			
TOTAL				-510	-127	0	0	0	5

Job No.	Description	Department	Strategic Purpose	Funding	Full Year Budget 2019-20	Full Year expenditure 2019-20	Full Year Variance 2019-20	Request for Carry Forward into 2020/21	Comments
					£'000	£'000	£'000	£'000	
GC894	Burcot Lane	Customer services and financial support	keep my place safe and looking good	borrowing/capital receipts	3,156	177	-2,979	2,979	The Burcot Lane development is expected to commence during 2020/21 and therefore budgets are requested to be carried forward from 2019/20
GC411	Funding for DFGs	Community Services	help me live my life independently	borrowing/capital receipts	1,088	898	-190	190	It is to be requested to carry forward an underspend on the Disabled Facilities Grants due to delays in referrals from occupational therapists.
GC1341	Energy Efficiency Installation	Community Services	help me live my life independently	borrowing/capital receipts	110	14	-96	96	This fund has been unable to be spent this year due to the need to procure the energy advice service prior to restarting the Bromsgrove Energy Efficiency Fund. However the energy advice service has now been procured and has commenced in the final quarter of the financial year and will continue through to March 31st 2022.
GC1064	Home Repairs Assistance	Community Services	help me live my life independently	borrowing/capital receipts	50	9	-41	41	Discretionary home repairs assistance is underspent which is due to a lack of applications being received despite advertising so a request to roll forward is made to 2020/21.
GC1223	Energy Efficiency	Community Services	help me live my life independently	borrowing/capital receipts	5	0	-5	5	A roll forward is requested to be used in conjunction with Energy efficiency installations project for park homes.
GC1337	CCTV	Community Services	help me live my life independently	borrowing/capital receipts	321	154	-167	167	This is part of large CCTV project which is ongoing with first tranche of expenditure funded by PCC.
GC896	OLEV ULEV Taxi infrastructure scheme	Community Services	help me run a successful business	Grants & Contributions	300	0	-300	300	The project is delayed and is requested to be carried over to new year - Grant funding has already been received £275,000 (project is grant funded)
GC1283	Fleet Replacement	Environmental Services	keep my place safe and looking good	borrowing/capital receipts	451	99	-352	352	Carry Forward - £90k Tractor, trailer and mowers all ordered with delivery in March 2020 but delayed due to COVID 19 also there is a delay on getting the tractor registered with DVLA. £65k unfortunately as China and Europe closed down early in the year, officers were not able locate and discuss suitable machines. 40k Minor Works van ordered with delivery in March2020 but delayed due to COVID 19. £80k two tippers ordered with delivery in March2020 but delayed due to COVID 19. £25k orders placed for the new Luton van delivery expected March 2020 but delayed due to COVID 19. £35k order placed for 3.5t tipper delivery expected March 2020 but delayed due to COVID 19. £20k car park line marking to be completed in March 2020 unfortunately contractor was unable to complete due to COVID 19 would like to carry forward
GC1345	Replacement lighting at the Depot	Environmental Services	Keep my place safe and looking good	borrowing/capital receipts	23	0	-23	23	The improvement/upgrade for the lighting is linked to the quality of the CCTV night images and both this and the fencing security upgade, which we were advised would be cameras with motion detection, need to be undertaken at the same time with lighting levels agreed with the security contractor. The security work contract has delayed please see item below.
GC1355	Depot Site resurfacing phase 2	Environmental Services	Keep my place safe and looking good	borrowing/capital receipts	252	0	-252	252	The project is to be delayed until 2020/21 due to demands in the engineering team and until the future of the site is agreed. It is therefore requested to carry this budget forward to the new financial year.
GC889	Perimeter Boundary Security at the Depot	Environmental Services	Keep my place safe and looking good	borrowing/capital receipts	20	0	-20	20	Officers have been working with Chub as the existing provider to advise on the best security method to install along the fence line, the existing guardwire is temprimental and giving faulse alarms. Unfortunately the contractor has been very difficult to work with, the necessary on site survey work was initially delayed by them, then their contracts manager who visited left and we had to start the process again. We have also liaised with CCTV as they have recenely updated their framework contract. Unfortunately at this point we went into lockdown and we are now looking to undertake a mini tender via
GC1360	BDC Combined F/Path & Cycl	Environmental Services	Keep my place safe and looking good	borrowing/capital receipts	431	360	-71	71	The project is funded by Worcestershire County Council Funded and a carry forward is requested as there have been delays due to COVID 19.
GC897	Regeneration Fund	Finance	keep my place safe and looking good	borrowing/capital receipts	3,350	0	-3,350	3,350	There have been limited opportunities for investment properties during the year and therefore the budget will be requested to be carried forward into 2020/21.
C2334	New Finance Enterprise system	Finance	enabling	borrowing/capital receipts	455	237	-218	218	New Finance Enterprise System in Financial services which has now commenced. The project is expected to be completed by December 2020 and a request is made to re-profile some of the budget into the first quarter of 2020/21.
GC1350	Wythall Park POS Improvement	Leisure & Cultural Services	provide good things for me to see, do & visit	borrowing/capital receipts	15	0	-15	15	The project is waiting for response from Wythall parks association for confirmation to raise the order. This is therefore expected to take place spring 2020
GC1352	Barnt Green Millenium Park - Toilet	Leisure & Cultural Services	provide good things for me to see, do & visit	borrowing/capital receipts	62	0	-62	62	The budget is to be utilised at Bittell Road recreation ground owned by the parish council. The contractor is to commence works in summer 2020.
GC895	Re-landscaping of Recreation Ground	Leisure & Cultural Services	provide good things for me to see, do & visit	borrowing/capital receipts	211	0	-211	211	The consultation has now been completed and the contractor to be appointed and works to be scheduled 2020/21.
GC1344	Sanders Park dda play provision	Leisure & Cultural Services	keep my place safe and looking good	s106 funding	10	6	-4	4	Ongoing project - roll forward requested.
GC1361	Birdbox	Planning & Regeneration	provide good things for me to see, do & visit	borrowing/capital receipts	210	0	-210	210	The new birdbox scheme will also be requested to carry forward into the next financial year due to the project not being approved towards the later end of the financial year - although orders have now been raised
GC1339	Rubery Redevelopment Works	Planning & Regeneration	provide good things for me to see, do & visit	borrowing/capital receipts	36	3	-33	33	The project is still ongoing and a request is therefore mae to roll forward the budget into 2020/21.
		Grand Total			10,557	1,957	-8,600	8,600	

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Agenda Item 12a

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