



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 26TH OCTOBER 2022

AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

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

AGENDA

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

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.
3. **To confirm the accuracy of the minutes of the meeting of the Cabinet held on 12th October 2022 (Pages 1 - 8)**
4. **To consider any recommendations from the Overview and Scrutiny Board meeting on 24th October 2022**

(b) To consider any recommendations
5. **Nomination of Asset of Community Value - Former Social Club, Alvechurch Inn (Pages 9 - 20)**
6. **Air Quality Enhanced Monitoring Options Report (Pages 21 - 28)**
7. **Local Lettings Plan (Pages 29 - 42)**
8. **Climate Change Strategy (Pages 43 - 76)**

9. **Leisure Strategy** (Pages 77 - 96)

The covering report and a table of recommendations are attached to the main agenda. The full report, including all of the appendices, will be printed in a supplementary pack. The background papers will be published in a separate background papers pack.

10. **Asset Strategy** (Pages 97 - 110)

11. **Medium Term Financial Plan 2023/24 to 2025/26 - Update** (Pages 111 - 146)

12. **Fees and Charges 2023/24** (Pages 147 - 180)

13. **Quarterly Risk Update** (Pages 181 - 188)

14. **To consider any urgent business, details of which have been notified to the Head of Legal, Democratic and Property Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting**

K. DICKS
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

18th October 2022

If you have any queries on this Agenda please contact
Jess Bayley-Hill

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GUIDANCE ON FACE-TO-FACE MEETINGS

At the current time, seating at the meeting will be placed in such a way as to achieve as much space as possible for social distancing to help protect meeting participants.

Please note that this is a public meeting.

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

GUIDANCE FOR ELECTED MEMBERS ATTENDING MEETINGS IN PERSON

Members and Officers who still have access to lateral flow tests (LFTs) are encouraged to take a test on the day of the meeting. Meeting attendees who do not have access to LFTs are encouraged not to attend the meeting if they have common cold symptoms or any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

The meeting venue will be fully ventilated, and Members and officers may need to consider wearing appropriate clothing in order to remain comfortable during proceedings.

PUBLIC ATTENDANCE

Members of the public will be able to access the meeting if they wish to do so. Seating will be placed in such a way as to achieve as much space as possible for social distancing to help protect meeting participants. It should be noted that members of the public who choose to attend in person do so at their own risk.

Members of the public who still have access to lateral flow tests (LFTs) are encouraged to take a test on the day of the meeting. Meeting attendees who do not have access to LFTs are encouraged not to attend the meeting if they have common cold any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

Notes:

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.



INFORMATION FOR THE PUBLIC

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- You can inspect agenda and public reports at least five days before the date of the meeting.
- You can inspect minutes of the Council, Cabinet and its Committees/Boards for up to six years following a meeting.
- You can have access, upon request, to the background papers on which reports are based for a period of up to six years from the date of the meeting. These are listed at the end of each report.
- An electronic register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc. is available on our website.
- A reasonable number of copies of agendas and reports relating to items to be considered in public will be made available to the public attending meetings of the Council, Cabinet and its Committees/Boards.
- You have access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned, as detailed in the Council's Constitution, Scheme of Delegation.

You can access the following documents:

- Meeting Agendas
- Meeting Minutes
- The Council's Constitution

at www.bromsgrove.gov.uk

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

12TH OCTOBER 2022, AT 5.00 P.M.

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

Observers: Councillor C. A. Hotham

Officers: Mr. K. Dicks, Mrs. S. Hanley, Mr P. Carpenter,
Mrs. C. Felton, Ms M. Howell, Ms J. Willis, Ms. A. Delahunty,
Mr S Shammon and Mrs. J. Bayley-Hill

22/22 **TO RECEIVE APOLOGIES FOR ABSENCE**

An apology for absence was received on behalf of Councillor M. Thompson.

23/22 **DECLARATIONS OF INTEREST**

Councillor P. Thomas declared a pecuniary interest in relation to Minute Item No. 26/22 – Energy Efficiency (Private Rented Sector) (England & Wales) Regulations 2015 – in his capacity as a private sector landlord. He left the room during consideration of the item and took no part in the debate nor vote thereon.

24/22 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE CABINET HELD ON 27TH JULY 2022**

The minutes of the Cabinet meeting held on 27th July 2022 were submitted.

RESOLVED that the minutes of the Cabinet meeting held on 27th July 2022 be approved as a true and correct record.

25/22 **MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 5TH JULY 2022**

The Chairman of the Overview and Scrutiny Board, Councillor C. Hotham, presented the minutes of the meeting of the Board held on 5th July 2022.

Members were advised that during the meeting, the Board had considered two substantive items, on the subjects of housing enforcement and air quality.

Agenda Item 3

Cabinet
12th October 2022

For the discussion in respect of housing enforcement, Members had been advised that the legislation was in place and enforcement powers could be used by the Council if needed. However, most landlords tended to be compliant with legislative requirements and, where issues occurred, landlords could often be encouraged to resolve problems without the need for the Council to take action through the courts.

On the subject of air quality, the Board had received a detailed presentation from Officers from Worcestershire Regulatory Services (WRS). Members had been particularly interested in the information that had been provided about monitoring and testing air quality. Historically, the only option available to Councils had been to use a big box analyser. However, a new option, using chemical-based testing, was now available for Councils to use and could provide real time data. The Overview and Scrutiny Board had been keen for the Cabinet to consider purchasing one of these new testing options to use on a trial basis in the District. Cabinet was informed that there were financial implications to this proposal, as the equipment cost £4,000 to purchase and £2,000 to maintain. However, this option was cheaper than using one of the big box analysers and, unlike the analysers, the equipment was mobile, so could be deployed in different locations where needed.

Members discussed the recommendation that had been made on this subject by the Overview and Scrutiny Board. Reference was made to the data that could be obtained through testing and how this could be used in the long-term. The Leader confirmed that Cabinet Members had already received a detailed presentation from the relevant Officer and a grant application had already been submitted for the equipment. In this context, Cabinet agreed to endorse the recommendation from the Board.

During consideration of this item, reference was also made to the items that had been discussed at a meeting of the Overview and Scrutiny Board held on 11th October 2022. Cabinet was informed that the Board had pre-scrutinised the Worcestershire Homelessness and Rough Sleeping Strategy. No recommendations had been made on this subject, although Members had been very impressed by the work and commitment of the officers who provided homelessness prevention services.

RESOLVED that Cabinet invite Richard Williams, Principal Officer (Planning and Pollution Control), Worcestershire Regulatory Services, to a meeting to present information on Electro Chemical Devices, which provide real time information on air pollution. With a view to Cabinet looking at the cost implications, advantages, and viability of installing an Electro Chemical Device in a pilot scheme in the district to assess the advantages of using such equipment.

26/22

ENERGY EFFICIENCY (PRIVATE RENTED SECTOR) (ENGLAND & WALES) REGULATIONS 2015

The Private Sector Housing Manager presented a report on the subject of the Energy Efficiency (Private Rented Sector) (England & Wales) Regulations 2015.

Members were advised that the report detailed proposals to introduce an enforcement regime in the District, adopting enforcement powers available to Councils under the regulations. These enforcement powers had already been adopted by many other local authorities in the country. The report outlined a proportionate penalty system that could be applied by the Council where landlords did not comply with the regulations. Allowances were made for circumstances such as first time offences. The aim of the regulations was to improve the condition of properties nationally that were available for people to rent in the private rented sector. The measures required in the regulations could have a beneficial impact on the affordability of heating costs for these properties.

RESOLVED that

- 1) The Council adopt the enforcement powers under the Energy Efficiency (Private Rented Property) (England & Wales) Regulations 2015; and
- 2) The implementation of these powers are delegated to the Head of Community and Housing Services.

(Prior to consideration of this item, Councillor P. Thomas declared a pecuniary interest in his capacity as a private sector landlord. He left the room and took no part in the debate nor vote thereon.)

27/22

FIRST HOMES

The Housing Strategy and Enabling Manager presented a report on the subject of First Homes.

Cabinet was informed that the Government had introduced a new form of affordable housing, called First Homes. A proportion of houses in new housing developments needed to be classified as First Homes, which could be sold at a discount of 30 per cent on the market rate to first time buyers. This provided an opportunity for first time buyers to get onto the housing ladder. A minimum of 25 per cent of properties in housing developments needed to be classified as First Homes, unless exemptions applied. After a discount had been applied to properties sold as First Homes, the first sale of the property could be at a level no higher than £250,000 (outside London).

Councils were required to ensure that First Homes could be purchased in new housing developments. However, there was discretion over whether a local connection should be required in order for purchasers to

be eligible to buy a property as a First Home. Officers were suggesting that there should be a local connection requirement as there was significant demand within the District for affordable housing. Armed Forces veterans would also be prioritised under the scheme for purchasing First Homes.

Following the presentation of the report, Members discussed the potential value of a First Home scheme in the District and the need for more affordable housing. There was general consensus that a local connection requirement was necessary, as Members were advised that otherwise there was a risk that first time buyers from outside the District would seek to purchase First Homes in Bromsgrove under the scheme.

Reference was made to the price cap of £250,000 on the first sales of First Homes and Members queried whether this cap applied to subsequent sales of the properties. Officers advised that the cap only applied to the first sale of a property.

RESOLVED that the Council adopt the First Homes Policy and delegate authority to the Head of Community Services, following consultation with the Strategic Housing and Health and Wellbeing Portfolio Holder, to make an amendments to the policy to reflect any future Government Guidance.

28/22

WORCESTERSHIRE HOMELESSNESS AND ROUGH SLEEPING STRATEGY

The Housing Strategy and Enabling Manager presented the Worcestershire Homelessness and Rough Sleeping Strategy for Cabinet's consideration.

Members were advised that there was a legal requirement for local authorities to have a homelessness strategy. The Council's current homelessness strategy was due to expire on 31st December 2022. Therefore, the Council had worked with other local authorities in Worcestershire to develop a new Worcestershire Homelessness and Rough Sleeping Strategy. The strategy would be reviewed on an annual basis and would be renewed every five years.

During consideration of this item, Members noted that the strategy could be resolved by Cabinet rather than recommended on to Council.

Reference was made to the Overview and Scrutiny Board's consideration of the strategy at a meeting held on 11th October 2022. The Board had identified a typographical error in respect of the table that had been provided detailing the temporary accommodation in the District. Officers advised that the Council had an agreement in place with Bromsgrove District Housing Trust (BDHT) to provide static units and temporary accommodation. In total, there were up to 50 units available. This provided flexibility in the system in order to meet

demand. A request had been made following the Board meeting for the typographical error in the report to be corrected.

RESOLVED that

- 1) the draft Worcestershire Homelessness and Rough Sleeping Strategy 2022-25 and action plan at Appendix 1 be approved for public consultation; and
- 2) delegated authority be given to the Head of Community and Housing Services following consultation the Portfolio Holder for Strategic Housing to agree any changes that may be required following the consultation process.

29/22

DRAFT COUNCIL TAX SUPPORT SCHEME

The Interim Section 151 Officer presented the draft Council Tax Support Scheme for Cabinet's consideration.

Members were advised that the report requested permission to undertake public consultation on proposed changes to the Council Tax Support Scheme. There was a legal requirement for the Council to review the Council Tax Support Scheme on an annual basis and this report provided an opportunity to fulfil that obligation. The Council Tax Support Scheme was designed to provide support where needed to local residents.

Three options had been identified for the scheme in 2023/24, which had been detailed in the report. Option B, which widened the support bands and introduced a childcare costs disregard to help incentivise parents to return to work, was being proposed as the preferred option moving forward. This option was considered preferable as there was some uncertainty about the number of requests that would be received for support during the financial year, although there had been significant demand to date under the scheme in place for 2022/23. The financial costs associated with the scheme would increase as a result of the proposed changes, but these costs would be shared between precepting authorities. The allocation to Bromsgrove District Council represented 13 per cent of those costs.

RESOLVED that Option B be put out for consultation.

30/22

FINANCE IMPROVEMENT RECOVERY PLAN

The Interim Section 151 Officer presented the Finance Improvement Recovery Plan for Members' consideration.

Cabinet was informed that a new finance system had been introduced in February 2021 to replace an old system. There had been a number of technical problems experienced with the introduction of this new system. There had subsequently been a deterioration in the Council's financial position including in relation to the following areas:

- The accounts for 2020/21 and 2021/22 had not yet been submitted.
- Financial data had not been monitored during the 2021/22 financial year.
- Key documentation had not been submitted to the Government.
- Take up of the system across the Finance team and other service users had been incomplete.
- There had been a loss of experienced staff from the Financial Services team, which had impacted on capacity within the department.

However, in 2022, a significant amount of work had been undertaken to address these problems. A lot of progress had been made with resolving issues with the new finance system, with problems remaining with the cash receipting part of the system only. Many Government returns had now been submitted and a lot of new staff had been recruited into the Finance Department. Quarterly monitoring reports had been reintroduced and for the first time these were being combined with performance monitoring data. Risk monitoring reports were also scheduled for the consideration of Cabinet and the Audit, Standards and Governance Committee throughout the year. Once issues with the cash receipting part of the new system had been resolved, it would be possible for the Council to submit the authority's 2020/21 accounts.

The Council had been liaising closely with the external auditors, Grant Thornton, throughout and had been providing updates on progress that was being made to resolve the issues identified. It was noted that the external auditors had had to postpone their Value for Money audit of the Council due to capacity issues within their team and this would therefore follow later in the municipal year. Recruitment to local government finance and auditing roles remained challenging across the country.

Following the presentation of the report, Members discussed the information that had been provided and in doing so thanked Officers, particularly the Interim Section 151 Officer and the Head of Finance and Customer Services for their hard work to address the issues that had been identified. Members noted that a significant amount of progress had been made in 2022 to address the issues and expressed their hopes that the remaining problems with the new finance system would be resolved shortly.

During consideration of this item, Members were advised that this report had been considered at a meeting of the Finance and Budget Working Group. Concerns were raised by the Chairman of this group, Councillor C. Hotham, about the amount of funding that the Council had allocated to purchasing the new finance system and the extent to which the authority would receive compensation for the problems that had been experienced. Officers explained that a reduced rate had been negotiated with the supplier in November 2021. The Council was working with other authorities in the country using the same finance system and had learned lessons from partner organisations about

improvements that could have been made to the implementation of the new system.

RESOLVED that

- 1) Progress made on the following 8 key tasks for financial recovery be noted:
 - a) Financial Strategies
 - b) Revenue and Capital Monitoring
 - c) Closure
 - d) Returns
 - e) Projects
 - f) Systems
 - g) Documentation and Training
 - h) Resources

- 2) The work still required to move back to a best practice operation and the associated timetable for completion of this work be noted.

31/22

BUDGET FRAMEWORK FINANCE AND PERFORMANCE QUARTER 1 MONITORING REPORT

The Head of Finance and Customer Services presented the Budget Framework Finance and Performance Monitoring Report for the first quarter of the 2022/23 financial year. The performance data included in the report measured performance in relation to the Council's priorities and strategic purposes.

Members were informed that the property and equipment assets referred to in the report had been recorded as having a value of £43 million but this should have been recorded as a value of £42 million. Reference was made in the report to the Asset Disposal Strategy. Cabinet was informed that the report simply provided an update on this matter as part of the monitoring process and a detailed report on the Asset Disposal Strategy would be available for Members' consideration later in the month. For this reason, Members were advised that there was no need to consider the fourth proposal detailed in the report at this stage.

During consideration of this item, Members were advised that the report had been considered at a meeting of the Finance and Budget Working Group. Members had raised concerns about the potential impact of an increase to utilities fees on the Council's financial position. Officers advised that the Council was due to renew its contract in April 2023. There had been challenges for many public sector organisations in respect of increases to utilities fees in recent months, with fees rising fourfold for some organisations. The exact implications for the Council remained to be confirmed and Members were asked to note that the report focused on the financial position for the first quarter of the 2022/23 financial year.

Agenda Item 3

Cabinet
12th October 2022

Reference was also made to the impact that increases to staff pay levels could have on the Council's financial position. Cabinet was advised that the Council had anticipated a 2 per cent increase when the Medium Term Financial Plan was set in February 2022. However, it was likely that the pay award would be higher than this, although the exact increase remained to be confirmed and out of all the unions represented on the Council only Unison had agreed the proposed pay award so far.

RESOLVED that

- 1) The current financial position in relation to Revenue and Capital Budgets for the period April to June 2022 be noted;
- 2) The Q1 Performance data for the Period April to June 2022 be noted; and

RECOMMENDED that

- 3) The Operational Bank Account limit is raised to £2m.

The meeting closed at 6.01 p.m.

Chairman

Cabinet
2022

26 October

NOMINATION OF ASSET OF COMMUNITY VALUE – ALVECHURCH INN

Relevant Portfolio Holder		Councillor Phillip Thomas
Portfolio Holder Consulted		Yes
Relevant Head of Service		Ruth Bamford
Report Author	Job Title: Ruth Bamford Contact email: r.bamford@bromsgroveandredditch.gov.uk Contact Tel: 01527 883219	
Wards Affected		Alvechurch South
Ward Councillor(s) consulted		Councillor Annette English
Relevant Strategic Purpose(s)		Communities which are safe well-maintained & green
Key Decision / Non-Key Decision: This is a non-key decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Cabinet is asked to **RESOLVE** to:-

- 1) **Support the listing of The Alvechurch Inn, Radford Road, Alvechurch, Birmingham, B48 7LD**

2. BACKGROUND

- 2.1 As Members are aware from previous reports the Localism Act gave communities a right to identify a building or other land that they believe to be of importance to their community's social well-being and nominate such land / buildings to be registered with the Local Authority as an "Asset of Community Value".
- 2.2 Registration lasts for six years and if the property comes up for sale, the legislation allows a community group six weeks to express an interest in its purchase and if they do so, there is a six month period within which they can prepare their bid to buy the asset. The property in question can then be sold on the open market. Community groups have the same rights as any other bidders and there is no preference given to the local community bid.
- 2.3 The Council has received a nomination from Alvechurch Parish Council to list The Alvechurch Inn as an ACV. The nomination is attached at Appendix 1.

- 2.4 It has been nominated by Alvechurch Parish Council, which is a qualifying community entity under the legislation, to make a nomination.
- 2.5 The Alvechurch Inn meets all of the statutory criteria for listing, as set out at 3.1 below.
- 2.6 Members are reminded that the final decision regarding whether to list an asset rests with the Head of Planning, Regeneration and Leisure Services in consultation with the Portfolio Holder for Planning and Regeneration and Cabinet is being consulted by The Head of Planning and Regeneration as part of the consultation process.
- 2.7 In accordance with the process for nominations of Assets of Community Value the ward councillors for Alvechurch South Councillor Annette English and Portfolio Holder Councillor Philip Thomas have been consulted and have indicated support for the nomination.

3. FINANCIAL IMPLICATIONS

- 3.1 Property owners who believe they have incurred costs because of complying with these procedures can apply for compensation from the Council. As previously reported to Council, Government recognises this as a potential risk to local authorities and will provide a safety net whereby any verified claims of over £20,000 will be met by Government. The owners also have a right to appeal the decision made by the Council in agreeing that the building be included on the Assets of Community Value register.

4. LEGAL IMPLICATIONS

- 4.1 The Localism Act 2011 made provision for a system to list “assets of community value”, giving community groups the right to make nominations, and requiring local authorities to maintain local registers. Detailed rules around the operation of assets of community value are set out in the Assets of Community Value Regulations 2012.

- 4.2 The test for listing an Asset of Community Value as set out in Section 88 (1) of the Localism Act 2011 is as follows:-

“A building or other land in a Local Authority’s area is land of community value if in the opinion of the authority:-

- (a) an actual current use of the building or other land that is not an ancillary user furthers the social well-being or social interests of the local community, and

(b) it is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether or not in the same way) the social well-being or social interests of the local community.”

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 As referenced above, the purpose of the ACV register is to further the social well-being or social interests of the local community, in terms of the strategic purposes for this council this contributes to the purpose of, Living independent, active and healthy lives.

Climate Change Implications

- 5.2 Having an AVC in a locality has the potential to reduce the need to travel.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 None from this report.

Operational Implications

- 6.2 There are no specific operational implications for the District. The list of nominated assets is maintained by Land Charges officers and is available on the Council's Website.

7. RISK MANAGEMENT

- 7.1 The ACV register is maintained by the Council to ensure that all assets nominated are included to mitigate any risks associated with assets not being included on the register. Consideration by officers and members will be undertaken at each nomination to ensure a consistent approach is taken.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 - Nomination Form.

Cabinet
2022

26 October

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Cllr Philip Thomas	
Lead Director / Head of Service	Ruth Bamford	
Financial Services	Peter Carpenter	
Legal Services	Michael Rowan	
Policy Team (if equalities implications apply)	N/A	
Climate Change Officer (if climate change implications apply)	N/A	

BROMSGROVE DISTRICT COUNCIL

**ASSETS OF COMMUNITY VALUE – THE COMMUNITY
RIGHT TO BID**

NOMINATION FORM

Section A: About your organisation

A1 Organisation's name and address

Name of organisation*	ALVECHURCH PARISH COUNCIL
Address including postcode	PARISH COUNCIL OFFICE, 1a George Road Alvechurch B48 7PB

**full name as written in your constitution or rules (if appropriate)*

A2 Contact details

Name	Jayne Snales
Position in organisation	PARISH CLERK / RFO.
Address including postcode	AS ABOVE.
Daytime telephone no.	0121 447 8016.
Email address	clerk@alvechurch.gov.uk
How and when can we contact you?*	E-mail / during office hours.

**by email or phone, and days of the week and/or times of day you would prefer*

A3 Type of organisation

Description	Put a cross against all those that apply	Registration number of charity and/or company (if applicable)
Neighbourhood forum	<input type="checkbox"/>	
Parish Council	X	
Charity	<input type="checkbox"/>	
Community interest company	<input type="checkbox"/>	
Unincorporated body	<input type="checkbox"/>	
Company limited by guarantee	<input type="checkbox"/>	
Industrial and provident society	<input type="checkbox"/>	

A4 Number of members registered to vote locally (unincorporated bodies only)

In the case of an unincorporated body, at least 21 of its members must be registered to vote in the Bromsgrove District . If relevant, please confirm the number of such members. If they are registered to vote in the area of a neighbouring local authority, rather than in Bromsgrove , please confirm which area that is.

A5 Local connection

Your organisation must have a local connection, which means that its activities are wholly or partly concerned with the administrative area of Bromsgrove District Council or a neighbouring local authority. In some cases this will be obvious, eg. a parish council in Bromsgrove, or an organisation whose activities are confined to the district. If your connection may not be obvious to us please explain what your organisation's local connection is.

A6 Distribution of surplus funds (certain types of organisation only)

If your organisation is an unincorporated body, a company limited by guarantee, or an industrial and provident society, its rules must provide that surplus funds are not distributed to members, but are applied wholly or partly for the benefit of the local area (ie. within the administrative area of Bromsgrove or a neighbouring local authority). If relevant, please confirm that this is the case, and specifically which area this applies to.

A7 More about your organisation

What are the main aims and activities of your organisation?

Paesu Council → Serving local residents / representing the local Community.

A8 Your organisation's rules

Please send us a copy of the relevant type of document for your organisation, and put a cross in the next column to indicate which one this is	X
Memorandum and Articles of Association (for a company)	
Trust Deed (for a trust)	
Constitution and/or rules (for other organisations)	X

[Standing Orders - Attached]

Part B: About the land or building(s) you are nominating

B1 Description and address

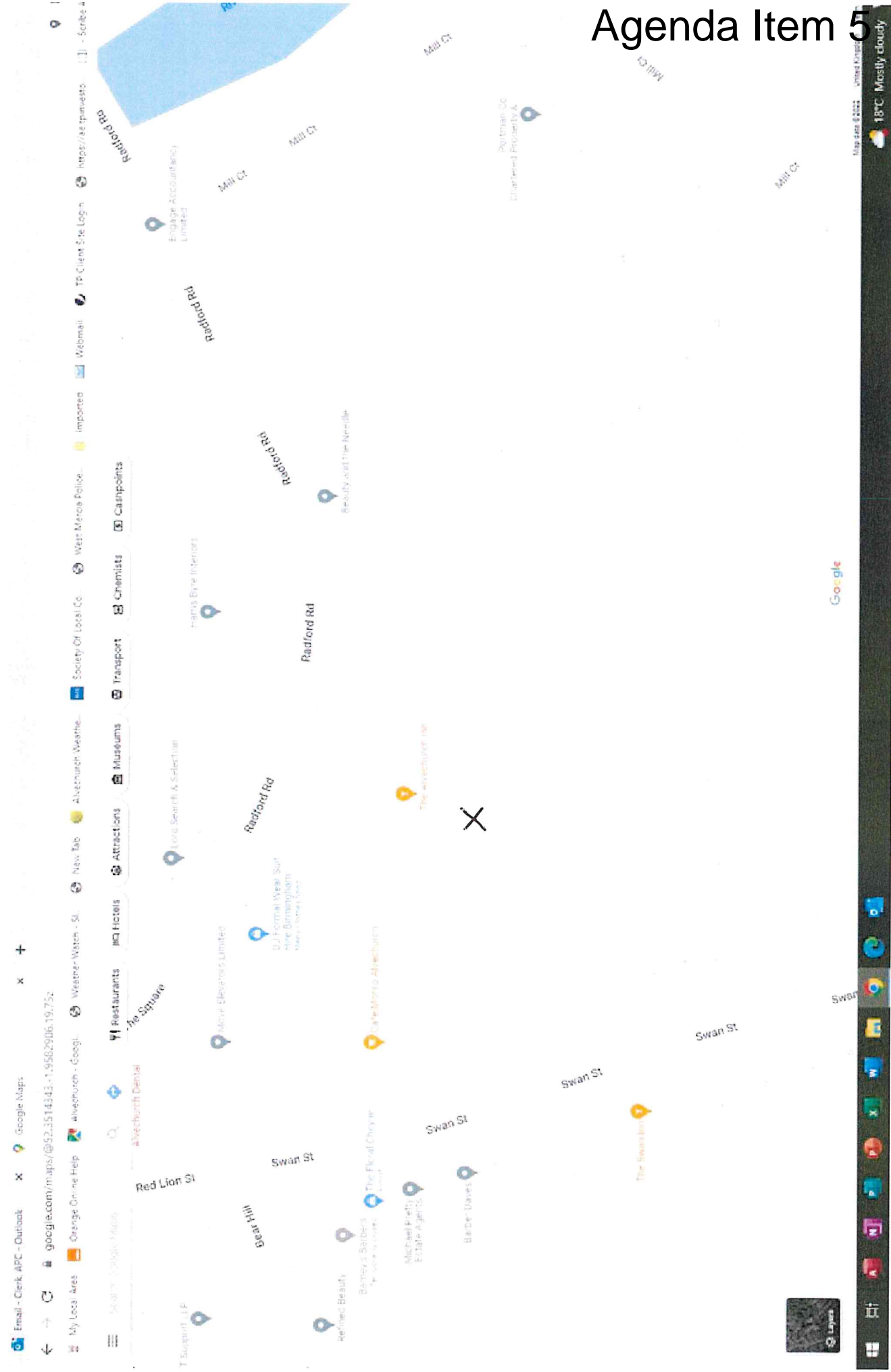
What it is (eg. pub, local shop)	Former Car Parent Social club [The Alvechurch inn]
Name of premises (eg. Post office , Community Centre)	The Alvechurch Inn
Address including postcode (if known)	Radford Rd, Alvechurch Birmingham B48 7LD

B2 Sketch plan

Please include (here or on a separate sheet) a sketch plan of the land. This should show:-

- The boundaries of the land that you are nominating
- The approximate size and position of any building(s) on the land.
- Any roads bordering the site.

Pls see Attached
Map.



Agenda Item 5

B3 Owners and others with an interest in the building or land

You should supply the following information, if possible. If any information is not known to you, please say so.

	Name(s)	Address(es)
Names of all current occupants of the land	Alvedurch inn —	Same as B1. Radford Rd, Alvedurch Bus 7 LD.
Car Park →	BDC APC	Canal House Burch Lane, Bronsgrove Warr B601AA. — Parish office 1a George Rd Alvedurch B487BB
Names and current or last known addresses of all those owning the freehold of the land (ie. owner, head landlord, head lessor)	Prev. Alv. Social Club. —	
Car Park →	AS above.	
Names and current or last known addresses of all those having a leasehold interest in the land (ie. tenant, intermediate landlord, intermediate lessor)	Prev. Alv. Social Club. —	
Car Park →	AS above.	

* Please note :- Alvedurch PC / Alv. Sports + Social Club |
+ BDC currently have an
ongoing lease relating to car parking facilities
@ Alv. Sports + Social Club.

B4 Why you think the building or land is of community value

Note that the following are not able to be assets of community value:-

- A building wholly used as a residence, together with land "connected with" that residence. This means adjoining land in the same ownership. Land is treated as adjoining if it is separated only by a road, railway, river or canal.
- A caravan site.
- Operational land. This is generally land belonging to the former utilities and other statutory operators.

Does it currently further the social wellbeing or social interests* of the local community, or has it done so in the recent past? If so, how?

Previously the Sports + Social Club / Car Park were both on BDCs Asset of Community Value list.
- BDC / APC both still remain on MTRZOR in the Car Park
[Current Lease Agreement - see attached Doc.]

Could it in future further the social wellbeing or social interests* of the local community? If so, how? (This could be different from its current or past use.)

See Above.

*These could be cultural, recreational and/or sporting interests, so please say which one(s) apply.

Section C: Submitting this nomination

C1 What to include

- The rules of your organisation (question A8).
- Your sketch plan (question B2).

C2 Signature

By signing your name here (if submitting by post) or typing it (if submitting by email) you are confirming that the contents of this form are correct, to the best of your knowledge.

Signature

C3 Where to send this form

You can submit this nomination:-

- **By post to:** Ruth Bamford, Head of Service for Planning, Regeneration and Leisure Services, Bromsgrove District Council, Parkside, Market Street, Bromsgrove, B61 8DA
- **By email to:** r.bamford@bromsgroveandredditch.gov.uk

Cabinet
2022

26th October

Enhanced Air Quality Monitoring Proposal

Relevant Portfolio Holder	Councillor Phillip Thomas
Portfolio Holder Consulted	Yes
Relevant Head of Service	Simon Wilkes
Report Author	Job Title: Richard Williams Contact email: Richard.williams@worcsregservices.gov.uk Contact Tel: 01562 732581
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Environmental Health
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. **RECOMMENDATIONS**

The Cabinet **RECOMMEND** that:-

Subject to the successful outcome of the grant bid to DEFRA,

- 1) the £1,350 capital match funding be incorporated into the Council's capital programme; and**
- 2) the £2,250 revenue match funding be incorporated in the Council's revenue budget**

as part of the Final Budget and Medium Term Financial Plan 2023/24 to 2025/26 which is due to be presented to Cabinet and Council in February 2023.

2. **BACKGROUND**

- 2.1 On the 5th July 2022 WRS presented its 2021 Air Quality update to the Overview and Scrutiny Board. One of the discussion topics and recommendations proposed was that the Council may wish to enhance its air quality monitoring provisions through the investment of new electro chemical measuring technology. This was approved by Cabinet on 12th October 2022.
- 2.2 For the purpose of complying with the Government set air quality management regime, air monitoring is undertaken exclusively with passive diffusion tube monitoring techniques. This method has been robustly tested over many years and is used by all local authorities for the purpose of monitoring NO₂ in the outdoor environment. The

measurement technique has been fine-tuned over time and it provides us with a level of accuracy that is considered acceptable by the Department of the Environment, Food and Rural Affairs (DEFRA) for the purposes of Air Quality Management (AQM) work. It is also the cheapest method at a cost of around £7 per location per month (laboratory supply and analysis only). Data using this technique can be harvested over a large geographic area and this method has also proven excellent for the purpose of trending air quality over a long period of time.

- 2.3 There are however limitations to using this technique. Diffusion tubes lack absolute accuracy and can display a +/-10% error rate so locations close to the government objective threshold for action require further study using more sophisticated methods prior to taking action. Diffusion tube results are not immediate, as they must be subjected to the national QA/QC process which corrects the 'tube bias' retrospectively following the completion of the national adjustment Study co-ordinated by DEFRA. Hence data collected in a specific year is not available in a reliable format until the following April.
- 2.4 All of the Worcestershire authorities have diffusion tube monitoring programmes however two locations do have enhanced monitoring and they are located in Kidderminster.
- 2.5 A very accurate NO₂ gas analyser is installed in Kidderminster that monitors pollution in real-time. Diffusion tubes deployed throughout Worcestershire are also co-located here. The data harvested from both techniques provide us with a local bias adjustment factor which provides several scientific advantages over that of the slow national scheme. The data collected also allows us to report nationally what the background NO₂ concentration's are in Worcestershire. Capital cost of this system would be around £17,000 today with annual maintenance cost of £3,000 (single pollutant only). This system is officer time hungry to and is effectively a laboratory instrument inside a bespoke roadside case.
- 2.6 The second site employs a purpose-built electrochemical gas measuring system purchased by Wyre Forest District Council. This system is not as accurate as the other gas analyser and as of writing, is not approved for AQM work. Nevertheless, it provides real-time information on NO₂ levels, particulate matter (PM₁₀ and PM_{2.5}) and ozone (O₃). The equipment is deployed in the Blackwell Street/Horsefair area which was subject to significant road junction improvements in 2019. Prior to these changes this area had the

poorest air quality in Worcestershire and the equipment is being used to monitor the effectiveness of these improvements. The equipment will also be used to monitor the significant developments planned on the east side of Kidderminster over the forthcoming years and determine whether they have a detrimental effect on air quality at this location. The system has a capital cost of around £4,000 and annual maintenance and data harvesting cost is £2,500 per year.

- 2.7 These systems are compact, lightweight air pollution sensors that measure harmful gases and particle matter in real-time, including the main pollutants of concern (NO₂ and PM₁₀ and PM_{2.5}). They are powered using internal batteries or via solar panel and can be attached to a lamp post at the required location making siting flexible and expedient without the requirement of street works consent and additional installation costs.
- 2.8 The sensors provide detailed air quality measurements in real-time and therefore can be used for a variety of purposes including identifying short term trends, tracking pollution hotspots, background concentration monitoring, investigating air quality around schools or other areas. These systems can also be used in isolation or deployed as a network across a wide area to provide a detailed picture and due to the immediacy of the data it has many practical applications in providing early warning through the app and website to advise persons who have respiratory problems of imminent risks due to poor air quality episodes. The data will also be publicly available and will be used in future campaigns around behaviour change and the promotion of active modes of travel.
- 2.9 As discussed in section 2.5, monitoring in real time for several pollutant types has been prohibitively expensive. However, the advent of this new technology is changing the landscape. ONS are keen on exploring the financial viability of this technology and is therefore seeking Cabinet's view on the merits of investment and its financial implication. The purpose of this report is to provide some background information on the technology, breakdown on cost and alternative funding options.

