



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 22ND NOVEMBER 2023

AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors K.J. May (Leader), S. J. Baxter (Deputy Leader), S. R. Colella, C.A. Hotham, K. Taylor, S. A. Webb and P. J. Whittaker

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 18th October 2023** (Pages 7 - 22)
4. **Minutes of the meeting of the Overview and Scrutiny Board held on 16th October 2023** (Pages 23 - 34)
 - (a) To receive and note the minutes
 - (b) To consider any recommendations contained within the minutes

There are no recommendations from the Overview and Scrutiny Board meeting held on 16th October 2023. The Board is considering a report which follows on from the Governance Systems Review at its meeting on 20th November 2023. If these recommendations are agreed by the Board, they will be published in a Supplementary Papers pack for this Cabinet meeting.

5. **Homelessness Prevention Grant and Domestic Abuse Grant** (Pages 35 - 42)
6. **Treasury Management Strategy Half Yearly Report** (Pages 43 - 56)
7. **Medium Term Financial Plan - Tranche 1 Budget Update including Fees and Charges** (Pages 57 - 140)
8. **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.**
9. **To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of item(s) of business containing exempt information:-**

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

<u>Item No.</u>	<u>Paragraph(s)</u>
10	3 & 4

10. **Finance and Performance Monitoring Report Quarter 2 2023/24** (Report to Follow)

Sue Hanley
Acting Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

14th November 2023

**If you have any queries on this Agenda please contact
Jo Gresham**

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please do not hesitate to contact the officer named above.**

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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.



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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 18TH OCTOBER 2023, AT 6.00 P.M.

PRESENT: Councillors K.J. May (Leader), S. J. Baxter (Deputy Leader),
S. R. Colella, C.A. Hotham, K. Taylor and P. J. Whittaker

In attendance: Councillor D. J. Nicholl

Observers: Councillor R. J. Hunter and Councillor S.T. Nock

Officers: Mr P. Carpenter, Mr. G. Revans, Mrs. C. Felton,
Ms M. Howell, Mr S. Parry, Ms N. Cummings and Mrs. J. Gresham

35/23 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S. Webb.

36/23 **DECLARATIONS OF INTEREST**

Councillors K. May, K. Taylor and P. Whittaker noted that they were the Ward Councillors for Belbroughton and Romsley, Perryfields and Tardebigge respectively, where the Sewerage Treatment Plants considered in Minute item 44/23 were located. Councillor K. Taylor also asked for it to be noted that he was the Worcestershire County Councillor for the area that covered Tardebigge.

37/23 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE CABINET HELD ON 13TH SEPTEMBER 2023**

The minutes from the Cabinet meeting held on 13th September 2023 were submitted for Members' consideration.

RESOLVED that the minutes from the Cabinet meeting held on 13th September 2023 be approved as a true and accurate record.

38/23 **MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 11TH SEPTEMBER 2023**

The minutes from the Overview and Scrutiny Board meeting held on 11th September 2023 were submitted for Members' consideration. It was noted that the recommendations in respect of the Governance Systems

Task Group had been considered at the Extraordinary meeting of the Council held on 20th September 2023. Therefore, there were no further recommendations within the minutes for Cabinet to consider.

RESOLVED that the minutes from the Overview and Scrutiny Board meeting held on 11th September 2023 be noted.

39/23

RECOMMENDATION FROM THE AUDIT, STANDARDS AND GOVERNANCE COMMITTEE

The Chairman welcomed Councillor D. Nicholl to the meeting in his role as Chairman of the Audit, Standards and Governance Committee. It was reported that at its last meeting the Audit, Standards and Governance Committee had made the following recommendation to Cabinet:

'RECOMMENDED *that Cabinet ascertain from the Department for Levelling Up, Housing and Communities (DLUHC) the mechanism for audit of local authorities' accounts to be caught up as per their press release.'*

During the presentation of the item, Councillor Nicholl explained that at its last meeting, the Audit, Standards and Governance Committee had considered the Financial Compliance Report which noted, as at the end of June, progress with the 2020/21 Statement of Accounts, the 'budget book' for 2023/24 and key deliverables as required by legislation and government.

It was highlighted that the key issue remained the closure process for the 2020-21 Statement of Accounts, with work still to be undertaken by the Council and the External Auditors to validate the take on balances. It was now expected that the sign-off of the 2020-21 Accounts for external audit would take place in November 2023 with the audit expected for completion in Spring 2024.

It was further noted that a number of key legislative deliverables had recently been submitted to Central Government, however, there were still a number that remained outstanding.

At the same meeting, Members had also been informed that there were provisional plans for the Department for Levelling Up, Housing and Communities (DLUHC) to introduce backstop dates for when the auditing of accounts had to be completed. The provisional deadlines for local authorities were as follows:

- 2020-21 Statements of Accounts signed-off by auditors by 31st March 2024.
- 2021-22 Statements of Accounts signed off by auditors by September 2024.

It was noted that this measure was not yet in place and would require a change in legislation in order to come into effect.

Following the presentation of the recommendation, Officers explained that over the Summer several Government Ministers had referred to the potential introduction of backstop dates and the difficulties currently being experienced within the audit sector.

It was highlighted that there were still over 500 outstanding local authority audits and given the backlog and capacity issues across the audit sector, it was difficult to see how the backstop deadlines as proposed could be met by Local Authorities.

Members queried why the audits across local government were taking so long and it was thought, although not yet confirmed, that ultimately there were not enough staff to carry out the audits across all local authorities. Although measures would be taken in the future to simplify the auditing of accounts in areas such as Property, Plant and Equipment (PPE) and pension funds, primary legislation would need to be passed to enable this.

The Leader queried whether the Audit, Standards and Governance Committee would be satisfied if a letter was sent to DHLUC regarding the mechanism for the processing of local authority accounts as per their press release. Councillor Nicholl confirmed that this would be satisfactory and thanked the Leader for her suggestion.

Some Members queried the merit in sending the letter to DHLUC as potentially they still would not know what the mechanism was and that potentially the Local Government Association (LGA) may have more idea of future process. It was therefore

RESOLVED that

The Leader of the Council writes to the Department for Levelling Up, Housing and Communities (DLUHC) regarding the mechanism for auditing of local authorities' accounts to be caught up as per their press release and that a copy of the letter be forwarded to the Local Government Association (LGA).

Following consideration of this item, the Leader welcomed Ms. N. Cummings to the Council. It was explained that Ms. Cummings had recently joined the Council as the Council's Principal Solicitor. Members stated that they looked forward to working with her in the future.

40/23

DRAFT COUNCIL TAX SUPPORT SCHEME 2024/25

The Head of Finance and Customer Service presented the Draft Council Tax Support Scheme 2024/25 for Members' consideration.

It was reported that the Council was required by section 13A(2) of the Local Government Finance Act 1992 (LGFA '92) to provide a Council Tax Reduction (CTR) scheme, which specified the reductions in Council Tax provided to people who were in financial need, or to classes of people who were in general in financial need.

It was confirmed that for each tax year the Council must consider whether to revise or replace its scheme. If the Council intended to revise or replace the scheme, it was noted there was a requirement to undertake a formal consultation before establishing a new scheme.

Members were informed that the Council had introduced a new income banded scheme for working age applicants with effect from 1st April 2021. The rationale for the new scheme was to ensure that it was future proofed, and that it reduced the administrative burden placed on the Council by the introduction of Universal Credit.

The Head of Finance and Customer Services explained that the Council had amended the scheme in the years since April 2021 to adjust the level of support in-line with funding available; to amend income bands and tapers to adjust for the impact of inflation; and to aid administration.

It was also reported that the existing scheme included a provision for the uprating of income bands by an inflation factor decided by the Council.

Officers explained that advice had been taken as to whether changes to welfare benefits meant that there were areas within the existing scheme which required amendment. It was noted that the advice received had confirmed that all relevant changes to the Council's scheme had been made.

Cabinet was informed that there would be no additional operational implications as a result of changes to the income bands, however it

would impact the amount of CTR provided to claimants and that the change may result in an increase in the total cost of Council Tax reduction.

By uprating income bands, it protected claimants from the impact of inflation and ensured that inflationary increases to universal credit or wages did not remove their eligibility for CTR.

Following the presentation of the report, Members commented that Bromsgrove District Council provided a generous CTR scheme for residents. It was also questioned what a 'less generous' scheme would look like. Although it was confirmed that this was not what would be planned for the future, it would be interesting to know what neighbouring Councils offered residents as part of their CTR schemes. It was noted that the Bromsgrove District Council scheme offered reductions for those residents that were not in receipt of full benefits. This was a reduction not usually covered by most local Council schemes.

The Chairman invited Councillor R. Hunter, who was observing the meeting, to comment on the report. In doing so, it was stated that Council Tax reductions was a fiendishly complicated area and reiterated that it would be useful to see in what specific areas Bromsgrove District Council was more generous. Councillor Hunter also referred to the Money Advice Trust who, following the Covid-19 pandemic and as a result of the Cost of Living crisis, had suggested that all recipients of Council Tax support would not be faced with intervention from bailiffs should they fall into arrears. The request for further information was noted however it was stated that this was a very sensitive area, and a Member briefing would be provided in the future.

RESOLVED that

- 1) **The current Council Tax Reduction Scheme be retained for the 2024-25 tax year, subject to uprating of income bands as provided for within the existing scheme.**
- 2) **Options for uprating of the income bands be modelled and presented to Cabinet for approval and recommendation of new income grid to Council.**

41/23

FINANCE RECOVERY PLAN - UPDATE

The Interim Director of Finance presented the Finance Recovery Plan Update. In doing so the following was highlighted:

- This report was presented at every Audit, Standards and Governance Committee meeting and set out a high level update on the current situation in respect of the Finance Recovery Plan and the deliverables contained within the Plan. The main deliverables were outlined as follows:
 - To rectify the TechOne system
 - To rectify the cash receipting backlog
 - Delivery of the 2020-21, 21/22 and 22/23 Statemnet of Accounts.

- Since the last Finance Recovery report was considered on 12th July 2023 the following work had been carried out:
 1. A draft Outturn Report for 2022/23 had been presented to Cabinet.
 2. The draft 2022/23 Revenue Outturn Estimates had been presented to DLUHC.
 3. The draft 2022/23 Capital Outturn Estimates had been presented to DLUHC.
 4. A Quarter 1 Finance and Performance Report 2023/24 had been presented to Cabinet.
 5. Joint work had continued with External Audit on providing evidence of control balances at the time of the transfer from eFin to TechOne on 8th February 2021. External Audit had validation routines for the-year 2020/21 financial year and were in the process of reviewing this data. However, it was noted that the Council were still to provide the Period 0 data. As part of this process, the Council had extended the eFin contract for three years to comply with legislation and allow the Period 0 data to be extracted.
 6. The 2021/22 Housing Benefits Audit had been signed off.
 7. Financial Awareness Training with Managers had been carried out and Quarter 2 monitoring would be available through TechOne.
 8. Budget Management Training for Managers (including use of TechOne).
 9. Monthly Accounts Payable Training.
 10. A Head of Management Accountancy had been engaged on 20th September 2023 and two temporary Technical Accountants started work at the Council in September 2023.

11. The Council upgrade to the TechOne system had taken place in July 2023. It was reported that the Council was now using the most recent version of the TechOne system.
12. The Financial Compliance Report, setting out movement in the Financial Recovery Plan, had been reviewed by the Audit, Standards and Governance Committee in July and September 2023.

Officers stated that currently there were significant resource issues within the audit sector, and this would inevitably impact on the time taken in completing the Statement of Accounts for the majority of local authorities, as had been highlighted earlier in the meeting.

In terms of the issues experienced with the Cash Receipting module within the TechOne system, it was reported that it was hoped that any backlog within the system would be cleared by December 2023.

Officers reported that key legislative deliverables including the VAT Returns and the revenue Outturns for 2020-21 and 2021-22 had recently been submitted to Central Government. The final Capital Outturn and draft Revenue Outturn returns could not be submitted until the accounts had been audited.

Further work continued to be undertaken in respect of Finance and Performance monitoring and the assurance levels of Risk within the Council had improved from 'No Assurance' to 'Moderate Assurance'. These were significant areas of improvement for the Council. A piece of work around Value for Money was also due to be carried out by Internal Audit, in the near future.

In previous years there had been difficulties in respect of Treasury Management reporting. This again had been rectified and the reporting was now taking place as required.

Members were reminded that a two tranche Budget Setting process was now carried out within the Council and that this provided a more transparent approach to budget setting for both Members and residents.

Following the presentation of the report, Members queried the following:

- Suspense Clearance KPIs – the number of reconciled transactions seemed to be in line with the number of homes within the District. Although it was confirmed that some of these transactions did relate to Council Tax not all of them did.

- Value for Money – Members queried what the criteria for establishing Value for Money was when carrying out the Internal Audit. It was reported that there were some key themes including using resources effectively and efficiently, budget setting and finance and performance monitoring.

At the end of the discussion Councillor C. Hotham thanked the Interim Director of Finance and the Head of Finance and Customer Services for all of their hard work. It was acknowledged that there was still work to be undertaken but that the Council was in a good position at this current time in respect of the Finance Recovery Plan.

RESOLVED that

1) Progress made on the financial recovery be noted including:

- a. **Delivery of the Statutory Accounts**
- b. **Delivery of Statutory Financial Returns**
- c. **Improvements in the Control Environment**

2) The work still under way to move back to a best practice operation and the associated timetable for completion of this work, as contained within the report, be noted.

42/23

FINANCIAL OUTTURN REPORT 2022/23

The Head of Finance and Customer Services presented the Financial Outturn Report 2022/23 and stated that the report outlined the Council's provisional revenue and capital outturn positions for 2022-2023.

Cabinet was informed that from a revenue perspective, the Council had a £12.068m full year revenue budget which was approved by Council in March 2022.

Members were reminded that the 2022/23 budget included a £478k cross-cutting efficiency target, of which £424k was allocated to services based upon forecast underspends at Quarter 1 predominantly linked to vacancies.

Whilst the Council had been on a Finance Recovery Programme since April 2022, it was important to note that the 2020/21 and 2021/22 accounts had still not been closed and that this could have an impact upon the 2022/23 position.

It was reported that the Finance Team had undertaken a detailed review of the 2022/23 accounts since the end of March 2023, and there were a number of assumptions and manual adjustments made to arrive at the provisional outturn position detailed in the report. These assumptions included:

- Anticipated accruals and prepayments,
- Grants are applied to known expenditure and remaining balances are carried forward,
- Reserves are applied to expenditure,
- Shared service recharges between Bromsgrove District and Redditch Borough Councils were manually reflected, and
- Transfers between the Collection Fund and the General Fund.

The Head of Finance and Customer Services noted that there was still work to be done in order to clear the backlog of entries in suspense and any miscoding. Therefore, the provisional position detailed in the report was subject to change and a further update would be provided in due course.

Overall, it was anticipated that the provisional revenue overspend position would be a £956k overspend against the £12.068m budget. This was a £54k increase over the forecast at Quarter 3 which was a £902k overspend position.

Members attention was drawn to the financial position per service area along with supporting service narrative.

It was reported that the 2022/23 pay award - £1,925 pay award across all pay scales – had created a variance against budget for a number of service areas.

Cabinet was informed that overspends were anticipated within the following service areas:

- Environmental Services - largely due to the implications of the pay award.
- Financial & Customer Services - due to implications of the pay award, temporary staffing requirements and reduced court costs/housing benefit overpayments recovered, however this could change pending income reallocation.
- Legal, Democratic and Property Services - predominantly due to a budget pressure linked to the contract with SLM to deliver Leisure Management Services. It was noted that the leisure

sector continues to recover from the effects of the Covid-19 pandemic and therefore a cost pressure had been seen in this area.

From a Treasury Management perspective, the Council had £3.7m short-term borrowing at 31st March 2023 and no long-term borrowing. It was noted that the Council also held £1.2m in short-term investments.

Information regarding Capital monitoring was provided within the report, and Cabinet was informed that an updated Capital Programme totalling £13.099m was approved in the budget for 2022/23. This Capital Programme would be funded from both Council and external resources. The provisional Capital Outturn Expenditure was £10.256m against the overall £13.099m budget and the £2.843m budget underspend would be rolled forward from 2022/23 to 2023/24.

The report provided further details of anticipated reserves over the medium term to 31st March 2026. At 31st March 2023 it was projected that the Council held £7.9m of earmarked reserves.

Cabinet was informed that the General Fund Balance on 31st March 2022 was £4.485m. The anticipated in-year draft overspend of £956k in addition to the budgeted drawdown from reserves totalling £411k could result in the application of £1.367m from the General Fund Balance in 2022/23. Re-baselining of earmarked reserves during the 2023/24 budget setting process added £2.682m to the General Fund, therefore as at 31st March 2023 it was projected that the General Fund Balance would be £5.8m. With 2020/21 and 2021/22 still to be closed and approved by Audit, Members were reminded that these figures could be subject to change.

Officers stated that it was important to note that, any overspend funded from the General Fund Balance was the use of one-off funding and therefore it was imperative to identify medium-term budget efficiencies to accommodate increasing costs and replenish reserves.

Following the presentation of the report some Members felt it was important to note that although utilising reserves to cover the anticipated in-year draft overspend of £956k in addition to the budgeted drawdown from reserves totalling £411k (total £1.367m) the budget of the Council was not truly balanced as it had to be supported by the use of reserves. It was suggested that it was important for other Members to understand that there would need to be some decisions made in the future to reflect the financial position and that it would be imperative that decisions be

made on what were considered vitally important areas. It was also reiterated that all significant amounts of expenditure must always be requested in conjunction with a robust business case. Members did comment however, that it was important to recognise that Bromsgrove District Council were in a better position than some local authorities were currently.

RESOLVED the following be noted:

- 1) The **2022/23** provisional outturn position in relation to revenue budgets is a projected revenue overspend in the region of **£956k**.
- 2) The **2022/23** provisional outturn position in relation to Capital expenditure is **£10.856m** against a total approved programme of **£13.1m**.
- 3) The provisional outturn position in respect of the General Fund Reserves, noting that any overspend funded from General Fund Reserves is the use of one-off funding. It is therefore imperative to identify medium-term budget efficiencies to accommodate increasing costs and replenish reserves.
- 4) The provisional outturn position in respect of Earmarked Reserves.
- 5) Financial performance in respect of Council Tax and Non Domestic Rates Collection.
- 6) At the time of writing the Council is yet to formally close its accounts for the **2020/21** and **2021/22** financial years. This could therefore result in adjustments to actual expenditure and income in those years and could have a consequential impact on the **2022/23** accounts.
- 7) Work continues to refine the position including addressing the backlog of entries that are in suspense and any miscoding, therefore the provisional position detailed in this report is subject to change, and a further update will be presented to Members in due course.

43/23

QUARTER 1 2023-24 - FINANCIAL AND PERFORMANCE REPORT

The Interim Director of Finance presented the Quarter 1 2023-24 - Financial and Performance Report for Members consideration. Prior to the presentation of the report, it was noted that recommendation 7 contained within the report was no longer being presented at this meeting and would be considered following further information being provided in due course.

Cabinet was informed that the report had been considered at a meeting of the Finance and Budget Scrutiny Working Group as had been requested following the previous Cabinet meeting held on 13th September 2023.

During consideration of the report the following was noted:

- Budget Variances – the current forecast revenue Overspend at Quarter 1 £197k. This was mainly due to the staff pay award which was still to be ratified. In addition to this, there would be some additional fleet hire costs experienced. It was explained that the Council would now be refurbishing the fleet rather than replacing. However, some of the vehicles needed to be refurbished sooner than anticipated and, in these instances, whilst the refurbishment was taking place, it was necessary to hire fleet vehicles. It was reported that these kinds of vehicles were in high demand and therefore costly to hire. As a result of these anticipated variances the projection was a full year overspend of £788k. This position would continue to be reviewed particularly in light of the impact of the increasing costs linked to inflation. Further updates would be provided to Members throughout 2023/24.
- Utilities – It was estimated that Utilities increases were running at 70%. In the 2023/24 budget a 100% increase was assumed. At this time a reserve was set up to allow for a further 100% increase. Therefore 200% increase had been allowed for in respect of an increase in Utilities. As the increase had not been experienced at this level the assumed yearly draw down of £351k of the reserve could be used to mitigate the £788k overspend.
- Capital Project and Monitoring – there were three projects that were requested for approval as Capital projects. These were as follows:
 1. The update of Fleet Replacement costs.
 2. Increase in wheely bin budget.
 3. New Capital budget for wildflowers equipment.
- The cost of Council Staff – it was reported that staff costs equalled almost 50% of payments in Bromsgrove and that appropriate recharges to Redditch were considered when allocating services.
- The inclusion of procurements within the report in the future – It was reported that as the Council delivered a Shared Service, a

number of procurements that impacted on Bromsgrove would be procured through Redditch.

Members queried the Key Performance Indicators (KPIs) contained within the report and whether these needed to be refreshed as part of the piece of work on Strategic Priorities. It was agreed that this would be the case and that for future KPIs it was important to only measure what was necessary and useful to improve services. It was confirmed that the hope for the future was, through the use of PowerBI, the Council's new dashboard, that KPIs could be viewed in real time and provide up to date and useful data going forward.

During consideration of this item there was a discussion in respect of Business Waste. Members queried the issues experienced within the finance system regarding invoicing and whether this had been rectified. It was reported that the issue was close to being sorted and that hopefully the backlog would be cleared by December 2023. Members raised the possibility of looking at the Business Waste charging system as part of the Fees and Charges setting process later in the municipal year. Members were reminded that this was a commercially sensitive area and that any change in fees must be considered carefully as the competition in private waste collection was extremely high.

Some Members queried whether the use of the Utilities reserves might be a risk in light of the current situation in the Middle East. Members were informed that Local Councils were protected to an extent in this area as they used a collective buying consortium through a framework to purchase these types of services.