3. FINANCIAL IMPLICATIONS

- 3.1 During the course of 2022 other partner authorities also expressed a keen interest in developing their own enhanced data provision. This along with the timely announcement that DEFRA will allow grant bids for monitoring equipment as part of LOT 2 of this year's funding framework provides us with the opportunity to bid for funding.

- 3.2 Thus utilising the WRS Shared Service arrangements, a County wide air quality grant application to DEFRA to cover a significant proportion of such costs is currently being prepared. Should our bid be successful, Capital and revenue costs would be covered by DEFRA funding however a minimum of 10% match funding is expected of the successful applicant (this will be met by the District Councils in proportion to the number of sensors proposed for each Council area). DEFRA intend to monitor progress on project outcomes for 2 years following award however revenue budget support requested is for 3 years (4 years in total). Beyond the 4 years the Council has the option of funding the servicing and maintenance as the equipment has a life expectancy of between 10-15 yrs.
- 3.3 WRS have requested grand funding for 3 units on behalf of Bromsgrove to be located in strategic locations. Locations under consideration at the moment are Hagley, Worcester Road in Bromsgrove and Lickey End/Catshill.
- 3.4 **Cost breakdown (without grant funding)**

Capital investment cost + yr 1	Cost
3 units	£12,000
Annual data	£1,500
total	£13,500

Revenue (maintenance and data) after yr 1(per year)	
maintenance	£6,000
Annual data	£1,500
Total(Per year)	£7,500
Total (3 years)	£22,500

3.5 Cost Breakdown (with successful grant funding)

3 units(yr1)	Cost	Match funding (10%) 2022-23 grant
Capital Investment	£12,000	£1,200
Annual data	£1,500	£150
total	£13,500	£1,350

Revenue (maintenance and data) (3yrs)		
maintenance	£6,000	£600
Annual data	£1,500	£150
total	£7,500	£750
Total (3 years)	£22,500	£2,250

- 3.6 As detailed in paragraph 3.2, should the grant application to DEFRA be successful, 10% match funding would be required by each district council. At the point of writing, it is anticipated that WRS will be aware of the outcome of the bid in March 2023. It is therefore proposed that Cabinet recommend that a capital programme budget totalling £1,350 be incorporated into the Council's capital programme, and that an annual revenue budget totalling £750 (£2,250 over a three-year period) be incorporated in the Council's revenue budget as part of the Final Budget and Medium Term Financial Plan 2023/24 to 2025/26 report due to be presented to Cabinet and Council in February 2023.

4. LEGAL IMPLICATIONS

- 4.1 None identified

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 Action on this proposal and the data from the units would help to support work to address the green thread at the Council.

Climate Change Implications

- 5.2 This proposal supports green initiatives and plans of the Council as it promotes active travel and other behaviour change projects which discourage travel through the use of motor vehicles.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 There are no equalities or diversity implications with this proposal.

Operational Implications

- 6.2 WRS will run and maintain the monitoring equipment on behalf of the authority including the provision of data access through the internet and via mobile app.

7. RISK MANAGEMENT

- 7.1 WRS are applying for DEFRA grant assistance for the capital cost of this proposal. Defra are seeking 10% minimum match funding which includes service, maintenance and data processing costs for a total of 4 years. Should the grant application fail in securing the necessary funds the council will need to fund their chosen proposal through the council Budget. The grant application was submitted on the 22nd of September 2022. It is anticipated that funding will be awarded to successful bidders in April 2023.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Images of monitoring equipment & screen shot of real time data feed

Appendix 1 - images of monitoring equipment & screen shot of real time data feed

Cabinet
2022

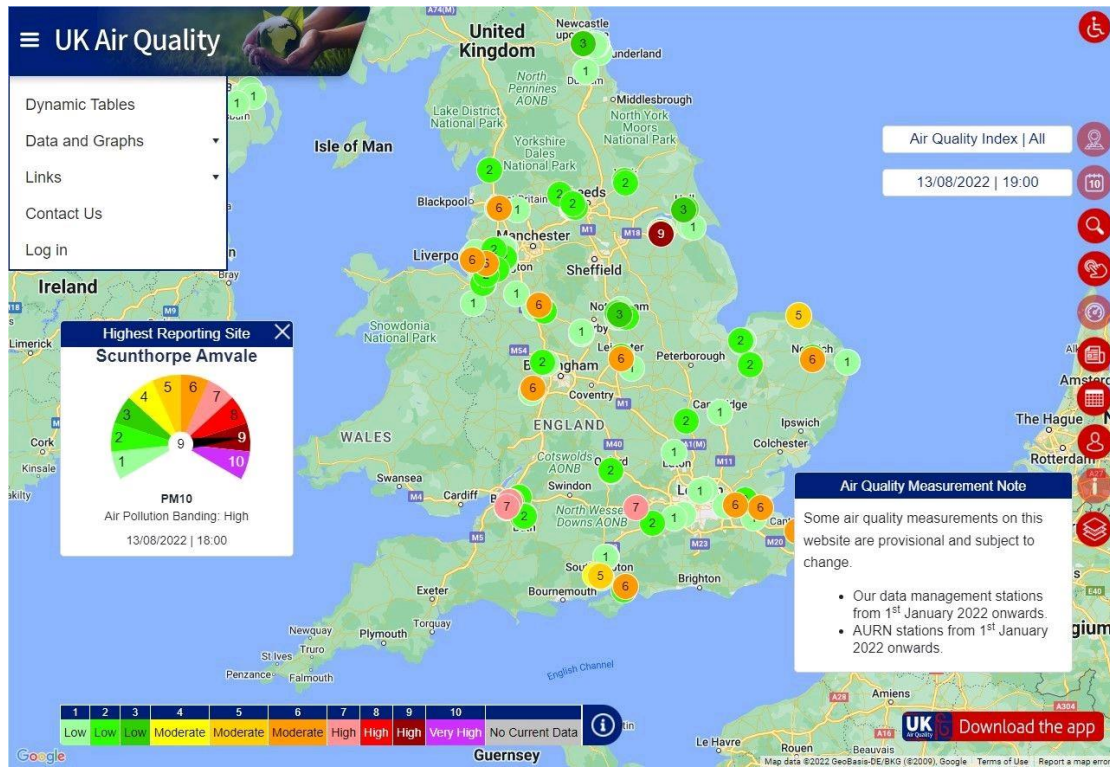
26th October



**Cabinet
2022**

26th October

Screenshot of Website and live Feed



Cabinet

26th October 2022

Local Lettings Plans Policy

Relevant Portfolio Holder		Councillor Shirley Webb
Portfolio Holder Consulted		Yes
Relevant Head of Service		Judith Willis
Report Author	Job Title: Amanda Delahunty Contact email:a.delahunty@bromsgroveandredditch.gov.uk Contact Tel: 01527 881269	
Wards Affected		All
Ward Councillor(s) consulted		No
Relevant Strategic Purpose(s)		Work and financial independence Living independent, active and healthy lives Affordable and sustainable homes Communities which are safe, well-maintained & green
Non Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Cabinet RESOLVE that:-

- 1.1 The Policy included in Appendix A is approved.
- 1.2 To give delegated authority to the Head of Service in conjunction with the Portfolio holder to agree and adopt future local lettings policies.

2. BACKGROUND

- 2.1 The Council's Allocations Policy provides the legal allocations framework as to who is accepted onto the register, how the register is administered and how the majority of social rented housing in the area is let.
- 2.2 Local Lettings Plans (LLPs) are a means of varying the allocations scheme, for example on new developments where a large number of social rented properties are being delivered at the same time and the aim is to create a mixed and balanced community. As a variation to the

Cabinet

26th October 2022

Council's allocations scheme each LLP must be formally adopted as an appendix to the Allocations Policy.

- 2.3 An LLP is a set of guidelines or criteria governing which households can be allocated accommodation in a specific designated area. Local Lettings Plans are used to help create balance and cohesion. However, an LLP must not dominate the scheme at the expense of the statutory reasonable preferences categories as defined in legislation.
- 2.4 As the local Housing Authority, the Council is required by law to have an allocations scheme for determining priorities in the allocation of social rented housing. The Council's Home Choice Plus Allocations Policy is the Council's allocations scheme.
- 2.5 The purpose of the report is to explain why the LLPs may be used and request that Cabinet give authority to the Head of Service, in consultation with the Portfolio Holder for Housing, to adopt future LLPs.
- 2.6 LLPs are one of the key ways for local authorities and partners to address particular circumstances where there is strong evidence that letting through the Allocations Scheme will compromise it's sustainability eg;
- By giving a mix of household sizes, often in new developments, to help form a balanced and sustainable community.
 - To make best use of new and/or existing homes for example helping existing tenants for larger properties to downsize.
 - To help meet housing management objectives in areas where there is significant Anti-Social Behaviour.
 - To help meet specific local needs or address particular local issues.
 - To help meet local needs in rural areas through giving priority to people with a local connection.
 - To enable people to move back into the area where they have had to move out for redevelopment to take place.
- 2.7 Where it is felt that an LLP may be required for any of the reasons highlighted early discussions will take place with the social landlord of the housing. If an LLP is required the plan will be negotiated with the social landlord and will be approved by the Head of Service in consultation with the Portfolio Holder for Housing.

3. FINANCIAL IMPLICATIONS

Cabinet

26th October 2022

- 3.1 This Policy will not have significant financial implications. The ability to flexibly allocate housing will ensure that the Council can be proactive in the development of sustainable communities with social housing providers.
- 3.2 This will have a positive financial impact as it will lead to better use of council resources. For example, encouraging under occupying households to downsize will help support families in need who may be occupying expensive temporary accommodation to move into suitable, settled accommodation.
- 3.3 It is expected that the Policy and Procedure will provide clarity to staff by setting out the expectations in regard to LLPs content, evidence, monitoring and review. The current housing register system will be able to support the implementation of the LLP.
- 3.4 There is no requirement to consult on LLPs. However, the council's Allocations Policy, that has already been consulted on, states:

Local Lettings Plans (LLPs)

Home Choice Plus reserves the right to apply additional criteria for example specific local connection criteria, offers of family sized accommodation to smaller households or employment- while still meeting the statutory obligations for Reasonable Preference when using LLPs. The Local Authority partners may, in the interests of promoting balanced and sustainable communities, agree with participating Housing Associations LLPs for specific areas, estates, or blocks. This is to ensure that lettings plans are tailored to the needs of an area and protect the interests of existing residents and the wider community.

All LLPs will be published on the Home Choice Plus website.

The principles in applying Local Lettings Plans (LLPs)

- LLPs may be developed to meet the particular needs of a local area.
- There must be a clear reason for having LLPs (this may take the form of recurring antisocial behaviour issues, high child densities or a concentration of older residents) and will be subject to reconsideration.
- LLPs must be developed and approved in accordance with an agreed procedure that must have specific aims and will be reconsidered on an annual basis.

The decision to implement an LLP will be developed and approved by the Local Authority Senior Officer responsible for the relevant Home Choice Plus area and a Senior Manager of the relevant Housing Providers. Any decision to implement a local lettings policy will always take into account the implications for equal opportunities and the need to ensure that the Council is able to meet the allocation needs of those owed a reasonable preference.

Where a property is advertised in accordance with an LLP, the letting will be made to the highest bidder who meets the eligibility criteria of the LLP.

Examples of possible Local Lettings Plans (LLPs)

The following are examples of local letting policies that could be employed in Home Choice Plus covering an area, estate, or block:

- Age restrictions.
- Where the property forms part of a rural housing scheme on an exception site.
- Restrictions on lettings to vulnerable households where there are already a concentration of supported tenants/residents.
- Lettings to childless households where there are high concentrations of children and young people living on a specific estate or scheme.

4. LEGAL IMPLICATIONS

- 4.1 Section 166A(6)(b) of the 1996 Housing Act enables local authorities to allocate particular accommodation to people of a particular description, whether or not they fall within the reasonable preference categories, provided that overall the authority is able to demonstrate compliance with the requirements of s. 166A(3). Therefore, the LLP will only relate to up to 50% of first lettings on any new development, or up to 100% of re-lets for an existing area experiencing sustainability and community cohesion issues, for a set period of time.
- 4.2 This is the statutory basis that allows local authorities to adopt LLPs for certain parts of the social rented stock within their area.
- 4.3 The authority for delegating functions to Officers is contained in Section 101 of the Local Government Act 1972 and Section 14 of the Local Government Act 2000.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

5.1 LLPs have a role to play in helping achieve the following Strategic Purposes through the letting of rented housing to delivering balanced and mixed communities within new and existing communities.

- Work and financial independence.
- Living independent, active and healthy lives.
- Affordable and sustainable homes.
- Communities which are safe, well-maintained & green.

Climate Change Implications

5.2 There are no climate change implications.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

6.1 The potential impact on protected characteristic groups has been considered as part of the initial Equality Impact Assessment (EQIA).

6.2 Mechanisms have been put in place to ensure robust monitoring of objectives and outcomes so that there is no negative impact on equalities groups.

6.3 Officers will also be required to complete and submit an EQIA alongside each LLP for agreement and approval by the Housing Services Managers.

Operational Implications

6.4 Whilst this does introduce an additional layer in the allocation of some social housing it is anticipated that this can be met by current resources.

7. RISK MANAGEMENT

7.1 There are risks associated with not having local letting plans in place:

Risk	Consequence	Mitigation
The Council not fully utilising opportunities to effectively and sensitively allocate properties for new developments and existing schemes that are experiencing difficulties such as anti-social behaviour	<ul style="list-style-type: none"> • Increase in staff resources to deal with anti-social behaviour • Potential increase in transfers or homelessness 	<ul style="list-style-type: none"> • Providing balanced and sustainable communities through local lettings plans can help to mitigate this.
Not being able to implement local lettings plans may lead to higher incidences of anti-social behaviour on new developments	<ul style="list-style-type: none"> • Developments require intensive management and police resources to resolve issues. 	<ul style="list-style-type: none"> • Providing balanced and sustainable communities through local lettings plans can help to mitigate this.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Local Lettings Plan Policy

Appendix 2 – Local Lettings Plan Template

Appendix 3 – Initial Equalities Impact Assessment

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Shirley Webb, Portfolio Holder for Strategic Housing and Well Being	22 nd September 2022
Lead Director / Head of Service	Judith Willis, Head of Community and Housing Services	22 nd September 2022
Financial Services	Peter Carpenter, Interim Deputy Section 151 Officer	22 nd September 2022
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	22 nd September 2022

Cabinet

26th October 2022

Policy Team (if equalities implications apply)	Emily Payne, Engagement and Equalities Officer	5 th October 2022
Climate Change Officer (if climate change implications apply)	Not Applicable	

Appendix 1

LOCAL LETTINGS POLICY

1 PURPOSE

- 1.1 The Council's Allocations Policy provides the legal allocations framework as to who is accepted onto the register, how the register is administered and how the majority of social rented housing in the area is let.
- 1.2 Local Lettings Plans (LLPs) are a means of varying the allocations scheme, for example for first lettings on new developments where a large number of social rented properties are being delivered at the same time and the aim is to create a mixed, balanced and sustainable community. As a variation to the Council's allocations scheme each LLP must be formally adopted as an appendix to the Allocations Policy.
- 1.3 An LLP is a set of guidelines or criteria governing which households can be allocated accommodation in a specific designated area. LLPs are used to help create balance and cohesion where either a specific set of circumstances need to be addressed or where there are wider strategic objectives, such as helping to support the local economy. However, an LLP must not dominate the scheme at the expense of the statutory reasonable preferences categories as defined in legislation.
- 1.4 As the local Housing Authority, the Council is required by law to have an allocations scheme for determining priorities in the allocation of social rented housing. The Council's Home Choice Plus Allocations Policy is the Council's allocations scheme.

2. BACKGROUND

- 2.1 Under the legal requirements of the Housing Act (1996), all local housing authorities must give 'reasonable preference' to certain applicants on the housing register, for example those who are homeless or those who have a medical condition that is adversely affected by their current home and would be improved by a move.
- 2.2 This document sets out the Council's position in regard to its ability to allocate council accommodation to people of a particular description, whether or not they fall within one or more of the 'reasonable preference' groups.
- 2.3 The statutory basis for this policy is section 166A (6) (b) of the Housing Act (1996).

3 APPLICABILITY AND SCOPE

- 3.1 Local Lettings Plans (LLPs) can be used in either one of two types of scenarios:
- For first time social housing lets on a new development where lettings need to enable the creation of balanced/mixed sustainable communities at the outset and/or help support the local economy.
 - For re-lets in a specific area using current housing stock where lettings must be sensitive to local circumstances, to help address issues such as recent anti-social behaviour (ASB), criminal activity or drug/alcohol related nuisance.
- 3.2 LLPs are one of the key ways for local authorities and partners to address particular circumstances where there is strong evidence that letting through the Allocations Scheme will compromise it's sustainability eg;
- By giving a mix of household sizes, often in new developments, to help form a balanced and sustainable community.
 - To make best use of new and/or existing homes for example helping existing tenants for larger properties to downsize.
 - To help meet housing management objectives in areas where there is significant Anti-Social Behaviour.
 - To help meet specific local needs or address particular local issues.
 - To help meet local needs in rural areas through giving priority to people with a local connection.
 - To enable people to move back into the area where they have had to move out for redevelopment to take place.
- 3.3 The evidence which supports the criteria, for example data from the Community Safety, police reports, data from other relevant agencies, or other evidence must be provided as part of the LLP.
- 3.4 LLPs should not be used as a form of discriminatory practice to exclude vulnerable members of the community, or to unreasonably restrict levels of choice.
- 3.5 Applicants should not be disregarded where they have historical problems that have not been an issue for the last three years. For example:
- History of substance or alcohol misuse more than three years ago.

Cabinet

26th October 2022

- History of Anti-Social Behaviour (ASB) or other relevant criminality more than three years ago.
- 3.6 Applicants may be disregarded if they have had episodes of criminality (or other issues as described in section 3.5) in the last three years. In these cases, the Council will seek to make contact with professionals working with the applicant to determine suitability.
- 3.7 When developing an LLP for first-time social housing lets on a new development, a Senior Officer will work collaboratively with key stakeholders to develop a LLP which may include one or more of the following:
- A mix of household types and children's ages.
 - Specialist housing – for example disability adapted homes may be reserved for households who require them.
 - Providing a balance between households that will need additional support and those that will not.
 - Allowing for under-occupation of some homes.
 - Identifying the balance to be struck between existing social tenants and home-seekers.
 - Ensuring some homes are available for let nearer to completion, where homes have been advertised through the Choice Based Lettings scheme well in advance of them being available to let.
 - Other reasonable criteria that will help achieve the outcomes listed above.
- 3.8 When developing an LLP it is important that any equalities implications are carefully considered.
- 3.9 The Council is committed to the aims of the Public Sector Equality Duty (2011):
- Removing or minimising disadvantages suffered by people due to their protected characteristics.
 - Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.
 - Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
- 3.10 An Equality Impact Assessment (EQIA) will be completed for this Policy and also for each LLP.

4 RESPONSIBILITIES

- 4.1 The LLP will be drafted by the Senior Officer responsible for tenancy management in that area. Please see the Local Lettings Plan template that will help achieve the desired outcome. All current LLPs will be published on the Council's website.
- 4.2 The Head of Housing and Communities in consultation with the Portfolio Holder for Strategic Housing will be responsible for agreeing the criteria of the LLP.

5 MONITORING AND REVIEW

- 5.1 All LLPs will be reviewed within a set period of time:
 - For first-time social housing lets on a new development, these will be reviewed within two years of the final letting or sooner if appropriate.
 - For re-lets in a specific area using current housing stock these will be reviewed within three years.
- 5.2 The overall use of LLPs will be monitored by Strategic Housing every three years. The purpose of the review will be to ensure that the original objective of the LLP has been met, and where this is not the case appropriate mechanisms put in place to ensure a solution is found and lessons learned.

Policy written: Oct 2022

To be reviewed by: Oct 2023

Cabinet

26th October 2022

Appendix 2

Local Lettings Plan

Bromsgrove District Council

This document will be made available to the public via the Council's website.

LOCAL LETTINGS PLAN

Nominating Body:			
Allocating Body:			
Scheme location:			
Parish:			
Operational from:		Scope:	[Perpetual]

Summary of purpose:	To facilitate the development and maintenance of a balanced and cohesive community by specifying the arrangements eligibility criteria for the nomination and allocation by the Nominating and Allocating Bodies respectively of tenants [and purchasers]
---------------------	---

Accommodation type:			
Date of practical completion:		Phased:	
Description:			
Nomination Rights:			
Scheme profile:			
Does S.106 Agreement apply?			

Cabinet

26th October 2022

Context:	
Local connection cascade summary:	
Allocation objectives:	
Have you consulted applicants on this local lettings plan	
Has an Equality Impact Assessment been completed?	
Local Lettings Criteria for up to 50% of first lettings of properties in new developments or up to 100% of re-lets for existing areas for a limited time period :	
Process/eligibility pathway(s):	
How will you know the objective has been achieved? Monitoring/review arrangements:	
Other relevant information:	

Signed on behalf of the Council:

Name:

Designation:

Date:

Signed on behalf of the Registered Housing Provider:

Cabinet

26th October 2022

Name:	Designation:
Date:	

CARBON REDUCTION STRATEGY AND IMPLEMENTATION PLAN

Relevant Portfolio Holder	Councillor Michael Thompson
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis, Guy Revans
Report Author	Name: Judith Willis Job Title: Head of Community and Housing Services Contact email: Judith.willis@bromsgroveandredditch.gov.uk Contact Tel: Ext 3348
Wards Affected	No specific ward relevance.
Ward Councillor(s) consulted	n/a
Relevant Strategic Purpose(s)	Communities which are safe, well maintained & green
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Cabinet RESOLVED that

The Council's Carbon Reduction Strategy and Implementation Plan be endorsed and adopted

2. BACKGROUND

- 2.1. Globally, governments have committed to keep within a 1.5°C increase in temperature to avoid catastrophic impacts from climate change. The UK Government has committed to Net Zero by 2050.
- 2.2. Bromsgrove District Council has a significant role to play in taking and influencing Implementation on climate change due to the services it delivers, the regulatory functions, strategic functions, procurement powers and responsibilities as a major employer. Evidence supports that Bromsgrove District Council should make carbon reduction key to what it does as a council to support national, regional & local targets.

- 2.3 Bromsgrove District Council declared a climate emergency at Council on 24th July 2019. On declaration of a climate emergency, an LA is affirming that it will place the Climate Emergency at the centre of its decision-making process. LA's are then expected to develop carbon reduction targets and Implementation plans to assist in the reduction of carbon emissions, from their own council functions and, using their sphere of influence.
- 2.4 Each of the council's service areas have contributed to the Carbon Reduction Strategy and Implementation Plan (attached as Appendix 1) in order to produce 'carbon reduction pathways'. Through this approach carbon reduction will become 'business as usual' and truly embedded throughout the organisation.
- 2.5 The views of residents and partners are reflected in this plan and they have helped to shape the Implementations that we are going to take. Bromsgrove District Council undertook a residents consultation in 2020 and a partners consultation in 2021 to gather an understanding of how our residents and partners wanted us to react to the climate emergency. Questions were asked around energy, renewables, travel, transport, biodiversity and land management. The consultation ran online and was very successful with nearly 600 responses in Bromsgrove.

A headline summary document can be found on the Council website at: [Climate Change Residents Survey 2020 \(bromsgrove.gov.uk\)](https://www.bromsgrove.gov.uk/Climate-Change-Residents-Survey-2020)

3. FINANCIAL IMPLICATIONS

- 3.1 The strategic objectives and projects outlined in the strategy and Implementation plan will require financial and resource investment to be made to achieve carbon reduction. In some instances this may lead to longer term savings e.g. reduction in energy consumption costs.
- 3.2 Delivery of this strategy and Implementation plan will need to be properly managed with both project management and service support. Whilst we currently have a climate change officer in post who covers both Redditch and Bromsgrove, it is acknowledged that given the importance of this area of work additional staffing resources are required at a more strategic level. The Climate Change Officer is currently supported by an Environmental Policy and Awareness Officer, with both posts shared across both Bromsgrove & Redditch Councils. The latter post has been assisting greatly with this agenda but it is likely this postholder will be required to return fully to Environmental Services in light of the major changes to waste services that will be required over the next few years,

as a result of the Environmental Act 2021 and the government's Waste and Resources Strategy 2018. The additional staffing resource required to deliver this agenda will form part of the financial budget bid process later this year.

- 3.3 All projects and proposals detailed in the Implementation plan that are not currently resourced and which have financial implications, will be subject to business plans which including all of the financial requirements (staffing costs and all revenue and capital resources) which will be considered and require endorsement via the appropriate decision-making processes.
- 3.4 The 3 year Implementation plan identifies that the latest carbon emission figure for Bromsgrove District Council is 818 tonnes (2019). In order to reach an interim target of 50% by 2030 we will need to reduce our emissions by approximately 41 tonnes of carbon dioxide per year. To achieve net zero in the remaining 10 years to 2040 we will need a target of approximately 51 tonnes of savings per year. Officers will work on proposals to close this gap with initiatives needing to be fully costed and included in the medium term financial strategy. In addition, closing this gap will be a key factor in reviewing the Strategy and Implementation Plan in 2025 and addressing this in the next 3 year Strategy.

4. LEGAL IMPLICATIONS

- 4.1 The Climate Change Act 2008 sets the legally binding UK-wide target to achieve net-zero carbon emissions by 2050.
- 4.2 The Environment Act, 2021, acts as the UK's new framework of environmental protection. The Act provides the Government with powers to set new binding targets, including for air quality, water, biodiversity, and waste reduction.
- 4.3 As a requirement of the Climate Change Act, the government published the Clean Growth Strategy in October 2017. This strategy has two key aims: To meet domestic emissions reduction commitments at the lowest possible net cost to UK taxpayers, consumers and businesses; and to maximise the social and economic benefits for the UK of doing so.
- 4.4 The Home Energy Conservation Act 1995, obliges us to submit biennial reports setting out the practical, cost-effective measures, which are likely to significantly improve the energy efficiency of residential accommodation in our area.
- 4.5 Chapter 14 of the National Planning Policy Framework covers meeting the challenge of climate change.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purposes

- 5.1 The Strategy and Implementation Plan support the Council's strategic purpose of 'Communities which are safe, well maintained & green'. In addition, it underpins the green thread that runs through the Council Plan and supports the delivery of achieving carbon reduction across council services. It also contributes to each of the Council's four other Strategic Purposes all of which have measures that support climate change initiatives.
- 5.2 It is recognised that the Council needs to concentrate on areas of work that will deliver the highest levels of carbon reduction. The strategy and Implementation plan detail these areas but also acknowledges other Implementations of lower importance from a carbon reduction point of view, but which contribute to the overall greening of the authority.
- 5.3 In addition to the Strategic purposes, the Council's Plan also sets out its organisational priorities, and within a sustainability framework a requirement on any review of services to understand how we can adapt to climate change. The development of this Strategy supports this Implementation.
- 5.4 To deliver on the Council's declaration of a climate emergency, it will be essential that carbon reduction projects are prioritised. Further that there is Officer capacity to deliver on the Strategy's Implementation Plan and the ability to secure appropriate grants and sufficient resources to deliver the targets.

6. Climate Change Implications

- 6.1 This Strategy is specifically to achieve carbon reduction and net zero for our internal activities. Further, the Strategy also identifies our influencing role in supporting the reduction of carbon emissions from other organisations e.g., our contractors.
- 6.2 The Section on Measuring and Setting Emissions Targets in the Strategy outlines the targets to be achieved to ensure net zero by 2040. The Strategy is key to addressing Climate Change. The Strategy and Implementation plan seek to deliver a 50% reduction by 2030 and 100% by 2040. As part of our current work to establish a figure for the council's

activities, the latest carbon emission figure for Bromsgrove District Council is 818 tonnes (2019). In order to reach an interim target of 50% by 2030 we will need to reduce our emissions by approximately 41 tonnes of carbon dioxide per year. To achieve net zero in the remaining 10 years to 2040 we will need a target of approximately 51 tonnes of savings per year.

- 6.3 The Council was able to achieve radical change in response to a pandemic by the many Implementations taken and so there is every opportunity to respond and develop our Implementations in response to global warming and biodiversity collapse

7. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 7.1 Any equality implications of carbon reduction proposals changing will be considered on a project by project basis through the use of Equality Assessments, if required.

Operational Implications

- 7.2 The proposals set out in the Implementation Plan will require changes to or new ways of working and operating by service areas. Any operational changes brought about as a consequence will be considered in the business case for each project and as part of any project planning.
- 7.3 This Strategy and Implementation Plan will be our route map to 'net zero' for our internal activities. It also highlights where we are trying to influence the reduction of carbon emissions from other places outside the council's activities.
- 7.4 This plan will be refreshed every 3 years, and reviewed annually. Progress against targets will be reviewed twice a year and by the Climate Change Working Party and annually by Cabinet.
- 7.5 The key Implementations of the strategy and Implementation plan will provide the focus, steer and priority for the Climate change Panel for the next 3 years.

8. RISK MANAGEMENT

- 8.1 The Strategy sets out the Council's plan to achieve net zero by 2040. This target will only be achieved if all services deliver on the Implementations set out in the Strategy over the next three years and beyond.

Cabinet

26th October 2022

8.2 To ensure the Implementations are implemented the Strategy will be reviewed a by an Internal Officer Group and the Climate Change Working Group will receive regular reports on progress and at least twice yearly.

8.3 Failure to provide adequate resources will mean an increased risk that the strategy and Implementation plan will not be delivered.

9. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Carbon Reduction Strategy and Implementation Plan 2022-2025

10. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Cllr Michael Thompson Portfolio Holder for Climate Change	3.10.22
Lead Director / Head of Service	Judith Willis Head of Community & Housing Services Guy Revans Head of Environmental and Housing Property Services	16.08.22
Financial Services	Pete Carpenter Director of Finance	17.09.22
Legal Services	Clare Flanagan Principal Solicitor	16.08.22
Policy Team	Deb Poole Head of Transformation, Organisational Development & Digital Services	18.08.22

Cabinet

26th October 2022

Climate Change Officer	Kath Manning Climate Change Officer	16.08.22

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17/10/2022

Bromsgrove District Council Carbon Reduction Strategy & Action Plan V5.8

Contents

Background & Introduction	2
Our Key Successes and Top Five Future Actions	3
Commitment & Integration	4
Partnership Working	5
Community Engagement & Communication	6
Co – benefits	7
Equality, Diversity & Inclusion	8
Ecological Emergency	9
Education skills and training	10
Governance, Development & Funding	11
Low Carbon Economy	12
Measuring and setting emissions targets	13
Mitigation & Adaptation	15
Waste & Recycling	16
Action Plan – measures with quantified savings	17
Action Plan – measures without quantified savings	21

Background & Introduction

Globally, governments have committed to keep within a 1.5°C increase in temperature to avoid catastrophic impacts from climate change. UK Government has committed to Net Zero by 2050. Local authorities (LA) are key in taking and influencing action on climate change due to the services they deliver, their regulatory functions, strategic functions, procurement powers and responsibilities as major employers. Evidence supports that Bromsgrove District Council should make carbon reduction key to what it does as a Council to support national, regional & local targets. Currently the carbon emissions associated with Worcestershire are approximately 2.5 million tonnes, the district of Bromsgrove is responsible for 669,200 tonnes of this and the Council, with emissions of 818 tonnes, seeks to play its part in the reduction of these figures.

Bromsgrove District Council declared a climate emergency in 2019. On declaration of a climate emergency, an LA is affirming that it will place the Climate Emergency at the centre of its decision-making process. LAs are then expected to develop carbon reduction targets and action plans to assist in the reduction of carbon emissions, from their own council functions and using their sphere of influence.

Our thanks go to Alex Pearson from Nottingham City Council and the Midlands Net Zero Hub for his support and work authoring this document.



Chief Executive



Portfolio Holder for Climate Change

This plan will be refreshed every 3 years and reviewed annually.

Progress against targets will be reviewed twice a year.

50% reduction in carbon dioxide emissions by 2030

Net Zero by 2040

Our Key Successes and Top Five Future Actions

Key successes:

Measure	Estimated annual saving in tonnes CO ₂	Service area
Office for Low emission vehicles funded electric taxi scheme - Carbon savings for the wider area, beyond council operations.	126	All service areas
Bromsgrove district heating project detailed design - no emission savings from this stage, these will come when the project is built out.	n/a	Community & Housing Services
Low carbon heating & Solar PV project at the Artrix Centre.	100	Legal, Democratic & Property Services
Purchase of 100% Green Electricity for the Council.	98	Finance and Customer Services
First delivery of HVO low carbon fuel for Council diesel fleet.	50	Environmental Services
Total Estimated annual CO₂ savings (These are already included in the current net zero target)	374	

Top five future actions:

Measure	Estimated annual saving in tonnes CO ₂	Service area	Target Completion Date / Review Date
Assess further low carbon fleet fuel options.	349	Environmental Services	Review Spring 2023, completion of fuel switch 2040
Seek commercial partners to build out the Bromsgrove District Heat Network.	100	Community & Housing Services	Initial meeting to be held with Green heat networks fund by Dec 2022
Support Bromsgrove District Housing Trust to apply for funding to improve efficiency of housing stock.	n/a (however, 50 saving for the District of Bromsgrove)	Community & Housing Services	01/06/2023 for completion of some funded schemes
Set up a rolling programme of works to improve energy efficiency/ renewable generation in the buildings with the highest consumption.	48	Legal, Democratic & Property Services	Ongoing - October 2022 for the next applications to the Salix funding scheme
Implement Recommendations of the 2020 Energy Saving Trust report into decarbonising the Council's transport fleet including staff mileage and travel plans across all service areas.	36	Transformation & Organisational Development Service /All service areas.	2025 to review progress.
Total estimated annual CO₂ savings (these will count towards the net zero target)	533		

Commitment & Integration

Background: The Council is committed to carbon reduction through its declaration of a climate emergency in 2019. Our commitment to reducing our carbon emissions and influencing the reduction of local carbon emissions goes hand in hand with the 'net zero by 2050' target set by the UK Government. As a Council we feel that net zero by 2040 is achievable - a goal that requires us and all sectors to pull together to achieve.