Members raised their concerns in respect of the Covid Collection Fund, particularly in light of the current enquiry taking place regarding the allocation of funding during the Covid-19 pandemic. Officers stated that it was low risk due to the less prescriptive nature of the funding criteria of this funding.

RESOLVED that

- 1) The current financial position in relation to Revenue and Capital Budgets for the period April to June and the full year overspend position following the application of reserves of £437k be noted;**
- 2) Those procurements over £50k due to be delivered during 2023/24 be added to the forward plan;**

- 3) The Q1 Performance data for the Period April to June 2023 be noted.

RECOMMENDED that

- 4) £351k be allocated from the Utilities Reserve to part mitigate the overspend position in 2023/4.
- 5) Changes to the Capital Programme with an ongoing revenue cost of £40k, £17k fleet replacement, £13k Wheely Bins and £10k wild flowers equipment.
- 6) Approving the £11.0k increase to the Engineering Services base budget in 2023/4 from reserves and including this change in the 2024/25 Medium Term Financial Plan.

44/23

UPGRADING OF SEWAGE TREATMENT PLANTS AND INTRODUCTION OF SERVICE CHARGING TO CONTRIBUTING PROPERTIES - 1) FRANKLEY GREEN LANE, FRANKLEY GREEN, 2) FOCKBURY ROAD, DODFORD 3) DUSTHOUSE LANE, TUTNALL

The Head of Environmental Services and Housing Property Services was welcomed to the meeting to present the Upgrading of Sewage Treatment Plants and introduction of Service Charging to contributing properties - 1) Frankley Green Lane, Frankley Green, 2) Fockbury Road, Dodford 3) Dusthouse Lane, Tutnall report.

In doing so, Cabinet was informed that three existing Sewage Treatment Plants (STPs) in the locations stated above, served three individual rural area communities. The STPs were installed many years ago and had significantly deteriorated over time. With the transfer of the Council's housing stock to Bromsgrove District Housing Trust (BDHT), informal arrangements were implemented, and it was agreed that Bromsgrove District Council would maintain these assets, with BDHT contributing 60% towards these maintenance costs. When the agreement was made it had been thought that potentially the STPs could be transferred to Severn Trent Water Ltd. This, however, would have been dependent on the condition of each STP being deemed acceptable by Severn Trent Water Ltd. In discussing this with Severn Trent Water Ltd it had been noted that the condition of the STPs were not acceptable and therefore this was not a viable option for the future.

Therefore, following these discussions, as outlined above, some investigations were carried out which had identified issues with all three STPs. These investigations confirmed that works would need to be undertaken in order to get them all back up to an appropriate condition.

Following the presentation of the report, Members thanked the Officers involved in the preparation of the report and the investigations undertaken thus far. It was also noted that the residents that had been impacted by these issues would be extremely satisfied that this matter was to be resolved.

The Interim Executive Director explained that recently there had been a successful meeting with BDHT. And although there were still some legal areas to finalise, it was hoped that the outcome would be suitable for all parties involved.

RECOMMENDED that

- 1) **A budget of £72k be added to the 2023/2024 Capital Programme, for the agreed contribution for upgrading of the 1) Frankley Green Sewage Treatment Plant, to be funded from borrowing or balances following consideration as part of the medium-term financial plan review;**
- 2) **A budget of £69k be added to the 2024/2025 Capital Programme, for the agreed contribution for upgrading of the 2) Dodford Sewage Treatment Plant, to be funded from borrowing or balances following consideration as part of the medium-term financial plan review;**
- 3) **A budget of £57k be added to the 2025/2026 Capital Programme, for the agreed contribution for upgrading of the 3) Tutnall Sewage Treatment Plant, to be funded from borrowing or balances following consideration as part of the medium-term financial plan review;**
- 4) **An annual service charge be introduced, subject to agreement with Bromsgrove and District Housing Trust (BDHT), for all contributing properties to the three Sewage Treatment Plants from 1st April 2024, equivalent to the annual sum payable to Severn Trent Water Ltd for**

sewage treatment, if the property was connected to the public foul water sewerage system.

45/23

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

There was no urgent business on this occasion.

The meeting closed at 7.37 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

16TH OCTOBER 2023, AT 6.00 P.M.

PRESENT: Councillors P. M. McDonald (Chairman), S. T. Nock (Vice-Chairman), A. Bailes, R. Bailes, A. M. Dale, E. M. S. Gray, R. J. Hunter, B. Kumar and S. A. Robinson.

Observers: Councillor S. Ammar, Councillor S. J. Baxter, Councillor S. R. Colella, Councillor C. A. Hotham (on Microsoft Teams), Councillor M. Marshall, Councillor K. J. May, Councillor S. A. Webb and Councillor P. J. Whittaker (on Microsoft Teams)

Officers: Mrs. S. Hanley, Mr. P. Carpenter, Mr. G. Revans, Mrs. C. Felton (on Microsoft Teams), Ms. J. Willis, Ms. M. Howell, Mr. S. Parry, Mrs. B. Talbot and Mr. C. Wells and Mr. M. Sliwinski.

36/23 **APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES**

Apologies for absence were received from Councillor J. D. Stanley.

37/23 **DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS**

There were no declarations of interest nor any whipping arrangements.

38/23 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETINGS OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 10TH JULY 2023 AND 11TH SEPTEMBER 2023**

The minutes of the Overview and Scrutiny Board meetings held on 10th July 2023 and 11th September 2023 were considered.

RESOLVED that the minutes of the Overview and Scrutiny Board meetings held on 10th July 2023 and 11th September 2023 be agreed as a true and correct record.

39/23 **AGILE WORKING PRESENTATION**

The Interim Chief Executive introduced a presentation about the Council's Agile Working policy alongside the project team of officers who had supported its development and launch.

The Agile Policy was part of the Workforce Strategy which aimed to have the right people in the organisation with the right skills to support

the Council effectively. In implementing the policy there was a focus on managing performance and achieving the Council's priorities.

The policy was launched in June 2023 and applied to all permanent and fixed term contracted employees of the Council. There were clear parameters within the policy and at service levels there were service objectives including ensuring appropriate staff cover. Depending on the nature of any specific job, the policy may not apply as ensuring customer service outside the office-based environment was a key requirement. Several pilots had been run to assess the impact of the policy before broader implementation.

All new starters received a face-to-face induction and regular one-to-ones and appraisals continued across the Council.

Three key areas had been covered since the launch of the policy – customers, staff, and infrastructure. The project team were working with service managers to ensure that the policy was adopted and working. Fourth tier managers were being surveyed currently and that would be followed up with meetings to explore operational models, policies and procedures, staff training and development, communication, infrastructure, and service measures. The Council remained committed to supporting staff health and wellbeing whilst working in a different way.

The Interim Chief Executive emphasised that customers remained at the heart of how the Council's services operated whilst officers were developing and implementing the agile working policy. Recruitment and retention continued to be a challenge for the public sector, but in terms of making the Council an employer of choice, the policy supported this approach.

During consideration of this item the following issues were discussed:

- Details of how the policy was being implemented and whether new employees were expected to be office based until they were familiar with the team and the work expected. The Interim Chief Executive responded that the Council did not employ home workers; the needs of the service dictated when employees should be in the office or indeed out in the field. All managers would let new recruits know what the expectations of the role would be and how the agile working principles were employed to their role specifically.
- In terms of service measures and whether they were 'SMART', these were managed by outcome and not by attendance. An example was given of a contracted service which could demonstrate that all members of staff were meeting their contractual requirements. Managers were required to be clear about what they were required to deliver and how that could be demonstrated.
- Whether a cost benefit review had been undertaken. It was noted that officers were using this approach consistently. An example

was given that the agile working approach had led to the reduction in occupation of office space which had in turn realised a £70k saving in the budget.

- What arrangements were being made for employees to have appropriate equipment for working at home. The Interim Chief Executive responded that the Council had insisted on DSE assessments being carried out during the Covid pandemic, and equipment had been supplied to employees, including desks, chairs, and screens etc. All staff were required to complete an online system to assess whether they required any additional practical support in working from home.
- Some members referred to not being aware of who was working in a specific office on a day-to-day basis, and this impacted their ability to deal with issues. The Interim Chief Executive responded that members should receive the same response whether an officer was working at home or not; if a face-to-face meeting was required then that would be arranged.
- Members also commented that they did not always know who to contact as they were not aware of team structures. It was suggested that perhaps the IT system could be developed to support this better.
- The Interim Chief Executive responded that she had been made aware of some issues about responsiveness to Councillors and the business improvement team were looking at the issue. A small project team had taken on board feedback about Members' experiences and would report to the Strategic Management Team. She emphasised that officers must be responsive and proactive as members represented the community.
- What objectives of the policy were and how they would be measured. The Interim Chief Executive responded that the key parameters of the policy set out that objectives, performance measures and ensuring service cover were priorities. The objectives were service specific depending on the type of service being delivered. Agile working had to be arranged to support the Council's priorities.
- What arrangements were in place for staff who were unable to work from home and what flexibility there was generally. The Interim Chief Executive reported that during the pandemic a number of staff were unable to work from home for various reasons and they had been supported to be office based. In the policy there was an opportunity for a discussion between the employee and their manager at any time to review arrangements. The balance between working at home and in the office would also be tested.
- Whether managers had the skills to deal with poor performance that might be masked through lack of regular face to face contact. The Interim Chief Executive responded that managers had training support and would follow up performance issues.
- Whether the policy applied to for agency workers. It was noted that it generally did not apply, although a manager may decide that it would be appropriate in service specific instances.

- A member suggested that the title 'Agile working' might be misconstrued as in project management terms it was a way of implementing large projects. Officers undertook to review the title as the initiative was important for recruitment and retention.
- Where the pressure came from to develop the policy. The Interim Chief Executive responded that the initiative had emerged post Covid as a result of the experience of working differently through the pandemic, but the Council would work in the most efficient way possible with a balance for the Council and for staff.
- What channels were available to employees if a manager was not available or 'visible'. The Human Resources and Development Manager responded that they were encouraged to contact their senior managers through their management structure in the first instance. The inductions process identified the relevant team and departmental structure.
- Whether the council used 360-degree appraisal. This was not currently used, but different surveys undertaken, such as staff and spot surveys, and these were increasing frequency. They provided information about where in the organisation there might be issues relating to performance.
- What arrangements were in place for customers to review services; the Interim Chief Executive responded that there were records of service enquiries within service areas. The Council had a complaints and compliments system and the level of both were monitored by the Corporate Management Team. The Council also used customer satisfaction surveys to inform managers of performance.
- Whether some form of follow up could be introduced as part of measuring satisfaction with customers' interaction with services. The project team would pick this up.
- In response to a query about the Workforce Strategy Board, the Interim Chief Executive reported that this was part of developing the workforce action plan. It had been identified that a corporate board was needed to manage and monitor outcomes and implementation. The Interim Chief Executive would chair the Board, which would involve colleagues from the Senior Management Team, supported by project leads and other officers to advise as required. It would meet monthly for at least 6 months and would look at all workstreams.
- Whether the overall impact on mileage as a result of flexible working had been captured. The Human Resources and Development Manager responded that it had been measured previously during the pandemic but not more recently.

RESOLVED that the report be noted.

40/23

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

[At the discretion of the Chairman, item 9 on the agenda – Worcestershire Health Overview and Scrutiny Committee – Update – was considered earlier in the meeting as item 5]

The Council's Representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), Councillor Kumar, updated the Board on the matters discussed by the HOSC at its recent meeting on 11th October 2023 as follows:

- Hillcrest Mental Health Ward. It was noted that the Ward was recently given a 'poor' rating by the Care Quality Commission (CQC) due to issues such as lack of recordkeeping. At the HOSC meeting Members asked for clarification as to what was happening to rectify the worrying situation with the Ward. Among other things, it was reported that there were plans to transfer the Ward to the Worcestershire Royal Hospital (part of Worcestershire Acute Hospitals NHS Trust).
- Children's Hearing Services (paediatric audiology). It was reported that in October 2022, some inconsistencies with the accuracy of children's hearing tests delivered were identified. To date, the review, identified the need for 115 children to have their hearing retested due to inconsistencies with testing. This number was likely to increase as the review continued. It was noted that the incorrect test results led to children being given attention deficit disorder diagnosis. Due to this, 7 cases of moderate harm and 16 cases of greater harm had been identified resulting from the incorrect diagnosis. In all cases the families involved had been given a full explanation and apology as part of Worcestershire Acute Hospitals NHS Trust (WHAT) Duty of Candour.
- Health Services Winter Planning. The use of jargon and acronyms was raised by Members in relation to this item. It was said that this impeded understanding of the health system by members of the public and patients. For example, a term such as 'virtual wards', denoting the health oversight and monitoring of a patient after the patient had left hospital was a jargon term that was not easy to understand for people not working in the health system. As part of this report, the Representative to HOSC noted that problems were identified with the launch of the 'Home for Lunch' campaign, which was a plan to discharge patients from hospitals before lunch time.
- The Council's Representative reported that at the meeting he raised the issue of poor level of service in GP surgeries across Bromsgrove District.

RESOLVED that the Worcestershire Health Overview and Scrutiny Committee Update be noted.

A presentation on food bank provision across the District was delivered by the Head of Community and Housing Services. It was noted that this item was originally scheduled on the agenda for the last meeting and was to cover information concerning the Newstarts Community Supermarket only. However, at the Members' request this presentation was now extended to cover community supermarkets and food bank provision across the District.

The details of the following organisations providing community supermarket and foodbank provision in the District were given:

- NewStarts Community Supermarket - It was noted that this community supermarket was based on the stand-alone shop system with one member of staff and a number of volunteers providing community supermarket provision. This project was not funded by the Council. This project emerged from discussions at multi-agency Cost of Living (COL) Partnership and, as NewStarts was an organisation that was used to handling food and had the correct food safety registrations, it offered to pilot the community supermarket project. The standalone cost of initiating the project was £67,000 and it launched operation at the Bromsgrove site from 1st June 2023.

It was explained that the project operated on the environmental principle of preventing food waste by obtaining food that would otherwise be wasted. For example, NewStarts had agreements through a scheme called Neighbourly to collect surplus food from Lidl, Aldi and sometimes Sainsburys. In addition, NewStarts were supplied by an organisation called WasteKnot who obtained fresh fruit and vegetables that would either be ploughed back into the ground or placed in landfill.

Initially, the community supermarket was only running at the Bromsgrove Sherwood Road site since June 2023, but in August 2023 a second space was set up in New Frankley Arden Road. The community supermarket had been operating on a 'pay what you can afford' model as no resident was thereby excluded from accessing the provision.

It was highlighted that a number of metrics were used to measure the success of the NewStarts Community Supermarket, and in this regard it was noted that since the launch of the Bromsgrove Sherwood Road site on 1st June 2023, 134 people used the supermarket and an income of £420 had been generated. 750kg of food was also saved from going to waste. For the New Frankley Arden Road site, opened on 2nd August 2023, the respective figures were 82 people who used the supermarket, £208 income, and 150kg of food saved from going to waste.

It was noted that the project thus far operated at a £391 deficit, however, it was hoped that as more people learned about the

project and the range of items widened, the income would increase. The project saw positive development in terms of making an impact to people who accessed the Bromsgrove and New Frankley sites. It was highlighted that both sites were currently open once a week on Thursdays between 3pm and 6pm to provide continuity of opening times.

- New Starts Food Bank – In addition to Community Supermarket, food bank was also operated by NewStarts at Sherwood Road, Bromsgrove, and Arden Road, New Frankley sites. The food banks were open to all Bromsgrove residents and were open Monday-Friday 9am to 4pm. The operating model to access the service was by agency referral and the food banks relied on donations of cash and food, in addition to the wholesale scheme with Morrisons and donations from Lidl, Aldi and Sainsburys, for its supplies. As part of the NewStarts scheme 1,706 food parcels had been distributed at Bromsgrove site and 1,246 at Rubery site to date.
- Catshill Baptist Church - Based at Catshill Baptist Church, the focus of this food bank was on Catshill residents but it was open to all of Bromsgrove. The offer consisted of food and household supplies, the food bank was operated by volunteers, open on Wednesdays from 10.30am to 12.30pm, and was accessible via agency referral. The food bank relied on donations of cash and food, in addition to donations from Catshill Co-op, Catshill Spar, Catshill One Stop, and Waitrose and Lidl supermarkets in Bromsgrove. 986 parcels had been provided between 1st January and 30th September 2023.
- The Basement Project - Based at Hanover House, the focus of this scheme was on people under 25 but it was open to all Bromsgrove residents. The offer consisted of food and toiletries supplies, the food bank was open Monday to Friday from 9am to 4.30pm, and was accessible via both self-referral and agency referral. The food bank relied on donations of cash and food, and it worked with schools to provide food parcels to families. 610 parcels were provided via this project in the last 12 months.
- Hollywood Christian Life Centre - Located at Simms Lane in Hollywood, the food bank was open to all Bromsgrove residents, providing food and toiletries supplies. It was open on Mondays from 1.30pm to 2.30pm, although parcels were provided 5 days a week. The food bank was available via both self-referral and agency referral, and the number of parcels provided were approximately 20-25 per week.
- Alvechurch Community Larder - Based at Alvechurch Baptist Church Hall, open to residents of the Parish, providing food and some household supplies. The food bank was open on Fridays between 11am and 12.30pm with another day added recently due

to popularity. The larder was accessible via self-referral where users paid £4 cash to access approximately £20 of food, with food provided from supermarkets. Numbers of parcels distributed to be advised.

- The Duke of York - This would be run from a pub in Sidemoor which offered food on Mondays and Wednesdays between 8am and 10am. The operation model was via self-referral and the project was currently in the process of being set up.

Following the overview of the provision provided by Officers, the following issues were discussed:

- It was noted that the Council's Cost of Living surveys as well as anecdotal evidence highlighted an increase in the need for food bank services. More data was also held by Bromsgrove Partnership to confirm the trend. This data was backed up by the increase in the numbers of people accessing food banks nationally over the last few years. It was noted that many people who were previously unknown to the Council (for example people who were not accessing state financial support) were presenting at food banks.
- It was enquired whether the reference to 216 people who used the NewStarts Community Supermarket to date (both sites) denoted 216 unique individuals accessing the supermarket or 216 instances of access to the Supermarket (regardless of whether a person accessed it more than once). It was commented that this question also related to data presented for other foodbanks. Officers undertook to clarify whether the data related to the number of visits or the number of users.
- Some Members thought that the referral model for accessing food banks was not appropriate, especially where people experienced sudden crisis or emergency situations and needed immediate access to food. It was explained on the other hand that the voluntary organisations providing the service had only limited supplies of food and the referral system helped them plan for demand and ensure that food parcels were provided to all people referred.
- It was noted that the referral system enabled the Council to know more about a resident and thereby signpost to access support and funding, for example the Household Support Fund during Covid-19 pandemic.
- Officers commented that it was likely the Government would no longer offer Household Support Fund and information was awaited on what funding support would be available from Government in this area in future years.
- It was commented that most of the food bank schemes in the District were concentrated in Bromsgrove Town Centre, with some operating from other urbanised areas of the District. One of the schemes researched operated a delivery service.

- It was pointed out that there were some discrepancies in food banks coverage across the District and that there were also differences across food banks with some requiring agency referral whilst others being available via self-referral. Some Members expressed concern that to access parcels at some food banks, residents had to provide personal information to the food bank staff.
- It was noted that the Council did not fund the food banks or the community supermarket, but that these voluntary organisations could access grants funding administered by the Council. It was noted that the Basement Project received a small amount of funding from the Council relating to housing.

Following the discussion, Members agreed that it would be appropriate to establish a Task Group to investigate the food banks provision in the District, including what models of operation could work best in the District. It was agreed that the Task Group would be comprised of five or six Members and that membership would be decided following the meeting, to be formally confirmed at the next meeting of the Board.

RESOLVED that a Task Group be established to investigate the topic of Community Supermarket / Food Bank provision in the District.

42/23

GOVERNANCE SYSTEMS REVIEW - IMPLEMENTATION PROGRESS UPDATE (VERBAL UPDATE)

The Head of Legal, Democratic and Property Services provided an update on the progress in implementing the outcomes of the Governance Systems Review and in doing so reported that initial draft proposals on the Memorandum of Understanding (between all political group leaders on maintaining the 'hybrid Leader and Cabinet' for at least a four year period from May 2024). would be brought forward before the Overview and Scrutiny Board and Cabinet in November to enable Members to view the wording of the memorandum and propose amendments if necessary. There would be a similar draft with regard to Cabinet Advisory Panels, hoped to be presented before Members in November.

It was hoped that at the November meeting of Overview and Scrutiny a more detailed action plan in relation to other proposed constitutional changes could also be provided.

In terms of monitoring the progress in implementing the changes to governance review, it was noted that there would be a progress update at each meeting of Overview and Scrutiny Board. It was highlighted that changes to governance arrangements and model would come into effect from the start of the next municipal year.

RESOLVED that the Governance Systems Review – Implementation Progress Update be noted.

43/23 **NOTICE OF MOTION - REQUEST TO INVESTIGATE - FUTURE OF LIBRARIES WITHIN THE DISTRICT**

The consideration of this item was deferred to the next meeting of the Board.

44/23 **FINANCE AND BUDGET WORKING GROUP - UPDATE**

The Chairman reported that the next two meetings of Finance and Budget Working Group were due to take place on 17th October and 7th November 2023 respectively.

RESOLVED that the Finance and Budget Working Group Update be noted.

45/23 **CABINET WORK PROGRAMME**

The Cabinet Work Programme was presented for Members' consideration.

It was highlighted that the next iteration of the Cabinet Work Programme would contain a short paragraph or description next to each item on that Work Programme to assist Members with understanding the context of the particular Cabinet report. This next iteration would be implemented in time for the next meeting of the Overview and Scrutiny Board in November.

A query was raised by Members with regards to access by District Councillors to minutes of the Local Strategic Partnership (LSP) – Bromsgrove Partnership. It was responded by the Interim Chief Executive that the request to access the minutes/notes of the LSP meetings would be made on behalf of the Overview and Scrutiny Board. However, as LSP was not a public body, it would be for the LSP Board to decide at its meeting whether to grant this request.

RESOLVED that:

- 1) A request be made to the Bromsgrove Partnership (the Local Strategic Partnership for Bromsgrove District) that access to the minutes/notes from its meetings be granted to Bromsgrove District Council Councillors.
- 2) The contents of the Cabinet Work Programme be noted.

46/23 **OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME**

The Overview and Scrutiny Board Work Programme was presented for Members' consideration.

RESOLVED that the Overview and Scrutiny Board Work Programme be noted.

The meeting closed at 8.09 p.m.

Chairman

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Homelessness Prevention Grant and Domestic Abuse Grant Allocation for 2024/25

Relevant Portfolio Holder		Councillor Shirley Webb
Portfolio Holder Consulted		Yes
Relevant Head of Service		Judith Willis Head of Community and Housing Services
Report Author	Job Title: Amanda Delahunty Contact email:a.delahunty@bromsgroveandredditch.gov.uk Contact Tel: 01527 881269	
Wards Affected		All
Ward Councillor(s) consulted		Not Applicable
Relevant Strategic Purpose(s)		<ul style="list-style-type: none"> • Work and financial independence • Living independent, active and healthy lives • Affordable and sustainable homes • Communities which are safe, well maintained and green
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 That the initiatives in 3.5 be approved to receive allocation of funding 2024/25.
- 1.2 That delegated authority be granted to the Head of Community and Housing Services following consultation with the Portfolio Holder for Strategic Housing to use any unallocated Grant during the year or make further adjustments as necessary to ensure full utilisation of the Grants for 2024/25 in support of existing or new schemes.

2. BACKGROUND

- 2.1 This report seeks Members approval to award the DLUHC Homelessness Prevention Grant and Domestic Abuse New Burdens Grant and the Council's own Homelessness Grant to specific schemes recommended by the Strategic Housing Manager. Additionally, it seeks to delegate authority to the Head of Community and Housing Services, in consultation with the Portfolio Holder for Housing, to

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allocate any underspend of grant during 2024/25 on schemes to prevent homelessness and assist those who become homeless.

2.2 The purpose of the ringfenced Homelessness Prevention Grant fund is to give local authorities control and flexibility in managing homelessness pressures and supporting those who are at risk of homelessness. The Government expects local authorities to use it to deliver the following priorities:

- To fully enforce the Homelessness Reduction Act and contribute to ending rough sleeping by increasing activity to prevent single homelessness.
- Reduce family temporary accommodation numbers through maximising family homelessness prevention
- Eliminate the use of unsuitable bed and breakfast accommodation for families for longer than the statutory six week limit.

2.3 The council received a number of applications for this funding and this criteria was used to support the award of this grant.

2.4 Domestic Abuse New Burdens Grant funding has been allocated to ensure that councils can comply with the requirements to provide safe and supported accommodation for those fleeing domestic abuse. The grant will contribute to a specialist County co-ordinator post and a specialist County Research and Intelligence Officer post and will also be used to support existing services that meet the needs of this cohort.

3. FINANCIAL IMPLICATIONS

3.1 In addition to the annual Homelessness Grant £112,000, the Council has been awarded by the Department of Levelling Up, Housing and Communities (DLUHC), Homelessness Prevention Grant £168,763 and £35,298 Domestic Abuse New Burdens funding. This report sets out how the Council intends to utilise this funding to create a package of support and services to prevent homelessness and support those who become homeless.

3.2 The Homelessness Prevention Grant has been ring fenced by DLUHC for activities that prevent and deal with homelessness.

3.3 The Council has agreed a budget of £112,000 for the 2024/25 Homelessness Grant allocation. In addition, the DLUHC Homelessness Prevention Grant award is £168,763.

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3.4 The Council therefore has the following for Homelessness Prevention and Domestic Abuse Services and Housing Options in 2024/25 as follows:

Grant	2024/25
Homelessness Grant	£112,000
Homelessness Prevention Grant	£168,763
Underspend from 23/24	£ 23,200
Domestic Abuse Grant	£ 35,298
Total Grant Available	£339,261

3.5 It is recommended that the Homelessness Grant and Domestic Abuse New Burdens Grant monies are allocated as follows:

Homelessness Grant Allocation	2024/25 £ (up to £303,963)
Housing Agency Agreement Top Up	52,475
Young Persons Pathway Worker – support to prevent homelessness for under 25's and Crash Pad to provide a unit of emergency accommodation for young people.	53,512
Worcestershire Strategic Housing Partnership Co-ordinator – contribution towards county-wide development and delivery of housing initiatives in partnership with other agencies	9,500
Single Person and Childless Couples Homelessness Prevention Service	18,347
NewStarts - Provide Furniture and Volunteering Opportunities for Ex-Offenders – supports tenancy sustainment and provides future employment opportunities/reduces risk of reoffending	10,000
GreenSquare Accord Housing Related Support – helping ex-offenders remain housed/seek employment	25,320
St Basils Foyer – provides stable accommodation/support for young people - 14 units – fully occupied during last financial year	10,492
Rough Sleeper outreach and prevention service targeting rough sleepers and those at risk of rough sleeping.	29,941
North Worcestershire Basement Project - Support for young people at risk of	26,667

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homelessness	
Step Up – Private Tenancy Scheme	23,000
Sunrise Project intensive support	44,667
Total committed expenditure	303,921
Underspend	£ 42

Domestic Abuse Grant Allocation	2024/25 £35,298 (up to)
County Domestic Abuse Co-ordinator	4,400
County Domestic Abuse Research and Intelligence Officer	4,700
NewStarts Furniture Project	5,000
Basement Project	13,333
Bromsgrove Foyer	7,865
Total committed expenditure	£35,298
Underspend	£ 0

- 3.6 These are voluntary organisations and without this funding it is unlikely this support would be offered or available which in turn would lead to increase direct revenue costs for the council.
- 3.7 An element of the grant supplements the cost of the Housing Agency Agreement 5 year contract.
- 3.8 The bid from CCP for a Rough Sleeper Outreach Service is still under consideration and whilst the funding has been earmarked for this service and discussions are continuing with CCP, it may be that a different way of delivering the service will be explored, for example, the spot purchase of existing services for outreach alongside the expansion of other existing support services.
- 3.9 A bid was received by BEAM for £20k to support individuals into the private rented sector. The Council recognises that the Private Rented sector is now out of the range of most households on benefits due to the Local Housing Allowance Rate being frozen at 2020 levels and landlords increasing rents significantly when re-letting due to the cost of living crisis and having to meet increased mortgage repayments. Other landlords are seeing an opportunity to set higher rents simply

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due to the lack of supply accommodation in the District and the increased demand often with 15-20 households attending block viewings where they can cherry pick their tenants. The Council is currently able to help with the cost of accessing any lower rent properties in the private sector through the Step Up scheme and bdht Housing Options Team, which means that a substantial element of the BEAM offer could also be seen as a duplication of service.

- 3.10 Delegated authority be granted to the Head of Community and Housing Services following consultation with the Portfolio Holder for Housing to use any unallocated Grant during the year or make further adjustments to current initiatives as necessary to ensure full utilisation of the Grant for 2024/25.

4. LEGAL IMPLICATIONS

- 4.1 The Council has statutory duty under the Housing Act 1996 (as amended) to assist those who are threatened with homelessness or experiencing actual homelessness and has placed additional duties on the Council regarding preventing and relieving homelessness.
- 4.2 The Homelessness Prevention Grant has been ring fenced to homelessness prevention and tackling homelessness by the Department of Levelling Up, Housing and Communities.
- 4.3 The Domestic Abuse New Burdens Grant has been provided to ensure that councils comply with the requirements of the Domestic Abuse Act 2021.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 Homelessness Prevention Grant and Domestic Abuse Grant allows the Council to support a range of holistic services to help prevent or tackle homelessness and rough sleeping in the District. The combination of practical support such as furniture compliment those services that provide outreach support to help clients access accommodation, sustain tenancies, manage budgets, engage in positive activities and access employment. The breadth of services available provide opportunities for:
- Work and financial independence through the provision of support services and debt advice
 - Living independent, active and healthy lives through the provision of support to access positive activities including healthy eating and exercise.

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- Affordable and sustainable homes through the provision of supported accommodation.
- Communities which are safe, well maintained and green through the provision of supported accommodation.

Climate Change Implications

- 5.3 The recycling of furniture supports the Council's green thread as it minimises waste and provides reuse and recycling of household items wherever possible.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 The Homelessness Grant and Homelessness Prevention Grant will benefit customers by offering household's more options to prevent their homelessness, support them to remain in their own homes or help the Council to manage and support households in Temporary Accommodation.
- 6.2 The grant will also benefit the larger community as opportunities to prevent homelessness will be maximised.
- 6.3 Domestic Abuse New Burdens Grant will ensure that there are resources to support the provision of a range of services available to meet the needs of those victims/survivors of domestic abuse who become homeless and need support to set up a new home and recover from their experience, many of whom are women.

Operational Implications

- 6.4 The management and administration of grant forms a significant part of the Strategic Housing Team's day to day operations.

7. RISK MANAGEMENT

- 7.1 If the recommended schemes are not approved there is a risk that more households who are threatened with homelessness, or who are in housing need, will have limited alternative options. There is also therefore the risk that they may have to make a homeless approach and this could consequently lead to the following negative outcomes:
- Increased B&B costs with 80% having to be picked up by the local authority.
 - Increased rough sleeping in the District

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- Impacts on physical and mental health, educational achievement, ability to work and similar through increased homelessness.

7.2 All recipients of Grant will enter into a grant agreement and have regular monitoring with officers on the delivery of the service

8. APPENDICES and BACKGROUND PAPERS

None.

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Shirley Webb	1/11/ 2023
Lead Director / Head of Service	Judith Willis Head of Communities and Housing Services	31/10/23
Financial Services	Peter Carpenter, Interim Deputy Section 151 Officer	31/10/23
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	31/10/23
Policy Team (if equalities implications apply)	Not applicable	
Climate Change Officer (if climate change implications apply)	Matt Eccles, Climate Change Manager	31/10/23

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TREASURY MANAGEMENT STRATEGY HALF YEARLY REPORT

Relevant Portfolio Holder	Councillor Charlie Hotham, 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 This report for 2023/24 presents a half yearly update on the Council’s Capital and Treasury Management Strategies, including all prudential indicators. There is the requirement for progress to reported through Cabinet to Council at the half year pointy.

2. **RECOMMENDATIONS**

Cabinet are asked to Recommend to Council that:

- 1 That Cabinet note the position in relation to the Councils Prudential indicators.

3. **Background**

Introduction

- 3.1 The Authority has adopted the Chartered Institute of Public Finance and Accountancy’s *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve, as a minimum, treasury management semi-annual and annual outturn reports.
- 3.2 This report includes the new requirement in the 2021 Code, mandatory from 1st April 2023, of quarterly reporting of the treasury management prudential indicators.

- 3.3 The Authority's treasury management strategy for 2023/24 was approved at a meeting on the 22nd February 2023. The Authority has invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Authority's treasury management strategy.

External Context

- 3.4 **Economic background:** UK inflation remained stubbornly high over much the period compared to the US and euro zone, keeping expectations elevated of how much further the Bank of England (BoE) would hike rates compared to the regions. However, inflation data published in the latter part of the period undershot expectations, causing financial markets to reassess the peak in BoE Bank Rate. This was followed very soon after by the BoE deciding to keep Bank Rate on hold at 5.25% in September, against expectation for another 0.25% rise.
- 3.5 Economic growth in the UK remained relatively weak over the period. In calendar Q2 2023, the economy expanded by 0.2%. However, monthly GDP data showed a 0.5% contraction in July, the largest fall to date in 2023 and worse than the 0.2% decline predicted which could be an indication the monetary tightening cycle is starting to cause recessionary or at the very least stagnating economic conditions.
- 3.6 July data showed the unemployment rate increased to 4.3% (3mth/year) while the employment rate rose to 75.5%. Pay growth was 8.5% for total pay (including bonuses) and 7.8% for regular pay, which for the latter was the highest recorded annual growth rate. Adjusting for inflation, pay growth in real terms were positive at 1.2% and 0.6% for total pay and regular pay respectively.
- 3.7 Inflation continued to fall from its peak as annual headline CPI declined to 6.7% in July 2023 from 6.8% in the previous month against expectations for a tick back up to 7.0%. The largest downward contribution came from food prices. The core rate also surprised on the downside, falling to 6.2% from 6.9% compared to predictions for it to only edge down to 6.8%.
- 3.8 The Bank of England's Monetary Policy Committee continued tightening monetary policy over most of the period, taking Bank Rate to 5.25% in August. Against expectations of a further hike in September, the Committee voted 5-4 to maintain Bank Rate at 5.25%. Each of the four dissenters were in favour of another 0.25% increase.

- 3.9 Financial market Bank Rate expectations moderated over the period as falling inflation and weakening data gave some indication that higher interest rates were working. Expectations fell from predicting a peak of over 6% in June to 5.5% just ahead of the September MPC meeting, and to then expecting 5.25% to be the peak by the end of the period.
- 3.10 Following the September MPC meeting, Arlingclose, the authority's treasury adviser, modestly revised its interest forecast to reflect the central view that 5.25% will now be the peak in Bank Rate. In the short term the risks are to the upside if inflation increases again, but over the remaining part of the time horizon the risks are to the downside from economic activity weakening more than expected.
- 3.11 The lagged effect of monetary policy together with the staggered fixed term mortgage maturities over the next 12-24 months means the full impact from Bank Rate rises are still yet to be felt by households. As such, while consumer confidence continued to improve over the period, the GfK measure hit -21 in September, it is likely this will reverse at some point. Higher rates will also impact business and according to S&P/CIPS survey data, the UK manufacturing and services sector contracted during the quarter with all measures scoring under 50, indicating contraction in the sectors.
- 3.12 The US Federal Reserve increased its key interest rate to 5.25-5.50% over the period, pausing in September following a 0.25% rise the month before, and indicating that it may have not quite completed its monetary tightening cycle.
- 3.13 Having fallen throughout 2023, annual US inflation started to pick up again in July 2023, rising from 3% in June, which represented the lowest level since March 2021, to 3.2% in July and then jumping again to 3.7% in August, beating expectations for a rise to 3.6%. Rising oil prices were the main cause of the increase. US GDP growth registered 2.1% annualised in the second calendar quarter of 2023, down from the initial estimate of 2.4% but above the 2% expansion seen in the first quarter.
- 3.14 The European Central Bank increased its key deposit, main refinancing, and marginal lending interest rates to 4.00%, 4.50% and 4.75% respectively in September, and hinted these levels may represent the peak in rates but also emphasising rates would stay high for as long as required to bring inflation down to target.

- 3.15 Although continuing to decline steadily, inflation has been sticky, Eurozone annual headline CPI fell to 5.2% in August while annual core inflation eased to 5.3% having stuck at 5.5% in the previous two months. GDP growth remains weak, with recent data showing the region expanded by only 0.1% in the three months to June 2023, the rate as the previous quarter.

Financial markets:

- 3.16 Financial market sentiment and bond yields remained volatile, with the latter generally trending downwards as there were signs inflation, while still high, was moderating and interest rates were at a peak.
- 3.17 Gilt yields fell towards the end of the period. The 5-year UK benchmark gilt yield rose from 3.30% to peak at 4.91% in July before trending downwards to 4.29%, the 10-year gilt yield rose from 3.43% to 4.75% in August before declining to 4.45%, and the 20-year yield from 3.75% to 4.97% in August and then fell back to 4.84%. The Sterling Overnight Rate (SONIA) averaged 4.73% over the period.

Credit review:

- 3.18 Having completed a review of its credit advice on unsecured deposits at UK and non-UK banks following concerns of a wider financial crisis after the collapse of Silicon Valley Bank purchase of Credit Suisse by UBS, as well as other well-publicised banking sector issues, in March Arlingclose reduced the advised maximum duration limit for all banks on its recommended counterparty list to 35 days. This stance continued to be maintained at the end of the period.
- 3.19 During the second quarter of the period, Moody's revised the outlook on Svenska Handelsbanken to negative from stable, citing concerns around the Swedish real estate sector.
- 3.20 Having put the US sovereign rating on Rating Watch Negative earlier in the period, Fitch took further action in August, downgrading the long-term rating to AA+, partly around ongoing debt ceiling concerns but also an expected fiscal deterioration over the next couple of years.
- 3.21 Following the issue of a Section 114 notice, in September Arlingclose advised against undertaking new lending to Birmingham City Council, and later in the month cut its recommended duration on Warrington Borough Council to a maximum of 100 days.

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- 3.22 Arlingclose continued to monitor and assess credit default swap levels for signs of ongoing credit stress and although no changes were made to recommended durations over the period, Northern Trust Corporation was added to the counterparty list.
- 3.23 Heightened market volatility is expected to remain a feature, at least in the near term and, as ever, the institutions and durations on the Authority’s counterparty list recommended by Arlingclose remains under constant review.

Local Context

- 3.24 On 31st March 2023, the Authority had net investments of £6.52m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while balance sheet resources are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

	31.3.23 Forecast £m	31.3.24 Forecast £m
General Fund CFR	16.49	16.59
Investments CFR	13.75	9.47
Total CFR	30.24	26.06
Less: External borrowing**	8.28	18.28
Internal (over) borrowing	21.96	7.78
Less: Balance sheet resources		
Usable Reserves	-13.40	-11.20
Working Capital	-3.10	-3.10
Net New borrowing / (investments)	5.46	-6.52

* finance leases, PFI liabilities and transferred debt that form part of the Authority’s total debt

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

- 3.25 The treasury management position at 31 March 2023 and the change over the six months’ is shown in Table 2 below.

Table 2: Treasury Management Summary

	31.3.23 Balance £m	Movement £m	30.9.23 Balance £m	30.9.23 Rate %
Long-term borrowing				
- PWLB				
- Other				
Short-term borrowing	3.75	-3.75	0	
Total borrowing	3.75	-3.75	0.00	
Long-term investments				
Short-term investments	1.0	4.70	5.70	5.00%
Cash and cash equivalents				
Total investments	1.00	4.70	5.70	
Net borrowing / (investments)	2.75	-8.45	-5.70	

Borrowing

- 3.26 CIPFA’s 2021 Prudential Code is clear that local authorities must not borrow to invest primarily for financial return and that it is not prudent for local authorities to make any investment or spending decision that will increase the capital financing requirement and so may lead to new borrowing, unless directly and primarily related to the functions of the Authority. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield unless these loans are for refinancing purposes.
- 3.27 The Authority has not invested in assets primarily for financial return or that are not primarily related to the functions of the Authority. It has no plans to do so in future.

Borrowing strategy and activity

- 3.28 As outlined in the treasury strategy, the Authority’s chief objective when borrowing has been to strike an appropriately low risk balance between securing lower interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority’s long-term plans change being a secondary objective. The Authority’s borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio.
- 3.29 There was a substantial rise in the cost of both short- and long-term borrowing over the last 18 months. Bank Rate rose by 1% from 4.25% at the beginning of

April to 5.25% at the end of September. Bank Rate was 2% higher than at the end of September 2022.

- 3.30 UK gilt yields were volatile, mainly facing upward pressure since early April following signs that UK growth had been more resilient, inflation stickier than expected, and that the Bank of England saw persistently higher rates through 2023/24 as key to dampening domestic demand. Gilt yields, and consequently PWLB borrowing rates, rose and broadly remained at elevated levels. On 30th September, the PWLB certainty rates for maturity loans were 5.26% for 10-year loans, 5.64% for 20-year loans and 5.43% for 50-year loans. Their equivalents on 31st March 2023 were 4.33%, 4.70% and 4.41% respectively.
- 3.31 At 30th September the Authority held no loans, a decrease of £3.75m from 31st March 2023, as part of its strategy for funding previous and current years' capital programmes. There are no outstanding loans on 30th September are summarised in Table 3 below.

Table 3: Borrowing Position

	31.3.23 Balance £m	Net Movement £m	30.9.23 Balance £m	30.9.23 Weighted Average Rate %	30.9.23 Weighted Average Maturity (years)
Public Works Loan Board					
Banks (LOBO)					
Banks (fixed-term)					
Local authorities (long-term)					
Local authorities (short-term)	3.75	-3.75	0.00		
Total borrowing	3.75	-3.75	0.00		

- 3.32 The Authority's short-term borrowing cost has increased with the rise in Bank Rate and short-dated market rates. It has no short term debt at the moment

Treasury Investment Activity

- 3.33 The CIPFA Treasury Management Code now defines treasury management investments as those investments which arise from the Authority's cash flows or treasury risk management activity that ultimately represents balances that need to be invested until the cash is required for use in the course of business.
- 3.34 The Authority holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. During the half year, the Authority's investment balances ranged between £0.5million and 11 million

due to timing differences between income and expenditure. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

	31.3.23	Net	30.9.23	30.9.23	30.9.23
	Balance	Movement	Balance	Income	Weighted
	£'000	£'000	£'000	Return	Average
				%	Maturity
					days
Banks & building societies (unsecured)					
Banks & building societies (secured deposits)					
Covered bonds (secured)					
Government	1.00	4.70	5.70	5.00%	6
Local authorities and other govt entities					
Corporate bonds and loans					
Money Market Funds					
Total investments	1.00	4.70	5.70		

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

3.36 As demonstrated by the liability benchmark in this report, the Authority expects to be a long-term borrower and new treasury investments are therefore primarily made to manage day-to-day cash flows using short-term low risk instruments. The existing portfolio of strategic pooled funds will be maintained to diversify risk into different asset classes and boost investment income.

3.37 Bank Rate increased by 1%, from 4.25% at the beginning of April to 5.25% by the end of September. Short-dated cash rates rose commensurately, with 3-month rates rising to around 5.25% and 12-month rates to nearly 6%. The rates on DMADF deposits also rose, ranging between 5.17% and 5.26% by the end of September

3.38 £5m that is available for longer-term/ short-term investment is invested with DMADF.