What are we currently doing? We have embarked on a journey of delivering Carbon Literacy Training to our staff and councillors and this will put climate action into the hands of everyone and can deliver between 5-15% real carbon savings per individual. Each of the Council's service areas has contributed to this plan in order to produce 'carbon reduction pathways'. Through this approach carbon reduction will become 'business as usual' and truly embedded throughout the organisation. Each service area in Bromsgrove District Council has been involved in the formulation of this plan and are committed to delivering the actions in the implementation plan.

What further actions are we going to take? This plan will be our route map to 'net zero' for our internal activities. It will also highlight where we are trying to influence the reduction of carbon emissions from other places outside the Council's activities.

The views of residents and partners are reflected in this plan, and they have helped to shape the actions that we are going to take. We are committed to considering the environmental impact of our decisions as a Council at every stage.

Our implementation plan (forming part of this strategy) will deliver real and quantifiable carbon reductions. This strategy will be monitored twice yearly by the Climate Change Working Group within the Council with annual progress being sent to the Cabinet. Key to the delivery of this strategy is the integration of plan objectives and targets with every aspect of Council service delivery. To this end a collaborative approach involving all heads of service and their teams has been taken. We will link this strategy to corporate performance indicators and provide a specific 'project based' focus for the Council.

Partnership Working

Background: In order to deliver the action plan, it is vital that we work closely with partners, in order to reduce the carbon emissions of the district as a whole. The Council’s own emissions are a small part of the overall figure, and it is important that we use our sphere of influence to encourage others to address their own emissions. Shared learning is a powerful tool to enable carbon reduction and the Council can both learn from and influence a wide range of stakeholders across the district. The Council can also benefit from partnership working with county, regional and national organisations by seeking out and engaging the support that may be available.

What are we currently doing? We currently work closely on a district level with partners such as:

- ‘Everyone Active’ who run our sports and leisure facilities.
- Worcestershire County Council to ensure that homes and businesses can benefit from the advice and grants that are made available through the Sustainability Team.
- Joint Worcestershire and Herefordshire Waste Partnership group working towards waste reduction and better waste management across the county.
- Worcestershire Regulatory Services to promote Electric Taxis through the licencing system.
- Local Enterprise Partnership (LEP) and some of the targets set in this strategy reflect the LEP Energy Strategy of 2019.
- Midlands Net Zero Hub on several carbon reduction projects (some of which form part of the action plan),
- The West Midlands Combined Authority, and Sustainability West Midlands.
- The Energy Saving Trust to look at carbon reduction options across our vehicle fleet.

What further actions are we going to take?

Action	Estimated annual CO ₂ saving where applicable	By when
Attend monthly sustainability officers group meetings, organised through the County Council in order to share learning.	n/a	Ongoing
Investigate opportunities for carbon reduction with our suppliers and delivery partners.	n/a	Ongoing
Ensure that our Carbon Reduction Strategy is in line with the other Worcestershire district Councils by reviewing plans annually	n/a	Ongoing - annually
Work with Worcestershire Regulatory Services to investigate how we might develop a Street Trading Policy to encourage low carbon and sustainable trades to operate in the local area.	n/a	2024
We will also continue to explore options with Worcestershire County Council and local businesses to encourage walking and cycling to work.	n/a	Ongoing

Community Engagement & Communication

Background: The residents of Bromsgrove have expressed a wish for their Council to address the climate emergency and lead the way through carbon reduction. A recent survey indicated that 92% of residents are concerned about climate change and the impact it is having and 87% told us that dealing with climate change should be a key priority for the Council.

What are we currently doing?

- Carbon reduction has a dedicated webpage on the Council's website and there is consistent messaging around waste and recycling.
- Community engagement events are held regularly on a diverse range of subjects relating to energy, waste and environment.
- The Green Fair and 'fun-day' is a key event to communicate the message of a low carbon future to the wider community and 2022 sees the return of this popular event in Sanders Park.
- Within the Council an electronic internal staff newsletter has regular features relating to carbon saving projects that staff should be aware of.

What further actions are we going to take?

Action	Estimated annual CO ₂ saving where applicable	By when
All service areas to have email footers promoting carbon saving and resource reduction.	n/a	April 2023
Update our website more regularly with news on carbon reduction in addition to regular e-mail newsletters and a refreshed social media policy.	n/a	Quarterly updates - ongoing
Develop a Communications Plan to promote biodiversity and land management actions within the authority.	n/a	Ongoing
Work with Bromsgrove District Housing Trust (BDHT) to apply for funding to ensure that their housing stock is as efficient as possible – taking carbon saving to the heart of the community.	n/a	Ongoing – continuation of applications to various government funding streams
Include energy efficiency advice in 'tenant packs' for householders in addition to information on waste and recycling.	n/a	Ongoing – development of leaflet for pack
Examine opportunities to make the best use of the Green Fair to communicate the carbon & waste reduction message	n/a	Ongoing

Co – benefits

Background: Co-benefits can be described as an additional outcome linked to a carbon reduction action. An example could be cleaner air in a town centre as a benefit of the adoption of zero emission vehicles, or financial benefits accruing to the Council as a result of energy efficiency measures. Co-benefits can also be related to habitat creation and improved access to existing green spaces, development of the low carbon economy, skills and training or job creation and retention.

What are we currently doing? We are making use of our open spaces to promote health and well-being through ‘social prescribing’ in order to lift levels of physical activity. We are also part of a ‘Cultural Compact’ with Heart of England Forest to ensure that woodland activities such as tree planting leverage the maximum benefit. The Council has recently completed a Government funded programme to install chargers for electric taxis, an important co-benefit of this will be cleaner air in the Town Centre as a result of zero emission vehicles.

What further actions are we going to take?

Action	Estimated annual CO ₂ saving where applicable	By when
We will continue to evaluate the most appropriate size and location of electric vehicle charge points, in order to enhance air quality in the district.	n/a	Ongoing
The Council will examine the type of fuel used in its fleet vehicles in order to build on work commissioned from the Energy Savings Trust to assess the current fleet and provide guidance.	349	Ongoing – long term options to be considered when current trial of vegetable oil based fuel is concluded in 2023
The Council will also look to use a standardised method of assessing co-benefits to help inform investment decisions in the future.	n/a	Ongoing
Work with the Growth Hub to signpost businesses to available funding in order to stimulate and grow the green economy within the district of Bromsgrove.	n/a	Meeting between economic development team and Growth Hub to be arranged by April 2023
Cross reference Parks Strategy with this document to assess scope for further decarbonisation projects.	n/a	Ongoing

Equality, Diversity & Inclusion

Background: Carbon reduction and social justice have historically gone hand in hand in support of the United Nations sustainable development goals. Green spaces are open to all residents and facilities will continue to be improved. Through joint working with BDHT, it will be ensured that low carbon technologies and energy saving will not be the privilege of a select few.

What are we currently doing? As an employer and deliverer of services, Bromsgrove District Council has stated in its Equality Strategy 2022-2026 that it is committed to eliminate unlawful discrimination, promoting equal opportunities and fostering good relations between people from all communities.

What further actions are we going to take? Bromsgrove District Council will ensure that where funding is available to support green entrepreneurs from all backgrounds, it will be effectively applied.

Action	Estimated annual CO ₂ saving where applicable	By when
Align our Equality Strategy with the United Nations sustainable development goals when the review occurs in 2026.	n/a	2026
We will work with local training providers to ensure that opportunities in the green economy are available to all.	n/a	Ongoing
Bromsgrove District Council will ensure that where funding is available to support green entrepreneurs from all backgrounds, it will be effectively applied.	n/a	Ongoing

Ecological Emergency

Background: The natural environment is vital to the health and wellbeing of society and provides ‘eco system services’ to regulate our environment, produce clean air and pollinate our crops. An ecological emergency is when the natural environment has been damaged and the ability to provide ‘eco system services is reduced’. The ecological and climate emergencies are linked. Significant carbon dioxide emissions are caused by land use change, which is also a key driver for ecological loss. The interdependencies between the species in the natural world are not all fully understood and it is vital that we act to protect biodiversity on a local, national, and global level. The Council perceive the Climate and Ecological Emergencies are intrinsically linked and therefore in the adoption of this strategy and action plan, the Council is addressing the ecological emergency through the same route maps in this document.

The district of Bromsgrove contains several areas of land ranked moderate to high value for conservation and wildlife for e.g Lickey, Waseley and Client Hills which are important safeguarded heathlands. Corridors of land linking these areas are also important for the ecology of the area. In areas where the public has access, co-benefits such as improved health and well-being should be considered, and opportunities explored.

What are we currently doing? Bromsgrove District Council works closely with Worcestershire County Council to manage sites for wildlife where possible. Currently we are implementing new management techniques for road verges in certain agreed areas, this allows native species to flourish and set seed, whilst providing a useful wildlife corridor and habitat for pollinators. The Council has been communicating this policy through a dedicated webpage, in order to keep the public informed.

What further actions are we going to take?

Action	Estimated annual CO ₂ saving where applicable	By when
The Council will develop a Communications Plan to promote biodiversity and land management actions within the authority.	n/a	Ongoing
In partnership with Worcestershire County Council, a survey of suitable sites is ongoing to identify sites that are suitable for wildlife. This includes the possible expansion of the wild verges policy and ensure that new developments include biodiversity net gain, including for example pollinators in parks and Council owned open spaces.	n/a	Ongoing
Investigate the use of urban space for living walls and investigate opportunities for local carbon offsetting through tree planting and habitat creation.	n/a	Ongoing
Where landscapes and habitat areas are managed by the Council, we will look to eliminate petrol powered hand tools such as strimmers and chainsaws as soon as is practicable.	n/a	Ongoing

Education skills and training

Background: High quality jobs in the growing ‘clean tech’ sector will ensure that the district of Bromsgrove remains an attractive place for people to live and work. It is vital that we support our further education establishments to deliver high quality vocational training to our young people and those who wish to retrain for roles in the ‘Low carbon economy’. The Heart of Worcestershire College has a campus in Bromsgrove and there are opportunities for local companies to provide apprenticeship places through national, regional, and county wide schemes.

What are we currently doing?

- We are working with the Midlands Net Zero Hub to understand the findings of their ‘Low Carbon Goods and Services’ study of Worcestershire.
- Potential skills gaps have been identified that our local further education providers could help resolve.
- We work with the colleges through the Bromsgrove Partnership Executive Group, Bromsgrove Towns Deal Board and both the Greater Birmingham & Solihull Local Enterprise Partnership and the Worcestershire Local Enterprise Partnership on the skills agenda.

What further actions are we going to take?

Action	Estimated annual CO ₂ saving where applicable	By when
We will work closely with further education training providers and both Local Enterprise Partnerships to ensure that any new suitable funding streams can be sign posted.	n/a	Ongoing – to be reviewed quarterly
We will also continue to work with the Midlands Net Zero Hub to make use of the findings in the Low Carbon Goods and Services report.	n/a	Ongoing – meet monthly with Net Zero Hub Officer
Carbon Literacy short courses will be promoted to Bromsgrove residents wanting to know how to reduce their carbon footprint.	n/a	Ongoing.

Governance, Development & Funding

Background: The climate emergency declaration means that the current governance structure of the Council is used to provide direction and oversee delivery of low and zero carbon initiatives. Carbon reduction projects are currently developed within the Council and resourced through existing service areas. To make the best use of Council resources, other funds are sought in order to maximise carbon savings, Government funding for decarbonising buildings becomes available periodically in funding 'rounds. In addition to these funds from Central Government there are regional, and county administered schemes that the Council can make use of. There are also investment opportunities in areas such as renewable heat and power generation through joint ventures and direct investment.

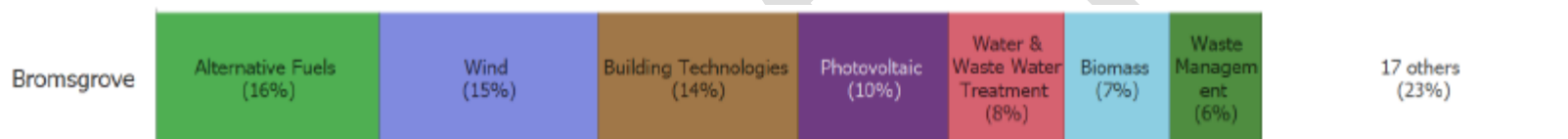
What are we currently doing? The Council has also been successful in securing funding from the Public Sector Decarbonisation Scheme for the Artrix Centre making a carbon reduction of 126 tonnes saving £16,000 per annum through the installation of heat pumps and solar panels. The Council has also applied for 'Public Sector Energy Efficiency Programme' funding for the Parkside Building. There are over 150 tonnes of carbon savings per year associated with both of these projects.

What further actions are we going to take? The governance required to deliver this plan will be provided by the existing Bromsgrove Climate Change Working Group.

Action	Estimated annual CO ₂ saving where applicable	By when
Bromsgrove Climate Change Working Group to monitor progress against targets and evaluate potential new projects, before submission to the Cabinet.	n/a	Bi annual meetings to commence in 2023
The Council will ensure that it is in a position to take advantage of future funding opportunities by maintaining a pipeline of suitable projects.	n/a	Pipeline to be monitored bi-annually.
Where projects are funded directly through Council resources, a measure of best value for carbon reduction will be applied in conjunction with affordability to ensure the most efficient and effective use of Council resources.	n/a	Ongoing

Low Carbon Economy

Background: The district of Bromsgrove has 21% of the overall Worcestershire sales figure for the low carbon economy. Bromsgrove also has 16% of the companies engaged in this sector, and 26% of the total number of this sectors employees. The low carbon economy in Bromsgrove grew by 4.6% in 2019/20 and employs 2,946 people across the district. A breakdown of the local low carbon economy is shown below:

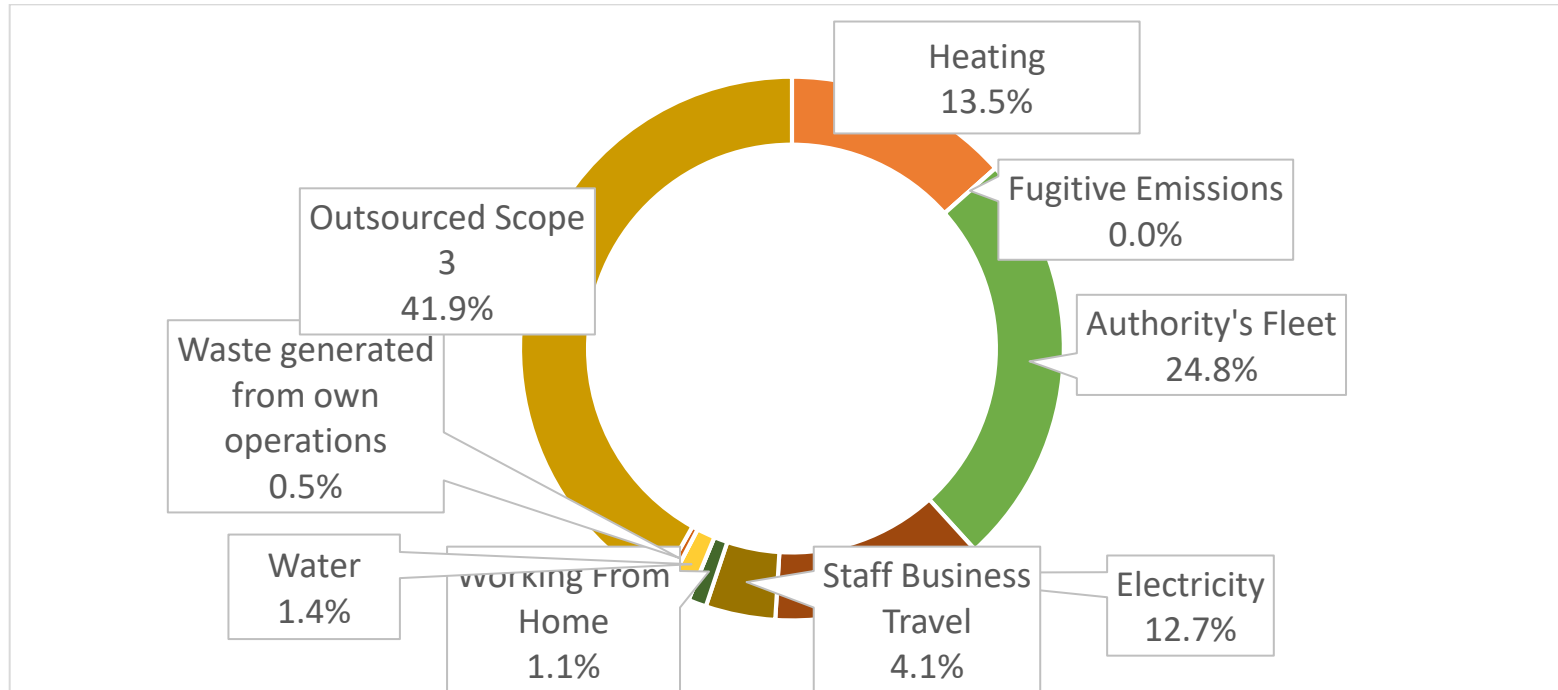


What are we currently doing? The Economic Strategy for Bromsgrove is delivered by North Worcestershire Economic Development and Regeneration (NWeDR). Appropriate grants administered by the County Council and others are signposted to local businesses. Both Worcestershire Local Enterprise Partnership and Greater Birmingham & Solihull Local Enterprise Partnerships have growth hubs that cover the area. We have delivered support for business looking to transition to EVs in conjunction with the Energy Savings Trust, delivering a webinar that we are going to host on our website to signpost businesses to for information. We have delivered the taxi EV rapid network to support local taxi businesses in transitioning to EV – they benefit from reduced charging tariff and monthly EV news and updates on benefits of EV and how to guides.

What further actions are we going to take?

Action	Estimated annual CO ₂ saving where applicable	By when
Include the findings of the Midlands Net Zero Hub ‘low Carbon Economy Goods and Services report’ in the next iteration of the North Worcestershire Economic Growth Strategy.	n/a	Next review of North Worcestershire Economic Growth Strategy
Continue to sign post support available to this sector through both County and National Schemes.	n/a	Ongoing

Measuring and setting emissions targets



A breakdown of the Council's carbon emissions is shown above

Background: Official carbon emission figures for the district of Bromsgrove are currently available from the department of Business Energy & Industrial Strategy (BEIS). These figures are for the activities that take place within the district, the totals represent both the direct emissions from the activities of the Council and the emissions that the Council has influence over. All Councils must be 'net zero' by 2050, this means that direct emissions from services must be as low as possible, and the remaining emissions are likely to require 'offsetting'.

What are we currently doing? Bromsgrove District Council are working hard to quantify and understand the emissions associated with our activities. By using the latest data resulting from this exercise we can set meaningful targets that inform our implementation plan and lead to effective carbon reduction projects and measures. Projects such as the Bromsgrove District Heating Network, and the further decarbonisation

of Council buildings are key to reducing our emissions and playing our part in achieving the nationwide target of net zero by 2050. Further the Councils fleet will be fuelled by HVO until alternative vehicles are sourced.

What further actions are we going to take? The Council will re commence carbon reporting, and these figures will be used to monitor performance against this plan. Carbon reduction targets in line with the other Worcestershire districts are adopted through this plan in addition to the Local Enterprise targets of 50% by 2030 and net zero by 2040. Currently the carbon emission figure for the district of Bromsgrove is 669,200 tonnes per year (2019). The latest carbon emission figure for Bromsgrove District Council is 818 tonnes (2019). In order to reach an interim target of 50% by 2030 we will need to reduce our emissions by approximately 41 tonnes of carbon dioxide per year. To achieve net zero in the remaining 10 years to 2040 we will need a target of approximately 51 tonnes of savings per year.

Action	Estimated annual CO ₂ saving where applicable	By when
Achieve 41 tonnes of savings annually	41	Ongoing from 2022 to 2030

The Action Plan has been designed to deliver these savings and will be reviewed bi-annually by the Climate Change Working Group and annually by the Cabinet.

Mitigation & Adaptation

Background: The actions that the Council can take to reduce carbon emissions and address the ecological emergency fall into two categories, measures that influence others and direct measures with an associated figure for carbon reduction. The first actions are to address the emissions associated directly with Council activities such as service delivery. Mitigation is where we adapt our services to try and prevent the severity of climate change, adaptation is where we must change what we do as a consequence of the impacts of climate change, we cannot affect. Like selecting water resistant species in parks etc or emptying bins in the cooler part of the day as temperatures increase.

What are we currently doing? All heads of service and managers have provided input to help formulate this plan. Most of the mitigation and adaptation measures have grown from projects and practices that are already in place. Examples of mitigation projects underway include chargers for electric taxis and a heat pump and solar panels at the Artrix Centre. As an organisation we appreciate that we can always do more, whilst recognising the resources that we have available within the Council. Key to this has been the carbon literacy training that managers and Councillors in the Council have recently undertaken.

What further actions are we going to take? The Implementation Plan included in this document details what we are going to do over the coming years and how much carbon we expect to save (for direct measures). The Implementation Plan has been produced from discussions with the heads of service covering all areas of Council operations. We are continually improving the level of data that we have on the energy consumption of our buildings from the offices and buildings that we use for the delivery of our services. In terms of adaptation, we must ensure that these buildings are able to maintain a comfortable internal temperature in winter but also to cope with hotter summers and extreme weather events. We have considered our transport fleet, our sports and leisure facilities (managed by Sport and Leisure Management - Everyone Active), our infrastructure and our natural environment and we are looking for carbon saving opportunities. We are also keen that the messages of carbon reduction, resource efficiency and nature conservation are communicated to our residents concisely through a variety of channels.

Waste & Recycling

Background: The 'Environment Act 2021' is a piece of legislation that affects all local authorities in England. The act will require us to deliver collections consistent with the rest of the UK in terms of material range.

The Act also requires us to operate weekly separate food waste collections, preventing food waste from going to landfill or being incinerated. Waste collection and disposal has significant carbon emissions associated with it. These emissions are from the vehicles that transport the waste, and the processing or disposal of the waste once collected.

What are we currently doing? Bromsgrove District Council is a 'collection authority' and the disposal of the waste collected is the responsibility of Worcestershire County Council. Currently the County Council has a Waste Core Strategy that covers the period to 2027, the Council is signed up to the Worcestershire & Herefordshire Joint Municipal Waste Management Strategy (JMWMS). The JMWMS sets out our targets for the reduction and recovery of household waste and runs until 2034.

Our Council website provides information to help residents find their local recycling centre, in addition to guidance on what can and cannot be recycled. We also provide links to inform residents about waste reduction (The Let's Waste Less programme). Teachers can find learning resources for schools on our web page, and we are keen to encourage children to take the message of waste reduction and recycling home to their parents.

What further actions are we going to take? According to the Department for Environment, Food & Rural Affairs (DEFRA) the recycling rates in the district of Bromsgrove are at 41% (2019 / 2020 figures). There is clearly more that we can do to promote waste reduction and recycling through existing channels, and we will do this as part of a wider net zero communications strategy. New legislation will require changes to our waste collection service including the requirement for us separate and collect food waste in the near future and we will investigate the potential to turn this waste into a resource through conversion to gas for energy (Anaerobic Digestion). We are working with the 5 other district Councils and the County Council through the Worcestershire Waste Partnership on how all the changes required by the Environment Act can be implemented.

Action Plan – measures with quantified savings.

Measure	Estimated annual saving in tonnes CO ₂	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Assess low carbon fleet fuel options	349	Environmental Services	Review Spring 2023, completion of fuel switch 2040	Contribution to net zero target. Less reliance on imported fuel.	Vegetable oil as a replacement for diesel will be a transitional measure providing a pathway to other fuels such as hydrogen / biomethane or electricity. Use of the EST fleet review data / Midlands Net Zero Hub electrification of council depots guide will assist with this measure. All options assessed will require a report to Cabinet regarding options and costs.
Support Bromsgrove District Housing Trust to apply for funding to improve Efficiency of housing stock	50 n/a as accrues to wider area	Community & Housing Services	01/06/2023 for completion of some funded schemes	Important positive health outcomes for residents, enhanced health and well-being, reduction in fuel poverty	Successful grant applications required to maximise carbon savings for this project. The carbon saving figure is estimated at 0.5 tonnes per property for 100 properties.

Measure	Estimated annual saving in tonnes CO ₂	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Set up a rolling programme of works to improve energy efficiency / renewable generation in the buildings with the highest consumption	48	Legal, Democratic & Property Services	August 2022 for applications to the Salix funding scheme	Reduction in running costs and contribution to net zero target.	Successful grant applications required to maximise carbon savings. Estimate based on 5 buildings saving a minimum of 20%
Seek commercial partners to build out the Bromsgrove District Heat Network	100	Community & Housing Services	Initial meeting to be held with Green heat networks fund by Dec 2022	Reduction in running costs and contribution to net zero target - Approximately 80% carbon savings for the buildings connected.	The carbon savings (over 1,000 tonnes) would accrue to the geographical area of Bromsgrove but not to the total for Council operations - Unless Council owned / delivery partner owned buildings are connected hence the low carbon saving figure. Midlands Net Zero Hub to assist with the Green Heat Network Fund meeting.

Measure	Estimated annual saving in tonnes CO ₂	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Apply for funding for Parkside Building energy efficiency / generation measures	15	Legal, Democratic & Property Services	Ongoing	Reduction in running costs and contribution to net zero target	Options could include solar panels and connection to a heat network.
Support 'Everyone Active' to reduce energy consumption at the leisure centre & include in funding bids	15	Legal, Democratic & Property Services	Ongoing	Reduction in running costs and contribution to net zero target helps ensure the continued operation of the facility	The next window for Salix funding opens in September, walk around energy assessment already conducted by Midlands Net Zero Hub
Energy audit of server rooms to enable energy saving practices	2	Legal, Democratic & Property Services	To be completed by Dec 2022	Reduced running costs for the Council in relation to IT	Assistance available through Midlands Net Zero Hub.

Measure	Estimated annual saving in tonnes CO ₂	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Reduce staff travel and make further use of video conferencing.	0.5	All service areas	To be completed by Dec 2022	Reduce payments for staff travel and unproductive travelling time	This measure fits in with the Council's desire to further adopt agile working
Cut the Council's paper waste by offering papers electronically	2.5	All service areas	Review by Spring 2023	Will save more money than it costs. Should be relatively easy to implement.	This is a measure that many other councils have implemented successfully
Implement Recommendations of the 2020 EST report for the 'grey fleet' and include Travel plans across all service areas	36	Transformation & Organisational Development Service /All Service areas.	2025 to review progress.	Improvements in local air quality & savings of £34k quoted in the EST report.	Travel plans are a low cost way of reducing emissions associated with staff travel. This measure will pre-empt the Government's ban on the sale of petrol & diesel vehicles. Ultimately one or more 'electric pool cars' could be the aim for staff
Grid decarb	179	* Grid electricity to be net zero by 2035 - electricity use from our service delivery partners			
total savings from plan	568				
Target	818				
Remainder	71				

Action Plan – measures without quantified savings

Measure	Estimated annual saving in tonnes CO ₂	Service area	Target Completion Date / Review Date	Co- benefits	Comment
<p>Assess the viability of Council Car Parks and other sites for EV chargers & Solar Canopies.</p> <p>Continue to work with Worcestershire County Council on a standardised approach to EV charger facilities.</p>	0	EV Project Working Group	Projects to be aligned with funding deadlines where possible	Air Quality & Health and Well-being benefits accrue to the wider area	<p>It is useful to focus on smaller capacity chargers working on the principle that you can replace the power that was used to travel to a venue during the time of your stay.</p> <p>Savings can be calculated when sizes of chargers and locations are known. Use of solar canopies will depend on a business case being made for each site</p>
<p>Work in partnership with Worcestershire County Council to manage verges and other Council owned parks and open spaces for nature</p>	0	Environmental Services / Planning, Regeneration and Leisure Services	Ongoing	Benefits for nature, insects, and pollinators, can act as wildlife corridors	<p>Pilot scheme in progress. Can be one of a suite of schemes to help address the ecological emergency.</p> <p>Will require a report to Cabinet regarding areas and costs.</p>

Measure	Estimated annual saving in tonnes CO ₂	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Eliminate petrol powered tools (chainsaws, etc)	0	Environmental Services	Reviewed annually	Better working environment, less noise.	Legislation may bring the deadline forwards as petrol and diesel is banned in other areas.
Continue to evaluate green tariffs and local energy purchase agreements	0	Finance and Customer Services / All services	ongoing	Green tariffs can assist when all other measures have been explored	Green tariffs can assist when all other measures have been explored. Normally green tariffs are higher than standard ones to there is a trade-off between capital and revenue costs.

Measure	Estimated annual saving in tonnes CO ₂	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Use of carbon saving metrics as well as cost benefit ratios on a project by project basis, use of treasury green book to calculate co-benefits	0	Finance and Customer Services	ongoing	Helps the Council to put a value on carbon saving, and assists with the monitoring of this implementation plan	Good practice examples from other local authorities to be shared.
Create measures in the performance dashboard for carbon saving as a result of streamlining operations.	0	Transformation and Organisational Development	To be completed by Feb 2023	Helps the Council to put a value on carbon saving, and assists with the monitoring of this implementation plan	Accurate data assists in the delivery and monitoring of this plan.

Measure	Estimated annual saving in tonnes CO ₂	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Moving more IT capacity to cloud based servers	0	Transformation and Organisational Development Service	Review annually.	Reduced running costs for the Council in relation to IT	It should be ensured that cloud servers are using low carbon power sources in order for the carbon saving to be claimed.
Reduce staff travel by making further use of video conferencing.	0	Transformation and Organisational Development Service	To be completed by Dec 2022.	Reduce the need for customers to travel to speak to Council specialists about services.	Ultimately one or more electric 'pool cars' could be the aim for staff use if travel is necessary.

Measure	Estimated annual saving in tonnes CO ₂	Service area	Target Completion Date / Review Date	Co- benefits	Comment
Include questions on Carbon to evaluate tenders for services during the procurement process	0	Legal, Democratic and Property Services	To be completed by Dec 2022.	Helps the Council to better understand emissions that are not directly in its control.	This is the start of the Council's journey to understand 'scope three' emissions (emissions other than those directly from fuel and power).
Mapping exercise to link forthcoming Parks & Open Spaces Strategy with this Strategy	0	Planning, Regeneration and Leisure Services	To be confirmed when the Open Spaces Strategy is complete.	Better health and well-being outcomes for residents through improved access to open spaces / opportunities to engage with the natural environment.	This measure will highlight areas where the ecological emergency can be addressed too. Opportunities for funding should be explored with Worcestershire County Council, such as the 'Natural Networks' scheme.
Review Local Plan where there is particular reference to renewables / provision for renewables in the future or heat networks	0	Planning, Regeneration and Leisure Services	To coincide with Local Plan review dates.	Ensures that Local Plan is in line with the other districts to avoid inconsistency in requirements for low and zero carbon technologies.	Good opportunities for learning and sharing best practice with the other districts of Worcestershire and beyond.

Cabinet

26th October 2022

Leisure and Culture Strategy

Relevant Portfolio Holder		Councillor Thompson
Portfolio Holder Consulted		Yes
Relevant Head of Service		Ruth Bamford – Head of Planning, Regeneration and Leisure Services
Report Author	Job Title: Parks & Events Service Manager Contact email: Ishrat.karimifini@bromsgroveandredditch.gov.uk Contact Tel: 07713 085872	
Wards Affected		All Wards
Ward Councillor(s) consulted		No
Relevant Strategic Purpose(s)		<ul style="list-style-type: none"> • Living independent, active & healthy lives • Communities which are safe, well-maintained & green. • Aspiration, work and financial independence. • Run and Grow Successful Business. • The Green Thread runs through the Council Plan
Non Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RESOLUTION

The Cabinet **RESOLVES** that:-

- 1) The Leisure and Culture Strategy at Appendix A and its supporting documentation appendices B,C, and D are endorsed
- 2) That delegated authority is given to the Head of Planning, Regeneration and Leisure Services in conjunction with the Portfolio Holder for Leisure Services to implement the following Recommendations 1, 2, 9,10,11,12,13, 15,16,17,20 22, 24,25, 31, 32, 33, 35, 36, 37, 38, 39, 40 a, 41, 42, 43, 44 45 46 as set out in the Leisure and Culture Strategy at 6.0

2. BACKGROUND

Cabinet

26th October 2022

- 2.1 Bromsgrove District Council resolved that delegated authority be granted to the then Head of Leisure and Culture Services to produce a Leisure and Culture Strategy.
- 2.2 Given the current context for the public sector, as well as the wider economy, budget constraints and increasing costs, it is becoming necessary for expenditure on leisure and culture services, to be objectively justified, developed, and delivered against a strategic framework. Consultants, Strategic Leisure and Community First Partnership, were appointed in February 2021 to produce a Leisure and Culture Strategy for Bromsgrove District Council.
- 2.3 This Leisure and Culture Strategy ('the Strategy') for Bromsgrove District sets out our future direction of travel for Leisure and Culture services (LCS) and identifies the priorities for provision of these important, and highly valued community services. This Strategy is aligned to the Corporate Plan which recognises the contribution that leisure and culture can make to the achievement of our corporate and community priorities, and in particular community health and wellbeing.
- 2.4 The Strategy at this stage comprises the following supporting evidence, these documents can be viewed at appendix B, C and D . These documents have informed the recommendations contained within the Strategy (Appendix A).
- :
- Built Facility Strategy - Supply and Demand, Quality and Priority Needs Assessments by location and sport type followed by recommendations (by sport and site).
 - Arts and Culture Strategy. – Analysis of existing provision, key issues, priority needs, followed by recommendations.
 - Parks and Open Spaces Strategy – Analysis of existing provision, key issues and priority needs, production of management plans for key sites followed by recommendations.

For the purposes of this Strategy, leisure and culture includes arts, culture, heritage, physical activity and sport, events, parks, open space facilities, venues, and sites.

Another component of the Leisure and Culture Strategy will be the Playing Pitch Strategy that will follow in early 2023.

- 2.5 The Strategy in summary focuses on four key areas:
- (2.6.1) the value of LCS
 - (2.6.2) the existing LCS

Cabinet

26th October 2022

- (2.6.3) the vision for LCS
- (2.6.4) the delivery of that vision.