Non-Treasury Investments

- 3.39 The definition of investments in the Treasury Management Code now covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. Investments that do not meet the definition of treasury management investments (i.e. management of surplus cash) are categorised as either for service purposes (made explicitly to further service objectives) and or for commercial purposes (made primarily for financial return).
- 3.40 Investment Guidance issued by the Department for Levelling Up Housing and Communities (DLUHC) and Welsh Government also includes within the definition of investments all such assets held partially or wholly for financial return.
- 3.41 The Authority does not hold these types of investments presently, although the setting up of the new Housing Company will include a shareholding in a subsidiary and a loan to that Subsidiary.

Treasury Performance

- 3.42 The Authority measures the financial performance of its treasury management activities both in terms of its impact on the revenue budget and its relationship to benchmark interest rates, as shown in table 5 below

Table 5: Performance

	Actual £m	Budget £m	Over/ under	Actual %	Benchmark %	Over/ under
Total borrowing	0	0	0			
PFI and Finance leases	0	0	0			
Total debt	0	0	0			
Total treasury investments	5.70	5.00	0.70			
				n/a	n/a	n/a

Compliance

- 3.43 The Interim Director of Finance reports that all treasury management activities undertaken during the quarter complied fully with the principles in the Treasury Management Code and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 6 below.

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Table 6: Investment Limits

	2023/24 Maximum	30.9.23 Actual	2023/24 Limit	Complied? Yes/No
Any single organisation, except the UK Government				
UK Central Government	Unlimited	£5.7m		Yes
Any group of organisations under the same ownership				
Any group of pooled funds under the same management				
Negotiable instruments held in a broker's nominee account				
Limit per non-UK country				
Registered providers and registered social landlords				
Unsecured investments with banks and building societies				
Loans to unrated corporates				
Money Market Funds				
Strategic pooled funds				
Real Estate Investment Trusts				

3.44 Compliance with the Authorised Limit and Operational Boundary for external debt is demonstrated in table 7 below.

Table 7: Debt and the Authorised Limit and Operational Boundary

	H1 2023/24 Maximum £'000	30.9.23 Actual £'000	2023/24 Operational Boundary £'000	2023/24 Authorised Limit £'000	Complied? Yes/No
Borrowing	5,500	0	45,000	55,000	Yes
PFI and Finance Leases			1,000	1,000	Yes
Total debt	5,500	0	46,000	56,000	Yes

3.45 Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

Treasury Management Prudential Indicators

3.46 As required by the 2021 CIPFA Treasury Management Code, the Authority monitors and measures the following treasury management prudential indicators.

1. Liability Benchmark:

3.47 This new indicator compares the Authority’s actual existing borrowing against a liability benchmark that has been calculated to show the lowest risk level of borrowing. The liability benchmark is an important tool to help establish whether the Council is likely to be a long-term borrower or long-term investor in the future, and so shape its strategic focus and decision making. It represents an estimate of the cumulative amount of external borrowing the Council must hold to fund its current capital and revenue plans while keeping treasury investments at the minimum level of £2m required to manage day-to-day cash flow.

	31.3.23 Actual	31.3.24 Forecast	31.3.25 Forecast	31.3.26 Forecast
Loans CFR	30.2	26.1	27.3	27.7
Less: Balance sheet resources				
Usable reserves	-13.4	-11.2	-10.8	-10.2
Working Capital	-3.1	-3.1	-3.1	-3.1
Net loans requirement	13.7	11.8	13.4	14.4
Plus: Liquidity allowance	0.2	0.2	0.2	0.2
Liability benchmark	13.9	12.0	13.6	14.6
Existing borrowing	3.7	18.28	18.28	18.28

3.48 Following on from the medium-term forecast above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £18m, minimum revenue provision on new capital expenditure based on a 40 year asset life and income, expenditure and reserves all increasing by inflation of 7% in 2024/5 reducing to 2% ongoing. This is shown in the chart below together with the maturity profile of the Authority’s existing borrowing. Presently borrowing has been delivered through the use of internal resources and the Council has no long term borrowing.

3.49 Whilst borrowing may be above the liability benchmark, strategies involving borrowing which is significantly above the liability benchmark carry higher risk.

2. Maturity Structure of Borrowing:

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

	Upper Limit	Lower Limit	30.9.23 Actual	Complied?
Under 12 months	50%	0%	0%	Yes
12 months and within 24 months	50%	0%	0%	Yes
24 months and within 5 years	50%	0%	0%	Yes
5 years and within 10 years	50%	0%	0%	Yes
10 years and above	100%	0%	0%	Yes

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

3. Long-term Treasury Management Investments:

3.52 The purpose of this indicator is to control the Authority’s exposure to the risk of incurring losses by seeking early repayment of its investments. The prudential limits on the long-term treasury management limits are:

	2023/24	2024/25
Limit on principal invested beyond year end	£1.0m	£0.5m
Actual principal invested beyond year end	Nil	Nil
Complied?	Yes	Yes

3.53 Long-term investments with no fixed maturity date include strategic pooled funds, real estate investment trusts and directly held equity but exclude money market funds and bank accounts with no fixed maturity date as these are considered short-term.

Additional indicators

Security:

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

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	2023/24 Target	30.9.23 Actual	Complied?
Portfolio average credit rating	A	UK Govt	Yes

Liquidity:

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

	30.9.23 Actual	2023/24 Target	Complied?
Total cash available within [3] months	£5.7m	£2.5m	Yes
Total sum borrowed in past [3] months without prior notice	0	0	Yes

Interest Rate Exposures:

- 3.56 This indicator is set to control the Authority's exposure to interest rate risk. Bank Rate rose by 1.25% from 4.25% on 1st April to 5.25% by 30th September.

Interest rate risk indicator	2023/24 Target	30.9.23 Actual	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	500,000	0	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	500,000	0	Yes

- 3.57 For context, the changes in interest rates during the quarter were:

	<u>31/3/23</u>	<u>30/9/23</u>
Bank Rate	4.25%	5.25%
1-year PWLB certainty rate, maturity loans	4.78%	5.69%
5-year PWLB certainty rate, maturity loans	4.31%	5.22%
10-year PWLB certainty rate, maturity loans	4.33%	5.26%
20-year PWLB certainty rate, maturity loans	4.70%	5.64%
50-year PWLB certainty rate, maturity loans	4.41%	5.43%

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

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 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 is undertaken to ensure that income targets are achieved, with Treasury Management activities taking place on a daily basis.

Customer / Equalities and Diversity Implications

- 4.4 The only impact of treasury transaction is in respect of ethical investment linked to the Council's investment counterparties. Presently, the Council has a limited counterparty list based on financial risk to the authority.

5. RISK MANAGEMENT

- 5.1 There is always significant risk in relation to treasury transactions, this is why Councils appoint Treasury Advisors, which in the case of Bromsgrove is Arlingclose. In addition, there is the requirement in this area to provide a yearly Strategy report containing indicators/limits that must be met, a half yearly update and closure report all of which must be reported to full Council.

6. APPENDICES

None

7. BACKGROUND PAPERS

MTFP 2023/4 – February 2023 which contains this year's Asset Strategy, Treasury Management Strategy and MRP Policy.

[Choose agenda document pack - Council 22 February 2023 \(bromsgrove.gov.uk\)](#)

8. KEY

None

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MEDIUM TERM FINANCIAL PLAN 2024/5 TO 2026/7 – Tranche 1

Relevant Portfolio Holder	Cllr. Charlie Hotham, 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:
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 as it did in the 2023/4 Medium Term Financial Plan (MTFP) process. The initial Tranche will be published in the Autumn with approval of options sought at Council in January, with a second Tranche to be considered in January once final settlement figures are known with final budget approval sought 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 2023/24-25/26 Medium Term Financial Plan (MTFP) agreed by Council in February 2023, to project an initial “gap” to be closed.
- 3 An initial Tranche of savings proposals, as set out in Section 3.12 - 3.25 and the associated Savings Proposal Document in Appendix A, will be published on the 14th November and any feedback will be considered by Cabinet in January 2023 prior to seeking approval at Council in January 2024.
- 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.

Cabinet Recommend to Council that:

1. That the Play capital works for 2023/4 as set out in 3.38 are approved and added to the Capital Programme.

3. Background

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 a £637k overall deficit across the three years of the 2023/24 MTFP.
- The present cost of living crisis.
- The fact that the Council is still to close its 2020/21 financial year and the ongoing cross sector issues in relation to Audit which are set out in the wider Finance Report.
- The movement of the Government to funding projects for specific outcomes and the movement of this from a bidding process to an "allocations" process.
- The time limited nature of these funds and the pressure this puts on other deliverables.
- Loss of key personnel, present vacancies rates, and staff retention – linked to the Workforce Strategy.
- Business Rates and Council Tax Income – and associated collection rates and reliefs linked to the "cost of living" crisis and C-19 grants working their way through our system.
- Inflation still not reducing as quickly as Government and Financial Market predictions.

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 October and seeking approval for those savings to be implemented at Council in January,
- Having a second Tranche after the Christmas break, for which approval will be sought 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 2024/25 MTFP.
- The emerging national picture including expected settlement dates.
- Council Priorities
- Strategic Approach
- The Council's Base Assumptions including Inflation and Grants
- Fees and Charges update.

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- Impact on Reserves and Balances.
- Capital Programme.
- Robustness Statement
- Consultation Details.

The Starting Position for the 2024/25 MTFP

3.3 The Council set a three year MTFP 2023/24 to 2025/26 in February 2023. The plan moved the Council to a sustainable budget position over the three year planning horizon with support from reserves to achieve this of £637k over the three year period.

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
Tranche 1 Final Draft Position	1,565	974	1,644
Draft Local Government Financial Settlement			
New Homes Bonus	-127		
Services Grant	-68		
Funding Guarantee	-1027		
C Tax Base Reduction	24		
Business Rates/Investment Inc Rebaseline	-517	-200	-200
Future Years Settlements - assumption		-1000	-1000
Settlement Draft Amounts	-1715	-1200	-1200
Additional Pensions Savings	-356	-356	-356
Conversion of 50% of Utilities to a Reserve	-351	-351	-351
Revised Deficit	-857	-933	-263
New Pressures (Known/Ongoing)			
Fleet Refurbishment	129	258	258
SLM Contract Rebasing	400	341	275
Apprentiship Scheme	50	50	50
Data Analyst	25	25	25
Planning Enforcement	25	25	25
WRS Increase	39	50	61
Cost of all out elections	167		
Under Recovery of 22/23 Council Tax	132		
Increased pay award - so 2%	140	140	0
Total	1107	889	694
Revised Draft Position	250	-44	431

Table 1 – Opening MTFP Position

The emerging national picture including expected Settlement Dates

- 3.4 Local Government is in uncharted territory. 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.
- 3.5 The War in Ukraine has still not been resolved. This has led to Inflationary increases that initially reached levels not seen since that late 1980's although they are now starting to reduce. This has however had a significant impact on our customers and stakeholders and is now labelled a "cost of living" crisis.
- 3.6 Councils have declared "Climate Emergencies" and have challenging carbon reduction targets to deliver by 2030, 2040 and 2050. 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.
- 3.7 As mentioned in the Risk section, the Government made 2 major announcements during the LGA Conference in July 2023, both of which will significantly affect budgeting.
- The first of these was the launch of the Office for Local Government. They will look at Council data to assess performance and try to predict if Councils are getting into difficulty.
 - The second was a movement from a bidding process for Funds to that of an allocation's method using data to inform those decisions (however there is no increase in the funds being allocated/bid for). No further guidance has been issued since the original guidance from DLUHC in July 2023. However, it is now key that all Council returns are made thinking about this point and our records that are accessed by the Government are as up to date as possible.
- 3.8 There are a number of other significant factors in looking at the 24/5 budget which are linked to the Local Government Finance Market. Presently:
- There are a number of Local Authorities who have now issued S114 Statements, including the largest Council in the Country Birmingham. Given the number of Council in financial distress there is a possibility that the Government might be far more prescriptive than in previous years in its funding allocations.
 - Bromsgrove still have accounts unaudited from 2020/21 and will not have the cash receipting backlogs cleared until the end of this calendar year (2023). As such, there is still a degree of uncertainty on the overall figures, until those years accounts have been finalised and audited.

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- That in the Local Government sector, there were still circa 900 Audits from 2015/16 that are still outstanding at the end of the summer. There is an issue with audit resources to deliver these audits, with generally only upper tier authorities being close to actual timescales due to the size of their budgets. In light of this, DLUHC are looking to implement deadlines for delivery which will possibly mean significant numbers of Councils, including possibly Bromsgrove, who due to time constraints have not had audits complete might end up with qualified accounts. The Council have written to DLUHC and the LGA over this issue.

3.9 It is understood that the Chancellors Autumn Statement will now not happen until the 22nd November. This means that it is likely the Provisional Local Government Settlement will not take place until the week before most Councils break up for Christmas 2023. It is expected that this year's Local Government Settlement will be multi-year but, would be no longer than 2 years given the impending National Elections. 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 – 14th November
- Cabinet discuss initial options – 22nd November.
- Chancellors Statement – 22nd November
- Provisional Local Government Settlement – Late December
- Tranche 1 approved sought by Cabinet 17th January/Council 24th January
- Final Local Government Settlement – Mid January (at the earliest)
- Tranche 2 options ready – Late January
- Tranche 2 options presented to Cabinet – 14th February
- Full Budget approved by Council – 21st February

Timescales are estimated – however the issue is that there is little time for delivery of either Tranche 1 or Tranche 2.

Council Strategic Priorities

3.10 The Leader and Portfolio Holders, with the support of the Corporate Management Team, will be reviewing current strategic priorities in the Autumn. Inputting into this process will be:

- Annual Community Survey 2022
- Community Priorities Survey
- Cost of Living survey
- Census
- [Office of National Statistics](#)
- Current priorities

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3.11 Bromsgrove District Council's current priorities are underpinned by a set of key themes. These are set out in the current Council Plan 2019 – 2023 and in the Council Plan Addendum 2022/23. The 5 themes are:

- Run & grow a successful business.
- Finding somewhere to live.
- Aspiration, work & financial independence.
- Living independent, active & healthy lives.
- Communities which are safe, well-maintained, and green.

3.12 The council's vision, priorities and themes are connected using a 'green' thread:

“To enrich the lives and aspirations of all our residents, businesses and visitors through the provision of efficiently run and high-quality services, ensuring that all in need receive appropriate help, support and opportunities”.

3.13 The council cannot deliver all priorities on its own. In some cases it can support, influence, or work collaboratively with other partner agencies to persuade them to take a particular course of action/undertake a particular project. Considerable support and input from partner organisations will be needed for priorities to be successfully achieved.

Strategic Approach

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

- An ongoing deficit to close of £637k from the 2023/24 MTFS.
- The requirement to fund the 23/4 pay award which is 5% higher than planned at an average value of 7%.
- Increases in Council Tax are limited at 2% or £5, which is significantly lower than the present rates of inflation.

3.15 The Council must move to financial sustainability over the time scale of the next MTFS and indeed was on course for this before the agreement of the 2023/4 pay award. Given the magnitude of the savings due to this it is not prudent to expect the movement to sustainability to happen by 2024/5. However, the level of reserves and balances presently held suggest that moving to sustainability by 2025/26 would be deliverable without a strain on resources for any emergency situation.

3.16 As such, the strategy must be to move the Council to financial sustainability by the 2025/26 financial year. To get to this position there will be the need for investment, efficiencies and possibly the requirement to fund redundancy (both from reserves and balances). 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.

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3.17 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:

- Ensuring Grants are maximised.
- Ensuring Agency work reflects the income provided for its delivery.
- 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.

3.18 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

3.19 However, in any situation, the Council must move to sustainability by the 2025/26 financial year.

The Council's Base Assumptions including Inflation and Grants

3.20 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.

3.21 Tax Base and Corporate Financing underlying assumptions are as follows:

- Council Tax – Figures assume the full 1.99% allowable increase over all years of the 3 year MTFP. The Local plan has housing increases of 363, 457 and 338 in the three years of the MTFP. For prudence, it is assumed that increases of 150, 200 and 150 over the three year period.
- Business Rates Increases – business rates assume no growth in the base.
- New Homes Bonus – It is assumed to be none in 24/5 onwards pending any change that might be announced in the Local Government settlement.

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- Services Grant - It is assumed that Central Government Grants are at similar levels to previous years (as was the case in 2023/4)
 - Pension Fund assumptions – takes account of the latest triennial valuation which was received in September 2022. A significant risk is that the next revaluation will be actioned in 2026 and as such the 2026/7 figure could well change pending the outcome of that exercise.
- 3.22 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
 - S31 Grant - £1.126m
 - Housing Benefit Administration Grant - £0.148m
 - Housing Benefit Grant - £11.0m
 - Revenue Cost of Collection Grant - £0.119m
 - The Council has £14.492m of Levelling Up Grant to be spent by April 2025 which is match funded by £1.610m of Council funding.
 - The Council has £2.6m of UK Shared Prosperity Fund to spend by April 2025. This is both revenue and capital in nature.
- 3.23 There are significant pressures mounting on the Council (these are all reflected in **Appendix A**).
- The Q1 2023/4 monitoring sets out the issue on the pay award, which has been mitigated in part 2023/4 by the use of the Utilities Reserve. This still leave a £437k deficit for the year.
 - However, the ongoing impact of the new pay award on our ongoing £15.4m employees budget at an average of 7% Increase is £1,078k a year. However, we have already accounted for a pay award of 2% (£308k) reduces this amount to an ongoing £770k a year to resolve.
 - It is also prudent to increase the Councils 2024/5 pay award impact from 2% to 3% given the significant increases that have been offered by the Employers during 2022/3 and 2023/4. The 2025/6 and 2026/7 pay awards are assumed to be 2%.
 - Although inflation is coming down, at this point of time it is also prudent to include a 5% budget for inflationary increases.
 - However, we have the following budgets that were included in the 2023/4 budget but have not been called on yet that could partially mitigate these pressures which include:
 - We are only using 60% of the utilities budget increases this frees up £140k a year
 - We have not called on the circa £180k of inflationary increases to contracts which was added to the base budget.
 - In addition, there is the £351k utilities reserve that will have no calls on it for 2024/5 and 2025/6.

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- We have included as an appendix the impact of a 7% increase in fees and charges (non parking) – this amounts to an additional £273k. This increase is in line with the inflationary increases to salaries which are running at just over 7% and inflation which as of October 2023 was 6.8%. Looking at a sensitivity analysis around this figure (although the increases mean that the Council is just keeping pace with cost increases):
 - If this increase was below inflation at just to 4% this would lead to a savings/Income budget of £156k. However, at this level there would be an ongoing deficit of £117k that would never be recovered.
 - An 8% increase would lead to a savings/income budget of £312k.
 - It should be noted that another district in Worcestershire is looking to increase WRS fees and charges by just under 7%. Given that it is common practice to increase these fees and charges by the same across the County, the increases would be in line with these levels.
 - We have also assumed that inflation on fees and charges will be 2% in 2025/6. This amounts to an additional £101k in 2025/6 and £103k in 2026/7.
- The 2023/4 MTFP made the prudent assumption that not all the 2023/4 local government settlement was included in 2024/5 and 2025/6. This amounted to £515k (a level of £1.2m was assumed not £1.7m). As part of the base 2024/5 MTFP the assumption will be made that the central Government funding levels will be at the same level as previous years. This has reflected the reality of recent funding settlements.
- As part of the 23/4 MTFP, Departments had lists of possible savings areas. These are set out in Appendix B.

3.24 Given these changes, a surplus position of circa £182k is projected for 2024/5, reducing to £53k in 2025/6 and £78k in 2026/7. This is before departmental pressures.

3.25 Departmental pressures are summarised in the following table and amount to £518k in 2024/5 increasing to £543k in 2026/7.

Service Adjustments	2024/25	2025/26	2026/27
Reduction in Benefits Overpayments Target	200	200	200
Use of HVO Fuel by 100% of Fleet	30	30	30
Increase in HR Establishment	10	10	10
PRA Housing Licence Costs	15	15	15
Planning Enforcement through WRS	72	72	72
Increased Parking Enforcement SLA	93	93	93
NW/WM Increased Charges	39	39	39
Interest Charges on Updated Capital Programme	35	36	36
MRP Increases on Capital Programme	24	46	48

Table 2 Departmental Pressures

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- There is presently a target of £500k for the reclaiming of Benefit overpayments. We now have more accurate information and processes which mean that initial payments are more accurate and the need for recovery of overpayments has diminished. Over the past 2 years the Council has recovered under half of this amount (with many linked to Universal Credit payments) and so it is prudent to reduce this amount to £300k.
- The Government has still not provided guidance on Waste delivery. The Council has a diesel fleet which could use HVO fuel would reduced the Carbon footprint of the fleet and the Council significantly. With alternatives to Diesel (Electric and Hydrogen powered vehicles) being extremely expensive with vehicles 2 to 4 times more expensive than existing vehicles it would be prudent to ensure the fleet used HVO fuel, significantly reducing the Council's carbon footprint. However, HVO fuel at the moment is significantly more expensive than diesel and this would cost an additional £100k a year. The Councils Carbon pledge is to move to this position over time so a £30k increase in budget allows for, prices dependent a 30% use of this fuel and an estimated savings of 206 tonnes of greenhouse gases from the fleet.
- The HR structure reports into one post. This funding added a second senior post to relieve pressure in this service area. This is a shared service and so costs are split with Redditch.
- There is the new requirement for the monitoring of the Private Housing Sector. There is a capital bid of £30k for software to undertake this. The ongoing licensing costs are £15k a year as they will be shared with Redditch.
- The present pilot scheme on planning enforcement being delivered by Worcester Regulatory Services is regularised as part of the budget at an ongoing cost of £72k a year.
- The Service Level Agreement between the Council and Wychavon District Council for the management and enforcement of on and off street parking increases from £242k to £335k a year, an increase of £93k a year. This is a new 5 year contract which will commence on the 1st April 2024. Future years increases of this contract will increase with CPI.
- The North Worcestershire Water Management Service Level Agreement with Redditch and Wyre Forest is being revised to reflect actual provision. The existing allocations are the existing proportion of costs are Wyre Forest 52% (£105k), Redditch 26% (£66k) and Bromsgrove 22%. (£61k). These will change to 43% Bromsgrove, 32% Wyre Forest and 25% Redditch. This would be a current year budget equivalent of Bromsgrove £100k, Redditch £67k and Wyre Forest £72k.
- The Capital section sets out new items and changes to the Capital programme. These will be addressed in that section. However, there are ongoing additional revenue costs of those schemes that amount to £35k for interest charges and £24k for Minimum Revenue Provision requirements.