- 2.6.1 The value of LCS: this makes the case for the benefits that LCS can have on people's lives and then takes the findings found in a community and stakeholder survey to support that case.
- 2.6.2 The existing LCS: this identifies the current leisure and culture offer as a whole across Bromsgrove District, and clearly identifies where improvements can be made to it. The report such as the Built Facilities Strategy supports the process of identifying those required improvements.
- 2.6.3 The vision for LCS: this brings together the information in 2.6.1 and 2.6.2 and goes on to set out the vision as well as specific aims and objectives for LCS across Bromsgrove. Here is a section of this replicated below:

VISION: Healthy bodies and minds through active, engaged, and creative communities.

AIM: To inspire everyone to celebrate our historic past and participate in building a brighter future through access to parks, open spaces, sport, physical activity, arts, heritage, culture and everyday creativity. This way we will inspire our communities to lead longer, happier, healthier, and more successful lives.

- 2.6.4 The delivery of that vision: This is arguably the most significant section of the Strategy. Table Four at paragraph 6.0 in the strategy lists 46 projects which when read as a whole, describe all the key recommendations required to achieve the vision for LCS in Bromsgrove District between 2022 and 2032. These projects have been placed in colour coded priority order: i) short term priorities, ii) short-medium term priorities, iii) medium term priorities, iv) medium-long term priorities, v) long term priorities, and finally a small number which are vi) ongoing priorities.

The short and short - medium term recommendations are those to be completed in years 1-2. The medium and medium long term in years 3-5. The long-term recommendations are expected to take longer than 5 years to implement.

- 2.7 All of the "ongoing" and the short-term recommendations numbered **1, 2, 9,10,11,12,13, 15,16,17,20 22, 24,25, 31, 32, 33, 35, 36, 37, 38, 39, 40 a, 41, 42, 43, 44 45 46** are able to be implemented straight away should members endorse the strategy. They will be undertaken using existing resources.

- 2.8 All of the remaining recommendations need to be fully costed before being reported back to members in due course. This process is outlined in Recommendation 44.

3. FINANCIAL IMPLICATIONS

- 3.1 **Resolution 2** found above seeks delegated authority for the Head of Planning, Regeneration and Leisure Services, in conjunction with the Portfolio Holder for Leisure Services, to implement those Recommendations set out in the Leisure and Culture Strategy, within section 6.0, that have no financial implications. On that basis there are no financial implications to this report.

- 3.2 Moving forwards, aspects of the implementation of The Strategy that could have a financial impact will be reported separately to members, for consideration, in due course. Recommendation 44 of The Strategy which is replicated below describes the process:

Develop a costed action plan to deliver the 3 part recommended actions identified in the leisure and culture strategy:

1. Officers to progress with immediate effect projects categorised as “ongoing” or “short term” priorities and that have no need for additional staff or cash resources
 2. Officers to prioritise the production of costed action plans for all “ongoing” and “short term” priorities that have an additional cost implication and to bring these forwards to Council for agreement
 3. Officers to schedule the production of costed action plans for all “short to medium”, “medium to long term” and “long term” priorities and to bring forward to Council for agreement
- 3.3 The production of these costed plans will clarify at that future stage what any additional resource could be, and as stated above, will be presented to members for their consideration in due course

4. LEGAL IMPLICATIONS

- 4.1 The provision of leisure and culture services by local authorities is a non-statutory service which Councils, including Bromsgrove District Council, provide and incur expenditure on, under discretionary powers.
- 4.2 The Parks and Open Spaces Strategy component of this project includes reference to Bromsgrove District Council’s allotment services. Allotments fall under the auspices of “The Allotments Act 1925” an Act

to facilitate the acquisition and maintenance of allotments, and to make further provision for the security of tenure of tenants of allotments.

- 4.3 Due regard to the implications of the Public Sector Equality Duty and the Equalities Act (2010) is described within Equalities and Diversity Implications below at 6.

5. **STRATEGIC PURPOSES– IMPLICATIONS**

- 5.1 The most relevant strategic purposes are:

- Living Independent, Active and Healthy Lives
- Communities which are Safe, Well Maintained and Green
- Aspiration, work and financial independence.
- The Green Thread runs through the Council Plan
- Run and Grow Successful Business.

- 5.2 The strategy describes how accessible and high quality LCS facilities and opportunities can have a positive impact upon peoples' lives. Access to Leisure and Culture helps people to live independent, active, and healthy lives, and contribute to providing communities which are safe, well maintained, and green. When communities engage well with LCS aspiration increases and people are more likely to volunteer, be successful at work and be financially independent.

6. **CLIMATE CHANGE- IMPLICATIONS**

- 6.1 The implementation of The Strategy can make a positive change in terms of climate change objectives. Services can be provided and enabled more sustainability, In particular, in terms of our green and open spaces, the sustainable management opportunities and contribution to biodiversity net gain. The climate change officer has reviewed the strategy document, further suggestions will be reviewed by the consultant team and incorporated in the final strategy document.

7. **OTHER IMPLICATIONS**

EQUALITIES AND DIVERSITY- IMPLICATIONS

- 7.1 Inherent in this Leisure and Culture Strategy is the significant opportunity for Bromsgrove District Council to bring forwards a positive difference to the quality of life for residents from the broadest range of backgrounds
- 7.2 The identification of community needs (including the broad range of

demographic representation to be found in districts like Bromsgrove) is of paramount importance to the effective delivery of any quality Leisure and Culture Strategy. Subsequently recommendations made as part of this strategy work have made clear the requirement for service users to be engaged on an ongoing basis.

- 7.3 The Equalities Act of 2010 sets out clearly the requirement for public authorities to comply with the public sector equality duty. In summary this provides a need to “remove or reduce disadvantages suffered by people because of protected characteristics”.
- 7.4 Due process in relation to equality impact assessment will be delivered throughout the term of the strategy

8. OPERATIONAL IMPLICATIONS

- 8.1 None at this stage.

9. RISK MANAGEMENT

- 9.1 Failure to deliver the opportunities for better quality of life described in the Leisure and Culture Strategy

10. APPENDICES

Appendix A - Leisure and Culture Strategy.
Appendix B - Arts and Culture Strategy.
Appendix C - Parks and Open Spaces Strategy.
Appendix D - Built Facility Strategy.

11. Background Papers

Facility Planning Model - Swimming Pools
Facility Planning Model - Halls

Cabinet

26th October 2022

12. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Thompson	September 2022
Lead Director / Head of Service	Ruth Bamford - Head of Planning, Regeneration and Leisure Services Bromsgrove District and Redditch Borough Councils	October 2022
Financial Services	Peter Carpenter	August 2022
Legal Services	Claire Felton	
Policy Team (if equalities implications apply)	Deborah Poole	July 2022
Climate Change Officer (if climate change implications apply)	Kath Manning	September 2022

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6. Recommendations

- 6.1. To deliver our Vision for community health and wellbeing through leisure and culture services our priority actions and recommendations across leisure and culture services are described in Table 4 (below). The table presents a sliding scale in terms of prioritisation (ongoing-short term- short term to medium term- medium term – medium term to long term – long term).

Key:

Timescales		
	Long term	5 years +
	Medium to long term	3 – 5 years +
	Medium term	3 – 5 years
	Short to medium term	2 – 5 years
	Short term	1 – 2 years
	Ongoing	

Bromsgrove District Council
Leisure and Culture Strategy

Table 4: Recommendations

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
Parks and Open Spaces					
Recommendation 1 Develop a better understanding of the biodiversity value of the district's green assets.		✓		Short Term	Internal and External
Recommendation 2 Positively engage in partnership working at a local and county level to improve biodiversity, nature recovery and deliver wildlife-rich landscapes.		✓		Short Term	Internal
Recommendation 3 Develop a clear approach to Biodiversity Net Gain and Green Infrastructure to provide a measurable approach to develop and manage land.		✓		Short-Medium Term	External
Recommendation 4 Carry out a natural capital assessment of the value of the District's parks and open spaces.		✓		Medium Term	External
Recommendation 5 Develop a plan to identify priorities for delivering further carbon capture and natural capital gains.		✓		Medium Term	External
Recommendation 6 Increase the network of active travel routes that use parks and open spaces.		✓	✓	Short-Medium Term	Internal and External
Recommendation 7 Develop targeted programmes of activity in parks and open spaces that contribute to improved health and wellbeing outcomes.		✓		Short-Medium Term	Internal

Bromsgrove District Council
Leisure and Culture Strategy

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
Recommendation 8 Apply robust approaches to the Local Standards in relation to planning development to address deficiencies in the accessibility and quantity of open spaces across the District		✓	✓	Short-Medium Term	Internal and External
Recommendation 9 Carry out a detailed assessment of the play value, quality and accessibility of equipped play spaces across the District		✓		Short Term	External
Recommendation 10 Deliver a pilot project to test how Council managed land can deliver offsite Biodiversity Net Gain through the development process.		✓		Short Term	
Recommendation 11 Develop an overall capital investment plan for enhancing parks and open spaces to provide a more strategic approach to the use of Section106 and other funding.	✓	✓	✓	Short Term	Internal and External
Recommendation 12 Develop an environmental management strategy for parks and environmental services.		✓		Short Term	Internal and External
Recommendation 13 Develop a clear marketing plan for green spaces that includes new web pages, social media and targeted work with key audiences.		✓		Short Term	Internal and External
Recommendation 14 Promote active travel routes within parks and open spaces.		✓		Short-Medium Term	Internal

Bromsgrove District Council

Leisure and Culture Strategy

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
Recommendation 15 Develop a volunteer plan and a clear approach to working with Friends groups tied to its aspirations for Green Flag Award across its priority parks.		✓		Short Term	Internal
Recommendation 16 Carry out a feasibility study to establish a roadmap for the self-management of allotment sites across the District.		✓		Short Term	External
Recommendation 17 Start a pilot project to explore the process of transfer of allotments to self-management and share this learning across the District		✓		Short Term	Internal
Recommendation 18 Develop a consistent approach to signage across all priority parks.		✓	✓	Short-Medium Term	Internal and External
Recommendation 19 Develop engaging interpretation on those sites of significant biodiversity or heritage interest.		✓		Short-Medium Term	Internal and External
Recommendation 20 Pilot an approach to establish a new model for event delivery that allows local organisations to deliver programmes of events and activities.		✓		Short Term	Internal and External
Recommendation 21 Develop programmes of support to increase skills and capacity amongst local organisations and to ensure the successful delivery of new programmes of events and activities.		✓		Short-Medium Term	Internal

Bromsgrove District Council
Leisure and Culture Strategy

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
Recommendation 22 Evaluate the success of the pilot projects and implement any required changes to the new delivery model.		✓		Short Term	Internal and External
Recommendation 23 Engage more regularly with potential partners at a county wide level.		✓		Short-Medium Term	Internal
Recommendation 24 Develop a partnership with the National Trust to deliver the Hills project.		✓		Short Term	Internal and External
Recommendation 25 Develop service wide Key Performance Indicators.		✓		Short Term	Internal and External
Recommendation 26 Develop a rolling programme of applications to the Green Flag Award:	✓	✓	✓	Short-Medium Term	Internal and External
Built Sports Facilities					
Recommendation 27 The existing levels of community accessible (including pay and play) sports hall, swimming pool and fitness provision in the district are retained as a minimum, but these need not necessarily be the same facilities as at present. An agreement on the future management of the Ryland Centre to protect this as a community facility is recommended as an imperative.		✓		Long Term	Internal
Recommendation 28 Bromsgrove District Council and partners to plan for the future refurbishment of Bromsgrove Sports and Leisure		✓	✓	Long Term	Internal and External

Page 99

Agenda Item 9

Bromsgrove District Council
Leisure and Culture Strategy

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
Centres to ensure that it can continue to respond to local health and wellbeing priorities leading up to 2040.					
Recommendation 29 Bromsgrove District Council to work in partnership with neighbouring local authorities i.e., RBC, Dudley MBC, and Birmingham City Council to develop joint strategic planning of sports hall and swimming facilities.		✓		Short-Medium Term	Internal and External
Recommendation 30 Bromsgrove District Council and its partners to plan for refurbishment of the current facility stock of sports halls, which are primarily on education sites		✓		Medium-Long Term	Internal and External
Recommendation 31 As appropriate Bromsgrove District Council to ensure that any new education provision involving new or enhanced sports facilities has a Community Use Agreement as part of the planning consent to secure pay and play opportunities for clubs and groups, e.g., new sports provision		✓		Ongoing	Internal
Recommendation 32 Consider the opportunity for Bromsgrove District Council to work with partners in education to increase community access to existing education sports facilities where community access is currently provided, and where it is not. Where possible, seek enhanced provision through a Community Use Agreement, for example with Bromsgrove School.		✓		Ongoing	Internal and External
Recommendation 33 Bromsgrove District Council secures agreement with Everyone Active to manage North Bromsgrove High School		✓		Short-Medium Term	Internal and External

Bromsgrove District Council
Leisure and Culture Strategy

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
as part of a CUA which will increase available hours for pay and play and community bookings.					
Recommendation 34 Explore the potential for integrated operational leisure management across both Bromsgrove and Redditch to identify economies of scale.		✓		Short-Medium Term	Internal and External
Recommendation 35 Where appropriate, Bromsgrove District Council and its partners seek to secure developer contributions from strategic developments that could contribute towards the development/refurbishment of strategic facilities, additional and safe walking, running, and cycling routes, and where possible to open up other informal, multipurpose places and spaces where people can be active.		✓		Ongoing	Internal and External
Recommendation 36 Bromsgrove District Council and its partners prioritise investment in the development of high-quality community sports facilities/spaces, with local partners in so doing increasing available capacity and therefore opportunities to take part in regular physical activity, in the local community, which will contribute to improved health and wellbeing, increased participation and better community cohesion.		✓		Ongoing	Internal and External
Recommendation 37 To carry out on-going monitoring of this Strategy throughout its implementation, but as a minimum, progress should be reviewed and refreshed every five years. On-going monitoring should include partnership working with neighbouring local authorities to keep aware of facility changes and developments.		✓		Ongoing	Internal

Bromsgrove District Council
Leisure and Culture Strategy

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
Arts and Culture Provision					
Recommendation 38 Agree the following priorities for the planning and delivery of arts and culture services by the Council: <ul style="list-style-type: none"> • Economic development and regeneration, including skills development. • Improving physical, emotional and mental health and wellbeing. • Reducing crime and disorder; • Improved community safety and responding to anti-social behaviour • High quality services; • Sustainability. 		✓		Short Term	Internal
Recommendation 39 Endorse the Council's engagement with and support for the strategic initiatives identified in this report as appropriate for the delivery of the Council's vision, objectives and milestones: <ul style="list-style-type: none"> • Tell Me What You Want; • Heritage Corridor North Worcestershire; • Bromsgrove and Redditch Culture Compact; • Levelling Up for Culture Places; • Levelling Up Fund. 		✓		Short Term	Internal

Page 92

Agenda Item 9

Bromsgrove District Council
Leisure and Culture Strategy

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
<p>Recommendation 40 The Council develops:</p> <p>a) A detailed Programme Management Plan, including i) outline timetable, ii) resource requirements, together with iii) outcomes and milestones, for the delivery of the strategic initiatives for incorporation into the Council’s Corporate and Community Plan.</p> <ul style="list-style-type: none"> • Bromsgrove and Redditch Cultural Compact • Heritage Corridor North Worcestershire; • Levelling Up for Culture Places; • Tell Me What You Want. <p>These Programme Management Plans to be regularly monitored and updated to reflect completion of initiatives and any additional initiatives embarked upon</p>		✓		Short Term	Internal
<p>b) For Bromsgrove District Council to produce a detailed and costed appraisal of the options available to those arts, culture and heritage facilities in the Bromsgrove District whom may be so inclined to explore partnership approaches to achieve economies of scale that bring forward better financial sustainability</p>		✓		Short-Medium Term	Internal
<p>Recommendation 41 Endorse the delivery of the strategic initiatives and additional arts and culture projects including appraisals of the future operation of performance venues and museums as a single, integrated programme and on a programme/project management basis, as described in the</p>		✓		Short Term	Internal

Bromsgrove District Council
Leisure and Culture Strategy

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
draft strategies to be overseen by the Head of Planning, Regeneration and Leisure.					
<p>Recommendation 42 Note the outcomes of the various community consultations undertaken during the Tell Me What You Want and Re-imagine Redditch initiatives and the development of these strategies and in partnership with providers, to develop strategies to respond to the concerns raised:</p> <p>Page 94 a wish for greater diversity of and community involvement with arts provision; a wish for increased delivery of arts provision in neighbourhoods; a wish for greater community involvement in the commissioning and choice of arts activities; and</p> <ul style="list-style-type: none"> a wish for improved marketing and awareness raising of arts activities and opportunities. 		✓		Short Term	Internal
<p>Recommendation 43 Review the existing staffing structure for arts and culture in the context of the above changes in functions and responsibility and to implement any changes required to that structure to ensure delivery of the integrated programme.</p>		✓		Short Term	Internal and possibly external
<p>Playing Pitches TBC when PPS is complete</p>					
KPIs and Financial Profiling					

Bromsgrove District Council
Leisure and Culture Strategy

Recommendations	Priority for Action				
	Health and Safety	Contribution to Strategic Priorities	Asset Condition/Quality	Timescale	Resources (Internal/External)
<p>Recommendation 44 Develop a costed action plan to deliver the recommended actions identified in the leisure and culture strategy:</p> <ol style="list-style-type: none"> Officers to progress with immediate effect projects categorised as “ongoing” or “short term” priorities and that have no need for additional staff or cash resources Officers to prioritise the production of costed action plans for all “ongoing” and “short term” priorities that have an additional cost implication and to bring these forward to Council for agreement <p>Officers to schedule the production of costed action plans for all “short to medium”, “medium to long term” and “long term” priorities and to bring forward to Council for agreement</p>		✓		Short Term	Internal
<p>Recommendation 45 Identify KPIs to demonstrate the way leisure and culture in its widest sense contributes to the Council’s Plan (vision and priorities including health and wellbeing)</p>		✓		Short term	Internal
<p>Recommendation 46 Identify KPIs to demonstrate the way in which the leisure and culture strategy and its associated projects specifically contribute to the Council’s Plan (vision and priorities including health and wellbeing)</p>		✓		Short term	Internal

Page 95

Agenda Item 9

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Asset Disposal Strategy

Relevant Portfolio Holder		Councillor Geoff Denaro	
Portfolio Holder Consulted			
Relevant Head of Service		Claire Felton, Head of Legal, Democratic and Property Services	
Report Author	Job Title: Head of Legal, Democratic and Property Services Contact email: c.felton@bromsgroveandredditch.gov.uk		
Wards Affected		All wards	
Ward Councillor(s) consulted		N/A	
Relevant Strategic Purpose(s)		An Effective and Sustainable Council	
Non-Key Decision			
If you have any questions about this report, please contact the report author in advance of the meeting.			

1. RECOMMENDATIONS

The Cabinet is asked to RESOLVE that:-

the Asset Disposal Strategy be approved for Implementation.

2. BACKGROUND

- 2.1 The Council holds substantial land, property and equipment. The 2019/20 Statement of Accounts value these assets at £42m.
- 2.2 This report sets out how those assets will be managed and disposed of, where considered appropriate.

3. FINANCIAL IMPLICATIONS

- 3.1 Inevitably, there are cost implications associated with works necessary to bring these buildings up to the required standard. There are instances where the outlay required will exceed the income potential or value of the premises. Significant material and structural changes may be necessary across the portfolio and cost implications outweigh the existing Repairs and Maintenance budget and return on investment.
- 3.2 A rolling programme of Condition Surveys and Energy Improvement Audits of the Council property portfolio is in progress and will continue over the next 2 years; there is a significant cost associated with the surveys alone, but these are required to fully evaluate the extent of works and investment required.

4. LEGAL IMPLICATIONS

- 4.1 The Council's Facilities Management (compliance) Policy and Statutory Inspections Policy, stipulates that for all assets, there is a requirement that they remain compliant in accordance with current legislation and safe and always fit for use. Repairs and Maintenance must be revised, programmed, and completed, to prevent unnecessary closure of buildings resulting in poor service delivery.
- 4.2 Energy Performance Regulations 2012 currently require all non-domestic rental properties to have a minimum Energy Performance Certificate (EPC) rating of 'E'. By 2026, this requirement increases to a 'C' rating or greater, rising again in 2030 to a minimum 'B' rating. This impacts on much of the public building portfolio. The Council will be prohibited from leasing out buildings that fall short of these requirements.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 The proposals detailed in this report support the Council's strategic purpose 'An Effective and Sustainable Council'.

Climate Change Implications

- 5.2 Work by the Council to improve the EPC ratings of the authority's public buildings, as detailed at paragraph 4.2, should have a beneficial impact in the long-term on reducing the Council's carbon emissions.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 No specific equalities and diversity implications have been identified.

Operational Implications

- 6.2 The information obtained will provide valuable data required to make informed decisions that will contribute to a revised overall Property Holding Strategy.
- 6.3 Within this strategy, individual properties and associated land will be further evaluated to determine:

- The operational necessity and benefit.
- Projected costs of ensuring all elements of the buildings continue to meet legislative requirements and performance standards.
- Planned and cyclical maintenance costs for elements nearing the end of their 'life' expectancy, ensuring service provision is maintained without unnecessary interruption.
- Costs associated with meeting future EPC rating minimum requirements.
- Rent levels (and net costs for each building) and revised leases.
- Alternative or rationalised portfolio or joint enterprises for service delivery

6.4 By evaluation of all factors cited above, informed decisions can be made to determine which assets are:

- No longer cost effective to run, where outlay exceeds earning potential.
- No longer viable for effective service delivery
- Surplus to requirements

6.5 Asset considerations will be presented to Cabinet on a half yearly basis, for approval for disposal, unless there is an urgent requirement for a decision.

7. RISK MANAGEMENT

7.1 There is a risk to the authority that the asset portfolio will diminish in value in the context of the emerging regulations surrounding EPC ratings and it will be necessary for the Council to consider the appropriateness of all assets in line with Council priorities to ensure best value.

8. APPENDICES and BACKGROUND PAPERS

Appendix A – Asset Disposal Strategy

Appendix B – Current EPC levels of commercial properties

Appendix C - Letter from Savilles in Reference to Work being Undertaken

Appendix D – Bromsgrove Asset Master List

Appendix E – Site Inspection Schedule

Cabinet
2022

26th October

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Denaro	Oct 2022
Lead Director / Head of Service	Pete Carpenter, Interim Section 151 Officer	Oct 2022
Financial Services	Pete Carpenter, Interim Section 151 Officer	Oct 2022
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	Oct 2022

Appendix A – Asset Disposal Strategy

The Council has a duty to ensure that its fixed assets are continually reviewed to ensure they are fit for their strategic purpose, comply to legislative and regulatory requirements, and do not lose value. A comprehensive affordable repairs and maintenance programme is required to fulfil this.

In the latest Statement of Accounts (2019/20), there were £43m of Fixed Assets, stratified as:

- £9m of Land
- £22m of Buildings
- £7m of Vehicles, Plant and Equipment
- £1m of Infrastructure Assets
- £1m of Community Assets
- £3m of Assets declared as Surplus

This stratification and associated valuation levels is being reviewed and updated for the 2020/21 and 2021/22 Statement of Accounts.

Infrastructure assets generally relate to Highways.

All other Classes have a requirement to be repeatedly reviewed, as set out in the reported to Cabinet.

Any disposal, as per the present MRP policy goes into an overall “pot” which can then reinvested to fund capital programme requirements, including potential acquisitions.

Appendix B

August 2022 current EPC levels of the commercial properties

EPC rating	
8	Grade A
3	Grade B
24	Grade C
27	Grade D
17	Grade E
1	Grade F
8	Grade G
7	Not required below 50m2
19	Due complete April 2023

Note

- The 'F' has been upgraded and awaiting a New EPC.
- The 'G' form part of Winyates Craft centre, currently under review for redevelopment in conjunction with the Shopping Centre and Flats.
- Due By April 2023" are part of a batch due for completion by end of November 2022.

20 June 2022
Letter to Claire Felton 22.06.22

The Savills logo consists of the word "savills" in a lowercase, sans-serif font, colored red, set against a solid yellow rectangular background.

Claire Felton
Head of Legal, Democratic and Property Services
Bromsgrove and Redditch Council

(Sent by email only)

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Dear Claire,

Asset Portfolio Evaluation – Redditch Borough Council and Bromsgrove District Council

Following our previous conversation and the Council Management meeting which took place on the 18th May, we write to provide an update in relation to the portfolio of assets owned by both Redditch Borough Council and Bromsgrove District Council.

Savills undertook a high level assessment of all assets under the ownership of both Councils. Whilst the following two categories proved to be the most relevant from a development prospective, operational land and buildings, surplus and heritage assets other categories included vehicles and plant equipment, infrastructure and community assets, intangible and council dwellings.

As per your instruction, we reviewed each property on its individual merit with a view to potential development and value add to the respective Council. To categorise each property we used a traffic light system as follows;

- **Green** – we consider the asset has development potential and further analysis should take place
- **Yellow** – we consider the asset has limited development potential
- **Red** – we do not consider the asset has development potential
- **Grey** – Further information required to identify asset

Having undertaken the above exercise for assets across both registers, the results were reported as seen at **Appendix 1 and 2**. Overall, within the Redditch Asset Register Savills identified 10 properties which could be brought forward for development and 11 properties within the Bromsgrove Asset Register, these are identified as green within the appendices. Savills has undertaken site inspections for each of these properties and a photographic schedule alongside our inspection notes can be viewed at **Appendix 3**.

Next Steps

We recommend that both Redditch Borough Council and Bromsgrove District Council assess the sites which Savills have identified as having development potential and in particular if the assets are deemed surplus to requirements.

Following the outcome of this assessment we would recommend that Savills Planning on behalf of both Councils undertake a more detailed assessment of the assets to determine the principles and potential acceptable uses of each site.

In tandem with this report, the Development team would undertake a bespoke proforma for each property to assess its developability. In the event this is successful and the principal of development at the property is positive, we would recommend that a number of technical reports which address the principal constraints are commissioned. This would be with a view to the potential marketing of the sites on behalf of the respective Councils.



I trust that the above meets with your requirements, should you need anything further please do not hesitate to contact me.

Yours sincerely

Charles Davis MRICS
Associate

Appendices

Appendix 1 – Redditch Asset Register
Appendix 2 – Bromsgrove Asset Register
Appendix 3 – Site Inspection Schedule

Asset	Developable	Comment	Class	Service Responsible for day to day management	Asset known by any other name	Council Owned	Leased	Other Changes & Notes post 1 Feb
Bromsgrove Sports & Leisure Centre -Structure & Roofing	Operational building	No development potential due to current use.	Operational building	Property		y		This must be new centre building structure
Parkside Offices	Operational building	Potential for conversion however further details required in terms of the existing building and tenancies.	Operational building	Property		Joint Ownershi	part sub let	
Recreation Road South - Car Park	Operational Land	Is the car park leased to ASDA - if so on what terms?	Operational Land	Env Services		y		
Windsor Street - Car Park	Operational Land	Constraints in terms of footfall and irregular shape.	Operational Land	Env Services		y		
Parkside Offices	Operational Land	Extent of land needs confirming	Operational Land	Legal & Democratic Services		Joint owned wi	Part Sub let	
Parkside - Car Park	Operational Land	Prominent position and regular shape. Could be scope of an alternative use.	Operational Land	Env Services		y		
Bromsgrove Sports & Leisure Centre - Land	Operational Land	Extent and location of proerty needs confirming.	Operational Land	Property		y	Sub let	Land New sports centre sits on
School Drive - Car Park	Operational Land	Prominent position and regular shape. Could be scope of an alternative use.	Operational Land	Env Services		y		This is Old Car Park at School Drive
Aston Road Depot	Operational Land	Surrounded by conflicting uses - unlikely to be suitable for a change of use to i.e. residential	Operational Land	Env Services		y		
95% Churchfield MSCP	Operational Land	Extent and location of proerty needs confirming.	Operational Land	Env Services		y		
New Road - Car Park	Operational Land	Extent and location of proerty needs confirming.	Operational Land	Env Services		y		
Waste Transfer Site	Operational Land	Quarry Road? Rural location likely to impact ability to redevelop - further relocation of existing use will need to be taken into consideration.	Operational Land	Env Services	Aston Road	y	Sub let	
Stourbridge Road - Car Park	Operational Land	Prominent position and regular shape. Could be scope of an alternative use, albeit a small site.	Operational Land	Env Services		y		
Burcot Lodge	Operational Land	Could be potential for further development on retained land subject to further information being provided.	Operational Land	Housing		y		
Roundhill/Staple Flat/Lickey End - allotment	Operational Land	Prominent site however relocation of allotments will be difficult. Narrow Access.	Operational Land	Leisure Services		y		
Penmanor (McDonald)	Operational Land	Extent and location of property needs confirming	Operational Land	Leisure Services		y	Sub let	
Rigby Lane - allotment	Operational Land	Prominent site however relocation of allotments will be difficult.	Operational Land	Leisure Services		y		
Stoke Road - allotment	Operational Land	Prominent site however relocation of allotments will be difficult.	Operational Land	Leisure Services		y		
Watt Close - allotment	Operational Land	Difficult access and relocation of existing allotments will be difficult	Operational Land	Leisure Services		y		
Stourbridge Road - allotment	Operational Land	Extent and location of property needs confirming	Operational Land	Leisure Services		y		
Penmanor (Powell)	Operational Land	Extent and location of property needs confirming.	Operational Land	Leisure Services		y		
Rubery Bowling Green & Change Accom	Operational Land	Extent and location of proerty needs confirming. However good prominent site to consider if St Chad's Park.	Operational Land	Leisure Services		y		as 7 bowls green supporting the Building) (B)
Pool Furlong - allotment	Operational Land	Narrow access and difficulty associated with moving allotments.	Operational Land	Leisure Services		y		
Market Street - Public Conveniences	Operational Land	Extent and location of property needs confirming	Operational Land	Property		y		
Penmanor (Parish)	Operational Land	Extent and location of property needs confirming	Operational Land	Leisure Services		y	Sub let	
Hanover Street - Car Park	Operational Land	Extent and location of property needs confirming	Operational Land	Env Services		y		
Stoneybridge, Fairfield - allotment	Operational Land	Extent and location of property needs confirming	Operational Land	Leisure Services		y		
Hartle Lane, Belbroughton. (Reference HH13)	Operational Land	Extent and location of property needs confirming	Operational Land	Property		y	Sub let	
Alvechurch Tanyard Lane - Public Conveniences	Operational Land	Extent and location of property needs confirming	Operational Land	Property		y		
Newton Road - allotment	Operational Land	Duplication with Stoke Road?	Operational Land	Leisure Services		y		
Tanyard Lane - Car Park	Operational Land	Small site however prominent position and good access.	Operational Land	Env Services		y		
St Chads Park. Rubery Changing Accomodation	Operational Land	Good prominent site however relocation of sports provision would be required.	Operational Land	Leisure Services		y		
Bromsgrove Station - Car Park	Operational Land	Potential for redevelopment on the basis that the car park is surplus to requirements (which we consider it unlikely).	Operational Land	Env Services		y		
Barnsley Hall Changing Accomodation	Operational Land	Residential area however unlikely to be suitable for development.	Operational Land	Leisure Services		y	Sub let	Renamed as Barnsley Hall Football pitches and changing accommodation (B)
Lickey End Changing Accomodation	Operational Land	Extent and location of property needs confirming	Operational Land	Leisure Services		y		
Golden Cross Lane - Car Park	Operational Land	Extent and location of property needs confirming.	Operational Land	Env Services		y		
Amenity Block / Toilet, Catshill Cemetery	Operational Land	Extent and location of property needs confirming.	Operational Land	Env Services		y		
Garage Store Bromsgrove Cemetery	Operational Land	Extent and location of property needs confirming.	Operational Land	Env Services		y		
Garage Store Catshill Cemetery	Operational Land	Extent and location of property needs confirming.	Operational Land	Env Services		y		
Charford Changing Accomodation	Operational Land	Extent and location of proerty needs confirming.	Operational Land	Leisure Services		y		Charford Indoor Bowls and Football Changing Rooms. Long term lease on indoor bowls element - changing rooms support the pitches (2 full size) (B)
Dolphin Centre - Car Park	Operational Land	No development potential due to current use.	Operational Land	Env Services	North Bromsgrove Car park			Is this North Bromsgrove Car park - the new one or is at row 73
Old council office land	Operational Land	Extent and location of the property needs confirming	Operational Land	Housing				
Sanders Park (Scout Hut and car park under long term lease)	Operational Land	Extent and location of the property needs confirming	Operational Land	Leisure Services				

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No.	Address	Photo	Comments	Developable Y/N?
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1 Parkside - Car Park Operational Land, B61 8DA



A small site carpark hosting a pay and display with surrounding retail to the west and the north comprising of a pub, hairdresser, pet shop and pharmacy. To the east care home, residential, physiotherapy, dentist and opticians. Access to site via Market St/Recreation Rd. Site is a square shape with low gradient slanting topography. Site is close by to main high street.

Y

2 Recreation Road South - Car Park Operational Land, B61 8DN



A medium site hosting a pay and display with Asda situated on site, care home to the rear and park in close proximity to the east. Access via Recreation Rd. The site is square shaped with flat topography. Close by to main road Market St and a short walk from high street.

Y

3 Windsor Street - Car Park Operational Land, B60 2QA



A small narrow site hosting a pay and display, surrounded by residential flats to the east, washing services and a garage to the West. Access via Windsor Gardens and Windsor St runs down the West side of the carpark. The site is a rectangular site with low gradient sloping topography. Genie Point charging station on site. Short walk to New Rd and Market St.

Y



4 Parkside OfficesOperational building, B61 8DA

A small square site with a carpark on site at the rear with carwash, retail and carpark adjacent. Access to site via Stourbridge Rd. Site has flat topography and is in a central location. Short walk from Highstreet with Birmingham Rd and A448 running on the West side of the site. Close to a number of retail sites such as Aldi and Lidl. Current use is an office occupied by the Bromsgrove Council.

Y subject to tenancies

School Drive - Car ParkOperational Land, B60 1AZ



A medium site hosting pay and display with close proximity to Leisure Centre on the West side, adjacent care home and residential at the rear. Access to site via School Drive. Site is in a central location nearby to the High street. A high gradient slanted topography. Closest main road to site is A448 Stratford Rd.

Y

Stourbridge Road - Car ParkOperational Land, B61 0AB



A small site hosting a pay and display with a carwash on site. Surrounding areas consist of retail (Aldi) on the east side, museum, dental surgery and retail at the rear on Birmingham Rd. Access to central location via Stourbridge Road. Site has a flat topography and irregular shape.

Y



7 Burcot Lodge Operational Land, B60 1BJ

A large size site with the current use of a luxury retirement village/care home. Access via small road Greenhill Rd. No other access routes. Shape is a irregular with steep topography. Detached residential properties south and west of site. Animal sanctuary located east of the site. No nearby retail or commercial. No if current use provides optimum income / use



Tanyard Lane - Car Park Operational Land, B48 8 7RG

A small site with free parking, genie point charging station and toilets on site. Surroundings consist of residential to the rear, pub and church to the front and east respectively. Poor access via Tanyard Ln to the site. Square site with flat topography. The residential road at the rear consists of semi-detached properties on Bear Hill Dr. Nearby to Birmingham Rd and bus stop. No retail sites nearby. Y



St Chads Park, Rubery Changing 9 Accomodation Operational Land, B45 9JA

A large site with flat topography. Skatepark, basketball court, Ball pitch and park on site. Parking positioned to the rear with access to a number of retail sites. Residential surrounding the North and east. Good access via Leach Heath Ln and New Rd. nearby to A38. N due to public requirement. Confirm?



Barnsley Hall Changing
10 AccomodationOperational Land, B61 0TX



A small site with good access via Barnsley Hall Rd. Commercial adjacent (Shire Structural engineering) with residential to rear, previously used by the NHS. A mix of detach and semi detach residential sites via Tower Dr which is at the east of the site. South side of the site is a residential site consisting of both detach and semi detach residential properties via Appletrees Cres. Private land to the east owned by HomesEngland to the South of the site. The site has a flat topography with a rectangular shape. No nearby retail. Closest main route is A38.

Y



Bromsgrove Station - Car ParkOperational
11 Land, B60 3SF



A medium site consisting of two car parks hosting pay and display. Surroundings consist of residential flats to the east of the site on Garrington Rd. Trainlines located West of the site. Only access via New Rd. The site has a flat topography with Train station on site. Hotel and retail sites nearby on B4184. Closest main route A38.

N due to station requirements?

MEDIUM TERM FINANCIAL PLAN 2023/4 TO 2025/6 – Tranche 1

Relevant Portfolio Holder	Councillor Geoff Denaro, Finance and Enabling Portfolio Holder
Portfolio Holder Consulted	Yes
Relevant Head of Service	Michelle Howell
Report Author	Job Title: Head of Finance & Customer Services email:michelle.howell@bromsgroveandredditch.gov.uk Contact Tel: 0152764252
Wards Affected	N/A
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. SUMMARY OF PROPOSALS

- 1.1 The Council will set its budget in two Tranches this year. The initial Tranche will be published in the Autumn with approval of options at Council in December, with a second Tranche in January once final settlement figures are known with approval in February.

2. RECOMMENDATIONS

Cabinet are asked to Resolve that:

- 1 They endorse the inputs into the Council’s Medium Term Financial Plan as at the start of October, and the associated risks and opportunities
- 2 These inputs have been used, along with the 2022/23-24/25 Medium Term Financial Plan (MTFP) agreed by Council in February 2022, to project an initial “gap” to be closed.
- 3 An initial Tranche of savings proposals, as set out in Sections 3.25 - 3.28 and the associated Savings Proposal Document in Appendix A, will be published on the 17th October and any feedback will be considered by Cabinet in November 2022 and at Council in December.
- 4 Tranche 2 of this process will add further information such as the Local Government Settlement to give a final financial position for the Council.

3. Background

Cabinet

26th October 2022

Introduction

3.1 The Council sets a 3-year Medium Term Financial Plan every year, with the final Council Tax Resolution being approved by Council in February. This year's process will be more difficult due to the following factors:

- Starting the process with an initial deficit amount from the 2022/23 MTFP.
- This being the first year that the Government starts to pay for the C-19 Pandemic.
- The present cost of living crisis.
- A change of Prime Minister and Cabinet.
- Limited Reserves and balances.

As such, it is prudent to split the budget process into two tranches:

- Having an initial Tranche which seeks to close as much of the deficit as possible using information known as at the end of September and seeking approval for those savings to be implemented at Council in December.
- Having a second Tranche after the Christmas break, which will be approved in February, that takes account of the Local Government Settlement whose final detail will not be known until early January.

3.2 This report will set out:

- The starting position for the 2023/24 MTFP.
- The emerging national picture including expected settlement dates.
- The Council's Base Assumptions including Inflation and Grants
- Fees and Charges update.
- Strategic Approach
- Tranche 1 set of pressures and savings proposals.
- Impact on Reserves and Balances.
- Capital Programme.
- Robustness Statement
- Consultation Details.

The Starting Position for the 2023/24 MTFP

3.3 The Council set a three Year MTFP 2022/23 to 2024/25 in February 2022. That plan had inherent budget deficits built into the plan with reserves set to fall from £4.257m to £1.046m over the period. This overall position is summarised in Table 1.

	2022-23	2023-24	2024-25
	£000	£000	£000
Departmental base budget	11,673	11,682	11,890
Incremental Progression/Inflation on Utilities	174	318	260
Unavoidables Pressures	250	16	16
Revenue Bids & Revenue impact of capital bids	148	107	86
Savings and Additional income	-176	-176	-176
Changes in Specific Grant/Funding Movements	0	0	0
Net Revenue Budget Requirement	12,069	11,947	12,076
Financing			
Funding from reserves	-100	0	0
Lower Tier Services Grant	-700	0	0
Business Rates Net Position	-2,510	-2,510	-2,510
New Homes Bonus	-363	0	0
Collection Fund Deficit (Council Tax)	-175	0	0
Council Tax	-8,937	-9,243	-9,560
Investment Income	-0	-0	-0
Interest Payable	260	262	249
MRP (Principal)	1,081	1,172	1,078
Discount on advanced pension payment	-214	-40	-120
Funding Total	-11,658	-10,360	-10,864
General Balances	2022-23	2023-24	2024-25
	£000	£000	£000
Opening Balances 21/22 (projected)	4,257	3,846	2,259
Contribution (from) / to General Balances	-411	-1,588	-1,213
Closing Balances	3,846	2,259	1,046

Table 1 – Opening MTFs Position

- 3.4 In addition, there are unallocated savings in the existing MTFP amounting to £478k. These amounts are being addressed as part of the ongoing 2022/23 budget monitoring process to ensure a fully balanced budget in 2022/23.
- 3.5 The table below sets out the revised “gap” that needs to be bridged for the Council’s budget to come back into a balanced sustainable position. The revised gap is because the MTFP has been rolled on a year to include 2025/26.

Year	2023/24	2024/25	2025/26
Budget Deficit	£1,588,000	£1,213,000	1,623,000

Table 2 – Budget Gap

The emerging national picture including expected Settlement Dates

- 3.6 Local Government is in uncharted territory. 2023/24 will be the first full year out of C-19 restrictions or associated support. C-19 has changed significantly the way Councils and the people they serve work, or expect to be served, and this needs to be reflected in Service Plans and associated budgets. It is expected that this will also be the first year that the Government starts to repay the significant sums that it borrowed during C-19 and this will affect any Local Government Settlement.
- 3.7 In addition, since the start of the War in Ukraine, we have seen shortages of key raw materials, including fuel. This has led to Inflationary increases that have now reached over 10% and the cost of petrol/diesel being 70% higher than a year ago. This has now been labelled a “cost of living” crisis and affects our residents, our businesses and also the Councils themselves. We have included in the assumptions section what we are predicting at the 30th September and these assumptions are reflected in the position Statement. This will be refined in Tranche 2 of the budget as we update for conditions in January and also the effect of any Government support. The Chancellors Mini-Budget on the 23rd September concentrated on Growth initiatives and not the allocation of funds. There is a significant risk to Councils if the forecast growth is not achieved.
- 3.8 Councils also declared “Climate Emergencies” and have challenging carbon reduction targets to deliver by 2030, 2040 and 2050. The Councils Climate Change Strategy and associated Carbon Reduction Implementation Plan also goes to Cabinet on the 26th October. At the moment plans are within existing budgets but as we move through the next three-year period there will be the requirement for the prioritisation of resources and approval of additional funding on a scheme by scheme basis. These will need to be taken account of in future budgets, although a significant part of this budget spend will be Capital in nature.
- 3.9 We have also had a change of Prime Minister and Cabinet. The Johnson regime ended on the 5th September and Liz Truss became Prime Minister. Given the issues highlighted in the previous paragraphs and these significant changes it is unclear at the moment on the new strategic direction of the Government and the level of support and influence the Local Government sector will have.
- 3.10 The new Chancellor Kwasi Kwarteng, outlined a mini-Budget on Friday 23rd September. In this mini-Budget, as set out in para 3.7 above, the emphasis was on growth, with no detail over allocation of resources was provided. It is hoped that the “usual” Chancellors Statement in November will contain more detail.

Cabinet

26th October 2022

3.11 It is not known when the Local Government settlement will take place. The “normal” Chancellors Statement in October but following the mini-Budget announcement in September this will be in November, with the Local Government Provisional Settlement on the final Thursday before Christmas. The final Local Government Settlement will be required halfway through January to enable all precepting authorities to deliver their budgets – using this gives the following timetable:

- Initial Tranche 1 Options published - 17th October
- Cabinet discuss initial options – 26th October
- Chancellors Statement – 23rd November
- End of feedback period – 23rd November
- Tranche 1 approved by Cabinet in November and Council in December
- Provisional Local Government Settlement – 15th December
- Final Local Government Settlement – 12th January
- Tranche 2 options ready for Cabinet – 17th January
- Tranche 2 options presented to Cabinet – 15th February
- Full Budget approved by Council – 22nd February

Timescales are estimated – however the issue is that the timescales are challenging for the delivery of either Tranche1 or Tranche 2.

The Council’s Base Assumptions including Inflation and Grants

3.12 It is important to set out the base assumptions under which the budget is constructed. These assumptions can then be stress tested for various scenarios to test the robustness of the overall budget.

3.13 Tax Base underlying assumptions are as follows

- Council Tax – Figures assume the full 1.99% increase
- Business Rates Increases – Base assumptions no increases over the medium term, being reviewed in light of post C-19 Environment.
- New Homes Bonus – It is assumed to be none in 23/24 onwards
- Lower Tier Services Grant – It is assumed to be none in 23/24 onwards
- Pension Fund assumptions – takes account of the latest triennial valuation which was received in September

3.14 Grant support assumptions are as follows (Revenue and Capital). It should be noted that these are budgeted figures and final grant figures will not be confirmed until the time of the final Local Government Settlement.

- The main Revenue Grants are
 - S-31 Grant (for Business Rate reductions) - £1.126m

Cabinet

26th October 2022

- Housing Benefit - £14.7m
- Housing Benefit Administration - £0.148m
- Cost of Revenues Collection Grant - £0.119m
- The Council has £14.492m of Levelling Up Grant to be spent by April 2026 which is match funded by £1.610m of Council funding.
- The Council has £2.681m of UK Shared Prosperity Fund to spend by April 2025. This is both revenue (£2.068m) and capital (£0.613m) in nature

3.15 Inflationary increases are significant due to factors already identified in previous sections. The following are the current base assumptions although given the present “cost of living” crisis and the change of Government in September it is likely these will need to be updated in Tranche 2.

- Presently, the Employers have offered a 2022/23 pay award of £1,925 per pay point plus on costs. This equates to an additional £675,675 cost to the Council from its initial budget. We budgeted for a 2% increase in our base budget in the 2022/23 MTFs which was £180k. In addition, we are assuming the 2023/24 will see an additional cost of 1.5% over our 1% base at a cost £222,518 before reverting back to 1% from 2024/25.
 - Therefore, at our present employee budgets this accounts for an ongoing pressure of £898,193. Taking account of the £180k inflation this results in a £718,193 increase.
- General inflation is running at 10% as of the 18th August. The assumption is this will affect transport and contract budgets in particular. Its impact on 2023/24 will be as follows (it is assumed that 2024/25 will move back to normal levels of 2%):
 - Bromsgrove base transport budget - £320k – Increase £32k
 - Bromsgrove base “contracts” budget - £1.5m – Increase £150k
- Utilities increases will be significant, with all our existing Utility contracts requiring renewal by the end of this financial year. We have seen increases in some areas of up to 400%. For planning purposes, we will assume an increase of 200% in 2023/24 which should then be relatively constant for the next three years.
 - Bromsgrove base utilities budget - £351k – Increase £702k

It will not be possible to increase income budgets by the same percentages and potential fees and charges increase are set out in the next section.

These are significant increases and at the moment reflects what the Council projects to be the most likely scenario. This could change quickly and so the impact of different inflationary scenarios are shown below:

For general contracts

- Inflation at the Bank of England target of 2% is only £36k

Cabinet

26th October 2022

- A 5% increase would only increase costs by £81k
- A 20% increase would be £364k

For Fuel

- A 50% uplift would see an increase of £175k
- A 100% uplift would see an increase of £351k
- A 400% uplift would see an increase of £1,404k

3.16 There are also other possible pressures that will be monitored during the Tranche 1 and Tranche 2 processes as many relate to changes in Government legislation which is yet to be received. Key items include:

- The future waste operating model,
- Possible commercial opportunities to maximise income.
- Climate Change – see 3.8 above plus also the Growth bid of the Climate Change Manager which will be shared with Redditch.
- Review of the Councils Leisure contract.

Fees and Charges update

3.17 There is a separate report on the proposed Fees and Charges increases for the 2023/24 Financial year on this Cabinet Agenda. These increases are shown in detail by service in the Fees and Charges Report which is also on today's agenda. The table below highlights the possible increase of income if 10% was applied across the board. The 10% has been applied to Contributions and Fees and Charges budgets but not on services where charges are set statutorily, Leisure Services, Lifeline, SLA Income, or those services that are charges across a number of Councils (WRS).

Year	2023/24	2024/25	2025/26
Base Budget	3,820,000	3,899,000	3,904,000
10% Increase	382,000	389,000	390,000

Table 3 Fees and Charges Increases at 10%

3.18 The impact on the Council's position is set out in the following section. An assessment has been made in the base of deliverability in the base income budgeted figure.

Strategic Approach

3.19 The Council has come into the 2023/24 budget process with a number of conflicting issues. These include:

Cabinet

26th October 2022

- An ongoing budget deficit position from the 2022/23 MTFS of £1.6m
 - Significant inflationary increase due to the “cost of living” crisis.
 - Limited reserves to call on to reduce any deficit (the present MTFS sees General Fund Balances fall to £1.046m by 2025/26). Earmarked reserves stand at just over £8m.
 - Increases in Council Tax are limited at 2% or £5, which is significantly lower than the present rates of inflation.
- 3.20 The Council must move to financial sustainability over the time scale of the next MTFP. Given the magnitude of the savings to be made it is not prudent to expect the movement to sustainability to happen by 2023/24. However, the level of reserves presently held suggest that moving to sustainability by 2025/26 is too late and will leave inadequate resources for any emergency situation.
- 3.21 As such, the strategy must be to move the Council to financial sustainability by the 2024/25 financial year. To get to this position there will be the need for investment and possibly the requirement to fund redundancy (both from reserves). Both these requirements will be outputs from the Council having to implement changes to the way it operates to continue to become a viable entity going forward and this will take 18 months to implement fully.
- 3.22 As set out later in the Robustness Statement, in compiling Tranche1 of the budget, assumptions have been made based on the best information held now. Issues the Council is facing are not unique, they are being faced by almost all Councils. Tranche 2 of the budget will adjust for any funding that the Government will provide and also look at other options to close any deficit should the Government settlement not bridge any resultant gap. Initiatives that will be assessed in Tranche 2 (as more time is required to analyse these individual options) include:
- Clarity on the Local Government Settlement including the Lower Tier Services Grant and New Homes Bonus which if confirmed as intimated at Prime Ministers Question Time on the 12th October is worth £1.0m
 - Ensuring Grants are maximised.
 - Ensuring Agency work reflects the income provided for its delivery.
 - Minimisation of Bed and Breakfast Temporary Accommodation costs
 - Reviewing the effectiveness of the Council’s largest Contracts.
 - Maximising the effectiveness of our refuse fleet
 - Reviewing the location and effectiveness of our Depot
 - Assessing the Council’s leisure and cultural strategy in terms of affordability
 - Reviewing recharging mechanisms between the Councils for appropriateness
 - Rationalisation of Back Office services as we embrace technology.

Cabinet

26th October 2022

3.23 Many of these initiatives will require investment, for which the only present source of funding is reserves (General Fund and Earmarked Reserves). Key areas of investment will be:

- Documentation of Processes
- Investment in automation and robotic processes
- Possible redundancy – through restructures

3.24 However, in any situation, the Council must move to sustainability by the 2024/25 financial year.

Tranche 1 set of pressures and savings proposals

3.25 The initial base budgets for 2023/24 to 2025/26 are set out in the following table. Given the uncertainty over inflation in particular, the table has been constructed to show progress against the initial target reductions set out in Table 4 below before adding on pressures to give an overall position.

3.26 Overall, the Council has identified £1.625m of savings items. These offset the £1.588m budget deficit. Appendix A, our Savings Proposal Document, sets out the growth and savings proposals in more detail.

3.27 However, when we add in inflationary pressures (non-utilities) we move to a deficit position of £863k which increases to £942k over the three-year period.

3.28 We have kept utilities separate at the moment at there is talk of significant Government support. If this were not to materialise then the overall deficit position increases to £1.5m, increasing to £1.6m on present working assumptions.

Bromsgrove Position Statement				
		2023/24	2024/25	2025/26
		£000	£000	£000
Base Budget Position 22/23 MTFP				
	Expenditure	11,948	12,077	12,347
	Funding	-10,360	-10,864	-10,724
	Net	1,588	1,213	1,623
Revised Gap		1,588	1,213	1,623
Pressures				
	50% Funding for Climate Change Officer	30	30	30
Savings Options				
	Environmental Services Partnership	0	-25	-50
	Service Reviews	-140	-330	-405
	Town Hall	-70	-70	-70
	Finance Vacancies	-100	-100	-100
	MRP	-100	-100	-100
	Pension Fund	-663	-663	-663
	Engage Capacity Grid (One Off)	-200	-200	0
	10% Increase in Fees and Charges	-382	-389	-390
	Total Savings	-1,625	-1,847	-1,748
Revised Position		-37	-634	-125
Pressures				
	Pay Pressure Year 1	718	718	718
	Pay Pressure Future Years (1%)	0	0	155
	Transport Pressure	32	33	34
	Contracts Pressures	150	155	160
	Core Pressures	900	906	1,067
Updated Position		863	272	942
	Utilities Inflation	702	702	702
Final Draft Position		1,565	974	1,644

Table 4 – Present Position

Impact on Reserves

- 3.29 The existing MTFP saw general fund balances reduce from £4.257m to £1.046m over the three-year planning horizon finishing in 2024/5. However, clearly this is not a sustainable level of general fund balances where a level of 5% of gross budget is usually advised which is £2.5m. This is not a sustainable strategy and the Financial Strategy sets out that this needs to

Cabinet

26th October 2022

move to sustainability within 2 years. A range of scenarios will be modelled as there is significant uncertainty over the ongoing inflation amounts to budget for.

- 3.30 The Council also has Earmarked Reserves which are held for specific purposes. These earmarked reserves presently sit at £8.011m. All reserves will be reviewed for their ongoing applicability.

Capital Programme

- 3.31 The Council over the past number of years has not spent its capital programme allocations in year. A review has been carried out of
- All schemes that have not started (both from 22/23 and from previous years)
 - Schemes that have started
- To assess deliverability and links to revised strategic priorities.
- 3.32 Present rationale is for any scheme not yet started (unless grant or S106 funded) to rebid for funds as part of the 2023/24 budget process. There will be the need to add items to the capital programme (will be finalised over next couple of weeks) to include sums for:
- ICT hardware (such as laptops, etc)
 - Property Maintenance budgets (as minimal and significant work is required to ensure energy efficiency compliance.
- 3.33 The priority in capital terms is for the Council to spend its grant funding. It has the following:
- Levelling Up Funding of £16.102m
 - UK Shared Prosperity Funding of £2.681m

This funding is time limited and must all be spent by 2026 (with UKSPF being 2025). Therefore, there is a question over what resources would be available to manage any significant capital spend above these schemes

- 3.34 Appendix B sets out the revised capital programme, taking into account the actions set out in paragraphs 3.29 and 3.30, and schemes that will need to be rebid. These total £1.1m and are highlighted in yellow in the appendix. However, all schemes are being reviewed.
- 3.35 Additional budget will be required for
- ICT Hardware
 - Corporate Property – to ensure all are brought up to the required standard

Cabinet

26th October 2022

An Initial Risk Assessment

- 3.36 As set out the Strategic Approach and Robustness Statement sections we are budgeting in a time of extreme uncertainty. In September we have had a change of Prime Minister and Cabinet and await confirmation of overall political direction for the sector.
- 3.37 As per the Risk Reports that are reported to both Cabinet and Audit, Standards and Governance Committees in July this year. These are:
- Resolution of the approved budget position
 - Financial process rectification
 - Decisions made to address financial pressures and implementing new projects that are not informed by robust data and evidence
 - Adequate workforce planning
- 3.38 The core risks of implementation
- Any savings proposal must pass the S151 Officers tests for robustness and delivery. If items are not deliverable or amounts not obtainable, they cannot be included.
 - Implementation of savings to time and budget – there must be full implementation processes documented to ensure implementation within timescales.
 - Non delivery is a high risk - Savings tracking and ensuring implementation happens based on the plans and the assumptions will become part of the Council's core processes
 - Loss of key personnel will be crucial in a number of proposals and mitigation plans will need to be drawn up
 - Change of corporate direction/priorities

Robustness Statement

- 3.39 For Tranche 1, the opinion of the Interim Director of Finance is that the 2023/24 budget estimates contain considerable risk due to the level of uncertainty in the Councils operating environment, making it problematic to develop meaningful assumptions.
- 3.40 The revenue budget and capital programme have been formulated having regard to several factors including:
- Funding Available.
 - Inflation.
 - Risks and Uncertainties.
 - Priorities.
 - Service Pressures.
 - Commercial Opportunities.
 - Operating in a Post C-19 environment.

Cabinet

26th October 2022

3.41 The MTFP highlights that the current financial position is untenable without some form of intervention. Whilst a balanced budget for 2022/23 was approved with the use of reserves in February 2022, the Council is currently forecasting a £1.5m overspend in 2023/24 due to the additional demands placed on it due to the present rates of inflation, which in turn is utilising the remaining available reserves balances to fund these pressures.

3.42 Given all the uncertainty which encapsulates this MTFP, the assumptions have been based on the best available information to the Council at this time. Work will continue in validating all assumptions, robustly challenging estimates, ensuring the delivery of existing saving plans. Updates will be included in Tranche 2 of the MTFS and balanced budget setting process

Tranche 1 Feedback

3.43 Tranche One is the first Phase of the 2023/24 budget process. The proposals are set out in Appendix A the Savings Proposal Document. A feedback section is included at the end of that document. Any feedback can then be reported. The draft consultation timetable is in Table 5.

Savings Proposals and MTFP Published	17 th October 2022
Budget Scrutiny Committee	20 th October 2022
Cabinet	26 th October 2022
O&S Scrutiny	Tbc
Feedback Closing Date	5 th December 2022
Cabinet	23 rd November
Council	12 th December

Table 5 Consultation Timetable

3.44 Hard copies of the Savings Proposal Document (Appendix A) can be available on request. The Savings Proposal Document will be published on the website and internal intranet (Orb) for residents, businesses and staff to view and provide responses via an online survey. The Council has raised awareness of the budget proposals via use of social media.

4. **IMPLICATIONS**

Financial Implications

4.1 Financial implications are set out in section 3.

Legal Implications

4.2 A number of statutes governing the provision of services covered by this report contain express powers or duties to charge for services. Where an

Cabinet

26th October 2022

express power to charge does not exist the Council has the power under Section 111 of the Local Government Act 1972 to charge where the activity is incidental or conducive to or calculated to facilitate the Council's statutory function.

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

- 4.4 The implementation of the revised fees and charges will be notified in advance to the customer to ensure that all users are aware of the new charges and any concessions available to them.
- 4.5 Initial Equality Assessments, where required, will be undertaken and details provided in Appendix C.

5. RISK MANAGEMENT

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

6. APPENDICES

Appendix A – Savings Proposal Document
Appendix B – Existing Capital Programme and New Bids

6. BACKGROUND PAPERS

None.

7. KEY

None

BROMSGROVE DISTRICT COUNCIL

Cabinet

26th October 2022

Appendix D – Capital Programme

Capital Project	Capital Project Name	21/22 -22/23 Budget	21/22 -22/23 spend
200003	BDC Leisure Centre	0	18,748
200004	Birdbox Project	0	3,915
200005	Depot Boundary Security	0	-9,266
200006	Burcot Lane Development	9,275,000	5,426,146
200007	CCTV	67,376	19,500
200008	Disabled Facilities Grant	2,329,101	620,463
200009	Discretionary Homes Repairs	161,221	-6,972
200010	Energy & Efficiency Installation	175,988	19,683
200011	Energy Efficiency Home Insulation	5,000	2,510
200013	Infrastrucutre works BDC Depot	252,000	0
200015	North Cemetery Expansion - Phase 2	14,500	15,576
200016	New Finance Enterprise System	0	14,849
200017	OLEV/ULEV Taxi Infrastructure	200,000	297,011
200019	Vehicle Replacement Programme	2,168,227	380,291
200020	Landscaping of Recreation Ground	211,000	201,341
200021	Replacement Lighting - Depot	19,538	9,246
200022	Replacement Parking Machines	361,000	256,550
200026	Rubery Redevelopment Works	32,736	0
200027	SAN (Storage Area Network)	0	73,000
200029	Sanders Park DDA Play Provision	35,000	0
200030	Wheelie Bin Purchase	283,000	101,822
200032	New Digital Service	67,668	0
200033	Bus Shelters	54,000	0
200034	Fleet Management Computer System	16,000	0
200035	Environmental Services Computer System	157,200	0
200036	Regeneration Fund	6,350,000	1,881,094
200037	Sanders Park Replacement Swing	35,000	35,000
200040	Bittell Road Recreation Gound	18,000	17,367
200044	Salix Project	615,000	598,000
200045	Greener Homes	0	-225,630
200048	Bromsgrove sporting	0	15,241
200049	BDC 7Kw electric vehicle charge points	120,000	0
200050	Electric Bus	250,000	0
200057	Hagley Parish Council	0	35,040
200061	CAR PARK IMPROVEMENTS - OAKALLS	0	7,768
200068	WOODRUSH HIGH SCHOOL REFURB	0	133,616
200069	Cisco Network Update	5,717	0
NEW	Server Replacement Est(Exact known Q2 2022)	83,250	0
NEW	Laptop Refresh	5,000	0
NEW	Play Area, POS and Sport improvements at Lickey End Recreation G	37,956	0
	Total Schemes	23,425,016	9,951,154
	Schemes Not Started	1,116,527	

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BROMSGROVE DISTRICT COUNCIL
Medium Term Financial Plan 2023/24
Tranche One
Savings Proposals Document

Contents

Overview - 2

Budget Process - 4

Council Strategic Purposes - 4

Council Service Areas - 5

Overall Financial Position - 6

Summary Proposals - 7

Savings Proposals - 8

Growth Proposals - 14

Funding changes and Collection Fund Losses - 15

HR Implications - 15

Feedback Form - 16

Overview

Bromsgrove District Council provides district level local services, like housing, leisure and recreation, environmental health, waste collection, local strategic planning and planning applications, and local tax collection. Local Tax collection includes both Council Tax and Business Rates. The Council also collects Council Tax on behalf of County Council and the Fire and Police Authorities. The Council's proportion is just 12%. Business Rates are collected on behalf of the Council and the Government.

Bromsgrove is in the county of Worcestershire which operates a 2-tiered system of Local Government (as well as some parts of its area being covered by Parish Councils). The District Council provide the "district level" services (amongst others) described in the previous paragraph, whereas Worcestershire County Council provides county level local services like education, highways, transport planning, passenger transport, social care, libraries, waste disposal and strategic planning.

Parish Councils provide very local services like some parks, community centres, and war memorials.

Bromsgrove

- Covers an area of 84 Square Miles
- Has 96,000 residents
- Has 45,000 Homes and Businesses
- Has 31 Councillors and 30 Wards

The district has an above-average number of over 60s, with concentrations of people in several smaller towns and villages. Many residents commute to Birmingham but despite that has the highest % of self-employed and business start-ups in England. It has isolated areas of deprivation, higher median income levels.

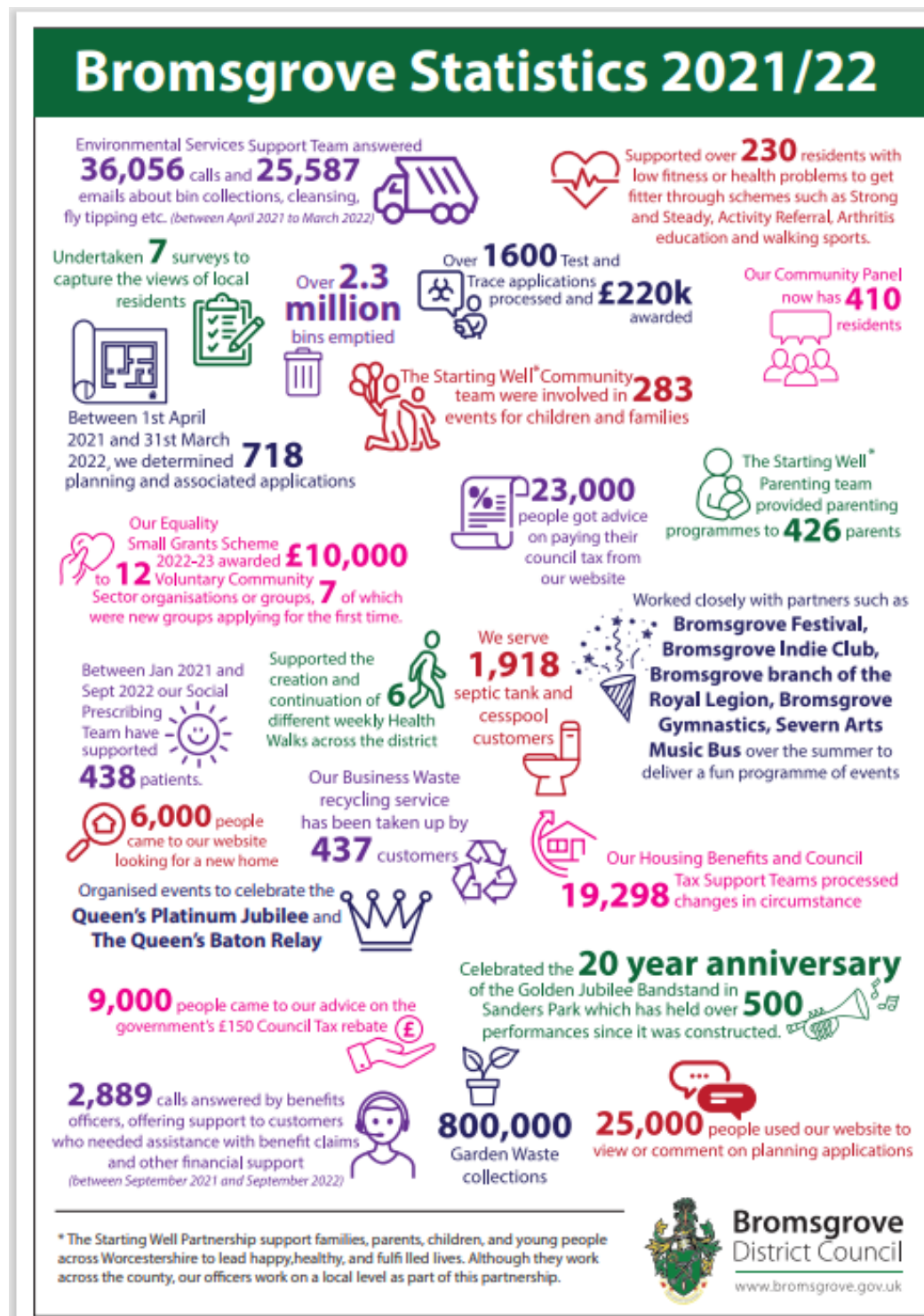
Elections are held once every 4 years. All seats are contested together. The next election is in 2023.

The council has a 'leader and cabinet' form of governance, which means the council delegates authority to decide some matters to a 'cabinet', which is chaired by the Leader of the Council. The cabinet handles much of the ordinary business of the council, with the full council having the final say on matters of strategic policy, budget and council tax.

The Council, along with Redditch Borough Council, were one of the first Councils in the country to form a shared service in 2008. This means we have a single team servicing both Councils. We also host services such as Worcestershire Regulatory Services which is pan Worcestershire.

The Council's vision is *"To enrich the lives and aspirations of all our residents, businesses and visitors through the provision of high-quality services that ensure those most need in need receive the appropriate help and support."*

The Council has delivered the following



Key initiatives being delivered in 2022/23 include:

- People starting to live in the 61 new low-carbon homes we're building at our old head offices on Burcot Lane, 12 of which we are delighted to be able to provide as new social housing.
- The brownfield redevelopment sites at both ends of Bromsgrove High Street - the former market hall site and the old fire station and library – are heading for regeneration after we were able to secure £14.5million in levelling up funding from the government

The Council sets a 3-year Medium Term Financial Plan every year, with the final Council Tax Resolution being approved by Council in February. This year's process will be more difficult due to the following factors

- Starting the process with an initial deficit amount from the 2022/23 MTFP.
- This being the first year of the Government paying for the C-19 Pandemic.
- The present cost of living crisis.
- A change of Prime Minister and Cabinet.
- Limited balances and reserves.

As such, it is prudent to split the budget process into two tranches,

- Having an initial Tranche which seeks to close as much of the deficit as possible using information known as at the end of September and seeking approval for those savings to be implemented at Council in January
- Having a second Tranche after the Christmas break, which will be approved in February, that takes account of the Local Government Settlement whose final detail will not be known until early January.

This document sets out the present financial situation as well as Tranche 1 service pressures and savings proposals.

2023/24 Budget Process

The council is faced with a challenging financial position this year. The magnitude of the savings required has meant that we have had to consider significant changes to our operating model and redesign the way we deliver services.

Due to the nature and scale of this, developing the proposals has required additional time and resource to ensure the plans are robust, deliverable and collectively achieve financial sustainability.

As such, the budget will be delivered in two tranches, the first with proposals being approved on the 12th December and the second with proposals being approved on the 22nd February.