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- 3.26 These departmental changes result in an overall £518k pressure in the 2024/5 financial year reducing the overall position to a deficit of £337k and then £465k by 2026/7. The whole revenue budget is summarised in the table on the following page.
- 3.27 To meet strategic priorities, the Council requires more funding. In reviewing the possible areas of savings set out in Appendix A, it was agreed that all need to be assessed as part of the 2024/5 MTFP process although the following three should be prioritised so that their impact could be possibly included in Tranche 2 of the budget:
- Recharges
 - Debt costs – given the slippage in the Capital Programme.
 - Business Rates Re-baselining.

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Table 3 Revised MTFP Position

Bromsgrove Base Position				
	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000
Base Budget Position 22/23 MTFP				
Expenditure	11,948	12,077	12,347	12,347
Funding	-10,360	-10,864	-10,724	-10,724
Net	1,588	1,213	1,623	1,623
Revised Gap 22/23 MTFP	1,588	1,213	1,623	1,623
Phase 1 Savings 2023/24 MTFP	-1,625	-1,847	-1,748	-1,748
Revised Position	-37	-634	-125	-125
Phase 1 Pressures 2023/24 MTFP	1,602	1,608	1,769	1,769
Phase 1 2023/24 MTFP Position	1,565	974	1,644	1,644
Local Government Settlement	-1715	-1200	-1200	-1200
Additional Savings (Phase 2)	-707	-707	-707	-707
Additional Pressures - Phase 2	1107	889	694	694
Final 2023/24 MTFP Position	250	-44	431	431
Known Changes				
23/4 Pay Award - 4% More than planned		770	770	770
Utilities Increases running at 60% - 40% Savings		-140	-140	-140
Existing Inflation Budget (Unallocated)		-188	-194	-194
Inflation on Contracts - additional 5%		90	90	90
Additional 1% on 24/5 Pay Award - to 3%		154	154	154
7% Additional Fees and Charges Income		-273	-273	-273
Additional 2% Pay Award for 26/7				308
Quarter 1 23/4 Overspend position	788			
Use of 23/4 Utilities Reserve	-351			
2% Council Tax 2025/6			-191	-191
2% Council Tax 2026/7				-195
Year 2 Fees and Charges Income at 2%			-101	-101
Year 3 Fees and Charges Income at 2%				-101
Increase in number of Properties (Ctax Income)				-121
Government Grant at 23/4 Levels			-515	-515
Draft Opening Position	437	-182	-53	-78
Service Adjustments				
Reduction in Benefits Overpayments Target		200	200	200
Use of HVD Fuel by 100% of Fleet		30	30	30
Increase in HR Establishment		10	10	10
PRA Housing Licence Costs		15	15	15
Planning Enforcement through WRS		72	72	72
Increased Parking Enforcement SLA		93	93	93
NWWM Increased Charges		39	39	39
Interest Charges on Updated Capital Programme		35	36	36
MRP Increases on Capital Programme		24	46	48
Revised Opening Position	437	337	488	465

Fees and Charges update

3.28 The section, looks at the impact of proposed Fees and Charges increases for the 2024/25 Financial year. These increases are shown in detail by service in the Fees and Charges Report which is shown as Appendix C. The table below highlights the possible increase of income if 7% was applied across the board. The 7% has been applied to Contributions and Fees and Charges

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(not parking) budgets and not on SLA Income or lifeline, where charges are set statutorily, and charges across more than one area.

	2024/25	2025/26	2026/27
Existing Budget	-3,786,000	-3,791,000	-3,791,000
7% Increase 24/5	-273,000	-273,000	-273,000
2% Increase 25/6		-101,000	-101,000
2% Increase 26/7			-101,000
Revised Budget	-4,059,000	-4,165,000	-4,266,000

Table 4 Fees and Charges Increases at 7%

- 3.29 The overall impact on the Council's position is set out in the following section. In setting the base budget levels to apply the increases an assessment has been made on deliverability.

Impact on Reserves

- 3.30 The existing 23/24 MTFP saw general fund balances reduce by £637k over the three year period as the original plan moved the Council towards sustainability. In the 2023/4 budget, the Council was prudent and reviewed all its earmarked Reserves and reallocated a substantial amount to the General Fund and also a newly formed Utilities Reserve due to the significant pressure on budgets in that area. As we have moved into 2023/4 there have been additional inflationary pressures, although they have been due to staffing and the 2023/4 allocation of the Utilities Reserve has been used to mitigate these. Years 2 and 3 of this reserve are not required and have been transferred to the General Fund to bolster its position.
- 3.31 The projected 2024/5 to 2026/7 position, at Tranche 1, has £1,290k of pressures to mitigate. If alternatives are not found in Tranche 2 then the General Fund will be required to support this deficit. Presently the general Fund sits at a value of £4.625m (assuming that it is required to fund this shortfall) at the 31st March 2027. This sum is approximately 10.5% of gross expenditure and above the 5% benchmark quoted by the Government a being a minimum requirement. If Housing benefit payments, which are passported through the Council are ignored than this percentage rises to 15.9% of gross expenditure.
- 3.32 The analysis in Table 5 sets out the effects on Council General Fund and Earmarked Reserves. Full detail is set out in Appendix D

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Reserves Opening Position	2023/24	2024/25	2025/26	2026/27
General Fund Opening Position	5,800	5,213	5,578	5,090
General Fund Changes	-587	365	-488	-465
General Fund Closing Position	5,213	5,578	5,090	4,625
Earmarked Reserves	6,329	5,502	5,502	5,502

Table 5 Reserves Position

- In 2023/4
 - We start with £5.800m in the General Fund Reserve.
 - £100k will be moved into the it from the Rates Reserve
 - £250k was already being used to subsidise the base budget
 - The overspend position is £437k
 - This results in a closing 23/4 position of £5.213m
- In 2024/5
 - We start with £5.213m
 - We propose to transfer years 2 and 3 of the utilities reserve in as the view is that this is now not required - £0.702m.
 - There is a £337k deficit figure that will need funding.
 - This results in a closing 24/5 position of £5.578m
- In 2025/6
 - the opening position is £5.578m
 - The present draft budget is a deficit of £488k which will require funding.
 - This results in a closing 25/6 position of £5.090m
- In 2026/7
 - the opening position is £5.090m
 - The present draft budget is a deficit of £465k which will require funding.
 - This results in a closing 26/7 position of £4.625m

Capital Programme

- 3.33 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.
- 3.34 Present rationale is for any scheme not yet started (unless grant or S106 funded) to rebid for funds as part of the 2024/25 budget process. There will be the need to add items to the capital programme to include sums for:
- ICT hardware (such as laptops, etc)

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- Property Maintenance budgets (as minimal and significant work is required to ensure energy efficiency compliance).

3.35 The priority in capital terms is for the Council to spend its grant funding. It has the following:

- Levelling Up of £16.1m (£14.5m Grant, £1,6m Council)
- UK Shared Prosperity Funding of £2.8m

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.

3.36 Appendix E sets out the present capital programme as agreed at Council in February. It should be noted that in the original capital programme was in 2025/6 £1.597m of requirements for Barnt Green Millenium Park Toilets. This should have been removed as it was in-correct, and the works had been completed. Spend to date is £1.654m. Of this amount is £0.635m which relates to the Burcot development. This takes total Burcot development spend up to £11.2m of the total £11.6m budgeted costs.

3.37 The table below highlights additional Capital Programme bids, and incorporates bids approved in the Quarter 1 financial monitoring for approval. The revenue budget takes account of these additional costs. Full descriptions are set out in the Savings Proposal document.

	23/4	24/5	25/6	26/7	27/8
Q1 Approves Change - Fleet Replacement Costs	£9,400		£15,000		
Q1 Approved Change - Wheely Bin Increas	£85,000				
Q1 Approved Change - Wild Flowes Machinery	£62,000				
Revised Total	£156,400	£0	£15,000	£0	£0

Table 6 – Capital Programme Changes

3.38 The following table summarised the Play Area requirements known at the moment. As per Council on the 25th October, Members are feeding through further Parks and Open Spaces requirements.

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Leisure Requirements	23/4	24/5	25/6	26/7	27/8
Cotton Pool Sanders Park	£32,500				
Sanders Park Pavilion improvements		£10,000			
Sanders Park refurbishments to café building exterior		£10,000			
BDC Play areas	£35,000	£100,000			
Additional parking as per Engineering team plan Sanders Park		£215,000			
Pathway and parking areas repairs Sanders Park		£14,500			
Clr request Install height restrictor and bollards / hoops to car park to prevent traveller access		£15,000			
MMP recommendation. Check that the access ramp from Leach Heath Lane is DDA compliant. St Chads	£20,000				
Total	£87,500	£364,500	£0	£0	£0

Table 7 Play Area Audit Requirements

An Initial Risk Assessment

- 3.39 As set out the Strategic Approach and Robustness Statement sections we are budgeting in a time of extreme uncertainty.
- 3.40 As per the Risk Reports that are reported to both Executive and Audit, Governance and Standards and Committees 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.
 - The next Pension fund re-valuation which will impact 2026/7 figures.
- 3.41 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

- 3.42 For Tranche 1, the opinion of the Interim Director of Finance is that the 2024/25 budget estimates contain considerable risk due to the level of

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uncertainty in the Council's operating environment, making it problematic to develop meaningful assumptions.

- 3.43 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.
- 3.44 The MTFP highlights that the current financial position is potentially untenable without some form of intervention or further substantial savings and this will become clearer with the Chancellors Statement in November. Whilst a balanced budget for 2023/24 was approved with the use of reserves and balances in February 2023, the Council is currently forecasting a £0.5m overspend in 2023/24 due to the additional demands placed on it due to the provisional pay award, which in turn is utilising reserves balances to fund these pressures.
- 3.45 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

- 3.46 Tranche One is the first Phase of the 2024/25 budget process. The proposals are set out in Appendix C of 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	14 th November 2023
Budget Scrutiny Committee	21 st November 2023
Cabinet	22 nd November 2023
Feedback Closing Date	5 th January 2024
Cabinet	17 th January 2024
Council	24 th January 2024

Table 8 Consultation Timetable

- 3.47 Hard copies of the Savings Proposal Document (Appendix A) can be available on request. The Savings Proposal Document will be published on the website

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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 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 Equalities Impact Assessments will be taken where required.

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 – Possible Savings Areas
Appendix C – Fees and Charges by Service
Appendix D - Reserves

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Appendix E – Existing Capital Programme

6. BACKGROUND PAPERS

None.

7. KEY

None

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Appendix A

Bromsgrove District Council Medium Term Financial Plan 2024/25 Tranche One Savings Proposal Document

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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 2027.

The council has a 'leader and cabinet' form of governance, which means the council delegates authority to decide some matters to a Hybrid system of Governance with 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:

Local services for you

The council provides many more services for your money than just emptying your bins. Here are some recent examples of what our services have done in your community, over one year:

 Emptied **2.3m** bins

Ran over **300** events for families & children

Supported **438** patients referred to our Social Prescribers

Updated **20,000** people's financial circumstances for benefits

Emptied **2,000** properties' cesspits & septic tanks 

Provided lots of **fun events** in the **school holidays** and more, plus celebrations for the **Queen's Platinum Jubilee** and **Commonwealth Games Baton Relay** 

Advised **9,000** people online just on the government's '£150 Council Tax rebate'

Awarded grants to **12** local community groups 

Made **800,000** garden waste collections 

Given **3,000** people telephone advice  on benefits and **23,000** people online advice on their Council Tax

Taken away **437** businesses' waste

Welcomed **426** parents to Starting Well programmes

Enabled **25,000** people to view or comment on planning applications

Supported **230** people through local health programmes 

Ran **10** consultation surveys, including with over **400** community panellists 

Answered **62,000** queries on bins & cleansing

Spent **£332k** on schemes to prevent, and support people facing homelessness

Determined over **700** planning applications

Key initiatives being delivered in 2023/24 include:

- Regeneration Investment of over £16m under the government's Levelling Up Programme. This includes the prospect of a new Community Hub and Commercial Space at the former Market Hall site, and clearance of the Windsor Street site all by the end of 2025.

Outcomes delivered include

- Implemented a 'redeployable' CCTV camera scheme enabling temporary camera deployment and saw CCTV services externally certified under the Surveillance Camera Commissioner's Code of Practice.
- Awarded the councils' biggest contract, the £5m 'minor civil engineering works' contract.
- Paid over £196k (in Redditch) and £138k (in Bromsgrove) to people in need via the government's cost of living-related Household Support Fund.

Document references

Via [CPC website](#): Leisure Strategies

Outcomes during Covid-19

As mentioned above, the pandemic had a significant impact on services delivered to residents. The councils swiftly implemented urgent crisis response and business continuity plans and played a pivotal role in leading both areas through an unprecedented national public health emergency.

The vast majority of services mostly continued throughout the pandemic, with changes, but broadly this meant:

- Immediate implementation of an enhanced Covid-19 governance structure, including a change to virtual committee meetings (and back to in-person again, with safety measures in step with the then-evolving restrictions).
- A series of vital short-term initiatives to protect the most vulnerable residents through local partnerships, and to protect staff continuing to work under difficult conditions.
- Large-scale operational changes so services could continue to be delivered to people safely.
- An immediate switch from office-based to remote working for most staff, changing fundamental working conditions in a very short space of time - a change that started the councils' continuing move to 'agile' working as policy (see Culture and elsewhere, below), and the major works to remodel premises.
- Significant new and enhanced partnership working (see 'Partnership working during Covid-19', below) including for incident management and health protection.
- Redeploying some staff into acutely critical areas to ensure service delivery in the face of significant sickness absence, particularly during the so-called 'pingdemic'.
- Managing much-needed financial help through to residents and businesses via a series of new schemes to get government and council funding out quickly to residents and businesses, through mandatory and discretionary business grants, Test and Trace self-isolation payments, and others - including building new audit and reconciliation processes to Government requirements and creating new local schemes for residents and businesses who fell outside the mandatory government grant schemes. See below for more detail.
- Running major new communications campaigns, supporting government guidelines and vaccinations, including a partnership with media outlets.
- Employing a team of 'Covid Advisors' to support businesses and the community with safety and compliance, including operational support for testing sites.



- Supporting the NHS and community response, including helping the NHS with test and trace and to set up testing centres and the area's mass vaccination facility on council property.
- Working to ensure that nobody had to sleep rough during the challenging lockdown periods, which restricted 'normal' access to temporary accommodation, which in Bromsgrove was done in partnership with housing provider bdht.

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 a £637k deficit from the 2023/24 MTFP.
- The present cost of living crisis.
- Changes to how the Government fund services.
- The number of S114 Statements at Councils, including our nearest neighbour Birmingham, and the impact this will have in funding of the sector.

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.

2024/25 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 29th January and the second with proposals being approved on the 26th February.

Tranche 1	
Consultation Start Date	14 th November 2023
Budget Scrutiny Committee	21 st November 2023
Cabinet	22 nd November 2023
Consultation Closing Date	5 ^h January 2024
Cabinet	17 th January 2024
Council	24 th January 2024

Tranche 2	
Consultation Start Date	6 th February 2024

Budget Scrutiny Committee	tbc February 2024
Cabinet	14 th February 2024
Consultation Closing Date	Tbc
Cabinet	21 st February 2024
Council	21 st February 2024

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 Borough 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 Mayor (including post room)).

Corporate Financing

Corporate financing sets out how the Council funds its revenue expenditure. The Council funds the majority 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 which 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 Dial A Ride provides a community transport for those who cannot access or use public or private transport.

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.

Environmental Services

This service area covers the following Services:

Environment

Environmental services and operations, deliver a wide range of boroughwide 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 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 street enforcement and land drainage services across the 2 Council areas are delivered by a public sector contract/shared services with Wychavon and Wyre Forest respectively.

Financial and Customer Services

This service area covers the following functions:

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 across both Redditch and Bromsgrove.

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 service 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, as well as providing outbound calls for locality where tenants were in arrears. When the buildings were re-opened in July 2021, 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.

As well as these operational services, we have an over-arching responsibility to ensure that the Council acts in a lawful manner, is compliant with the regulatory and statutory regimes within which it operates and to protect the council's standing with the courts and other external organisations, and its reputation generally.

The Local Land Charges service sits with the shared legal service though there is a separate budget for Land Charges.

Bromsgrove District Council is the 'host' authority to Worcestershire Regulatory Services [WRS], the shared environmental health and licensing service for Worcestershire. The Council act as legal advisor to meetings of its governing body, the WRS Joint Committee and provide advice and representation for BDC and RBC environmental health and licensing cases.

Procurement - Procurement is a support service which is at the core of both Councils and Rubicon Leisure. The Service strives to promote compliance with legal and corporate regulations and drives efficiencies and savings through a corporate wide approach to purchasing.

The Team provides support both for active procurements across the organisations at all stages of a procurement and additionally provides advice on procurement strategy more generally. The Team also provides support with contract management, assisting teams in ensuring that contractors deliver what has been procured to the correct standards, at the correct time and at the right price.

Shared 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 - The 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 strategy development and 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 Base Position				
	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000
Base Budget Position 22/23 MTFP				
Expenditure	11,948	12,077	12,347	12,347
Funding	-10,360	-10,864	-10,724	-10,724
Net	1,588	1,213	1,623	1,623
Revised Gap 22/23 MTFP	1,588	1,213	1,623	1,623
Phase 1 Savings 2023/24 MTFP	-1,625	-1,847	-1,748	-1,748
Revised Position	-37	-634	-125	-125
Phase 1 Pressures 2023/24 MTFP	1,602	1,608	1,769	1,769
Phase 1 2023/24 MTFP Position	1,565	974	1,644	1,644
Local Government Settlement	-1715	-1200	-1200	-1200
Additional Savings (Phase 2)	-707	-707	-707	-707
Additional Pressures - Phase 2	1107	889	694	694
Final 2023/24 MTFP Position	250	-44	431	431
Known Changes				
23/4 Pay Award - 4% More than planned		770	770	770
Utilities Increases running at 60% - 40% Savings		-140	-140	-140
Existing Inflation Budget (Unallocated)		-188	-194	-194
Inflation on Contracts - additional 5%		90	90	90
Additional 1% on 24/5 Pay Award - to 3%		154	154	154
7% Additional Fees and Charges Income		-273	-273	-273
Additional 2% Pay Award for 26/7				308
Quarter 1 23/4 Overspend position	788			
Use of 23/4 Utilities Reserve	-351			
2% Council Tax 2025/6			-191	-191
2% Council Tax 2026/7				-195
Year 2 Fees and Charges Income at 2%			-101	-101
Year 3 Fees and Charges Income at 2%				-101
Increase in number of Properties (Ctax Income)		-36	-84	-121
Government Grant at 23/4 Levels		-515	-515	-515
Draft Opening Position	437	-182	-53	-78
Service Adjustments				
Reduction in Benefits Overpayments Target		200	200	200
Use of HVO Fuel by 100% of Fleet		30	30	30
Increase in HR Establishment		10	10	10
PRA Housing Licence Costs		15	15	15
Planning Enforcement through WRS		72	72	72
Increased Parking Enforcement SLA		93	93	93
NW/WM Increased Charges		39	39	39
Interest Charges on Updated Capital Programme		35	36	36
MRP Increases on Capital Programme		24	46	48
Revised Opening Position	437	337	488	465

Savings/Funding Proposals

Use of the Utilities Budget

	2024/25	2025/26	2026/27
Existing Budget	351,000	351,000	351,000
Savings Proposal	-140,000	-140,000	-140,000
Revised Budget	211,000	211,000	211,000

The utilities budget was increased by 100%, and an additional 100% put in reserves, to mitigate increased fuel charges due to the Ukraine crises. Costs are being monitored and they have only increased by 60%. The remaining 40% of the budget is therefore no longer required and is a savings.

Use of Existing Inflation Budgets

	2024/25	2025/26	2026/27
Existing Budget	188,000	194,000	194,000
Savings Proposal	-188,000	-188,000	-188,000
Revised Budget	0	0	0

Like the Utilities budget, due to increased prices, a budget was put in the 2023/4 MTFP for increased inflation. There has been no call on this budget to date this year and as such it is a savings.

Increases to Fees and Charges

	2024/25	2025/26	2026/27
Existing Budget	-3,786,000	-3,791,000	-3,791,000
7% Increase 24/5	-273,000	-273,000	-273,000
2% Increase 25/6		-101,000	-101,000
2% Increase 26/7			-101,000
Revised Budget	-4,059,000	-4,165,000	-4,266,000

It is proposed that fees and charges increase by 7% in 2024/5 – which in line with the 7% level of the pay award this year and Inflation which is presently 6.8%. Increases for future years have been assumed at 2%.

Increases to the Council Tax Base

	2024/25	2025/26	2026/27
Existing Budget	-9,545,000	-9,545,000	-9,545,000
2% Increase in 2025/6		-191,000	-191,000
2% Increase in 2026/7			-195,000
Increased Properties	-36,000	-84,000	-121,000
Revised Budget	-9,581,000	-9,820,000	-10,052,000

Figures assume the full 1.99% allowable increase over all years of the 3 year MTFP and no increase in numbers of properties. In reviewing base budgets, the full 1.99% was not applied to 2025/6 and it has also been applied to the new financial year on the MTFP. It is assumed that housing numbers will increase by 150, 200 and then 150 over the three years based on Local Plan data.