Tranche 1	
MTFP and savings proposals Tranche 1 published	17 th October 2022
Budget Scrutiny Committee	20 th October 2022
Cabinet	26 th October 2022
O&S Scrutiny	tbc
Feedback Closing Date	5 th December 2022
Cabinet	23 rd November 2022
Council	12 th December 2022

Tranche 2	
MTFP and savings proposals Tranche 2 published	7 th February 2023
Budget Scrutiny Committee	Tbc
Cabinet	15 th February 2023
O&S Budget Scrutiny	13 th February 2023
Feedback Closing Date	21 st February 2023
Council	22 nd February 2023

Bromsgrove has the following Strategic Purposes:

Run and Grow a Successful Business

Finding Somewhere to Live

Aspiration, Work and Financial Independence

Living Independent, Active and Healthy Lives

Communities which are Safe, Well Maintained and Green

The Green Thread runs through the Council Plan

Council Service Areas

Business Transformation & Organisational Development

This service area covers the following Services:

Human Resources and Organisational Development - The Human Resources and Organisational Development primary function is to provide a HR advisory service, organisational development, training and health and safety, providing advice and support to the organisation in respect of; recruitment, employment issues, pay and grading, training, workforce planning and health and safety advice. HR focuses on the people within the business and on every aspect of the employment relationship.

Information Communication and Technology - The different areas of ICT include helpdesk support, technical project implementation, infrastructure and business application support, small systems development and automation, service requests, website design and support, graphical information systems support (including street naming and numbering) and information management.

Business Improvement Team - The Business Improvement team supports service areas to improve their delivery of our Strategic Purposes, through changing work practices, processes, and behaviours.

Policy, Equalities and Performance Team - The Policy Team supports elected members, CMT, managers and service areas with corporate planning (such as the development of the Council Plans), performance, data gathering and analysis, consultation and engagement and equalities.

Chief Executive

The Chief Executive's Unit comprises Strategic Partnerships (facilitating partnership working across the District to ensure more effective outcomes for people), Communications and Print and PA / Directorate Support (which provides administrative support to the Leader, Corporate Management Team and Chairman of the Council (including post room)).

Corporate Financing

Corporate financing sets out how the Council funds its revenue expenditure. The Council funds most of its activities from the collection of Council Tax and Business Rates. There are also Grants such as the Lower Tier Services Grant, and New Homes Bonus that makes up this figure.

Expenditure such as the Councils Minimum Revenue Position for borrowing and the net effect of investment income and payments also sit in this area.

Community and Housing General Fund Services

This service area covers the following Services:

Community Safety ensures compliance of the Council's statutory duties under the Crime & Disorder Act 1998 alongside providing co-ordination and support to the statutory Community Safety Partnership. Project activity improves community safety and reduces risk of crime & disorder with a focus on prevention. Examples include a

youth work team, Safer Spaces Scheme, Nominated Neighbour Scheme, Respect Programme.

The **Housing Strategy** team comprises of the Housing Strategy & Enabling Service is responsible for developing strategies and policies for all housing services and the effective management and delivery of Bromsgrove's housing development programmes. The private sector housing team are responsible for ensuring good housing standards by private sector landlords. Included in this service is the support for Disabled Facilities Grants. The Climate Change Officer provides advice to services across the Council with the aim of bringing about carbon reduction and efficiencies, including grant applications and the delivery of energy efficiency schemes.

A door-to-door **community transport scheme** called BURT provides community transport for those who cannot access or use public or private transport.

The **Shopmobility** service at Churchfields car park provides manual and motorised equipment for people with poor mobility so they can access local shops and health providers.

The **CCTV** service is monitored from our 24/7 Monitoring Centre using a vast number of cameras to cover the District. We support the police in spotting potential criminal activity and providing evidence for courts, as well as other community concerns such as a missing child.

NEW Lifeline is a telecare and assistive technology alarm service available 24 Hours per day, 365 days per year to any vulnerable person living within the District. Services include a pull cord/pendant to summon assistance, bed and fire alarm sensors, support for residents with dementia.

Bromsgrove and Redditch **Starting Well** is a commissioned service that works in partnership with Worcestershire Health & Care Trust. The focus is on improving health outcomes and reducing inequalities at the individual, family and community levels across Worcestershire. The service will contribute to ensuring every child has the best start in life, they are ready to learn at 2, ready for school at 5, thrive and develop well during their school years and into adult life.

Bromsgrove **Social Prescribing** is a way for local agencies to refer people to a link worker. Link workers give people time, focusing on 'what matters to me' and taking a holistic approach to people's health and wellbeing. They connect people to community groups and statutory services for practical and emotional support.

Environmental Services

Environmental services and operations, deliver a wide range of district wide and 'place based' services including weekly waste collections to nearly 80,000 households, and a paid for garden waste service to 22,000 households across the 2 Council areas (Bromsgrove and Redditch). The teams also deliver both a commercial waste and commercial recycling service, and a septic tank and cesspool emptying service to both households and commercial customers.

Grass cutting and street cleansing services are delivered via our 6 place teams and the core environmental team also undertakes Environmental Enforcement across the 2 Council areas.

The other key service areas include management of the **Councils tree stock** including Tree Preservation Orders and high hedges applications. Bereavement services, deliver both cremations (in Redditch) and burial services.

Support services include management of the Council transport and vehicle fleets including the provision of workshops at the two depots, a Stores Service, Design and management of civil engineering projects and customer management via the Business Support Team.

Our on and off-street enforcement and land drainage services across the 2 Council areas are delivered by a public sector contract/shared services with Wychavon District Council and Wyre Forest respectively.

Financial and Customer Services

- **Finance**

Corporate finance set the Councils financial agenda. They are responsible for the Councils financial regulations/controls and compliance to them, Supporting Members, the Chief Executive and CMT, setting and delivering the budget, closing the Council's Accounts, in year monitoring of the Councils financial position to stakeholders.

Management Accountancy is the primary source of financial support to Budget managers and Heads of Service. They are responsible for the delivery of the operational budget, the monthly/quarterly monitoring, and the closure of accounts in liaison with budget managers and other Council staff.

Exchequer Services delivers the Councils Payment and Income Services along with running the GPC Card (procurement Card) system and Insurance.

Payroll Services is a small team which work closely with HR and finance and run the monthly payrolls for Bromsgrove, Redditch, Rubicon and Wyre Forest Councils.

Revenues Services - Revenue Services is responsible for the annual collection of £60m of non-domestic rates; £116m council tax, £27m in sundry income and is responsible for collection of £2.4m in overpaid housing benefit.

Benefit Services - The principal functions of the Benefits Service are to maximise benefit awareness and take-up and to assess benefit claims promptly and accurately. The service area is responsible for paying over £30 million of Housing

Benefit and almost £10 million Council Tax Support to our residents across both Councils. We also have £60k Essential Living Fund budget to administer alongside the £250k Discretionary Housing Payments. Our experienced Financial Independence Team deal with the applications for these schemes.

Customer Services - Customer Services provided a comprehensive customer service function to the council, mainly face-to-face enquiries on both reception and cashiers.

When the building was closed to the public during the C-19 pandemic, we quickly mobilised the Customer Service Officers to take council tax and business rates calls, When the buildings were re-opened in July, staff have maintained these functions, albeit with fewer numbers.

Legal, Democratic and Property Services

This service area covers the following Services:

Legal Services - The shared legal service for Bromsgrove and Redditch Councils, is an in-house support service, providing legal advice and representation to the Council in its governance and decision-making role and to all departments of the Council in the delivery of their services to residents and in achieving their strategic objectives, including: Procurement, Contract negotiation, Litigation (both as Plaintiff and Defendant), Prosecutions, Planning Agreements, Property transactions (acquisitions and disposals), Corporate governance and supporting corporate projects, Member support and the decision-making process, Land Charges and Procurement.

Democratic and Electoral Services - The Democratic Services team facilitates Committee meetings, manages the decision-making process, including the work programmes (Forward Plans) and provides a support service to elected Members and officers.

Electoral Services manage and deliver elections and electoral administration

Property Services - The Property Services Team manage the asset portfolio in line with the Asset Management Strategy and all associated repairs, cyclical maintenance and refurbishment of the portfolio of properties, owned by the Council.

Planning, Regeneration & Leisure Services

The Planning, Regeneration and Leisure Service is composed of the following teams: Building Control: Strategic Planning and Conservation: Development Management: Leisure and Cultural Services. NWEDR and Emergency Planning and Business Continuity are managed by WFDC in a three-way shared service arrangement and these teams link into the Service.

Building Control - Building Control team ensures buildings are safely constructed with appropriate fire escapes.

Strategic Planning and Conservation - The team prepares local plans and supplementary planning and conservation documents and provides general policy, conservation, and listed building advice.

Development Management - This team is responsible for processing all types of applications under planning legislation and investigating breaches of planning control.

Leisure and Cultural Services - Leisure Services includes the management of parks and events and the development of arts, sports and cultural services

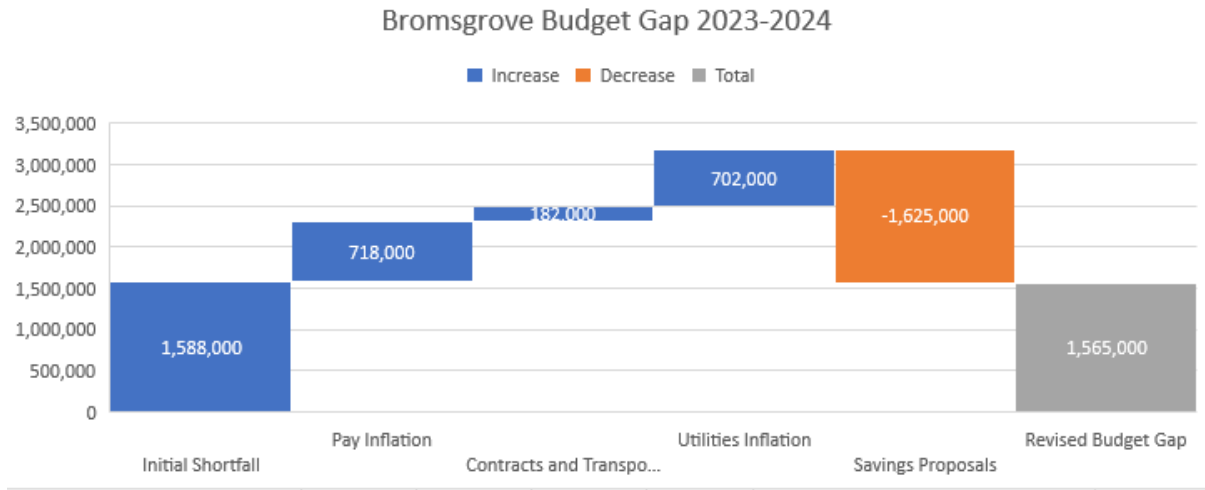
Economic Development and Regeneration - The team leads on regeneration initiatives, supporting businesses, shaping the skills agenda, and generally making sure the issues locally are appreciated by all who make or shape decisions or release funding.

Emergency Planning and Business Continuity - This function ensures the councils, with its partners are prepared for a range of scenarios.

Regulatory Services

Worcestershire Regulatory Services (WRS) is the shared Environmental Health and Licensing service governed by a Joint Board, making it part of the six Worcestershire District Councils, with Bromsgrove District Council as the host authority. We provide all the traditional environmental health and licensing regulatory services for the six Worcestershire District Councils to include health & safety for commercial premises, food hygiene inspections, environmental protection (nuisance, contaminated land, air quality, private water supplies and industrial permitting) as well as administration of the licensing regime for taxi's, drivers, pubs, nightclubs, pet shops, animal boarding, stables, zoos and street trading. In addition we provide some environmental health and licensing services and associated services under contract or agreement for other local authorities in and outside Worcestershire.

Overall Financial Position



Bromsgrove			
	2023/24	2024/25	2025/26
Initial Shortfall	1,588,000	1,213,000	1,623,000
Pay Inflation	718,000	718,000	873,000
Contracts and Transport Inflation	182,000	188,000	194,000
Utilities Inflation	702,000	702,000	702,000
Savings Proposals	-1,625,000	-1,847,000	-1,748,000
Revised Budget Gap	1,565,000	974,000	1,644,000

Summary Proposals

Bromsgrove Position Statement		2023/24	2024/25	2025/26
		£000	£000	£000
Base Budget Position 22/23 MTFP				
Expenditure		11,948	12,077	12,347
Funding		-10,360	-10,864	-10,724
Net		1,588	1,213	1,623
Revised Gap		1,588	1,213	1,623
Pressures				
50% Funding for Climate Change Officer		30	30	30
Savings Options				
Environmental Services Partnership		0	-25	-50
Service Reviews		-140	-330	-405
Town Hall		-70	-70	-70
Finance Vacancies		-100	-100	-100
MRP		-100	-100	-100
Pension Fund		-663	-663	-663
Engage Capacity Grid (One Off)		-200	-200	0
10% Increase in Fees and Charges		-382	-389	-390
Total Savings		-1,625	-1,847	-1,748
Revised Position		-37	-634	-125
Pressures				
Pay Pressure Year 1		718	718	718
Pay Pressure Future Years (1%)		0	0	155
Transport Pressure		32	33	34
Contracts Pressures		150	155	160
Core Pressures		900	906	1,067
Updated Position		863	272	942
Utilities Inflation		702	702	702
Final Draft Position		1,565	974	1,644

Savings Proposals

Wider Environmental Services Partnership

	2023/24	2024/25	2025/26
Existing Budget	0	0	0
Savings Proposal	0	-25,000	-50,000
Revised Budget	0	-25,000	-50,000

We are actively engaging with consultants to look at the viability of greater partnership working across North Worcestershire with regards to the following services: Waste, Commercial Waste. and Fleet. This is reliant on business case and report approval.

Service Reviews

	2023/24	2024/25	2025/26
Existing Budget	5,106,000	5,220,000	5,314,000
Savings Proposal	-140,000	-330,000	-405,000
Revised Budget	4,966,000	4,890,000	4,909,000

The implementation of the Customer and Digital Strategy through the rollout of Abavus, and the redesign of Redditch Town Hall as a Community Hub will facilitate significant service redesign and the ways we operate. Abavus is the software solution that will facilitate the Councils Customer and Digital Strategy, ensuring more of our services and customer interactions are delivered through Digital and Web. Works on Redditch Town Hall in its move to becoming a Public Sector Hub will begin in early 2023. Both these initiatives will result in significant reviews across a range of services to ensure we are effectively and efficiently using new solutions and space. In 2021/22 the Council had a 15% turnover rate and as at July 2022 on a combined staffing total of 651 FTE's there were 30 vacancies and 59 posts being covered by either Agency, consultants or staff acting up or on secondment. Service redesign will take these factors into account.

Redditch Town Hall Recharges

	2023/24	2024/25	2025/26
Existing Budget	130,000	130,000	130,000
Savings Proposal	-70,000	-70,000	-70,000
Revised Budget	60,000	60,000	60,000

With significant less staff working at Council facilities and Redditch about to let out significant portions of their building this savings reflects reduced usage of that building.

Finance Vacancies

	2023/24	2024/25	2025/26
Existing Budget	428,000	434,000	434,000
Savings Proposal	-100,000	-100,000	-100,000
Revised Budget	328,000	334,000	334,000

The finance Department are presently holding 4 vacancies (in 2022/23 these are being covered by Agency). These posts will not be required following the rectification of finance issues (subject of Reports to Executive in September 2022). These savings are shared across both Councils.

Minimum Revenue Provision Savings

	2023/24	2024/25	2025/26
Existing Budget	1,172,000	1,078,000	1,298,000
Savings Proposal	-100,000	-100,000	-100,000
Revised Budget	1,072,000	978,000	1,198,000

The Councils MRP costs are over £1m. With the rationalisation of the Capital Programme and the concentration on delivery of Levelling up and Shared Prosperity Fund Programmes less is needing to be charged to capital financing, resulting on a lower MRP change than anticipated. The delay in replacing the cleansing fleet is a key input into this reduction as is the reduced capital programme. The Council's Treasury consultants Arlingclose reviewing the Councils MRP methodology to identify further possible savings (which would require Policy changes to implement.

Pension Fund Savings

	2023/24	2024/25	2025/26
Existing Budget	2,916,000	2,988,000	3,027,000
Savings Proposal	-663,000	-663,000	-663,000
Revised Budget	2,253,000	2,325,000	2,364,000

The Councils Pension Fund contributions are reviewed on a 3 yearly basis by the County Councils actuaries. There were two valuations received in September, one which took account of moving into a high inflation/stagflation period and one which did not. The council has taken the prudent path of assuming a higher stagflation/inflation assumption which still lead to a significant yearly savings. The base budget is made up of two elements, the Councils Employers Contribution in service accounts and a central contribution which sits in the Chief Executives budgets.

Collection of Outstanding Council Tax and Business Rates Arrears

	2023/24	2024/25	2025/26
Existing Budget			
Savings Proposal	-200,000	-200,000	0
Revised Budget			

Presently there is £3.5m of outstanding Council Tax debt and £1.1m of outstanding Business Rates debt. The Council has engaged an external agency whose assessment of outstanding debt collectability is 20%. In going through this process, the remainder of the debt will be able to be written off as it will also have gone through the assessment process. Half the collected amount will be returned to the other precepting authorities, and the amounts in the table are the resultant amount for the Council. It is expected that this process will take 2 years to complete. This is “**one off**” savings.

10% Increase in Fees and Charges

	2023/24	2024/25	2025/26
Existing Budget	-3,820,000	-3,899,000	-3,900,000
Savings Proposal	-382,000	-389,000	-390,000
Revised Budget	-4,202,000	-4,288,000	-4,290,000

The Council budget for the receipt of £3.8m of fees and charges. Given that inflation is running at well over 10% and Council Core Council Tax Income only can rise by 1.99% there is the requirement to increase fees and charges at the level of inflationary rate at 10%. An assessment has been made on deliverability as customer numbers will reduce, especially with the “cost of living crisis”, and debt levels will also potentially rise.

Growth Proposals

2022/23 Pay Award

	2023/24	2024/25	2025/26
Existing Budget	15,500,000		
Savings Proposal	718,193	718,193	718,193
Revised Budget	16,218,193		

- Presently, the Employers have offered a 2022/23 pay award of £1,925 per pay point plus on costs. This equates to an additional £675,675 cost to the Council from its initial budget. We budgeted for a 2% increase in our base budget in the 2022/23 MTFs which was £180k. In addition, we are assuming the 2023/24 will see an additional cost of 1.5% over our 1% base at a cost £222,518 before reverting back to 1% from 2024/25.
 - Therefore, at our present employee budgets this accounts for an ongoing pressure of £898,193 on the base budget of £14.1m. Taking account of the £180k inflation this results in a £718,193 increase.

Future Pay Awards

	2023/24	2024/25	2025/26
Existing Budget			
Savings Proposal	0	0	155,000
Revised Budget			

See above Narrative

Contract Inflation

	2023/24	2024/25	2025/26
Existing Budget	1,820,000	1,820,000	1,820,000
Savings Proposal	182,000	188,000	194,000
Revised Budget	2,002,000	2,009,000	2,014,000

General inflation is running at 10% as of the 18th August. The assumption is this will affect transport and contract budgets in particular. Its impact on 2023/24 will be as follows (it is assumed that 2024/25 will move back to normal levels of 2%):

- Bromsgrove base transport budget - £320k – Increase £32k
- Bromsgrove base “contracts” budget - £1.5m – Increase £150k

Utilities Inflation

	2023/24	2024/25	2025/26
Existing Budget	351,000	351,000	351,000
Savings Proposal	702,000	702,000	702,000
Revised Budget	1,053,000	1,053,000	1,053,000

Utilities increases will be significant, with all our existing Utility contracts requiring renewal by the end of this financial year. We have seen increases in some areas of up to 400%. For planning purposes, we will assume an increase of 200% in 2023/24 which should then be relatively constant for the next three years.

- Bromsgrove base utilities budget - £351k – Increase £702k

Climate Change Post

	2023/24	2024/25	2025/26
Existing Budget	0	0	0
Savings Proposal	30,000	30,000	30,000
Revised Budget	30,000	30,000	30,000

Required in order to manage and deliver the requirements of the Councils Climate Change Strategy and associated Carbon Reduction Implementation Plan also goes to Cabinet on the 26th October. 50% Funded with Redditch.

Consultation Feedback Form

BUDGET CONSULTATION FORM

We want to hear the opinions of all residents, partner organisations, businesses and other interested parties as part of the budget setting process.

People will be able to give their opinions by completing an online survey on the city council website.

Hard copies can be requested.

The consultation will close on 5 December 2022 at 5pm. Cabinet will consider initial comments on 23 November 2022 and Full Council will debate the Tranche One proposals on 12 December 2022.

The consultation will ask the following questions:

1. Do you have any comments to make about the phase one budget proposals?

2. Having read the phase one proposals document, how much do you now feel you understand about why the council must make total savings of almost £3.2million in 2023/24? Tick the answer you agree with.

- A great deal
- A fair amount
- Not very much
- Nothing at all

3. If you have any specific ideas about how the council can save money or generate additional income to protect services, please state these here:

So that we can check this survey is representative of Bromsgrove overall, please complete the following questions.

Are you?

- Male
- Female

Please tick which of the following best describes who you are:

- Resident
- Business person
- Member of council staff
- District councillor
- Work, but don't live in Bromsgrove
- Member of community or voluntary organisation
- Regular visitor
- Other (please state).....

Which of these age groups do you fall into?

- Under 16
- 16 to 24 years

- 25 to 34 years
- 35 to 44 years
- 45 to 54 years
- 55 to 64 years
- 65 to 74 years
- 75 years or over
- Prefer not to say

What is your ethnic group?

A White

English/ Welsh/ Scottish/ Northern Irish/ British

Gypsy or Irish Traveller

Any other white background

B Mixed/ multiple ethnic groups

White and Black Caribbean

White and Black African

White and Asian

Any other mixed/ multiple ethnic background

C Asian/ Asian British

Indian

Pakistani

Bangladeshi

Chinese

Any other Asian background, write in

D Black/ African/ Caribbean/ Black British

African

Caribbean

Any other Black/ African/ Caribbean background

E Other ethnic group

Any other ethnic group

Do you consider yourself to have a disability?

Yes.....

No

Thank you for taking the time to complete this survey

FEES AND CHARGES 2023-24

Relevant Portfolio Holder	Councillor Geoff Denaro, Finance and Enabling Portfolio Holder
Portfolio Holder Consulted	
Relevant Head of Service	Michelle Howell
Report Author	Job Title: Head of Finance & Customer Services email:michelle.howell@bromsgroveandredditch.gov.uk Contact Tel: 0152764252
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	All
Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. SUMMARY OF PROPOSALS

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

2. RECOMMENDATIONS

- 2.1 It is recommended that Cabinet consider the fees and charges as included at Appendix 1 and;
- 2.1.1 **recommend to Council** the approval of all fees and charges that are included in Appendix 1

3. KEY ISSUES

Financial Implications

- 3.1 The Medium Term Financial Plan is being prepared on the basis that additional income will need to be generated from fees and charges in order for the Council to move towards financial sustainability. The process being followed for the review of income to be realised from 1st April 2023 includes an assessment of each fee to identify how it meets the Councils strategic purposes and the level of increase that is proposed as well as taking account of present economic conditions, including inflation running at over 10%. The levels of increase have been based on a robust estimate of the impact of cost increases and demand within the services and the Councils overall financial position. This includes assessing at the affordability of any of these increases to our residents and customers.

Cabinet

26th October 2022

- 3.2 Fees were to be considered using the following criteria:
- Service to be subsidised by the Council
 - Service to break even
 - Service to make a surplus to offset other overhead costs
- 3.3 Appendix 1 details all the fees and charges for each area with a commentary against each block. The Council’s proposal is to generally increase Fees and Charges by 10%. The 10% has been applied to Contributions and Fees and Charges budgets but not on services where charges are set statutorily, where full costs are required as part of the service, Lifeline, SLA Income, or those services that are charges across a number of Councils (WRS).
- 3.4 The estimated increase in income generated from the proposed increases are set out in the table below. If agreed, these will be included in the Medium-Term Financial Plan Tranche 1 which is another report on this agenda.

Year	2023/24	2024/25	2025/26
Base Budget	3,820,000	3,899,000	3,904,000
10% Increase	382,000	389,000	390,000

Legal Implications

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

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

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

4. RISK MANAGEMENT

Cabinet

26th October 2022

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

5. **APPENDICES**

Appendix 1 – Fees and Charges

6. **BACKGROUND PAPERS**

None.

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Business Transformation and Organisational Development

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	Proposed Charge 23/24	New Charge 1st April 2023 £	COMMENTS
<u>New & Existing Properties</u>							
Naming a Street	554.10	5.00%	27.70	581.80	10%	640.00	
Additional charge for each new premise on a street	130.00	5.00%	6.50	136.50	10%	150.20	
Naming and numbering of an individual premise	274.00	5.00%	13.70	287.70	10%	316.50	
Additional charge for each adjoining premise (eg Blocks of flats)	77.00	5.06%	3.90	80.90	10%	89.00	
Confirmation of address to solicitor/conveyancer/ occupier or owner	53.60	5.04%	2.70	56.30	10%	61.90	
Additional charge including naming of building	138.00	5.00%	6.90	144.90	10%	159.40	
<u>Further Comments</u>							
5% increase to cover increase in costs.							

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BROMSGROVE DISTRICT COUNCIL

Chief Executive

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Increase/ Decrease £	Proposed charge from 2022 £	Proposed Charge 23/24	New Charge 1st April 2023 £	COMMENTS
Venue hire additional services							
Feature on official social media & website	Please contact us £30-£100			Request a quote	Full cost	Full Cost Recovery	
Place your promotional material in reception	10.00			Request a quote	Full cost	Full Cost Recovery	
Print your materials	Request a quote			Request a quote	Full cost	Full Cost Recovery	
Full design & print services:							
Luxury roll-up banner - Flat rate	102.50			Request a quote	Full cost	Full Cost Recovery	
- any additional	51.30			Request a quote	Full cost	Full Cost Recovery	
Vinyl banner	51.30			Request a quote	Full cost	Full Cost Recovery	
- any additional	25.60			Request a quote	Full cost	Full Cost Recovery	
Posters (10)	25.60			Request a quote	Full cost	Full Cost Recovery	
- any additional	Request a quote			Request a quote	Full cost	Full Cost Recovery	
Leaflets (500)	51.30			Request a quote	Full cost	Full Cost Recovery	
- any additional	Request a quote			Request a quote	Full cost	Full Cost Recovery	
Printed up to A0 size, with a range of finishing options on papers and cards. Tiny labels to large banners, binders and laminating, booklets, copies, reports, posters, duplicate pads, brochures, leaflets, flyers, & more. Integrated in-house Design team services also available.	Request a quote			Request a quote	Full cost	Full Cost Recovery	Quote based on how many copies, size, media, finishing and design requirements, using current paper and contract pricing.
Your bespoke requirements	Request a quote			Request a quote	Full cost	Full Cost Recovery	
PLUS Boost your event with our simple options:-							
• Promotional services -							
o Reach the local community with our official social media							
o Show up on Google with our special website options							
o Promote your event in our busy public spaces							
• Design services -							
o Stand out							
o Bespoke for you, from our professional design team							
• Printing services-							
o All your printing needs in one place							
o Signs, flyers, agendas, welcome banners, and more							
Packages available from as little as £30. To find out more contact 01527 881296 or venues@bromsgrove.gov.uk. www.bromsgrove.gov.uk/venues							
Beautiful wedding stationery to suit your budget The personal touch for all your guests, with bespoke packages from £25							
• Choose beautiful invitations							
• Add table plans, place settings, & more							
• Photo displays & banners							
• Signs							
• Use your own designs, or our designers							
To find out more just contact 01527 881296 or weddings@bromsgrove.gov.uk. www.bromsgrove.gov.uk/weddings							

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BROMSGROVE DISTRICT COUNCIL							
Community & Housing Services							
Roundings are generally rounded to the nearest 10p.							
Service Category	Charge 1st April 2020 £	% Change	Increase / Decrease £	Proposed charge from 2021 £	Proposed charge 23/24	New Charge 1st April 2023 £	COMMENTS
STRATEGIC HOUSING							
Bed and breakfast							
- Single room	16.10	0.00%	0.00	16.10	10%	17.70	Charge in line with housing benefit amounts
- Two single rooms	32.50	0.00%	0.00	32.50	10%	35.80	
- Double room	16.10	0.00%	0.00	16.10	10%	17.70	
- More than one double room per room	21.00	0.00%	0.00	21.00	10%	23.10	
- Breakfast							
- adult	2.50	5.00%	0.10	2.60	10%	2.90	
- child	2.10	5.00%	0.10	2.20	10%	2.40	
- Storage of effects (per night)	2.60	5.00%	0.10	2.70	10%	3.00	
- Right to Buy (RTB) Plan Preparation for BDHT	119.70	5.00%	6.00	125.70	10%	138.30	
- Late Consents to transfer (shared ownership and low cost properties)	250.00	5.00%	12.50	262.50	10%	288.80	
Private Sector Housing							
Housing Fitness Inspections	150.00	0.00%	0.00	150.00	10%	165.00	New Charge This year
First Homes Application	0.00	0.00%	0.00	0.00	New	150.00	
Registration of housing in multiple occupation: per occupant	122.00	5.00%	6.10	128.10	10%	140.90	
Service and Administration of Improvement Prohibition, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004, per hour	34.00	5.00%	1.70	35.70	10%	39.30	
Enforcement of Statutory Notices, Supervision of Work in Default etc.	Actual + 10% Admin fee			Actual + 10% Admin fee	Full cost	Full Cost Recovery	
Mobile Home Park Licencing - New Licence Application Fee				326.67	10%	359.30	
- Licence Amendment Application Fee				256.67	10%	282.30	
- Licence Transfer Application Fee				186.67	10%	205.30	
Mobile Home Park - Annual Site Inspection Charge -Band A (2-10 units)				256.67	10%	282.30	
-Band B (11-30 units)				274.17	10%	301.60	
- Band C (31-70 units)				385.00	10%	423.50	
- Band D (71 + units)				420.00	10%	462.00	
Mobile Home Park Statutory Registration or amendment of Park Home Rules				99.17	10%	109.10	
- Valuation Fee (relating to properties of 30% ownership)	225.00	33.33%	75.00	300.00	Full cost	Full Cost Recovery	Full cost recovery
*Based on salary of employee							
LIFELINE							
- Installation Fee	52.00	0.00%	0.00	52.00	0%	52.00	
- Lifeline (per week)	4.25	5.00%	0.30	4.50	4.5%	4.70	
- Replacement Pendant	Cost of product + 17% admin fee			Cost of product + 17% admin fee	Full cost	Full Cost Recovery	
- Key Safe	Manufacturers cost + 17% admin fee			Manufacturers cost + 17% admin fee	Full cost	Full Cost Recovery	
- GSM Alarm Hire	5.50	0.00%	0.00	5.50	0%	5.50	Following digital upgrade the GSM unit is the primary equipment choice and cost prices are reducing due to bulk purchase and falling data charges
- GPS Tracker Hire	7.00	5.00%	0.40	7.40	-25%	5.50	
- Daily Living Activity Equipment	7.00	5.00%	0.40	7.40	0%	7.40	
HIRES PRODUCTS							
Hire of smoke alarm per week (hard wired, serviced smoke alarm)	1.40	3.57%	0.10	1.50	0%	1.50	Costs to be retained to remain competitive
CO2 Detector per week	1.40	3.57%	0.10	1.50	0%	1.50	
Bogus Caller Panic Button	1.40	3.57%	0.10	1.50	0%	1.50	
Flood Detector	1.40	3.57%	0.10	1.50	0%	1.50	
Falls Detector	1.40	3.57%	0.10	1.50	0%	1.50	

Additional pendant	1.40	3.57%	0.10	1.50	0%	1.50	
Temperature extreme sensor	1.40	3.57%	0.10	1.50	10%	1.70	

BROMSGROVE DISTRICT COUNCIL

Environmental Services

Service Category	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	Proposed Charge 23/24	New Charge 1st April 2023 £	COMMENTS
CEMETERY							
The following charges would be subject to 25% plus or minus in year adjustment facility delegated to Bereavement Services Manager or Head of Service to allow for supplier increases such as utilities or memorial suppliers etc							
Interments in a grave							
- children aged under 1 year	No Charge		No Charge	No Charge			
- children aged under 1 year (non resident)	114.00	5.00%	5.70	119.70	10%	131.70	
- children aged 1 year - 17 years	No Charge		No Charge	No Charge			
- children aged 1 year - 17 years (non resident)	166.00	5.00%	8.30	174.30	10%	191.70	
- persons aged 18 and over	636.00	5.00%	31.80	667.80	10%	734.60	
Interment in a bricked grave							
Interment of cremated remains	211.00	5.00%	10.55	221.55	10%	243.70	
Interment of Cremated Remains (under 17 years non residents only)	78.00	5.00%	3.90	81.90	10%	90.10	
Scattering cremated remains in grave	89.00	5.00%	4.45	93.45	10%	102.80	
Exclusive rights of burial (75-year grants)							
- adult grave space	1,603.00	5.00%	80.15	1,683.15	10%	1,851.50	
- child grave space	292.00	5.00%	14.60	306.60	10%	337.30	
- cremated remains plot	612.00	5.00%	30.60	642.60	10%	706.90	
Renewal of expired deed (single fee charged in all cases)							
Burial	457.00	5.00%	22.85	479.85	10%	527.80	
Cremated remains	179.00	5.00%	8.95	187.95	10%	206.70	
Ashes grave purchased in reserve	733.00	5.00%	36.65	769.65	10%	846.60	
Full grave purchased in reserve	1,969.00	5.00%	98.45	2,067.45	10%	2,274.20	
- Disinterment of Remains - Cremated Remains	557.00	5.00%	27.85	584.85	10%	643.30	
- Wooden cremated remains casket	97.00	5.00%	4.85	101.85	10%	112.00	
Memorials							
Bench with 10 year lease & top rail engraving (max 40 letters) - £800.00	104.00	5.00%	5.20	109.20	10%	120.10	
Bench with 10 year lease & standard silver plaque (max 60 letters) - £760.00	863.00	37.66%	325.00	1,188.00	10%	1,306.80	
Bench replacement plaque - £110.00	820.00	37.80%	310.00	1,130.00	10%	1,243.00	
-Assignment / Transfer of Exclusive Right of Burial	118.00	38.47%	45.40	163.40	10%	179.70	
Exhumation Ground works	104.00	5.00%	5.20	109.20	10%	120.10	
New Container	211.00	5.00%	10.55	221.55	10%	243.70	
Officer time	97.00	28.87%	28.00	125.00	10%	137.50	
Cremator usage	216.00	5.00%	10.80	226.80	10%	249.50	
Cremator usage	33.00	5.00%	1.65	34.65	10%	38.10	
Certified copy of entry	23.00	5.00%	1.15	24.15	10%	26.60	
Bird bath memorial							
5 Year Lease							
- size 1 (small)	210.00	6.00%	12.60	222.60	10%	244.90	
- size 2	234.00	5.90%	13.80	247.80	10%	272.60	
- size 3	258.00	5.81%	15.00	273.00	10%	300.30	
- size 4	280.00	6.14%	17.20	297.20	10%	326.90	
- size 5 (large)	304.00	6.05%	18.40	322.40	10%	354.60	
10 Year Lease							
- size 1 (small)	327.00	5.96%	19.50	346.50	10%	381.20	
- size 2	351.00	5.90%	20.70	371.70	10%	408.90	
- size 3	373.00	6.41%	23.90	396.90	10%	436.60	
- size 4	397.00	6.07%	24.10	421.10	10%	463.20	