Government Support Assumptions

	2024/25	2025/26	2026/27
Existing Budget			
Savings Proposal	-515,000	-515,000	-515,000
Revised Budget			

Our assumption on the Local Government Settlement in the 2023/4 MTFP is £515k less than the Council received in 23/4. The Council took a prudent approach at that stage. On reviewing settlements however, since the removal of the RSG, they have been consistent and therefore this sum has been bought in line with 2023/4 settlement levels.

Growth Proposals

2023/24 Pay Award

	2024/25	2025/26	2026/27
Existing Budget	15,512,000	15,742,000	15,742,000
Growth Proposal	770,000	770,000	770,000
Revised Budget	16,282,000	16,512,000	16,512,000

The jointly negotiated employers pay award for 2023/4 is approximately 7% (slightly lower than last year). The Council budgeted for a 2% increase and therefore this growth bid ensures budget reflect the expected pay award.

Future Pay Awards

	2024/25	2025/26	2026/27
Existing Budget	16,282,000	16,512,000	16,512,000
1% on 24/5 pay budget	154,000	154,000	154,000
2% Pay Award in 2026/7	0	0	308,000
Revised Budget	16,436,000	16,666,000	16,974,000

As set out above, the Council budgets for a 2% Pay award. It is felt that it is prudent, given the large pay awards of the past 2 years, to increase this to 3% for 2024/5 before reducing the ongoing effect to 2% for future years.

Contract Inflation

	2024/25	2025/26	2026/27
Existing Budget	0	0	0
Growth Proposal	90,000	90,000	90,000
Revised Budget	90,000	90,000	90,000

Although we have taken out the inflation budget, that has not been called on, from last years MTFP, we feel it is prudent to allow for inflationary increases in 2025/6.

Benefits Overpayments

	2024/25	2025/26	2026/27
Existing Budget	-500,000	-500,000	-500,000
Growth Proposal	200,000	200,000	200,000
Revised Budget	-300,000	-300,000	-300,000

There is presently a target of £500k for the reclaiming of Benefit overpayments. We now have more accurate information and processes which mean that initial payments are more accurate and the need for recovery of overpayments has diminished. Over the past 2 years the Council has recovered under half of this amount (with many linked to Universal Credit payments) and so it is prudent to reduce this amount to £300k.

Use of HVO Fuel

	2024/25	2025/26	2026/27
Existing Budget	262,000	262,000	262,000
Growth Proposal	30,000	30,000	30,000
Revised Budget	292,000	292,000	292,000

The Government has still not provided guidance on Waste delivery. The Council has a diesel fleet which could use HVO fuel would reduced the Carbon footprint of the fleet and the Council significantly. With alternatives to Diesel (Electric and Hydrogen powered vehicles) being extremely expensive with vehicles 2 to 4 times more expensive than existing vehicles it would be prudent to ensure the fleet used HVO fuel, significantly reducing the Council's carbon footprint. However, HVO fuel at the moment is significantly more expensive than diesel and this would cost an additional £100k a year. The Councils Carbon pledge is to move to this position over time so a £30k increase in budget allows for, prices dependent a 30% use of this fuel and an estimated savings of 206 tonnes of greenhouse gases from the fleet.

Increase of Human Resources Establishment

	2024/25	2025/26	2026/27
Existing Budget	525,339	537,126	537,126
Growth Proposal	10,000	10,000	10,000
Revised Budget	535,339	547,127	547,126

The HR structure reports into one post. This funding added a second senior post to relieve pressure in this service area. This is a shared service and so costs are split with Redditch

Private Sector Housing – Monitoring Software

	2024/25	2025/26	2026/27
Existing Budget	0	0	0
Growth Proposal	15,000	15,000	15,000
Revised Budget	15,000	15,000	15,000

There is the new requirement for the monitoring of the Private Housing Sector. There is a capital bid of £30k for software to undertake this. The ongoing licensing costs are £15k a year as they will be shared with Redditch.

Planning Enforcement through Worcester Regulatory Services

	2024/25	2025/26	2026/27
Existing Budget	0	0	0
Growth Proposal	72,000	72,000	72,000
Revised Budget	72,000	72,000	72,000

The present pilot scheme on planning enforcement being delivered by Worcester Regulatory Services is regularised as part of the budget at an ongoing cost of £72k a year.

On and Off Street Parking Management and Enforcement Contracts

	2024/25	2025/26	2026/27
Existing Budget	242,000	242,000	242,000
Growth Proposal	93,000	93,000	93,000
Revised Budget	335,000	335,000	335,000

The Service Level Agreement between the Council and Wychavon District Council for the management and enforcement of on and off street parking increases from £242k to £335k a year, an increase of £93k a year. This is a new 5 year contract

which will commence on the 1st April 2024. Future years increases of this contract will increase with CPI.

North Worcestershire Water Management Service Level Agreement

	2024/25	2025/26	2026/27
Existing Budget	61,000	61,000	61,000
Growth Proposal	39,000	39,000	39,000
Revised Budget	100,000	100,000	100,000

The North Worcestershire Water Management Service Level Agreement with Redditch and Wyre Forest is being revised to reflect actual provision. The existing allocations are the existing proportion of costs are Wyre Forest 52% (£105k), Redditch 26% (£66k) and Bromsgrove 22%. (£61k). These will change to 43% Bromsgrove, 32% Wyre Forest and 25% Redditch. This would be a current year budget equivalent of Bromsgrove £100k, Redditch £67k and Wyre Forest £72k.

Increased MRP Costs due to Changes to the Capital Programme

	2024/25	2025/26	2026/27
Existing Budget	1,236,000	1,456,000	1,456,000
Growth Proposal	24,000	46,000	48,000
Revised Budget	1,260,000	1,502,000	1,504,000

The Capital section sets out changes to Capital Programme requirements. Minimum Revenue Provision (MRP) is required to offset the cost of Capital. For the IT changes, the lifetime is 5 years, for the remainder it is assumed to be 10 years.

Increased Interest Costs due to Changes to the Capital Programme

	2024/25	2025/26	2026/27
Existing Budget	586,000	504,000	504,000
Growth Proposal	35,000	36,000	36,000
Revised Budget	621,000	540,000	540,000

The Capital section sets out changes to Capital Programme requirements. As this will be debt funded, the interest charges for that debt need to be accounted for. For the IT changes, the lifetime is 5 years and attracts an interest charge of 5.27%, for the remainder it is assumed to be 10 years and attracts an interest charge of 5.37%. Interest costs are as per Public Works Loan Board Rates as at the 11th October.

Capital Programme Proposals

Summary Position

	23/4	24/5	25/6	26/7	27/8
Q1 Approves Change - Fleet Replacement Costs	£9,400		£15,000		
Q1 Approved Change - Wheely Bin Increas	£85,000				
Q1 Approved Change - Wild Flowes Machinery	£62,000				
Revised Total	£156,400	£0	£15,000	£0	£0

Narrative

The update of Fleet Replacement costs. This is an increase of 94k in 22/23 and £15k in 25/26. Over a 10 year period the cost of this is £10.9k MRP plus interest at 5.63% of £6.1k is an additional cost of £17.0k per year.

Increase in wheely bin budget. The estimated spend on wheeled bins is likely to be closer to £150k based on previous expenditure. We have recently changed to Plastic bins for commercial which should bring that down a bit, but the overspend is likely to be in the region of £85k. Over a 10 year period the cost of this is £8.5k MRP plus interest at 5.63% of £4.8k is an additional cost of £13.3k per year.

New Capital budget for wildflowers equipment is added - £62,100 in 23/24. If this capital cost is reduced over a 10 year period the additional MRP is £6.2k per year and interest costs are £3.5k giving a total additional cost of £9.7k per year.

In addition to this there are also the following Leisure Proposals following the initial Play Audits. More are expected following consultation with Members:

Leisure Requirements	23/4	24/5	25/6	26/7	27/8
Cotton Pool Sanders Park	£32,500				
Sanders Park Pavilion improvements		£10,000			
Sanders Park refurbishments to café building exterior		£10,000			
BDC Play areas	£35,000	£100,000			
Additional parking as per Engineering team plan Sanders Park		£215,000			
Pathway and parking areas repairs Sanders Park		£14,500			
ClIr request Install height restrictor and bollards / hoops to car park to prevent traveller access		£15,000			
MMP recommendation. Check that the access ramp from Leach Heath Lane is DDA compliant. St Chads	£20,000				
Total	£87,500	£364,500	£0	£0	£0

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 council website by the 5th January 2024.

Hard copies can be requested by emailing the finance team at the Council

The consultation will close on 5th January 2024 at 5pm. Cabinet will consider comments on Wednesday 17th January 2024 and Full Council will debate the Tranche One proposals on Wednesday 24 January 2024.

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 in Tranche 1 of the budget of almost £1,239million in 2024/25 made up of council tax and fees and charges increases, and reductions to the utilities and inflation budgets? 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 Redditch 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
- Borough councillor
- Work, but don't live in Redditch
- 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

Appendix B – Possible Savings Areas

- Rationalisation of the Back Office (and associated recharges).
- Equalities Budgets – ensure both Councils are delivering to the same magnitude.
- Government Grant Maximisation.
- The Approach to Leisure.
- Agency work with the County Council.
- Review of the Location of the Councils Depots.
- Bed and Breakfast – Minimisation of these potential costs.
- The future Waste Operating model and implications for the Council.
- Ongoing Climate change issues.
- Service based changed led by legislation/demographics which will be discussed with relevant Heads of Service.
- Debt costs – given the slippage in the Capital Programme.
- Business Rates Re-baselining.

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BROMSGROVE DISTRICT COUNCIL**Increases 24/5****7%****WRS Increase****7%****Parking Increases 24/5****0%**

Business Transformation and Organisational Development							
Roundings are generally rounded to the nearest 10p.							
Service Category	Charge 1st April 2021	% Change	Charge from April 2022	Charge Increase 23/24	Charge 1st April 2023	Charge Increase 24/25	Proposed Charge 24/5
	£		£		£		£
<u>New & Existing Properties</u>							
Naming a Street	554.10	5.00%	581.80	10%	639.98	7%	684.80
Additional charge for each new premise on a street	130.00	5.00%	136.50	10%	150.15	7%	160.70
Naming and numbering of an individual premise	274.00	5.00%	287.70	10%	316.47	7%	338.60
Additional charge for each adjoining premise (eg Blocks of flats)	77.00	5.06%	80.90	10%	88.99	7%	95.20
Confirmation of address to solicitor/conveyancer/ occupier or owner	53.60	5.04%	56.30	10%	61.93	7%	66.30
Additional charge including naming of building	138.00	5.00%	144.90	10%	159.39	7%	170.50

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BROMSGROVE DISTRICT COUNCIL

Environmental Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £
<u>CAR PARKS</u>						
Churchfields Multi-storey						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	3.00	3.00	0%	3.00	0%	3.00
New Road						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	5.00	5.00	0%	5.00	0%	5.00
North Bromsgrove						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	5.00	5.00	0%	5.00	0%	5.00
Parkside						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	5.00	5.00	0%	5.00	0%	5.00
School Drive						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	5.00	5.00	0%	5.00	0%	5.00
Stourbridge Road						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
All day	5.00	5.00	0%	5.00	0%	5.00

Service Category	charge 1st April 2021 £	Proposed charge from 2022 £				
Recreation Road South						
Not exceeding 30 minutes	0.40	0.40	0%	0.40	0%	0.40
Not exceeding one hour	0.80	0.80	0%	0.80	0%	0.80
Not exceeding two hours	1.60	1.60	0%	1.60	0%	1.60
Not exceeding three hours	2.40	2.40	0%	2.40	0%	2.40
Not exceeding four hours	3.20	3.20	0%	3.20	0%	3.20
Not exceeding five hours	4.00	4.00	0%	4.00	0%	4.00
Not exceeding Six hours	6.40	6.40	0%	6.40	0%	6.40
Not exceeding Seven hours	8.80	8.80	0%	8.80	0%	8.80
Not exceeding Eight hours	11.20	11.20	0%	11.20	0%	11.20
Windsor Street						
Not exceeding 30 minutes	0.50	0.50	0%	0.50	0%	0.50
Not exceeding one hour	1.00	1.00	0%	1.00	0%	1.00
Not exceeding two hours	2.00	2.00	0%	2.00	0%	2.00
St John Street						
Not exceeding 30 minutes	0.50	0.50	0%	0.50	0%	0.50
Not exceeding one hour	1.00	1.00	0%	1.00	0%	1.00
Not exceeding two hours	2.00	2.00	0%	2.00	0%	2.00
Not exceeding three hours	3.00	3.00	0%	3.00	0%	3.00
Season Tickets (valid at long stay car parks only)						
Annual	320.00	320.00	0%	320.00	0%	320.00
Quarterly	80.00	80.00	0%	80.00	0%	80.00
Season Tickets (valid at Churchfields Road car park only)						
Annual	215.00	215.00	0%	215.00	0%	215.00
Quarterly	53.75	53.75	0%	53.75	0%	53.80
Season Tickets (valid at Alvechurch Sports and Social club car park only)						
Annual	250.00	250.00	0%	250.00	0%	250.00
Quarterly	62.50	62.50	0%	62.50	0%	62.50
Parking Fines PCN's On Street						
Certain Contraventions	70.00	70.00	Stat	70.00	Stat	70.00
If paid within fourteen days	35.00	35.00	Stat	35.00	Stat	35.00
Other contraventions	50.00	50.00	Stat	50.00	Stat	50.00
If paid within fourteen days	25.00	25.00	Stat	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	70.00	Stat	70.00	Stat	70.00
If paid within fourteen days	35.00	35.00	Stat	35.00	Stat	35.00
Other contraventions	50.00	50.00	Stat	50.00	Stat	50.00
If paid within fourteen days	25.00	25.00	Stat	25.00	Stat	25.00
These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)						

Car Park charges apply everyday

BROMSGROVE DISTRICT COUNCIL

Chief Executive

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £
<u>Venue hire additional services</u>						
Feature on official social media & website	Please contact us £30-£100	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Place your promotional material in reception	10.00	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Print your materials	Request a quote	Request a quote	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery
- any additional	51.30	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Vinyl banner	51.30	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	25.60	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Posters (10)	25.60	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Leaflets (500)	51.30	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
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Your bespoke requirements	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

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BROMSGROVE DISTRICT COUNCIL						
Community & Housing Services						
Roundings are generally rounded to the nearest 10p.						
Service Category	Charge 1st April 2020 £	Charge from April 2021 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £
STRATEGIC HOUSING						
Bed and breakfast						
- Single room	16.10	16.10	10%	17.71	7%	18.90
- Two single rooms	32.50	32.50	10%	35.75	7%	38.30
- Double room	16.10	16.10	10%	17.71	7%	18.90
- More than one double room per room	21.00	21.00	10%	23.10	7%	24.70
- Breakfast						
- adult	2.50	2.60	10%	2.86	7%	3.10
- child	2.10	2.20	10%	2.42	7%	2.60
- Storage of effects (per night)	2.60	2.70	10%	2.97	7%	3.20
- Right to Buy (RTB) Plan Preparation for BDHT	119.70	125.70	10%	138.27	7%	147.90
- Late Consents to transfer (shared ownership and low cost properties)	250.00	262.50	10%	288.75	7%	309.00
Private Sector Housing						
Housing Fitness Inspections	150.00	150.00	10%	165.00	7%	176.60
First Homes Application	0.00	0.00	New	150.00	7%	160.50
Registration of housing in multiple occupation:						
per occupant	122.00	128.10	10%	140.91	7%	150.80
Service and Administration of Improvement	34.00	35.70	10%	39.27	7%	42.00
Provision, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004, per hour						
	Actual + 10% Admin fee	Actual + 10% Admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Enforcement of Statutory Notices, Supervision of Work in Default etc.						
Mobile Home Park Licencing - New Licence Application Fee						
		326.67	10%	359.34	7%	384.50
- Licence Amendment Application Fee						
		256.67	10%	282.34	7%	302.10
- Licence Transfer Application Fee						
		186.67	10%	205.34	7%	219.70
Mobile Home Park - Annual Site Inspection Charge -Band A (2-10 units)						
		256.67	10%	282.34	7%	302.10
-Band B (11-30 units)						
		274.17	10%	301.59	7%	322.70
- Band C (31-70 units)						
		385.00	10%	423.50	7%	453.10
- Band D (71 + units)						
		420.00	10%	462.00	7%	494.30
Mobile Home Park Statutory Registration or amendment of Park Home Rules						
		99.17	10%	109.09	7%	116.70
- Valuation Fee (relating to properties of 30% ownership)						
	225.00	300.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
*Based on salary of employee						
LIFELINE						
- Installation Fee	52.00	52.00	0%	52.00	7%	55.60
- Lifeline (per week)	4.25	4.50	5%	4.70	0%	0.00

	Cost of product + 17% admin fee	Cost of product + 17% admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	Manufacturers cost + 17% admin fee	Manufacturers cost + 17% admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- Replacement Pendant						
- Key Safe						
- GSM Alarm Hire	5.50	5.50	0%	5.50	0%	5.50
- GPS Tracker Hire	7.00	7.40	-25%	5.50	0%	5.50
- Daily Living Activity Equipment	7.00	7.40	0%	7.40	7%	7.90
HIRE PRODUCTS						
Hire of smoke alarm per week (hard wired, serviced smoke alarm)	1.40	1.50	0%	1.50	4%	1.55
CO2 Detector per week	1.40	1.50	0%	1.50	4%	1.55
Bogus Caller Panic Button	1.40	1.50	0%	1.50	4%	1.55
Flood Detector	1.40	1.50	0%	1.50	4%	1.55
Falls Detector	1.40	1.50	0%	1.50	4%	1.55
Additional pendant	1.40	1.50	0%	1.50	4%	1.55
Temperature extreme sensor	1.40	1.50	10%	1.65	4%	1.55

BROMSGROVE DISTRICT COUNCIL

Environmental Services						
Service Category	Charge 1st April 2021	Charge from April 2022	Charge Increase 23/24	Charge 1st April 2023	Charge Increase 24/25	Proposed Charge 24/5
	£	£		£		£
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				
- children aged under 1 year (non resident)	114.00	119.70	10%	131.67	7%	140.90
- children aged 1 year - 17 years	No Charge	No Charge				
- children aged 1 year - 17 years (non resident)	166.00	174.30	10%	191.73	7%	205.20
- persons aged 18 and over	636.00	667.80	10%	734.58	7%	786.00
Interment in a bricked grave						
Interment of cremated remains						
Interment of Cremated Remains (under 17 years non residents only)	211.00	221.55	10%	243.71	7%	260.80
	78.00	81.90	10%	90.09	7%	96.40
Scattering cremated remains in grave						
	89.00	93.45	10%	102.80	7%	110.00
Exclusive rights of burial (75-year grants)						
- adult grave space	1,603.00	1,683.15	10%	1,851.47	7%	1,981.10
- child grave space	292.00	306.60	10%	337.26	7%	360.90
- cremated remains plot	612.00	642.60	10%	706.86	7%	756.30
Renewal of expired deed (single fee charged in all cases)						
-Burial	457.00	479.85	10%	527.84	7%	564.80
-Cremated remains	179.00	187.95	10%	206.75	7%	221.20
-Ashes grave purchased in reserve	733.00	769.65	10%	846.62	7%	905.90
- Full grave purchased in reserve	1,969.00	2,067.45	10%	2,274.20	7%	2,433.40
- Disinterment of Remains - Cremated Remains	557.00	584.85	10%	643.34	7%	688.40
- Wooden cremated remains casket	97.00	101.85	10%	112.04	7%	119.90
Memorials						
	104.00	109.20	10%	120.12	7%	128.50
Bench with 10 year lease & top rail engraving (max 40 letters) - £800.00	863.00	1,188.00	10%	1,306.80	7%	1,398.30
Bench with 10 year lease & standard silver plaque (max 60 letters) - £760.00	820.00	1,130.00	10%	1,243.00	7%	1,330.00
Bench replacement plaque - £110.00	118.00	163.40	10%	179.74	7%	192.30
-Assignment / Transfer of Exclusive Right of Burial	104.00	109.20	10%	120.12	7%	128.50
Exhumation Ground works	211.00	221.55	10%	243.71	7%	260.80
New Container	97.00	125.00	10%	137.50	7%	147.10
Officer time	216.00	226.80	10%	249.48	7%	266.90
Cremator usage	33.00	34.65	10%	38.12	7%	40.80
Certified copy of entry	23.00	24.15	10%	26.57	7%	28.40

Bird bath memorial							
5 Year Lease							
- size 1 (small)	210.00	222.60	10%	244.86	7%	262.00	
- size 2	234.00	247.80	10%	272.58	7%	291.70	
- size 3	258.00	273.00	10%	300.30	7%	321.30	
- size 4	280.00	297.20	10%	326.92	7%	349.80	
- size 5 (large)	304.00	322.40	10%	354.64	7%	379.50	
10 Year Lease							
- size 1 (small)	327.00	346.50	10%	381.15	7%	407.80	
- size 2	351.00	371.70	10%	408.87	7%	437.50	
- size 3	373.00	396.90	10%	436.59	7%	467.20	
- size 4	397.00	421.10	10%	463.21	7%	495.60	
- size 5 (large)	421.00	444.20	10%	488.62	7%	522.80	
20 Year Lease							
- size 1 (small)	444.00	470.40	10%	517.44	7%	553.70	
- size 2	467.00	495.60	10%	545.16	7%	583.30	
- size 3	490.00	520.80	10%	572.88	7%	613.00	
- size 4	514.00	545.00	10%	599.50	7%	641.50	
- size 5 (large)	538.00	570.20	10%	627.22	7%	671.10	
Motif	117.00	124.00	10%	136.40	7%	145.90	
Memorial Vaults							
Double unit - 20 year lease in first interment and casket	1,310.00	1,390.20	10%	1,529.22	7%	1,636.30	
2nd interment of remains including casket	181.00	191.10	10%	210.21	7%	224.90	
Inscribed tablet of upto 80 letters	147.00	155.40	10%	170.94	7%	182.90	
Additional letters (per letter)	4.20	4.50	10%	4.95	7%	5.30	
Standard Motif	105.00	111.30	10%	122.43	7%	131.00	
Photo of 1 person	126.00	133.40	10%	146.74	7%	157.00	
Photo of 2 people	199.00	211.10	10%	232.21	7%	248.50	
Photo of 3 people	257.00	272.00	10%	299.20	7%	320.10	
Other items are available but quoted individually	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY		Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Memorial Posts							
Memorial plaque - 3 year lease	251.00	266.70	10%	293.37	7%	313.90	
Motif	47.00	50.40	10%	55.44	7%	59.30	
Replacement Plaque	126.00	133.40	10%	146.74	7%	157.00	
Private Memorial Garden							
Including memorial - 20 year lease	1,678.00	1,778.70	10%	1,956.57	7%	2,093.50	
Additional Inscription on Plaque	147.00	154.35	10%	169.79	7%	181.70	
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							

	9.00	9.50				
Bulky collection - single unit*			Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery
Items not on the boundary of the property	Quotation	Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Litter and Dog Bins (Yearly Charge)						
High Usage Site First Bin	850.00	850.00	10%	935.00	7%	1,000.50
High Usage Site Additional Bins (each)	350.00	350.00	10%	385.00	7%	412.00
Medium Usage Site First Bin	425.00	425.00	10%	467.50	7%	500.20
Medium Usage Site Additional Bins (each)	175.00	175.00	10%	192.50	7%	206.00
Low Usage Site First Bin	210.00	210.00	10%	231.00	7%	247.20
Low Usage Site Additional Bins (each)	90.00	90.00	10%	99.00	7%	105.90
Parish Lengthsman Work						
Hourly Rate	15.75	15.75	10%	17.33	7%	18.50
High Hedge Complaints	595.10	624.90	10%	687.39	7%	735.50
High Hedge Complaints - reduced for people on benefits	237.60	249.50	10%	274.45	7%	293.70
Investigation of Abandoned Vehicles on Private Land						
Per Vehicle	60.00	60.00	10%	66.00	7%	70.60
Mechanically Sweep Private Road / Car Park - Sweeper per Hour + disposal costs	50.00	50.00	10%	55.00	7%	58.90
Garden Waste Collection Service (2021/23)	46.00	46.00	10%	50.60	7%	54.10
Re-issue of service	40.00	40.00	10%	44.00	7%	47.10
Road Closures						
New Charge - £80 per Road closure plus VAT				80.00	7%	85.60

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BROMSGROVE DISTRICT COUNCIL**Financial and Customer Service**

Roundings are generally rounded to the nearest 10p.