Page 157

- size 5 (large)	421.00	5.51%	23.20	444.20	10%	488.60
20 Year Lease						
- size 1 (small)	444.00	5.95%	26.40	470.40	10%	517.40
- size 2	467.00	6.12%	28.60	495.60	10%	545.20
- size 3	490.00	6.29%	30.80	520.80	10%	572.90
- size 4	514.00	6.03%	31.00	545.00	10%	599.50
- size 5 (large)	538.00	5.99%	32.20	570.20	10%	627.20
Motif	117.00	5.98%	7.00	124.00	10%	136.40
Memorial Vaults						
Double unit - 20 year lease in first interment and casket	1,310.00	6.12%	80.20	1,390.20	10%	1,529.20
2nd interment of remains including casket	181.00	5.58%	10.10	191.10	10%	210.20
Inscribed tablet of upto 80 letters	147.00	5.71%	8.40	155.40	10%	170.90
Additional letters (per letter)	4.20	7.14%	0.30	4.50	10%	5.00
Standard Motif	105.00	6.00%	6.30	111.30	10%	122.40
Photo of 1 person	126.00	5.87%	7.40	133.40	10%	146.70
Photo of 2 people	199.00	6.08%	12.10	211.10	10%	232.20
Photo of 3 people	257.00	5.84%	15.00	272.00	10%	299.20
Other items are available but quoted individually	QUOTED INDIVIDUALLY			QUOTED INDIVIDUALLY	Full cost	Full Cost Recovery
Memorial Posts						
Memorial plaque - 3 year lease	251.00	6.25%	15.70	266.70	10%	293.40
Motif	47.00	7.23%	3.40	50.40	10%	55.40
Replacement Plaque	126.00	5.87%	7.40	133.40	10%	146.70
Private Memorial Garden						
Including memorial - 20 year lease	1,678.00	6.00%	100.70	1,778.70	10%	1,956.60
Additional Inscription on Plaque	147.00	5.00%	7.35	154.35	10%	169.80
REFUSE COLLECTION						
Bulky Household Waste						
Proposed Charges						
The Bulky Service operates based on a standard unit price based on size and weight, with collection from the						
Bulky collection - single unit*	9.00	5.56%	0.50	9.50	Full cost	Full Cost Recovery
* depending on size items maybe charged for as a multiple of units						
Items that are classed by WCC as non domestic waste	Quotation			Quotation	Full cost	Full Cost Recovery
Items not on the boundary of the property	Quotation			Quotation	Full cost	Full Cost Recovery
Litter and Dog Bins (Yearly Charge)						
High Usage Site First Bin	850.00	0.00%	0.00	850.00	10%	935.00
High Usage Site Additional Bins (each)	350.00	0.00%	0.00	350.00	10%	385.00
Medium Usage Site First Bin	425.00	0.00%	0.00	425.00	10%	467.50
Medium Usage Site Additional Bins (each)	175.00	0.00%	0.00	175.00	10%	192.50
Low Usage Site First Bin	210.00	0.00%	0.00	210.00	10%	231.00
Low Usage Site Additional Bins (each)	90.00	0.00%	0.00	90.00	10%	99.00
Parish Lengthsman Work						
Hourly Rate	15.75	0.00%	0.00	15.75	10%	17.33
High Hedge Complaints						
High Hedge Complaints - reduced for people on benefits	595.10	5.00%	29.80	624.90	10%	687.39
	237.60	5.00%	11.90	249.50	10%	274.45
Investigation of Abandoned Vehicles on Private Land						
Per Vehicle	60.00	0.00%	0.00	60.00	10%	66.00
Mechanically Sweep Private Road / Car Park - Sweeper per Hour + disposal costs	50.00	0.00%	0.00	50.00	10%	55.00

Garden Waste Collection Service (2021/23)							
Re-issue of service	46.00	0.00%	0.00	46.00	10%	50.60	
	40.00	0.00%	0.00	40.00	10%	44.00	
Road Closures							
New Charge - £80 per Road closure plus VAT						80.00	

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BROMSGROVE DISTRICT COUNCIL

Environmental Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	Proposed Increases 23/24	New Charge 1st April 2023 £	COMMENTS
CAR PARKS							
Churchfields Multi-storey							
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40	0%	0.40	
Not exceeding one hour	0.80	0.00%	0.00	0.80	0%	0.80	
Not exceeding two hours	1.60	0.00%	0.00	1.60	0%	1.60	
Not exceeding three hours	2.40	0.00%	0.00	2.40	0%	2.40	
All day	3.00	0.00%	0.00	3.00	0%	3.00	
New Road							
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40	0%	0.40	
Not exceeding one hour	0.80	0.00%	0.00	0.80	0%	0.80	
Not exceeding two hours	1.60	0.00%	0.00	1.60	0%	1.60	
Not exceeding three hours	2.40	0.00%	0.00	2.40	0%	2.40	
All day	5.00	0.00%	0.00	5.00	0%	5.00	
North Bromsgrove							
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40	0%	0.40	
Not exceeding one hour	0.80	0.00%	0.00	0.80	0%	0.80	
Not exceeding two hours	1.60	0.00%	0.00	1.60	0%	1.60	
Not exceeding three hours	2.40	0.00%	0.00	2.40	0%	2.40	
All day	5.00	0.00%	0.00	5.00	0%	5.00	
Parkside							
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40	0%	0.40	
Not exceeding one hour	0.80	0.00%	0.00	0.80	0%	0.80	
Not exceeding two hours	1.60	0.00%	0.00	1.60	0%	1.60	
Not exceeding three hours	2.40	0.00%	0.00	2.40	0%	2.40	
All day	5.00	0.00%	0.00	5.00	0%	5.00	
School Drive							
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40	0%	0.40	
Not exceeding one hour	0.80	0.00%	0.00	0.80	0%	0.80	
Not exceeding two hours	1.60	0.00%	0.00	1.60	0%	1.60	
Not exceeding three hours	2.40	0.00%	0.00	2.40	0%	2.40	
All day	5.00	0.00%	0.00	5.00	0%	5.00	
Stourbridge Road							
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40	0%	0.40	
Not exceeding one hour	0.80	0.00%	0.00	0.80	0%	0.80	
Not exceeding two hours	1.60	0.00%	0.00	1.60	0%	1.60	
Not exceeding three hours	2.40	0.00%	0.00	2.40	0%	2.40	
All day	5.00	0.00%	0.00	5.00	0%	5.00	

Service Category	charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £			COMMENTS
Recreation Road South							
Not exceeding 30 minutes	0.40	0.00%	0.00	0.40	0%	0.40	
Not exceeding one hour	0.80	0.00%	0.00	0.80	0%	0.80	
Not exceeding two hours	1.60	0.00%	0.00	1.60	0%	1.60	
Not exceeding three hours	2.40	0.00%	0.00	2.40	0%	2.40	
Not exceeding four hours	3.20	0.00%	0.00	3.20	0%	3.20	
Not exceeding five hours	4.00	0.00%	0.00	4.00	0%	4.00	
Not exceeding Six hours	6.40	0.00%	0.00	6.40	0%	6.40	
Not exceeding Severn hours	8.80	0.00%	0.00	8.80	0%	8.80	
Not exceeding Eight hours	11.20	0.00%	0.00	11.20	0%	11.20	
Windsor Street							
Not exceeding 30 minutes	0.50	0.00%	0.00	0.50	0%	0.50	
Not exceeding one hour	1.00	0.00%	0.00	1.00	0%	1.00	
Not exceeding two hours	2.00	0.00%	0.00	2.00	0%	2.00	
St John Street							
Not exceeding 30 minutes	0.50	0.00%	0.00	0.50	0%	0.50	
Not exceeding one hour	1.00	0.00%	0.00	1.00	0%	1.00	
Not exceeding two hours	2.00	0.00%	0.00	2.00	0%	2.00	
Not exceeding three hours	3.00	0.00%	0.00	3.00	0%	3.00	
Season Tickets (valid at long stay car parks only)							
Annual	320.00	0.00%	0.00	320.00	0%	320.00	
Quarterly	80.00	0.00%	0.00	80.00	0%	80.00	
Season Tickets (valid at Churchfields Road car park only)							
Annual	215.00	0.00%	0.00	215.00	0%	215.00	
Quarterly	53.75	0.00%	0.00	53.75	0%	53.75	
Season Tickets (valid at Alvechurch Sports and Social club car park only)							
Annual	250.00	0.00%	0.00	250.00	0%	250.00	
Quarterly	62.50	0.00%	0.00	62.50	0%	62.50	
Parking Fines PCN's On Street							
Certain Contraventions	70.00	0.00%	0.00	70.00	Stat	70.00	
If paid within fourteen days	35.00	0.00%	0.00	35.00	Stat	35.00	
Other contraventions	50.00	0.00%	0.00	50.00	Stat	50.00	Set by Statute
If paid within fourteen days	25.00	0.00%	0.00	25.00	Stat	25.00	
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>							
Parking Fines PCN's Off Street							
Certain Contraventions	70.00	0.00%	0.00	70.00	Stat	70.00	
If paid within fourteen days	35.00	0.00%	0.00	35.00	Stat	35.00	
Other contraventions	50.00	0.00%	0.00	50.00	Stat	50.00	Set by Statute
If paid within fourteen days	25.00	0.00%	0.00	25.00	Stat	25.00	
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>							
Car Park charges apply everyday							

BROMSGROVE DISTRICT COUNCIL**Financial and Customer Service**

Roundings are generally rounded to the nearest 10p.

SERVICE CATEGORY	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	Proposed Charges 23/24	New Charge 1st April 2023 £	COMMENTS
LOCAL TAX COLLECTION							
	67.50	0.00%	0.00	67.50			
- Council Tax Court Costs (includes Magistrates Court fee of 50p)					10%	74.30	
- NNDR Court Costs (includes Magistrates Court fee of 50p)	97.50	0.00%	0.00	97.50	10%	107.30	
- Magistrates' court fee (added to both council tax and NNDR Summons)	0.50	0.00%	0.00	0.50	0%	0.50	The Magistrates' Court Fee is set in statutory instruments and cannot be adjusted

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BROMSGROVE DISTRICT COUNCIL

Legal, Democratic and Property Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	Proposed Charges 23/24	New Charge 1st April 2023 £	COMMENTS
ELECTORAL REGISTRATION							
Register Sales*							
In data form							
- basic fee	20.00	0.00%	0.00	20.00	Stat	20.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.50	0.00%	18.50	20.00	Stat	20.00	
In printed form							
- basic fee	10.00	0.00%	0.00	10.00	Stat	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	5.00	0.00%	0.00	5.00	Stat	5.00	
Marked Election Register Sales*							
In data form							
- basic fee	10.00	0.00%	0.00	10.00	Stat	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	1.00	0.00%	0.00	1.00	Stat	1.00	
In printed form							
- basic fee	10.00	0.00%	0.00	10.00	Stat	10.00	Statutory Fixed Fees and not subject to any change
- for each 1,000 names or part thereof	2.00	0.00%	0.00	2.00	Stat	2.00	
Copy of return of Election expenses plus 20p per sheet, per side.	5.00	0.00%	0.00	5.00	Stat	5.00	Statutory Fixed Fees and not subject to any change
Miscellaneous Charges							
* Address labels printed	13.50	0.00%	0.00	13.50	Full cost	Full Cost Recovery	Costs are covered no additional increase required
* - for each 1,000 properties or part thereof	6.80	0.00%	0.00	6.80	Full cost	Full Cost Recovery	
- street list	13.50	0.00%	0.00	13.50	Full cost	Full Cost Recovery	
* - Data Property Addresses	24.50	-44.90%	-11.00	13.50	Full cost	Full Cost Recovery	
* - For each 1,000 properties or part thereof	1.90	0.00%	0.00	1.90	Full cost	Full Cost Recovery	
LEGAL							
- Legal work (per hour)	146.80	6.00%	8.80	155.60	10%	171.20	
- Legal Consent - Admin Fee	26.10	6.02%	1.60	27.70	10%	30.50	
- RTB	205.10	6.00%	12.30	217.40	10%	239.10	
- Consent for proposed works	161.20	6.00%	9.70	170.90	10%	188.00	
- Respective Consent	169.60	6.00%	10.20	179.80	10%	197.80	
Garden license	249.80	6.00%	15.00	264.80	10%	291.30	
Wayleave Agreement	374.70	6.00%	22.50	397.20	10%	436.90	
Deed of Grant or Easement	392.70	6.00%	23.60	416.30	10%	457.90	
License to Assign	392.70	6.00%	23.60	416.30	10%	457.90	
Rent Deposit Deed	392.70	6.00%	23.60	416.30	10%	457.90	
Authorised Guarantee Agreement	392.70	6.00%	23.60	416.30	10%	457.90	
License for Alterations	392.70	6.00%	23.60	416.30	10%	457.90	
License to Sublet	392.70	6.00%	23.60	416.30	10%	457.90	
Deed of Variation	392.70	6.00%	23.60	416.30	10%	457.90	
Grant of Lease	531.10	6.00%	31.90	563.00	10%	619.30	
Extended Lease	531.10	6.00%	31.90	563.00	10%	619.30	
Deed of Surrender	392.70	6.00%	23.60	416.30	10%	457.90	
Tenancy at Will	392.70	6.00%	23.60	416.30	10%	457.90	
Renewal of Lease	392.70	6.00%	23.60	416.30	10%	457.90	
Section 106:							
- Private Owner	548.70	6.00%	32.90	581.60	10%	639.80	
- Each additional unit added (up to a maximum of £1,650)	73.50	6.00%	4.40	77.90	10%	85.70	
- Affordable housing schemes	1,030.10	6.00%	61.80	1,091.90	10%	1,201.10	
- Deed of Variation	391.50	6.00%	23.50	415.00	10%	456.50	
- Fee for agreeing a unilateral undertaking	391.50	6.00%	23.50	415.00	10%	456.50	
Other Fees							
- Fees for sale of property under Low Cost Housing Scheme	269.90	6.00%	16.20	286.10	10%	314.70	
- Fees for purchase of additional 30% Share	176.10	6.00%	10.60	186.70	10%	205.40	
- Fees for preparation of Deed of postponement	115.00	6.00%	6.90	121.90	10%	134.10	
- Administration fee for the grant of licences for more than 12 months	64.60	6.01%	3.90	68.50	10%	75.40	
- Issuing of consents (transfer of mortgage)	76.20	6.00%	4.60	80.80	10%	88.90	
Minor land sales up to £10,000	515.70	6.00%	30.90	546.60	10%	601.30	
Major Land sales £10,000+ 2.75% of purchase price with a minimum charge of £500	Fixed Fee	Fixed Fee	Fixed Fee	Fixed Fee	Full cost	Full Cost Recovery	

Major Land sales £50,000+ 2.75% of purchase price with a minimum charge of £750							
Deed of Release of Covenant	Fixed Fee 392.70	Fixed Fee 6.00%	Fixed Fee 23.60	Fixed Fee 416.30	Full cost 10%	Full Cost Recovery 457.90	
- Footpath Diversion Orders	2,189.60	5.00%	109.50	2,299.10	10%	2,529.00	
LAND SEARCHES							
Single Con29 Question							
Official Certificate of Search (LLC1) only	29.20			N/A			LLC searches now carried out by HMLR
CON29R Enquiries of Local Authority (2016)							
- Residential	111.60		0.00	111.60	10%	122.80	
- Commercial	156.30		0.00	156.30	10%	171.90	
Standard Search Fee: LLC1 and CON 29R combined							
- Residential	142.90			N/A			LLC searches now carried out by HMLR
- Commercial	188.90			N/A			LLC searches now carried out by HMLR
CON 29O Optional enquiries of Local Authority (2007)							
(Questions 5,6,8,9,11,15) per question	13.50	5.00%	0.70	14.20	10%	15.60	
(Questions 7,10,12,13,14,16-21) per question	6.80	5.00%	0.30	7.10	10%	7.80	
(Question 22)	30.00	0.00%	0.00	30.00	10%	33.00	
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	52.70	5.00%	2.60	55.30	10%	60.80	
Question 4	15.80		0.00	15.80	10%	17.40	
Each additional parcel of land (LLC1 and CON29R)	24.70			N/A			
Expedited (within 48 hrs)	33.70	5.00%	1.70	35.40	10%	38.90	
PARKSIDE SUITE							
Per Hour (Suggest min Hire of 2hrs)							
Main Room							
Community Group	23.00	4.35%	1.00	24.00	10%	26.40	
Regular Hire	35.00	4.29%	1.50	36.50	10%	40.20	
Commercial Hire	46.00	4.35%	2.00	48.00	10%	52.80	
Committee Room							
Community Group	13.00	4.62%	0.60	13.60	10%	15.00	
Regular Hire	19.00	4.21%	0.80	19.80	10%	21.80	
Commercial Hire	25.50	4.31%	1.10	26.60	10%	29.30	
Committee Room 2 – Full Day							
Community Group	75.00		-75.00	0.00			
Regular Hire	88.00		-88.00	0.00			
Commercial Hire	106.00		-106.00	0.00			
Committee Room 2 – Half Day							
Community Group	45.00		-45.00	0.00			
Regular Hire	60.00		-60.00	0.00			
Commercial Hire	72.00		-72.00	0.00			
Committee Room 2 – per hour (min 2Hours)							
Community Group	17.00	0.00%	0.00	17.00	10%	18.70	
Regular Hire	22.00	0.00%	0.00	22.00	10%	24.20	
Commercial Hire	30.00	0.00%	0.00	30.00	10%	33.00	
Combined							
Community Group	31.00	4.84%	1.50	32.50	10%	35.80	
Regular Hire	49.00	4.08%	2.00	51.00	10%	56.10	
Commercial Hire	67.50	4.44%	3.00	70.50	10%	77.60	
Half Day up to 5pm (max 4hrs)							
Main Room							
Community Group	86.00	4.65%	4.00	90.00	10%	99.00	
Regular Hire	105.00	4.76%	5.00	110.00	10%	121.00	
Commercial Hire	172.50	4.35%	7.50	180.00	10%	198.00	
Committee Room							
Community Group	38.00	4.21%	1.60	39.60	10%	43.60	
Regular Hire	52.00	4.42%	2.30	54.30	10%	59.70	
Commercial Hire	65.00	4.62%	3.00	68.00	10%	74.80	
Combined							
Community Group	105.00	4.29%	4.50	109.50	10%	120.50	
Regular Hire	150.00	4.33%	6.50	156.50	10%	172.20	
Commercial Hire	215.00	4.19%	9.00	224.00	10%	246.40	

Full Day Up to 5pm

Main Room

Community Group	160.00	4.38%	7.00	167.00	10%	183.70
Regular Hire	200.00	4.35%	8.70	208.70	10%	229.60
Commercial Hire	280.00	4.29%	12.00	292.00	10%	321.20
Committee Room						
Community Group	65.00	4.31%	2.80	67.80	10%	74.60
Regular Hire	78.00	4.49%	3.50	81.50	10%	89.70
Commercial Hire	96.00	4.17%	4.00	100.00	10%	110.00
Combined						
Community Group	205.00	4.39%	9.00	214.00	10%	235.40
Regular Hire	260.00	4.23%	11.00	271.00	10%	298.10
Commercial Hire	345.00	4.35%	15.00	360.00	10%	396.00
Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight	345.00	4.35%	15.00	360.00	10%	396.00

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

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

Sunday hire rates by negotiation.

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

Customer Services

Interview rooms (based at the service centre)

- Per Full day (9am - 5pm)	44.40	4.28%	1.90	46.30	10%	50.90
- Per Half day (9am-1pm/1pm-5pm)	27.80	4.32%	1.20	29.00	10%	31.90
- Per Hour (1Full hour only)	9.50	4.21%	0.40	9.90	10%	10.90

Bromsgrove Markets

3 x 3 Market Stall (per day)

Tuesday Regular Trader	26.50	3.02%	0.80	27.30	10%	30.00
Tuesday Casual Trader	28.50	3.16%	0.90	29.40	10%	32.30
Each additional stall requested	11.50	3.04%	0.40	11.85	10%	13.00
Friday Regular Trader	30.50	2.95%	0.90	31.40	10%	34.50
Friday Casual Trader	32.50	3.08%	1.00	33.50	10%	36.90
Each additional stall requested	11.50	3.04%	0.40	11.85	10%	13.00
Saturday Regular Trader	32.50	3.08%	1.00	33.50	10%	36.90
Saturday Casual Trader	34.50	2.90%	1.00	35.50	10%	39.10
Each additional stall requested	12.00	2.92%	0.40	12.35	10%	13.60

Catering Van

Tuesday Regular Trader	25.50	2.94%	0.80	26.25	10%	28.90
Tuesday Casual Trader	30.00	3.00%	0.90	30.90	10%	34.00
Friday Regular Trader	29.50	3.05%	0.90	30.40	10%	33.40
Friday Casual Trader	34.00	2.94%	1.00	35.00	10%	38.50
Saturday Regular Trader	31.50	3.02%	1.00	32.45	10%	35.70
Saturday Casual Trader	36.00	3.06%	1.10	37.10	10%	40.80
All 3 days (Annual booking per week) - Charge to be deleted	78.00	-100.00%	-78.00	0.00	10%	0.00
All 3 days (Casual booking per week) - Charge to be deleted	83.60	-100.00%	-83.60	0.00	10%	0.00

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

First two 5ft tables	15.00	3.00%	0.50	15.45	10%	17.00
each additional table	5.00	3.00%	0.20	5.15	10%	5.70

Electric

Regular 3 day traders	9.20	3.26%	0.30	9.50	10%	10.50
Casual/Single day traders per day	5.00	3.00%	0.20	5.15	10%	5.70

Trade Waste Collection

Regular 3 day traders	2.60	3.85%	0.10	2.70	10%	3.00
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Casual/Single day traders	5.00	3.00%	0.20	5.15	10%	5.70	
<u>Other Market Charges - New Charges</u>							
Vintage, Craft and Food Markets							
Single Stall	20.00	3.00%	0.60	20.60	10%	22.70	
Additional stalls	10.00	3.00%	0.30	10.30	10%	11.30	
Catering units/pitch	15.00	3.00%	0.50	15.45	10%	17.00	
Sunday Food Festival Markets							
Price by negotiation to include staff on cost and overtime	price on negotiation		0.00	price on negotiation	Full cost	Full Cost Recovery	
Seasonal Traders							
Seasonal supplement per stall for seasonal adhoc traders in December	5.00	4.00%	0.20	5.20	10%	5.70	
Market Hire							
Hiring cost of providing a market to Parish Councils or other organisations	700.00	3.00%	21.00	721.00	10%	793.10	
Trader Incentive Scheme							
New traders attending the market on a Tuesday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	14.25	3.16%	0.45	14.70	10%	16.20	
New traders attending the market on a Friday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	15.25	2.95%	0.45	15.70	10%	17.30	
New traders attending the market on a Saturday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	17.25	3.19%	0.55	17.80	10%	19.60	
<u>Property Services - New Charges</u>							
Minor Land Sales Request for Information	52.90	36.11%	19.10	72.00	10%	79.20	VAT not included in previous year plus Inflationary Increase
Minor Land Sales Full Application	387.35	27.02%	104.70	492.00	10%	541.20	VAT not included in previous year plus Inflationary Increase
Advertising - Estimated Fee per Advert (new charge based on cost per advert)	0.00	100.00%	360.00	360.00	10%	396.00	New charge based on cost per advert
Surveyors Fees - Estimated Fee (new charge based on an hourly cost)	0.00	100.00%	90.00	90.00	10%	99.00	New charge based on an hourly rate

BROMSGROVE DISTRICT COUNCIL

Planning, Regeneration and Leisure Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	Proposed changes 23/24	New Charge 1st April 2023 £	COMMENTS
Development Management							
Pre Application Fee							
Residential Development/ Development Site Area/Proposed Gross Floor Area							
Householder Development	103.00	5.83%	6.00	109.00	10%	119.90	
1* Dwellings	222.00	5.41%	12.00	234.00	10%	257.40	
2-4 Dwellings	333.00	5.11%	17.00	350.00	10%	385.00	
5-9 Dwellings	666.00	5.11%	34.00	700.00	10%	770.00	
10 - 49 Dwellings	1,333.00	5.03%	67.00	1,400.00	10%	1,540.00	
50 - 99 Dwellings	2,443.00	5.03%	123.00	2,566.00	10%	2,822.60	
100 - 199 Dwellings	3,333.00	5.01%	167.00	3,500.00	10%	3,850.00	
200+ Dwellings	4,443.00	5.00%	222.00	4,665.00	10%	5,131.50	
* includes one-for-one replacements							
Non-residential development (floor space)							
Floor area is measured externally							
Less than 500sqm	308.00	5.19%	16.00	324.00	10%	356.40	
500 - 999sqm	556.00	5.04%	28.00	584.00	10%	642.40	
1000 - 1999sqm	1,111.00	5.04%	56.00	1,167.00	10%	1,283.70	
2000 - 4999sqm	2,221.00	5.00%	111.00	2,332.00	10%	2,565.20	
5000 - 9999sqm	2,777.00	5.01%	139.00	2,916.00	10%	3,207.60	
10,000sqm or greater	3,333.00	5.01%	167.00	3,500.00	10%	3,850.00	
Non-residential development (site area) where no building operations are proposed							
Less than 0.5ha	334.00	5.09%	17.00	351.00	10%	386.10	
0.5 - 0.99ha	666.00	5.11%	34.00	700.00	10%	770.00	
1 - 1.25ha	1,111.00	5.04%	56.00	1,167.00	10%	1,283.70	
1.26 - 2ha	2,221.00	5.00%	111.00	2,332.00	10%	2,565.20	
2ha or greater	3,333.00	5.01%	167.00	3,500.00	10%	3,850.00	
Variation/removal of conditions and engineering operations (flat fee)	205.00	5.37%	11.00	216.00	10%	237.60	
Recovering Costs for seeking specialist advice in connection with Planning proposals	Full recovery cost		0.00	Full recovery cost	Full cost	Full Cost Recovery	
Monitoring Fees to be applied to Planning Obligations							
Obligations where the Council is the recipient							
All contributions (financial or non-monetary) - PER OBLIGATION	298.00	5.03%	15.00	313.00	10%	344.30	
Pre-commencement trigger - PER OBLIGATION	103.00	5.83%	6.00	109.00	10%	119.90	
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	154.00	5.19%	8.00	162.00	10%	178.20	
Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE	123.00	5.69%	7.00	130.00	10%	143.00	
Obligations for another signatory (eg. Worcestershire County Council)							
All contributions (financial or non-monetary) - PER OBLIGATION	180.00	5.00%	9.00	189.00	10%	207.90	
Pre-commencement trigger - PER OBLIGATION	62.00	6.45%	4.00	66.00	10%	72.60	
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	92.00	5.43%	5.00	97.00	10%	106.70	
Ongoing Monitoring of large sites	410.00	5.12%	21.00	431.00	10%	474.10	

Fee Concessions

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

BUILDING CONTROL -2021 - VAT AT 20%

Explanatory notes

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

2 The charges are as follows.

- Category A: New domestic homes, flats or conversions etc.
- Category B: Extending or altering existing homes
- Category C: Any other project including commercial or industrial projects etc.

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

3 Exemptions and reductions in charges.

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

Page 100

Agenda Item 12

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

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

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

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

Other information

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

Telephone payments are accepted. Please contact the relevant payment centre with your address and card details:
Bromsgrove 01527 881402

Service Category	charge 1st April 2020 £	% Change	Increase / Decrease £	Proposed charge from 2021 £			COMMENTS
TABLE A: Standard Charges for the Creation or Conversion to New Housing							
Application Charge	Please Ring for Quote			Please Ring for Quote	Full cost	Full Cost Recovery	
Regularisation Charge	Please Ring for Quote			Please Ring for Quote	Full cost	Full Cost Recovery	
Additional Charge	Please Ring for Quote			Please Ring for Quote	Full cost	Full Cost Recovery	
TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)							
Application Charge - New	Please Ring for Quote			Please Ring for Quote	Full cost	Full Cost Recovery	
Regularisation Charge - New	Please Ring for Quote			Please Ring for Quote	Full cost	Full Cost Recovery	
Additional Charge - New	Please Ring for Quote			Please Ring for Quote	Full cost	Full Cost Recovery	
Garage Conversion to habitable room							
Application Charge	375.00	0.00%	0.00	375.00	Full cost	Full Cost Recovery	
Regularisation Charge	450.00	0.00%	0.00	450.00	Full cost	Full Cost Recovery	
Additional Charge	Please contact us			Please contact us	Full cost	Full Cost Recovery	
Electrical works by non-qualified electrician							
Application Charge	Please contact us			Please contact us	Full cost	Full Cost Recovery	
Regularisation Charge	Please contact us			Please contact us	Full cost	Full Cost Recovery	
Additional Charge	N/A			N/A			
Renovation of thermal element							
Application Charge	231.00	0.00%	0.00	231.00	Full cost	Full Cost Recovery	
Regularisation Charge	275.00	0.00%	0.00	275.00	Full cost	Full Cost Recovery	
Additional Charge	N/A			N/A			
Installing steel beam(s) within an existing house							
Application Charge	225.00	0.00%	0.00	225.00	Full cost	Full Cost Recovery	
Regularisation Charge	270.00	0.00%	0.00	270.00	Full cost	Full Cost Recovery	
Additional Charge	N/A			N/A			
Window replacement							
Application Charge	225.00	0.00%	0.00	225.00	Full cost	Full Cost Recovery	
Regularisation Charge	270.00	0.00%	0.00	270.00	Full cost	Full Cost Recovery	
Additional Charge	N/A			N/A			
Installing a new boiler or wood burner etc.							
Application Charge	440.00	0.00%	0.00	440.00	Full cost	Full Cost Recovery	
Regularisation Charge	530.00	0.00%	0.00	530.00	Full cost	Full Cost Recovery	
Additional Charge	N/A			N/A			
TABLE C: All Other works - Alterations and new build							
Application Charge	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	
Regularisation Charge	Please Contact Us			Please Contact Us	Full cost	Full Cost Recovery	

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

These charges have been set on the following basis:

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

Building Control – Supplementary Charges

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations).

Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

Other charges are payable where we are asked to withdraw a Building Regulations application and refund fees, or asked to re-direct inspection fee invoices. Fees are payable in cleared funds before the release of any authorised documents or other actions listed below.

ARCHIVED APPLICATIONS							
Process request to re-open archived building control file, resolve case and issue completion certificate (Administration Fee)	55.40	0.00%	0.00	55.40	Full cost	Full Cost Recovery	
Each visit to site in connection with resolving archived building control cases (Per Site Visit)	72.30	0.00%	0.00	72.30	Full cost	Full Cost Recovery	
WITHDRAWN APPLICATIONS							
Process request	55.40	0.00%	0.00	55.40	Full cost	Full Cost Recovery	
<u>With additional fees of:</u>							
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee		refund submitted fee less admin fee	refund submitted fee less admin fee	Full cost	Full Cost Recovery	
Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee, less £72.30 per site visit made		refund submitted fee less admin fee, less £65.90 per site visit made	refund submitted fee less admin fee, less £72.30 per site visit made	Full cost	Full Cost Recovery	
Withdraw Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee		refund submitted fee less admin fee	refund submitted fee less admin fee	Full cost	Full Cost Recovery	
Withdraw Full Plans application after plan check but before any inspections on site	refund submitted fee less admin fee refund inspection fee (where paid up-front) less admin fee		refund submitted fee less admin fee refund inspection fee (where paid up-front) less admin fee	refund submitted fee less admin fee refund inspection fee (where paid up-front) less admin fee	Full cost	Full Cost Recovery	
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £72.30 per site inspection made		refund any paid inspection fee less admin fee, less £65.90 per site inspection made	refund any paid inspection fee less admin fee, less £72.30 per site inspection made	Full cost	Full Cost Recovery	
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS							
Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances.	55.40	0.00%	0.00	55.40	Full cost	Full Cost Recovery	
Optional Consultancy Services	Please Contact Us		Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	
Charges Note							
Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service. Inspection fees equate to 70% of the total fee payable for a project.							
SPORTS DEVELOPMENT							
Community exercise class	3.50	5.00%	0.20	3.70	10%	4.10	
Specialised health class	3.50	5.00%	0.20	3.70	10%	4.10	
Primary Sports Project (Standard Curriculum)	30.00	-100.00%	30.00	NIL			
Primary Sports Project (Specialist Curriculum)	35.00	-100.00%	35.00	NIL			
Inclusive activities (hourly rate)	3.30	5.00%	0.20	3.50	10%	3.90	
Inclusive activities (90 minute rate)	3.80	5.00%	0.20	4.00	10%	4.40	
Inclusive activities (2 hour rate)	4.40	-100.00%	-4.40	NIL			
Multi Skills clubs	4.00	-100.00%	-4.00	NIL			
Community Gymnastics	4.00	5.00%	0.20	4.20	10%	4.60	
Couch 2 5k	1.00	0.00%	0.00	1.00	10%	1.10	
PSI Falls Prevention	3.50	5.71%	0.20	3.70	10%	4.10	
SANDERS PARK							
Tennis Courts (per court per Hour)							
- Adult	7.55	5.00%	0.40	7.95	10%	8.70	
- Adult & Junior	6.60	5.00%	0.40	6.95	10%	7.60	
- Junior/Senior Citizen	5.05	5.00%	0.30	5.30	10%	5.80	

Tennis Courts (per court per 1 and 1/2 Hour)						
- Adult	11.00	5.00%	0.50	11.50	10%	12.70
- Adult & Junior	9.50	5.00%	0.50	10.00	10%	11.00
- Junior/Senior Citizen	8.50	5.00%	0.30	8.80	10%	9.70
Bowls						
- Adult (per hour)	8.00	5.00%	0.40	8.40	10%	9.20
- Junior (per hour)	4.20	5.00%	0.20	4.40	10%	4.80
- Senior Citizen (per hour)	5.50	5.00%	0.30	5.80	10%	6.40
- Adult (season ticket)	53.50	2.80%	1.50	55.00	10%	60.50
- Junior (season ticket)	29.00	3.45%	1.00	30.00	10%	33.00
- Senior Citizen (season ticket)	39.00	2.56%	1.00	40.00	10%	44.00
Hire of Bowls Green Pavillion - half day (4 hours) - new charge	NEW			60.00	10%	66.00
Hire of Bowls Green Pavillion - full day - new charge	NEW			90.00	10%	99.00
<u>OTHER RECREATION GROUNDS AND OPEN SPACES</u>						
<u>Football</u>						
SENIOR 11 a side with changing						
Match games	55.00	5.45%	3.00	58.00	10%	63.80
SENIOR 11 a side without changing						
Match games	40.00	6.25%	2.50	42.50	10%	46.80
JUNIOR 9 or 11 a side with changing						
Match games	30.00	6.67%	2.00	32.00	10%	35.20
per season (x 12 games)	360.00	6.67%	24.00	384.00	10%	422.40
JUNIOR 9 or 11 a side without changing						
Match games	22.50	6.67%	1.50	24.00	10%	26.40
per season (x 12 games)	270.00	6.67%	18.00	288.00	10%	316.80
MINI FOOTBALL 5 or 7 a side						
Match games	16.50	6.06%	1.00	17.50	10%	19.30
per season (x 12 games)	198.00	6.06%	12.00	210.00	10%	231.00
<u>ALLOTMENTS</u>						
- Rent per acre equivalent to 0.404685 hectares	1,173.10			NA		
- Rent per 3/4 acre equivalent to 0.303514 hectares	787.80			NA		
- Rent per 1/2 acre equivalent to 0.202342 hectares	467.50			NA		
- Rent per 1/4 acre equivalent to 0.101171 hectares	214.80			NA		
- Rent per 1/16 acre equivalent to 0.25529 hectares	49.40	38.87%	19.20	68.60	10%	75.50
- Rent per 1/32 acre equivalent to 0.01264 hectares	34.60	32.43%	11.20	45.80	10%	50.40
<u>Events, Open Spaces and Civic Spaces Hire</u>						
<u>£250 - £1500 Bond Payable</u>						
Events						
Commercial Rates						
Small Attendance = 0 to 99						
Per half day	155.00	3.23%	5.00	160.00	10%	176.00
Per Day	282.00	2.84%	8.00	290.00	10%	319.00
Medium Attendance = 100 to 499						
Per half day	220.00	2.27%	5.00	225.00	10%	247.50
Per Day	378.00	1.85%	7.00	385.00	10%	423.50
Large Attendance = 500 to 1999						
Per half day	280.00	3.57%	10.00	290.00	10%	319.00
Per Day	472.00	2.75%	13.00	485.00	10%	533.50
Community Rates						
Small Attendance = 0 to 99						
Per half day	65.00	1.54%	1.00	66.00	10%	72.60
Per Day	106.00	1.42%	1.50	107.50	10%	118.30
Medium Attendance = 100 to 499						
Per half day	80.00	1.25%	1.00	81.00	10%	89.10
Per Day	134.50	1.12%	1.50	136.00	10%	149.60
Large Attendance = 500 to 1999						
Per half day	95.00	0.00%	1.00	96.00	10%	105.60
Per Day	166.00	0.00%	1.00	167.00	10%	183.70
<u>Charities / Not For Profit Organisations</u>						
Small Attendance = 0 to 99						
Per half day	45.00	0.00%	0.00	45.00	10%	49.50
Per Day	74.00	0.00%	0.00	74.00	10%	81.40
Medium Attendance = 100 to 499						

Per half day	54.00	0.00%	0.00	54.00	10%	59.40		
Per Day	89.50	0.00%	0.00	89.50	10%	98.50		
Large Attendance = 500 to 1999								
Per half day	65.00	0.00%	0.00	65.00	10%	71.50		
Per Day	118.30	0.00%	0.00	118.30	10%	130.10		
Fairs & Circuses Min of 3 day Hire								
Small Attendance = 0 to 99 Per Day	440.20	2.23%	9.80	450.00	10%	495.00		
Medium and large attendance more than 99 per day (new Charge)	NEW			480.00	10%	528.00		
Boleyn Road, Frankley								
- fairs (per day)	473.80	0.00%	0.00	473.80	10%	521.20		
- deposit	2,166.70	0.00%	0.00	2,166.70	10%	2,383.40		
Market Street Recreation Ground								
- fairs (per day)	477.35	0.00%	0.00	477.35	10%	525.10		
- deposit	2,187.75	0.00%	0.00	2,187.75	10%	2,406.50		
<p>One free day is allowed for each of the above bookings by fairs/circuses. Other hiring's – charge to be decided at the time of application. Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place. After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.</p>								
Ø Set up and Clearance charged @ 50% of applicable rate								
Ø Any event in excess of 1999 attendees is STN								
Event - Officer Support for event (per hour)	NEW			£50.00 per hour	Full cost	Full Cost Recovery	This is a new proposal for large scale external events that request on site officer support during the event Proposal to charge seperately for use of power or water for each application?	
Power and Water Supply Additional Charges	NEW			Negotiation	Full cost	Full Cost Recovery		
Additional Costs for Outdoor Fitness Space:								
Ø Set up and Clearance charged @ 50% of applicable rate								
Outdoor Fitness Session								
Commercial Rates (Per Day)								
Summer Fee (Apr to Sept) One day maximum usage per week	400.45	3.63%	14.60	415.00	10%	456.50		
Summer Fee (Apr to Sept) Two days maximum usage per week	650.00	3.08%	20.00	670.00	10%	737.00		
Summer Fee (Apr to Sept) Three days maximum usage per week	700.00	3.57%	25.00	725.00	10%	797.50		
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	3.50%	7.00	207.00	10%	227.70		
Winter Fee (Oct to Mar) Two days maximum usage per week	400.00	3.75%	15.00	415.00	10%	456.50		
Winter Fee (Oct to Mar) Three days maximum usage per week	600.00	3.33%	20.00	620.00	10%	682.00		
Annual Fee One day maximum usage per week	520.00	3.85%	20.00	540.00	10%	594.00		
Annual Fee Two days maximum usage per week	850.00	3.53%	30.00	880.00	10%	968.00		
Annual Fee Three days maximum usage per week	1,000.00	5.00%	50.00	1,050.00	10%	1,155.00		
Community Rates (Per Day)								
Summer Fee (Apr to Sept) One day maximum usage per week	200.00	2.50%	5.00	205.00	10%	225.50		
Summer Fee (Apr to Sept) Two days maximum usage per week	300.00	2.33%	7.00	307.00	10%	337.70		
Summer Fee (Apr to Sept) Three days maximum usage per week	350.00	2.86%	10.00	360.00	10%	396.00		
Winter Fee (Oct to Mar) One day maximum usage per week	80.00	2.50%	2.00	82.00	10%	90.20		
Winter Fee (Oct to Mar) Two days maximum usage per week	200.00	2.50%	5.00	205.00	10%	225.50		
Winter Fee (Oct to Mar) Three days maximum usage per week	300.00	2.33%	7.00	307.00	10%	337.70		
Annual Fee One day maximum usage per week	250.00	2.00%	5.00	255.00	10%	280.50		
Annual Fee Two days maximum usage per week	450.00	2.22%	10.00	460.00	10%	506.00		
Annual Fee Three days maximum usage per week	500.00	2.40%	12.00	512.00	10%	563.20		
Trial fee (1 day per week - MAX 4 week trial)	100.00	5.00%	5.00	105.00	10%	115.50		
The Bird Box - NEW CHARGE								
Use of Power connection	1.60	0.00%	0.10	1.70	10%	1.90		

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BROMSGROVE DISTRICT COUNCIL

Regulatory Services

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2022 £	% Change	Increase / Decrease £	Proposed charge from 2022 £	COMMENTS
LICENSING ACT 2003 - FEES SET BY CENTRAL GOVERNMENT - SAME FOR ALL DISTRICT COUNCILS					
Temporary Event Notices					
Fee to serve a Temporary Event Notice (TEN)	£21.00	0.00%		21.00	Nationally set charge
Copy of a TEN (if lost or stolen)	£10.50	0.00%		10.50	Nationally set charge
Personal licences					
Application for the grant of a personal licence	£37.00	0.00%		37.00	Nationally set charge
Fee for a replacement personal licence (if lost or stolen)	£10.50	0.00%		10.50	Nationally set charge
Fee to notify a change of name or address on a personal licence	£10.50	0.00%		10.50	Nationally set charge
Applications for new premises licences or club premises certificates					
Applications for the grant of a premises licence or club premises certificate					
Band A (NDRV 0 - 4300)	£100.00	0.00%		100.00	Nationally set charge
Band B (NDRV 4301 - 33000)	£190.00	0.00%		190.00	Nationally set charge
Band C (NDRV 33001 - 87000)	£315.00	0.00%		315.00	Nationally set charge
Band D (NDRV 87001 - 125000)	£450.00	0.00%		450.00	Nationally set charge
Band E (NDRV 125001 +)	£635.00	0.00%		635.00	Nationally set charge
Applications for the grant of a premises licence or club premises certificate (where the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises)					
Band A (NDRV 0 - 4300)	£100.00	0.00%		100.00	Nationally set charge
Band B (NDRV 4301 - 33000)	£190.00	0.00%		190.00	Nationally set charge
Band C (NDRV 33001 - 87000)	£315.00	0.00%		315.00	Nationally set charge
Band D (NDRV 87001 - 125000)	£900.00	0.00%		900.00	Nationally set charge
Band E (NDRV 125001 +)	£1,905.00	0.00%		1,905.00	Nationally set charge
Additional fees for grant of a premises licences (for large venues with capacities over 5000)					
5000 - 9999	£1,000.00	0.00%		1,000.00	Nationally set charge
10000 - 14999	£2,000.00	0.00%		2,000.00	Nationally set charge
15000 - 19999	£4,000.00	0.00%		4,000.00	Nationally set charge
20000 - 29999	£8,000.00	0.00%		8,000.00	Nationally set charge
30000 - 39999	£16,000.00	0.00%		16,000.00	Nationally set charge
40000 - 49999	£24,000.00	0.00%		24,000.00	Nationally set charge
50000 - 59999	£32,000.00	0.00%		32,000.00	Nationally set charge
60000 - 69999	£40,000.00	0.00%		40,000.00	Nationally set charge
70000 - 79999	£48,000.00	0.00%		48,000.00	Nationally set charge
80000 - 89999	£56,000.00	0.00%		56,000.00	Nationally set charge
Applications to vary premises licences and club premises certificates					
Applications to vary a premises licence or club premises certificate					
Band A (NDRV 0 - 4300)	£100.00	0.00%		100.00	Nationally set charge
Band B (NDRV 4301 - 33000)	£190.00	0.00%		190.00	Nationally set charge
Band C (NDRV 33001 - 87000)	£315.00	0.00%		315.00	Nationally set charge
Band D (NDRV 87001 - 125000)	£450.00	0.00%		450.00	Nationally set charge
Band E (NDRV 125001 +)	£635.00	0.00%		635.00	Nationally set charge
Applications to vary a premises licence (where the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises)					
Band A (NDRV 0 - 4300)	£100.00	0.00%		100.00	Nationally set charge
Band B (NDRV 4301 - 33000)	£190.00	0.00%		190.00	Nationally set charge
Band C (NDRV 33001 - 87000)	£315.00	0.00%		315.00	Nationally set charge

Band D (NDRV 87001 - 125000)	£900.00	0.00%		900.00	Nationally set charge
Band E (NDRV 125001 +)	£1,905.00	0.00%		1,905.00	Nationally set charge
Application for a minor variation of a premises licence or club premises certificate	£89.00	0.00%		89.00	Nationally set charge
Annual maintenance fees					
Annual premises licence or club premises certificate fee					
Band A (NDRV 0 - 4300)	£70.00	0.00%		70.00	
Band B (NDRV 4301 - 33000)	£180.00	0.00%		180.00	
Band C (NDRV 33001 - 87000)	£295.00	0.00%		295.00	
Band D (NDRV 87001 - 125000)	£320.00	0.00%		320.00	
Band E (NDRV 125001 +)	£350.00	0.00%		350.00	
Annual premises licence (where the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises)					
Band A (NDRV 0 - 4300)	£70.00	0.00%		70.00	
Band B (NDRV 4301 - 33000)	£180.00	0.00%		180.00	
Band C (NDRV 33001 - 87000)	£295.00	0.00%		295.00	
Band D (NDRV 87001 - 125000)	£640.00	0.00%		640.00	
Band E (NDRV 125001 +)	£1,050.00	0.00%		1,050.00	
Additional annual fees premises licences (for large venues with capacities over 5000)					
5000 - 9999	£500.00	0.00%		500.00	
10000 - 14999	£1,000.00	0.00%		1,000.00	
15000 - 19999	£2,000.00	0.00%		2,000.00	
20000 - 29999	£4,000.00	0.00%		4,000.00	
30000 - 39999	£8,000.00	0.00%		8,000.00	
40000 - 49999	£12,000.00	0.00%		12,000.00	
50000 - 59999	£16,000.00	0.00%		16,000.00	
60000 - 69999	£20,000.00	0.00%		20,000.00	
70000 - 79999	£24,000.00	0.00%		24,000.00	
80000 - 89999	£28,000.00	0.00%		28,000.00	
Other applications and notifications					
Application to transfer a premises licence	£23.00	0.00%		23.00	
Application to vary a premises licence to nominate a premises supervisor	£23.00	0.00%		23.00	
Fee to change name or address of the holder of a premises licence	£10.50	0.00%		10.50	
Fee to change the name or address of a designated premises supervisor on a premises licence	£10.50	0.00%		10.50	
Fee for a replacement premises licence or club premises certificate (if lost or stolen)	£10.50	0.00%		10.50	
Fee to notify licensing authority of a property interest in a premises	£21.00	0.00%		21.00	
Notification of change or club name or alteration to club rules	£10.50	0.00%		10.50	
Notification of change of registered address of club	£10.50	0.00%		10.50	
Interim authority notice following death, incapacity or insolvency of licence holder	£23.00	0.00%		23.00	
Application for grant of a provisional statement	£315.00	0.00%		315.00	
Other Fees and Charges					
TAXI AND PRIVATE HIRE					
Hackney Carriage Vehicle Licence	£248.00	5.00%	12.40	260.40	
Private Hire Vehicle Licence	£230.00	5.00%	11.50	241.50	
Private Hire Operator Licence (5 year)	£1,124.00	5.00%	56.20	1,180.20	
Hackney Carriage / Private Hire Driver Licence (3 year)	£233.00	5.00%	11.70	244.70	
Knowledge Test	£23.00	5.00%	1.20	24.20	
Replacement vehicle licence plate	£23.00	5.00%	1.20	24.20	
Replacement driver's licence	£21.00	5.00%	1.10	22.10	
Transfer of ownership of a licensed vehicle	£38.00	5.00%	1.90	39.90	
Criminal Record (DBS) Check	£56.00	5.00%	2.80	58.80	
Temp vehicle licence fees (@75%)		New			This figure needs to be at 75% of the licence fee after the uplift.
ANIMAL ACTIVITY LICENCES					
Hiring out horses, breeding of dogs, providing or arranging the provision of boarding for cats or dogs and selling animals as pets					
Application fee	£329.00	0.00%	0.00	329.00	

Licence fee (1 year)	£184.00	0.00%	0.00	184.00
Licence fee (2 years)	£364.00	0.00%	0.00	364.00
Licence fee (3 years)	£546.00	0.00%	0.00	546.00
Application to vary a licence	£240.00	0.00%	0.00	240.00
Veterinary fees (if applicable)	Recovered at cost			Recovered at cost
Local authority inspection (on request of licence holder)	£164.00	0.00%	0.00	164.00
Keeping or training animals for exhibition (only)				
Application fee	£219.00	0.00%	0.00	219.00
Licence fee (3 years)	£300.00	0.00%	0.00	300.00
Application to vary a licence	£158.00	0.00%	0.00	158.00
Veterinary fees (if applicable)	Recovered at cost			Recovered at cost
Local authority inspection (on request of licence holder)	£163.00		1.00	164.00
ACUPUNCTURE, COSMETIC PIERCING, SEMI-PERMANENT SKIN COLOURING, TATTOOING, ELECTROLYSIS				
Fee to register a premises	£136.00	5.00%	6.80	142.80
Fee to register a practitioner	£89.00	5.00%	4.50	93.50
GAMBLING ACT 2005 (inc. SMALL LOTTERIES)				
Small society lotteries				
Fee to register a small society lottery	£40.00	0.00%	0.00	40.00
Small society lottery annual maintenance fee	£20.00	0.00%	0.00	20.00
Application for the grant of a premises licence				
Betting (excluding tracks)	£1,761.00	5.00%	88.10	1,849.10
Betting Tracks	£1,469.00	5.00%	73.50	1,542.50
Bingo	£2,111.00	5.00%	105.60	2,216.60
Adult Gaming Centres	£1,206.00	5.00%	60.30	1,266.30
Family Entertainment Centres	£1,206.00	5.00%	60.30	1,266.30
Premises licence annual fees				
Betting (excluding tracks)	£363.00	5.00%	18.20	381.20
Betting Tracks	£604.00	5.00%	30.20	634.20
Bingo	£604.00	5.00%	30.20	634.20
Adult Gaming Centres	£604.00	5.00%	30.20	634.20
Family Entertainment Centres	£454.00	5.00%	22.70	476.70
Application to vary a premises licence				
Betting (excluding tracks)	£906.00	5.00%	45.30	951.30
Betting Tracks	£754.00	5.00%	37.70	791.70
Bingo	£1,059.00	5.00%	53.00	1,112.00
Adult Gaming Centres	£906.00	5.00%	45.30	951.30
Family Entertainment Centres	£700.00	5.00%	35.00	735.00
Application to transfer a premises licence				
Betting (excluding tracks)	£722.00	5.00%	36.10	758.10
Betting Tracks	£573.00	5.00%	28.70	601.70
Bingo	£723.00	5.00%	36.20	759.20
Adult Gaming Centres	£722.00	5.00%	36.10	758.10
Family Entertainment Centres	£573.00	5.00%	28.70	601.70
Application for a provisional statement				
Betting (excluding tracks)	£1,761.00	5.00%	88.10	1,849.10
Betting Tracks	£1,469.00	5.00%	73.50	1,542.50
Bingo	£2,111.00	5.00%	105.60	2,216.60
Adult Gaming Centres	£1,206.00	5.00%	60.30	1,266.30
Family Entertainment Centres	£1,206.00	5.00%	60.30	1,266.30
Application for reinstatement of a premises licence				
Betting (excluding tracks)	£704.00	5.00%	35.20	739.20
Betting Tracks	£562.00	5.00%	28.10	590.10

STATUTORY - CANNOT AMEND
STATUTORY - CANNOT AMEND

Bingo	£704.00	5.00%	35.20	739.20	
Adult Gaming Centres	£704.00	5.00%	35.20	739.20	
Family Entertainment Centres	£562.00	5.00%	28.10	590.10	
Premises licence fees (miscellaneous)					
Copy of a premises licence (all types)	£25.00	0.00%	0.00	25.00	AT STATUTORY MAXIMUM
Notification of a change in respect of a premises licence (all types)	£50.00	0.00%	0.00	50.00	AT STATUTORY MAXIMUM
Licensed Premises Gaming Machine Permits					
Application for grant of a permit	£150.00	0.00%	0.00	150.00	STATUTORY - CANNOT AMEND
Application for variation of a permit	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Application for the transfer of a permit	£25.00	0.00%	0.00	25.00	STATUTORY - CANNOT AMEND
Annual permit fee	£50.00	0.00%	0.00	50.00	STATUTORY - CANNOT AMEND
Change of name shown on a permit	£25.00	0.00%	0.00	25.00	STATUTORY - CANNOT AMEND
Request for a copy of a permit	£15.00	0.00%	0.00	15.00	STATUTORY - CANNOT AMEND
Licensed Premises Gaming Machines (Automatic Entitlement)					
Fee to serve notification	£50.00	0.00%	0.00	50.00	STATUTORY - CANNOT AMEND
Club Gaming Permits					
Application for grant of a permit	£200.00	0.00%	0.00	200.00	STATUTORY - CANNOT AMEND
Application for grant of a permit (Club premises certificate holders)	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Application for variation of a permit	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit	£200.00	0.00%	0.00	200.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit (club premises certificate holders)	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Annual permit fee	£50.00	0.00%	0.00	50.00	STATUTORY - CANNOT AMEND
Request for a copy of a permit	£15.00	0.00%	0.00	15.00	STATUTORY - CANNOT AMEND
Club Machine Permits					
Application for grant of a permit	£200.00	0.00%	0.00	200.00	STATUTORY - CANNOT AMEND
Application for grant of a permit (Club premises certificate holders)	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Application for variation of a permit	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit	£200.00	0.00%	0.00	200.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit (club premises certificate holders)	£100.00	0.00%	0.00	100.00	STATUTORY - CANNOT AMEND
Annual permit fee	£50.00	0.00%	0.00	50.00	STATUTORY - CANNOT AMEND
Request for a copy of a permit	£15.00	0.00%	0.00	15.00	STATUTORY - CANNOT AMEND
Family Entertainment Centre Gaming Machine Permit					
Application for grant of a permit	£300.00	0.00%	0.00	300.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit	£300.00	0.00%	0.00	300.00	STATUTORY - CANNOT AMEND
Change of name shown on a permit	£25.00	0.00%	0.00	25.00	STATUTORY - CANNOT AMEND
Request for a copy of a permit	£15.00	0.00%	0.00	15.00	STATUTORY - CANNOT AMEND
Prize Gaming Permits					
Application for grant of a permit	£300.00	0.00%	0.00	300.00	STATUTORY - CANNOT AMEND
Application for renewal of a permit	£300.00	0.00%	0.00	300.00	STATUTORY - CANNOT AMEND
Change of name shown on a permit	£25.00	0.00%	0.00	25.00	STATUTORY - CANNOT AMEND
Request for a copy of a permit	£15.00	0.00%	0.00	15.00	STATUTORY - CANNOT AMEND
Temporary Use Notices					
Fee to serve a Temporary Use Notice	£287.00				
Request for a copy of a Temporary Use Notice	£25.00	0.00%	0.00	25.00	
STREET TRADING					
Annual street trading consent - food - initial	£1,447.00	5.00%	72.40	1,519.40	
Annual street trading consent - food - renewal	£1,327.00	5.00%	66.40	1,393.40	
Annual street trading consent - non-food - initial	£1,207.00	5.00%	60.40	1,267.40	
Annual street trading consent - non-food - renewal	£1,086.00	5.00%	54.30	1,140.30	
SCRAP METAL DEALERS LICENCES					
Application for a new site licence	£296.00	0.00%	0.00	296.00	
Fee per additional site	£153.00	0.00%	0.00	153.00	
Application for renewal of a site licence	£245.00	0.00%	0.00	245.00	
Fee per additional site	£153.00	0.00%	0.00	153.00	
Application for a new collectors licence	£148.00	0.00%	0.00	148.00	
Application for renewal of a collectors licence	£97.00	0.00%	0.00	97.00	

Variation of a licence	£67.00	0.00%	0.00	67.00	
Request for a copy of a licence (if lost or stolen)	£26.00	0.00%	0.00	26.00	
ZOO LICENCES					
Application for grant or renewal of a licence	£113.00		137.00	250.00	
Secretary of state inspector and veterinary fees	Recovered at cost			Recovered at cost	
DANGEROUS WILD ANIMALS (DWA)					
Application for grant or renewal of a licence	£235.00	0.00%	0.00	235.00	
Veterinary inspection fees	Recovered at cost			Recovered at cost	
SEX ESTABLISHMENTS					
Application for grant or renewal of a licence	£1,020.00	0.00%	0.00	1,020.00	
Application for a transfer		New		500.00	
Application for a variation	£1,020.00	0.00%	0.00	1,020.00	
STREET AMENITY PERMISSIONS					
Application for grant of a new permission	£200.00	0.00%	0.00	200.00	No Change - waiting for new legislation
Application for renewal of a permission	£55.00	0.00%	0.00	55.00	No Change - waiting for new legislation
PAVEMENT LICENCE					
Application for a licence (6 months)	£100.00	0.00%	0.00	100.00	
HYPNOTISM					
Application for authorisation		New		50.00	

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**Cabinet
2022**

26th Oct

Quarterly Risk Update

Relevant Portfolio Holder	Councillor – Geoff Denaro Portfolio Holder for Finance and Governance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Pete Carpenter
Report Author	Job Title: Acting Director of Finance Contact email:peter.carpenter@bromsgroveandredditch.gov.uk
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
This report contains exempt information as defined in Paragraph(s) of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. SUMMARY

This report sets out Council activity to identify, monitor and mitigate risk.

2. RECOMMENDATIONS

Cabinet are asked to:

- Approve the present list of Corporate Risks.
- Note the progress made on the Action Plan approved by CMT on the 16th March 2022.

3. KEY ISSUES

Background

- 3.1 In 2018/19, an audit of Risk Management provided an assurance level of limited assurance due to weaknesses in the design and inconsistent application of controls. As a result of the audit, a review was commissioned and undertaken by Zurich Municipal to consider the Council's risk management arrangements and to advise of any recommendations. In response to the Zurich review a Risk Management Strategy was produced for both Bromsgrove District Council and Redditch Borough Council.

**Cabinet
2022**

26th Oct

- 3.2 A follow-up review was carried out by Internal Audit in March 2021 (Final Report June 2021) with the purpose of identifying what progress had been made against the Risk Management Strategies. At that time there was a lack of evidence that the actions within the Risk Management Strategies had been fully completed and embedded within the Councils and therefore no assurance could be given.
- 3.3 CMT that acknowledged that the embedding of effective risk management needed to be driven and led by senior management and cascaded down throughout the Council. It recommended that:
- An initial Officer Risk Board to take place on in the first week of April 2022. This happened on the 8th April. Two further rounds of the Officer Board have now taken place on the 22nd June and the 21st September to embed processes.
 - Each department nominate a representative to a Risk Board. These representatives meet on a quarterly basis and report back to management teams.
 - Each department to complete an updated Risk Register by Wednesday 6th April. This Report is the second update of the Risk Register following that initial re-baselining on the 6th April.
 - That the Audit Committee, who both met in the week commencing the 11th April, be verbally updated on Progress. The Audit Committee reviewed Risk Registers in July and this Report is the second round of updates being reported to embed that process. These reports have also been presented to Cabinet.
 - CMT be updated at their meeting on 13th April on progress and ongoing on progress. CMT were presented with an initial draft Corporate Risk Register for approval, and further updates were presented to Cabinet at the end of June and the end of September to embed the overall process.
 - That updated reports are prepared for next cycle of Audit Committees. This cycle is in October 2022 and is the second series of updates.
 - That the Officer Group update the Risk Register and formally report for CMT on a quarterly basis. These quarterly updates happened on the 29th June and the 28th September

The Definition of a Corporate Risk

- 3.4 The definition of a Corporate Risk remains unchanged. The Officer Risk Board review at their quarterly meetings risks that should be raised to Corporate Risks and those that should be reduced to Departmental Risks. This definition is below:

“For a **Risk** to move from being **Departmental** in nature to being **Corporate** in nature that it ***must have significant impact on Councils finances, be cross departmental in nature and/or result in Serious***

**Cabinet
2022**

26th Oct

reputational damage. The Officer Risk Board will vet departmental risks using this definition to move then to Corporate Risks at their quarterly meetings.”

- 3.5 At the June Officer Risk Board it was agreed that “Green” Departmental Risks should be taken off this list if they have been to two consecutive meetings and mitigating actions have been fully put into place for them.

The 4Risk System

- 3.6 The Council have reviewed the use of the 4Risk system to manage its risks. It was the view of the Officer Risk Board, and endorsed by CMT, that this was fit for purpose but like any system it needed to be properly completed and updated. The Officer Risk Board reviews this on a quarterly basis.

The baseline Departmental Risks are included in the following table – this was prior to any Risk Board meetings in April which started to actively challenge, mitigate and remove/add where relevant Risks.

Original Baseline April 2022

Service Area	Red	Amber	Green	Total
Customer Access and Financial Support	12	20	13	45
Finance	0	0	4	4
Environmental Services	0	2	11	13
Leisure & Cultural Services	0	3	3	6
Legal, Equalities and Democratic Services	0	0	7	7
ICT	2	4	5	11
Planning Services	0	1	1	2
Housing	0	4	5	9
Community Services	1	1	5	7
HR	0	0	1	1
Total	15	35	55	105

- 3.7 The Report presented in July saw the overall number of Departmental Risks reduce from 105 to 82. This included a significant reclassification of those Risks categorised as Red from 15 to 2.

**Cabinet
2022**

26th Oct

Service Area	Red	Amber	Green	Total
Customer Access and Financial Support	0	6	12	18
Finance	0	2	2	4
Environmental Services	0	2	11	13
Leisure & Cultural Services	0	3	3	6
Legal, Equalities, Democratic Services & Property	0	3	9	12
ICT	2	6	2	10
Planning Services	0	2	1	3
Housing	0	3	4	7
Community Services	0	2	6	8
HR	0	0	1	1
Total	2	29	51	82

The two departmental red risks were:

- ICT 7 - Failure to identify, maintain and test adequate disaster recovery arrangements
- ICT 11 - System functionality to manage records

3.8 The Update as at the end of September sees that Departmental total reduce to 75

Service Area	Red	Amber	Green	Total
Customer Access and Financial Support	1	5	13	19
Finance	0	2	2	4
Environmental Services	0	1	11	12
Leisure & Cultural Services	0	1	0	1
Legal, Equalities, Democratic Services & Property	1	1	10	12
ICT	2	4	4	10
Planning Services	0	1	0	1
Housing	0	2	5	7
Community Services	0	2	6	8
HR	0	0	1	1
Total	4	19	52	75

Red Departmental Risks are now

- REV7 - Revenues - Performance Indicator data is not robust
- LED13 - Legal – Bromsgrove Leisure Contracts

**Cabinet
2022**

26th Oct

- **ICT7 - IT - Failure to identify, maintain and test adequate disaster recovery arrangements**
- **ICT11 - IT – System functionality to manage records**

The Bromsgrove Leisure Centre Risk is due to the present state of the Economy and the linkages to income levels.

3.9 This report sets out the revised listing, following departmental reviews submitted to Risk Board on the 21st September. All items have been reviewed by Risk Champions and respective DMT's in each Service Area – as per the requirements of the last two Risk Boards. Risks are being reviewed departmentally on a monthly basis now across all services (with one exception in August). Service representatives continue to challenge individual items, which is on the data in the following Tabs underneath each Risk, to ensure that all controls and assurances are properly monitored and assured:

- Existing Controls,
- Action Required,
- Assurance Record.












3.10 Worcester Regulatory Service (WRS) were at the meeting for the first time on the 21st September. They highlighted that a complete Risk List is provided to their Board twice a year. A Departmental Risk has been raised as LED14 as Bromsgrove are the host for WRS and as such if for any reasons contracts do not cover liabilities, which is very unlikely, Bromsgrove would be liable to fund any difference.

Corporate Risks

3.11 The Officer Risk Board reviewed the risks in the above table at their meetings on the 8th April and 22nd June and the 21st September using the new definition of “Corporate Risks”. The table below sets out the updated Corporate Risk Register that the Risk Board took to CMT and gained their approval. There is one additional Corporate Risk added, which is the delivery of Levelling UP, UK Shared Prosperity Fund and Towns Fund Projects due to resource implications and the requirement to spend all funding before April 2025 and April 2026 respectively.

**Cabinet
2022**

26th Oct

Risk Ref	Risk Title	Risk Status
 COR 9	Non Compliance with Health and Safety Legislation	Open
 COR 10	Decisions made to address financial pressures and implement new projects that are not informed by robust data and evidence	Open
 COR 14	Non adherence with Statutory Inspection Policy	Open
 COR 15	Impact from Changes to Partner Funding Arrangements	Open
 COR 16	Management of Contracts	Open
 COR 17	Resolution of the Approved Budget Position	Open
 COR 18	Protection from Cyber Attack	Open
 COR 19	Adequqate Workforce Planning	Open
 COR 20	Financial Provision Rectification	Open
 COR 21	BROMSGROVE DC Being placed into special measures due to quality of planning application decisions	Open
 COR 22	Delivery of Levlling Up, Towns Fund, UK SPF Initiatives	Open

The Risk Management Framework

3.12 In 2019, the Council commissioned work with Zurich on Risk Management. A Risk Management Framework was created although this was not approved by CMT at the time. This Risk Management Framework is attached as Appendix B. This Framework was approved for use at the meeting of CMT on the 13th April. The Board's next task is to design Risk Training based on its content to managers.

4. Legal Implications

4.1 No Legal implications have been identified.

5. Financial Implications

5.1 The Council spend significant sums insuring itself and must also hold Reserves to mitigate the costs of risks should they happen. A comprehensive Risk Management approach ensures risk and its consequences, including financial ones, are minimised.

6. Strategic Purpose Implications

Relevant Strategic Purpose

6.1 A comprehensive Risk Management approach ensures **Risk and its Consequences** are minimised for the Council.

**Cabinet
2022**

26th Oct

Climate Change Implications

6.2 The green thread runs through the Council plan. This includes risks linked to activities and actions that link to our climate.

7. Other Implications

Customer / Equalities and Diversity Implications

7.1 If risks are not mitigated it can lead to events that have Customer/Equalities and Diversity implications for the Council.

Operational Implications

7.2 Risks are inherent in almost all the Councils operational activities and therefore significant risks need to be identified, monitored and mitigated.

8. RISK MANAGEMENT

8.1 This report is about Risk Management.

9. APPENDENCES

None

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**Cabinet
2022**

26th Oct

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder		
Lead Director / Head of Service		
Financial Services		
Legal Services		
Policy Team (if equalities implications apply)		
Climate Change Officer (if climate change implications apply)		