SERVICE CATEGORY	Charge 1st April 2021	Charge from April 2022	Charge Increase 23/24	Charge 1st April 2023	Charge Increase 24/25	Proposed Charge 24/5
	£	£		£		£
LOCAL TAX COLLECTION						
	67.50	67.50	10%	74.25	7%	79.40
- Council Tax Court Costs (includes Magistrates Court fee of 50p)	97.50	97.50	10%	107.25	7%	114.80
- NNDR Court Costs (includes Magistrates Court fee of 50p)	0.50	0.50	10%	0.55	7%	0.60
- Magistrates' court fee (added to both council tax and NNDR Summons)						

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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 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £
ELECTORAL REGISTRATION						
Register Sales*						
In data form						
- basic fee	20.00	20.00	Stat	20.00	Stat	20.00
- for each 1,000 names or part thereof	1.50	20.00	Stat	20.00	Stat	20.00
In printed form						
- basic fee	10.00	10.00	Stat	10.00	Stat	10.00
- for each 1,000 names or part thereof	5.00	5.00	Stat	5.00	Stat	5.00
Marked Election Register Sales*						
In data form						
- basic fee	10.00	10.00	Stat	10.00	Stat	10.00
- for each 1,000 names or part thereof	1.00	1.00	Stat	1.00	Stat	1.00
In printed form						
- basic fee	10.00	10.00	Stat	10.00	Stat	10.00
- for each 1,000 names or part thereof	2.00	2.00	Stat	2.00	Stat	2.00
Copy of return of Election expenses plus 20p per sheet, per side.	5.00	5.00	Stat	5.00	Stat	5.00
Miscellaneous Charges						
* Address labels printed	13.50	13.50	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
* - for each 1,000 properties or part thereof	6.80	6.80	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- street list	13.50	13.50	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
* - Data Property Addresses	24.50	13.50	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
* - For each 1,000 properties or part thereof	1.90	1.90	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
LEGAL						
- Legal work (per hour)	146.80	155.60	10%	171.16	7%	183.10
- Legal Consent - Admin Fee	26.10	27.70	10%	30.47	7%	32.60
- RTB	205.10	217.40	10%	239.14	7%	255.90
- Consent for proposed works	161.20	170.90	10%	187.99	7%	201.10
- Retrospective Consent	169.60	179.80	10%	197.78	7%	211.60
Garden License	249.80	264.80	10%	291.28	7%	311.70
Wayleave Agreement	374.70	397.20	10%	436.92	7%	467.50
Deed of Grant or Easement	392.70	416.30	10%	457.93	7%	490.00
License to Assign	392.70	416.30	10%	457.93	7%	490.00
Rent Deposit Deed	392.70	416.30	10%	457.93	7%	490.00
Authorised Guarantee Agreement	392.70	416.30	10%	457.93	7%	490.00
License for Alterations	392.70	416.30	10%	457.93	7%	490.00
License to Sublet	392.70	416.30	10%	457.93	7%	490.00
Deed of Variation	392.70	416.30	10%	457.93	7%	490.00
Grant of Lease	531.10	563.00	10%	619.30	7%	662.70
Extended Lease	531.10	563.00	10%	619.30	7%	662.70
Deed of Surrender	392.70	416.30	10%	457.93	7%	490.00
Tenancy at Will	392.70	416.30	10%	457.93	7%	490.00
Renewal of Lease	392.70	416.30	10%	457.93	7%	490.00

Section 106:						
- Private Owner	548.70	581.60	10%	639.76	7%	684.50
- Each additional unit added (up to a maximum of £1,650)	73.50	77.90	10%	85.69	7%	91.70
- Affordable housing schemes	1,030.10	1,091.90	10%	1,201.09	7%	1,285.20
- Deed of Variation	391.50	415.00	10%	456.50	7%	488.50
- Fee for agreeing a unilateral undertaking	391.50	415.00	10%	456.50	7%	488.50
Other Fees						
- Fees for sale of property under Low Cost Housing Scheme	269.90	286.10	10%	314.71	7%	336.70
- Fees for purchase of additional 30% Share	176.10	186.70	10%	205.37	7%	219.70
- Fees for preparation of Deed of postponement	115.00	121.90	10%	134.09	7%	143.50
- Administration fee for the grant of licences for more than 12 months	64.60	68.50	10%	75.35	7%	80.60
- Issuing of consents (transfer of mortgage)	76.20	80.80	10%	88.88	7%	95.10
Minor land sales up to £10,000	515.70	546.60	10%	601.26	7%	643.30
Major Land sales £10,000+ 2.75% of purchase price with a minimum charge of £500	Fixed Fee	Fixed Fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Major Land sales £50,000+ 2.75% of purchase price with a minimum charge of £750	Fixed Fee	Fixed Fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Deed of Release of Covenant	392.70	416.30	10%	457.93	7%	490.00
- Footpath Diversion Orders	2,189.60	2,299.10	10%	2,529.01	7%	2,706.00
LAND SEARCHES						
Single Con29 Question						
Official Certificate of Search (LLC1) only	29.20	N/A				
CON29R Enquiries of Local Authority (2016)						
- Residential	111.60	111.60	10%	122.76	7%	131.40
- Commercial	156.30	156.30	10%	171.93	7%	184.00
Standard Search Fee: LLC1 and CON 29R combined						
- Residential	142.90	N/A				
- Commercial	188.90	N/A				
CON29O Optional enquiries of Local Authority (2007)						
(Questions 5,6,8,9,11,15) per question	13.50	14.20	10%	15.62	7%	16.70
(Questions 7,10,12,13,14,16-21) per question	6.80	7.10	10%	7.81	7%	8.40
(Question 22)	30.00	30.00	10%	33.00	7%	35.30
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	52.70	55.30	10%	60.83	7%	65.10
Question 4	15.80	15.80	10%	17.38	7%	18.60
Each additional parcel of land (LLC1 and CON29R)	24.70	N/A				
Expedited (within 48 hrs)	33.70	35.40	10%	38.94	7%	41.70
<u>PARKSIDE SUITE</u>						
<u>Per Hour (Suggest min Hire of 2hrs)</u>						
Main Room						
Community Group	23.00	24.00	10%	26.40	7%	28.20
Regular Hire	35.00	36.50	10%	40.15	7%	43.00
Commercial Hire	46.00	48.00	10%	52.80	7%	56.50
Committee Room						
Community Group	13.00	13.60	10%	14.96	7%	16.00
Regular Hire	19.00	19.80	10%	21.78	7%	23.30
Commercial Hire	25.50	26.60	10%	29.26	7%	31.30
Committee Room 2 – Full Day						
Community Group	75.00	0.00				
Regular Hire	88.00	0.00				
Commercial Hire	106.00	0.00				

Committee Room 2 – Half Day						
Community Group	45.00	0.00				
Regular Hire	60.00	0.00				
Commercial Hire	72.00	0.00				
Committee Room 2 – per hour (min 2Hours)						
Community Group	17.00	17.00	10%	18.70	7%	20.00
Regular Hire	22.00	22.00	10%	24.20	7%	25.90
Commercial Hire	30.00	30.00	10%	33.00	7%	35.30
Combined						
Community Group	31.00	32.50	10%	35.75	7%	38.30
Regular Hire	49.00	51.00	10%	56.10	7%	60.00
Commercial Hire	67.50	70.50	10%	77.55	7%	83.00
Half Day up to 5pm (max 4hrs)						
Main Room						
Community Group	86.00	90.00	10%	99.00	7%	105.90
Regular Hire	105.00	110.00	10%	121.00	7%	129.50
Commercial Hire	172.50	180.00	10%	198.00	7%	211.90
Committee Room						
Community Group	38.00	39.60	10%	43.56	7%	46.60
Regular Hire	52.00	54.30	10%	59.73	7%	63.90
Commercial Hire	65.00	68.00	10%	74.80	7%	80.00
Combined						
Community Group	105.00	109.50	10%	120.45	7%	128.90
Regular Hire	150.00	156.50	10%	172.15	7%	184.20
Commercial Hire	215.00	224.00	10%	246.40	7%	263.60
Full Day Up to 5pm						
Main Room						
Community Group	160.00	167.00	10%	183.70	7%	196.60
Regular Hire	200.00	208.70	10%	229.57	7%	245.60
Commercial Hire	280.00	292.00	10%	321.20	7%	343.70
Committee Room						
Community Group	65.00	67.80	10%	74.58	7%	79.80
Regular Hire	78.00	81.50	10%	89.65	7%	95.90
Commercial Hire	96.00	100.00	10%	110.00	7%	117.70
Combined						
Community Group	205.00	214.00	10%	235.40	7%	251.90
Regular Hire	260.00	271.00	10%	298.10	7%	319.00
Commercial Hire	345.00	360.00	10%	396.00	7%	423.70
Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight	345.00	360.00	10%	396.00	7%	423.70

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	46.30	10%	50.93	7%	54.50
- Per Half day (9am-1pm/1pm-5pm)	27.80	29.00	10%	31.90	7%	34.10
	9.50	9.90				
- Per hour (1Full hour only)			10%	10.89	7%	11.70
Bromsgrove Markets						
3 x 3 Market Stall (per day)						
Tuesday Regular Trader	26.50	27.30	10%	30.03	7%	32.10
Tuesday Casual Trader	28.50	29.40	10%	32.34	7%	34.60
Each additional stall requested	11.50	11.85	10%	13.04	7%	13.90
Friday Regular Trader	30.50	31.40	10%	34.54	7%	37.00
Friday Casual Trader	32.50	33.50	10%	36.85	7%	39.40
Each additional stall requested	11.50	11.85	10%	13.04	7%	13.90
Saturday Regular Trader	32.50	33.50	10%	36.85	7%	39.40
Saturday Casual Trader	34.50	35.50	10%	39.05	7%	41.80
Each additional stall requested	12.00	12.35	10%	13.59	7%	14.50
Catering Van						
Tuesday Regular Trader	25.50	26.25	10%	28.88	7%	30.90
Tuesday Casual Trader	30.00	30.90	10%	33.99	7%	36.40
Friday Regular Trader	29.50	30.40	10%	33.44	7%	35.80
Friday Casual Trader	34.00	35.00	10%	38.50	7%	41.20
Saturday Regular Trader	31.50	32.45	10%	35.70	7%	38.20
Saturday Casual Trader	36.00	37.10	10%	40.81	7%	43.70
All 3 days (Annual booking per week) - Charge to be deleted	78.00	0.00	10%	0.00	7%	0.00
All 3 days (Casual booking per week) - Charge to be deleted	83.60	0.00	10%	0.00	7%	0.00
Table only booking for Craft Markets (only available in good weather)						
First two 5ft tables	15.00	15.45	10%	17.00	7%	18.20
each additional table	5.00	5.15	10%	5.67	7%	6.10
Electric						
Regular 3 day traders	9.20	9.50	10%	10.45	7%	11.20
Casual/Single day traders per day	5.00	5.15	10%	5.67	7%	6.10
Trade Waste Collection						
Regular 3 day traders	2.60	2.70	10%	2.97	7%	3.20
Casual/Single day traders	5.00	5.15	10%	5.67	7%	6.10
Other Market Charges - New Charges						
Vintage, Craft and Food Markets						
Single Stall	20.00	20.60	10%	22.66	7%	24.20
Additional stalls	10.00	10.30	10%	11.33	7%	12.10
Catering units/pitch	15.00	15.45	10%	17.00	7%	18.20
Sunday Food Festival Markets						

	price on negotiation	price on negotiation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Price by negotiation to include staff on cost and overtime						
Seasonal Traders						
Seasonal supplement per stall for seasonal adhoc traders in December	5.00	5.20	10%	5.72	7%	6.10
Market Hire						
Hiring cost of providing a market to Parish Councils or other organisations	700.00	721.00	10%	793.10	7%	848.60
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	14.70	10%	16.17	7%	17.30
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	15.70	10%	17.27	7%	18.50
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	17.80	10%	19.58	7%	21.00
<u>Property Services - New Charges</u>						
Minor Land Sales Request for Information	52.90	72.00	10%	79.20	7%	84.70
Minor Land Sales Full Application	387.35	492.00	10%	541.20	7%	579.10
Advertising - Estimated Fee	657.30	NIL				
Advertising - Estimated Fee per Advert (new charge based on cost per advert)	0.00	360.00	10%	396.00	7%	423.70
Surveyors Fees - Estimated Fee	528.25	NIL				
Surveyors Fees - Estimated Fee (new charge based on an hourly cost)	0.00	90.00	10%	99.00	7%	105.90

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BROMSGROVE DISTRICT COUNCIL

Planning, Regeneration and Leisure Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £
Development Management						
Pre Application Fee						
Residential Development/ Development Site Area/Proposed Gross Floor Area						
Householder Development	103.00	109.00				
1* Dwelling	222.00	234.00	10%	119.90	7%	128.29
2-4 Dwellings	333.00	350.00	10%	257.40	7%	275.42
5-9 Dwellings	666.00	700.00	10%	385.00	7%	411.95
10 - 49 Dwellings	1,333.00	1,400.00	10%	770.00	7%	823.90
50 - 99 Dwellings	2,443.00	2,566.00	10%	1,540.00	7%	1,647.80
100 - 199 Dwellings	3,333.00	3,500.00	10%	2,822.60	7%	3,020.18
200+ Dwellings	4,443.00	4,665.00	10%	3,850.00	7%	4,119.50
* includes one-for-one replacements				5,131.50	7%	5,490.71
Non-residential development (floor space)						
Floor area is measured externally						
Less than 500sqm	308.00	324.00	10%	356.40	7%	381.35
500 - 999sqm	556.00	584.00	10%	642.40	7%	687.37
1000 - 1999sqm	1,111.00	1,167.00	10%	1,283.70	7%	1,373.56
2000 - 4999sqm	2,221.00	2,332.00	10%	2,565.20	7%	2,744.76
5000 - 9999sqm	2,777.00	2,916.00	10%	3,207.60	7%	3,432.13
10,000sqm or greater	3,333.00	3,500.00	10%	3,850.00	7%	4,119.50
Non-residential development (site area) where no building operations are proposed						
Less than 0.5ha	334.00	351.00	10%	386.10	7%	413.13
0.5 - 0.99ha	666.00	700.00	10%	770.00	7%	823.90
1 - 1.25ha	1,111.00	1,167.00	10%	1,283.70	7%	1,373.56
1.26 - 2ha	2,221.00	2,332.00	10%	2,565.20	7%	2,744.76
2ha or greater	3,333.00	3,500.00	10%	3,850.00	7%	4,119.50
Variation/removal of conditions and engineering operations (flat fee)	205.00	216.00	10%	0.00	7%	0.00
Recovering Costs for seeking specialist advice in connection with Planning proposals	Full recovery cost	Full recovery cost	10%	237.60	7%	254.23
			Full cost	Full Cost Recovery	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	313.00	10%	344.30	7%	368.40
Pre-commencement trigger - PER OBLIGATION	103.00	109.00	10%	119.90	7%	128.29
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	154.00	162.00	10%	178.20	7%	190.67
Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE	123.00	130.00	10%	143.00	7%	153.01

Obligations for another signatory (eg. Worcestershire County Council)						
All contributions (financial or non-monetary) - PER OBLIGATION	180.00	189.00	10%	207.90	7%	222.45
Pre-commencement trigger - PER OBLIGATION	62.00	66.00	10%	72.60	7%	77.68
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	92.00	97.00	10%	106.70	7%	114.17
Ongoing Monitoring of large sites	410.00	431.00	10%	474.10	7%	507.29

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).

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 £	Proposed charge from 2021 £				
TABLE A: Standard Charges for the Creation or Conversion to New Housing						
Application Charge	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	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	Full cost	Full Cost Recovery
Regularisation Charge - New	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge - New	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Garage Conversion to habitable room						
Application Charge	375.00	375.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	450.00	450.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	Please contact us	Please contact us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge			Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Electrical works by non-qualified electrician						
Application Charge	Please contact us	Please contact us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	Please contact us	Please contact us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge	N/A	N/A				
Renovation of thermal element						
Application Charge	231.00	231.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	275.00	275.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	N/A	N/A				
Additional Charge						
Installing steel beam(s) within an existing house						
Application Charge	225.00	225.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	270.00	270.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge	N/A	N/A				
Window replacement						
Application Charge	225.00	225.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	270.00	270.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	N/A	N/A				
Additional Charge						
Installing a new boiler or wood burner etc.						
Application Charge	440.00	440.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
	530.00	530.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	N/A	N/A				
Additional Charge						
TABLE C: All Other works - Alterations and new build						
Application Charge	Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	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	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Each visit to site in connection with resolving archived building control cases (Per Site Visit)	72.30	72.30	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
WITHDRAWN APPLICATIONS						
Process request	55.40	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
With additional fees of:						
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee	refund submitted fee less admin fee	Full cost	Full Cost Recovery	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 £72.30 per site visit made	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee	refund submitted fee less admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee	refund inspection fee (where paid up-front) less admin fee	Full cost	Full Cost Recovery	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 £72.30 per site inspection made	Full cost	Full Cost Recovery	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	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

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Optional Consultancy Services	Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	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	3.70	10%	4.07	7%	4.35
Specialised health class	3.50	3.70	10%	4.07	7%	4.35
Primary Sports Project (Standard Curriculum)	30.00	NIL				
Primary Sports Project (Specialist Curriculum)	35.00	NIL				
Inclusive activities (hourly rate)	3.30	3.50	10%	3.85	7%	4.12
Inclusive activities (90 minute rate)	3.80	4.00	10%	4.40	7%	4.71
Inclusive activities (2 hour rate)	4.40	NIL				
Multi Skills clubs	4.00	NIL				
Community Gymnastics	4.00	4.20	10%	4.62	7%	4.94
Couch 2 5k	1.00	1.00	10%	1.10	7%	1.18
PSI Falls Prevention	3.50	3.70	10%	4.07	7%	4.35
SANDERS PARK						
Tennis Courts (per court per Hour)						
- Adult	7.55	7.95	10%	8.75	7%	9.36
- Adult & Junior	6.60	6.95	10%	7.65	7%	8.18
- Junior/Senior Citizen	5.05	5.30	10%	5.83	7%	6.24
Tennis Courts (per court per 1 and 1/2 Hour)						
- Adult	11.00	11.50	10%	12.65	7%	13.54
- Adult & Junior	9.50	10.00	10%	11.00	7%	11.77
- Junior/Senior Citizen	8.50	8.80	10%	9.68	7%	10.36
Bowls						
- Adult (per hour)	8.00	8.40	10%	9.24	7%	9.89
- Junior (per hour)	4.20	4.40	10%	4.84	7%	5.18
- Senior Citizen (per hour)	5.50	5.80	10%	6.38	7%	6.83
- Adult (season ticket)	53.50	55.00	10%	60.50	7%	64.74
- Junior (season ticket)	29.00	30.00	10%	33.00	7%	35.31
- Senior Citizen (season ticket)	39.00	40.00	10%	44.00	7%	47.08
Hire of Bowls Green Pavillion - half day (4 hours) - new charge	NEW	60.00	10%	66.00	7%	70.62
Hire of Bowls Green Pavillion - full day - new charge	NEW	90.00	10%	99.00	7%	105.93
OTHER RECREATION GROUNDS AND OPEN SPACES						
Football						
SENIOR 11 a side with changing						
Match games	55.00	58.00	10%	63.80	7%	68.27
SENIOR 11 a side without changing						
Match games	40.00	42.50	10%	46.75	7%	50.02
JUNIOR 9 or 11 a side with changing						
Match games	30.00	32.00	10%	35.20	7%	37.66
per season (x 12 games)	360.00	384.00	10%	422.40	7%	451.97
JUNIOR 9 or 11 a side without changing						
Match games	22.50	24.00	10%	26.40	7%	28.25
per season (x 12 games)	270.00	288.00	10%	316.80	7%	338.98
MINI FOOTBALL 5 or 7 a side						
Match games	16.50	17.50	10%	19.25	7%	20.60
per season (x 12 games)	198.00	210.00	10%	231.00	7%	247.17

ALLOTMENTS					
- 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	68.60	10%	75.46	7% 80.74
- Rent per 1/32 acre equivalent to 0.01264 hectares	34.60	45.80	10%	50.38	7% 53.91
Events, Open Spaces and Civic Spaces Hire					
£250 - £1500 Bond Payable					
Events					
Commercial Rates					
Small Attendance = 0 to 99					
Per half day	155.00	160.00	10%	176.00	7% 188.32
Per Day	282.00	290.00	10%	319.00	7% 341.33
Medium Attendance = 100 to 499					
Per half day	220.00	225.00	10%	247.50	7% 264.83
Per Day	378.00	385.00	10%	423.50	7% 453.15
Large Attendance = 500 to 1999					
Per half day	280.00	290.00	10%	319.00	7% 341.33
Per Day	472.00	485.00	10%	533.50	7% 570.85
Community Rates					
Small Attendance = 0 to 99					
Per half day	65.00	66.00	10%	72.60	7% 77.68
Per Day	106.00	107.50	10%	118.25	7% 126.53
Medium Attendance = 100 to 499					
Per half day	80.00	81.00	10%	89.10	7% 95.34
Per Day	134.50	136.00	10%	149.60	7% 160.07
Large Attendance = 500 to 1999					
Per half day	95.00	96.00	10%	105.60	7% 112.99
Per Day	166.00	167.00	10%	183.70	7% 196.56
Charities / Not For Profit Organisations					
Small Attendance = 0 to 99					
Per half day	45.00	45.00	10%	49.50	7% 52.97
Per Day	74.00	74.00	10%	81.40	7% 87.10
Medium Attendance = 100 to 499					
Per half day	54.00	54.00	10%	59.40	7% 63.56
Per Day	89.50	89.50	10%	98.45	7% 105.34
Large Attendance = 500 to 1999					
Per half day	65.00	65.00	10%	71.50	7% 76.51
Per Day	118.30	118.30	10%	130.13	7% 139.24
Fairs & Circuses Min of 3 day Hire					
Small Attendance = 0 to 99 Per Day	440.20	450.00	10%	495.00	7% 529.65
Medium and large attendance more than 99 per day (new Charge)	NEW	480.00	10%	528.00	7% 564.96

Boleyn Road, Frankley - fairs (per day) - deposit	473.80 2,166.70	473.80 2,166.70	10% 10% 10%	0.00 521.18 2,383.37	7% 7% 7%	0.00 557.66 2,550.21
Market Street Recreation Ground - fairs (per day) - deposit	477.35 2,187.75	477.35 2,187.75	10% 10%	525.09 2,406.53	7% 7%	561.84 2,574.98
<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	Full cost	Full Cost Recovery
Power and Water Supply Additional Charges	NEW	Negotiation	Full cost	Full Cost Recovery	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	415.00	10%	456.50	7%	488.46
Summer Fee (Apr to Sept) Two days maximum usage per week	650.00	670.00	10%	737.00	7%	788.59
Summer Fee (Apr to Sept) Three days maximum usage per week	700.00	725.00	10%	797.50	7%	853.33
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	207.00	10%	227.70	7%	243.64
Winter Fee (Oct to Mar) Two days maximum usage per week	400.00	415.00	10%	456.50	7%	488.46
Winter Fee (Oct to Mar) Three days maximum usage per week	600.00	620.00	10%	682.00	7%	729.74
Annual Fee One day maximum usage per week	520.00	540.00	10%	594.00	7%	635.58
Annual Fee Two days maximum usage per week	850.00	880.00	10%	968.00	7%	1,035.76
Annual Fee Three days maximum usage per week	1,000.00	1,050.00	10%	1,155.00	7%	1,235.85
Community Rates (Per Day)						
Summer Fee (Apr to Sept) One day maximum usage per week	200.00	205.00	10%	225.50	7%	241.29
Summer Fee (Apr to Sept) Two days maximum usage per week	300.00	307.00	10%	337.70	7%	361.34
Summer Fee (Apr to Sept) Three days maximum usage per week	350.00	360.00	10%	396.00	7%	423.72
Winter Fee (Oct to Mar) One day maximum usage per week	80.00	82.00	10%	90.20	7%	96.51
Winter Fee (Oct to Mar) Two days maximum usage per week	200.00	205.00	10%	225.50	7%	241.29
Winter Fee (Oct to Mar) Three days maximum usage per week	300.00	307.00	10%	337.70	7%	361.34
Annual Fee One day maximum usage per week	250.00	255.00	10%	280.50	7%	300.14
Annual Fee Two days maximum usage per week	450.00	460.00	10%	506.00	7%	541.42
Annual Fee Three days maximum usage per week	500.00	512.00	10%	563.20	7%	602.62
Trial fee (1 day per week - MAX 4 week trial)	100.00	105.00	10%	115.50	7%	123.59
The Bird Box - NEW CHARGE Use of Power connection	1.60	1.70	10%	1.87	7%	2.00

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BROMSGROVE DISTRICT COUNCIL

Regulatory Services

Roundings are generally rounded to the nearest 10p.

Service Category	charge 1st April 2021 £	Charge from April 2022 £	Proposed Charges Increase 23/24	New Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5
TAXI LICENSING						
- Hackney Carriage - excluding vehicle testing	248.00	248.00	5%	260.40	7%	278.60
- Hackney Carriage vehicle tests	66.00	66.00	5%	69.30	7%	74.20
- Private Hire - excludes vehicle testing	230.00	230.00	5%	241.50	7%	258.40
- Private Hire vehicle tests	56.00	56.00	5%	58.80	7%	62.90
- Private Hire Operator 1 year	296.00	296.00	5%	310.80	7%	332.60
- Private Hire Operator 5 year	1,124.00	1,124.00	5%	1,180.20	7%	1,262.80
- HC/PH Drivers Licence - 1 year	97.00	99.00	5%	103.95	7%	111.20
- HC/PH Drivers Licence - 3 year	233.00	238.00	5%	249.90	7%	267.40
- Meter Test	26.00	26.00	5%	27.30	7%	29.20
- Hackney Carriage mid-term vehicle test	65.00	65.00	5%	68.25	7%	73.00
- Private Hire mid-term vehicle test	56.00	56.00	5%	58.80	7%	62.90
- Re-Test Fee - Within 48 hours	29.00	29.00	5%	30.45	7%	32.60
- Knowledge test	23.00	23.00	5%	24.15	7%	25.80
- Administration charge - new applications	37.00	37.00	5%	38.85	7%	41.60
- Replacement vehicle plate	23.00	23.00	5%	24.15	7%	25.80
- Replacement Driver's Licence	21.00	21.00	5%	22.05	7%	23.60
- Trailer Test	21.00	21.00	5%	22.05	7%	23.60
- Transfer of ownership of licensed vehicle	38.00	38.00	5%	39.90	7%	42.70
- Criminal Bureau Check	56.00	#NAME?	5%	#NAME?	7%	#NAME?
- DVLA Check - Electronic	7.00	7.00	5%	7.35	7%	7.90
- DVLA Check	12.00	12.00	5%	12.60	7%	13.50
GENERAL LICENSING						
Street Trading						
- Annual Street Trading Consent - Food - Initial - per annum	1,447.00	1,447.00	5%	1,519.35	7%	1,625.70
- Annual Street Trading Consent - Food - Renewal - per annum	1,327.00	1,327.00	5%	1,393.35	7%	1,490.90
- Annual Street Trading Consent - Non Food - Initial - per annum	1,207.00	1,207.00	5%	1,267.35	7%	1,356.10
- Annual Street Trading Consent - Non Food - Renewal - per annum	1,086.00	1,086.00	5%	1,140.30	7%	1,220.10
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	329.00	5%	345.45	7%	369.60
Application to vary a licence	240.00	240.00	5%	252.00	7%	269.60
Inspection Fee (on request of licence holder)	164.00	164.00	5%	172.20	7%	184.30
Licence Fee - 1 Year	184.00	184.00	5%	193.20	7%	206.70

Licence Fee - 2 Year	364.00	364.00	5%	382.20	7%	409.00
Licence Fee - 3 Year	546.00	546.00	5%	573.30	7%	613.40
Vet Fee Recharge - if applicable	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Keeping or training animals for exhibition (only)						
Application Fee	219.00	219.00	5%	229.95	7%	246.00
Application to vary a licence	158.00	158.00	5%	165.90	7%	177.50
Inspection Fee	163.00	163.00	5%	171.15	7%	183.10
Licence Fee - 3 Years	300.00	300.00	5%	315.00	7%	337.10
Veterinary Fees - if applicable	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Dangerous wild animals						
Application for grant or renewal of a licence	235.00	235.00	5%	246.75	7%	264.00
Veterinary inspection fees	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Sex Establishments						
Application for grant or renewal of a licence	1,020.00	1,020.00	5%	1,071.00	7%	1,146.00
Zoo Licences						
Application for grant or renewal of a licence	113.00	113.00	5%	118.65	7%	127.00
Secretary of state inspector and veterinary fees	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Acupuncture, Cosmetic Piercing, Semi-Permanent Skin Colouring, Tattooing, Electrolysis						
Fee to register a premises	136.00	136.00	5%	142.80	7%	152.80
Fee to register a practitioner	89.00	89.00	5%	93.45	7%	100.00
Scrap Metal Dealers Act 2013						
- Application for a new site licence	296.00	296.00	5%	310.80	7%	332.60
Fee per additional site	153.00	153.00	5%	160.65	7%	171.90
- Application for a new collectors licence	148.00	148.00	5%	155.40	7%	166.30
- Application for a renewal of a site licence	245.00	245.00	5%	257.25	7%	275.30
Fee per additional site	153.00	153.00	5%	160.65	7%	171.90
- Application for a renewal of a collectors licence	97.00	97.00	5%	101.85	7%	109.00
- Variation of licence	67.00	67.00	5%	70.35	7%	75.30
- Request for a copy of a licence (if lost or stolen)	26.00	26.00	5%	27.30	7%	29.20
ENVIRONMENTAL HEALTH						
Dog Warden						
Penalty (statutory fee)	25.00	25.00	Stat	25.00		25.00
Kennelling Fee - £15 per day or part day	15.00	17.00	5%	18.00	7%	20.00
Kennelling Fee for dangerous dogs by breed or behaviour - £25 per day or part day	25.00	25.00	5%	26.00	7%	28.00
Admin charge	15.00	15.00	5%	17.00	7%	18.00
Treatment Costs (wormer, flea treatment etc)				12.00	7%	13.00
Out of hours fee	40.00	45.00	5%	47.00	7%	50.00
Repeat offenders fee	40.00	40.00	5%	42.00	7%	45.00
Treatment Costs (Wormer, Flea) - Per treatment	10.00	10.00	5%	10.50	7%	11.20
Penalty charge for non-compliance of Microchipping regulations (not microchipped or contact details out of date) or Control of Dogs Order 1992 (no owner contact details on collar or tag)				New		15.00

Veterinary Charges	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Return Charge (New Charge)		40.00	5%	42.00	7%	45.00
Private Water Supplies						
Risk Assessment per hour (minimum 1 hour)	55.00	56.00	5%	58.80	7%	62.90
Investigation per hour (minimum 1 hour)	55.00	56.00	5%	58.80	7%	62.90
Granting an Authorisation per hour (minimum 1 hour)	55.00	56.00	5%	58.80	7%	62.90
Sampling Visit per hour (minimum 1 hour)	55.00	56.00	5%	58.80	7%	62.90
Sample analysis per sample taken	55.00	56.00	5%	58.80	7%	62.90
+ <i>Laboratory Costs</i>	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Sample taken during check monitoring	55.00	56.00	5%	58.80	7%	62.90
+ <i>Laboratory Costs</i>	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Sample taken during audit monitoring	55.00	56.00	5%	58.80	7%	62.90
+ <i>Laboratory Costs</i>	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Other Environmental Health Fees						
Trading Certificates - WRS Income						
Health/Export						
- Annual Specific export inspections	480.00	480.00	5%	504.00	7%	539.30
- Certificate	107.00	107.00	5%	112.35	7%	120.20
- Per Hour	47.00	47.00	5%	49.35	7%	52.80
FHRS re-rating - WRS Income	168.00	170.00	5%	178.50	7%	191.00
ISS Certs Condemned Food - WRS Income	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Food Hygiene Basic Course fee - WRS Income	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Contaminated Land Enquiries - charge per hour - WRS Income	45.00	46.00	5%	48.30	7%	51.70
Environmental Information Regulations request						
Charge applied to locate and provide where request concerns 'environmental information' held by WRS (Worcestershire Regulatory Services)				46.00	7%	49.00
Gambling Fees						
Premises Licence Fees - Discretionary						
Bingo Premises						
Application to vary	1,059.00	1,059.00	5%	1,111.95	7%	1,189.80
Application to transfer	723.00	723.00	5%	759.15	7%	812.30
New applications	2,111.00	2,111.00	5%	2,216.55	7%	2,371.70
Annual fee	604.00	604.00	5%	634.20	7%	678.60
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%	28.10
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%	56.20
Reinstatement of licence	704.00	704.00	5%	739.20	7%	790.90
Provisional statement	2,111.00	2,111.00	5%	2,216.55	7%	2,371.70
Adult Gaming Centre						
Application to vary	906.00	906.00	5%	951.30	7%	1,017.90

Application to transfer	722.00	722.00	5%	758.10	7%	811.20
New applications	1,206.00	1,206.00	5%	1,266.30	7%	1,354.90
Annual fee	604.00	604.00	5%	634.20	7%	678.60
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%	28.10
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%	56.20
Reinstatement of licence	704.00	704.00	5%	739.20	7%	790.90
Provisional statement	1,206.00	1,206.00	5%	1,266.30	7%	1,354.90
Family Entertainment Centre						
Application to vary	700.00	700.00	5%	735.00	7%	786.50
Application to transfer	573.00	573.00	5%	601.65	7%	643.80
New applications	1,206.00	1,206.00	5%	1,266.30	7%	1,354.90
Annual fee	454.00	454.00	5%	476.70	7%	510.10
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%	28.10
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%	56.20
Reinstatement of licence	562.00	562.00	5%	590.10	7%	631.40
Provisional statement	1,206.00	1,206.00	5%	1,266.30	7%	1,354.90
Betting Premises (Excluding Track)						
Application to vary	906.00	906.00	5%	951.30	7%	1,017.90
Application to transfer	722.00	722.00	5%	758.10	7%	811.20
New applications	1,761.00	1,761.00	5%	1,849.05	7%	1,978.50
Annual fee	363.00	363.00	5%	381.15	7%	407.80
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%	28.10
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%	56.20
Reinstatement of licence	704.00	704.00	5%	739.20	7%	790.90
Provisional statement	1,761.00	1,761.00	5%	1,849.05	7%	1,978.50
Track						
Application to vary	754.00	754.00	5%	791.70	7%	847.10
Application to transfer	573.00	573.00	5%	601.65	7%	643.80
New applications	1,469.00	1,469.00	5%	1,542.45	7%	1,650.40
Annual fee	604.00	604.00	5%	634.20	7%	678.60
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%	28.10
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%	56.20
Reinstatement of licence	562.00	562.00	5%	590.10	7%	631.40
Provisional statement	1,469.00	1,469.00	5%	1,542.45	7%	1,650.40
Temporary use notices						
Fee to serve a Temporary Use Notice	287.00	287.00	5%	301.35	7%	322.40
Request for a copy of a Temporary Use Notice	29.00	29.00	5%	30.45	7%	32.60
<u>Gambling Act Permit Fees - Statutory</u>						
Licensed Premises Gaming Machine Permit						
Grant	150.00	150.00	5%	157.50	7%	168.50
Existing operator grant	100.00	100.00	5%	105.00	7%	112.40
Variation	100.00	100.00	5%	105.00	7%	112.40
Transfer	25.00	25.00	5%	26.25	7%	28.10
Annual Fee	50.00	50.00	5%	52.50	7%	56.20
Change of name	25.00	25.00	5%	26.25	7%	28.10
Copy of Permit	15.00	15.00	5%	15.75	7%	16.90
<u>Licensed Premises Automatic Notification Process</u>						
Grant	50.00	50.00	5%	52.50	7%	56.20
<u>Club Gaming Permits</u>						

Grant	200.00	200.00	5%	210.00	7%	224.70
Grant (Club Premises Certificate holder)	100.00	100.00	5%	105.00	7%	112.40
Existing operator grant	100.00	100.00	5%	105.00	7%	112.40
Variation	100.00	100.00	5%	105.00	7%	112.40
Renewal	200.00	200.00	5%	210.00	7%	224.70
Renewal (Club Premises Certificate holder)	100.00	100.00	5%	105.00	7%	112.40
Annual Fee	50.00	50.00	5%	52.50	7%	56.20
Change of name	100.00	100.00	5%	105.00	7%	112.40
Copy of Permit	15.00	15.00	5%	15.75	7%	16.90
<u>Club Machine Permits</u>						
Grant	200.00	200.00	5%	210.00	7%	224.70
Grant (Club Premises Certificate holder)	100.00	100.00	5%	105.00	7%	112.40
Existing operator grant	100.00	100.00	5%	105.00	7%	112.40
Variation	100.00	100.00	5%	105.00	7%	112.40
Renewal	200.00	200.00	5%	210.00	7%	224.70
Renewal (Club Premises Certificate holder)	100.00	100.00	5%	105.00	7%	112.40
Annual Fee	50.00	50.00	5%	52.50	7%	56.20
Copy of Permit	15.00	15.00	5%	15.75	7%	16.90
Change of Name	25.00	25.00	5%	26.25	7%	28.10
Transfer of Permit	25.00	25.00	5%	26.25	7%	28.10
<u>Family Entertainment Centre Gaming Machine Permit</u>						
Grant	300.00	300.00	5%	315.00	7%	337.10
Existing operator grant	100.00	100.00	5%	105.00	7%	112.40
Change of name	25.00	25.00	5%	26.25	7%	28.10
Renewal	300.00	300.00	5%	315.00	7%	337.10
Copy of Permit	15.00	15.00	5%	15.75	7%	16.90
<u>Public Gaming Permits</u>						
Grant	300.00	300.00	5%	315.00	7%	337.10
Existing operator grant	100.00	100.00	5%	105.00	7%	112.40
Change of name	25.00	25.00	5%	26.25	7%	28.10
Renewal	300.00	300.00	5%	315.00	7%	337.10
Copy of Permit	15.00	15.00	5%	15.75	7%	16.90
Transitional Application Fee	100.00	100.00	5%	105.00	7%	112.40
<u>Small Lottery Registration (statutory)</u>						
Fee to register a small society lottery	40.00	40.00	5%	42.00	7%	44.90
Small society lottery annual maintenance fee	20.00	20.00	5%	21.00	7%	22.50
<u>Licensing Act - Statutory</u>						
Personal Licence	37.00	37.00	5%	38.85	7%	41.60
Pavement Licence - Every 6 months	600.00	600.00	5%	630.00	7%	674.10
<u>Premises Licence and Club Premises Certificate</u>						
Non- Domestic rateable value of premises						
Band A 0 - 4,300						
Band B 4,301 - 33,000						
Band C 33,001 - 87,000						
Band D 87,001 - 125,000						
Band E 125,001 and over						
New applications and variations						

Band A 0 - 4,300	100.00	100.00	5%	105.00	7%	112.40
Band B 4,301 - 33,000	190.00	190.00	5%	199.50	7%	213.50
Band C 33,001 - 87,000	315.00	315.00	5%	330.75	7%	353.90
Band D 87,001 - 125,000	450.00	450.00	5%	472.50	7%	505.60
Band E 125,001 and over	635.00	635.00	5%	666.75	7%	713.40
Annual Fee						
Band A 0 - 4,300	70.00	70.00	5%	73.50	7%	78.60
Band B 4,301 - 33,000	180.00	180.00	5%	189.00	7%	202.20
Band C 33,001 - 87,000	295.00	295.00	5%	309.75	7%	331.40
Band D 87,001 - 125,000	320.00	320.00	5%	336.00	7%	359.50
Band E 125,001 and over	350.00	350.00	5%	367.50	7%	393.20
Property not subject to non-domestic rates will fall into Band A. Properties, which have not yet been constructed will fall into band C.						
Those premises which fall into Band 'D' will be subject to two times the amount of fee payable as outlined above, whilst those premises which fall into Band 'E' will be subject to three times the amount of fee payable, if they are used exclusively or primarily for the carrying on of the retail of alcohol for consumption on the premises , i.e. large public houses.						
Large Events						
An additional fee will be charged where the maximum number of persons exceeds 5000 at a licensable event. Please contact the Licensing Section for further details.						
Exemptions						
Church Halls, Community Halls, Village Halls, or other similar building etc. are exempt from paying any fees for a premises licence authorising ONLY the provision of regulated entertainment. If the retail of alcohol is to be included in the Premises Licence, the full fee will be payable as outlined above.						
No fees are payable by an educational institution, such as a school or a college (whose pupils/students have not attained the age of 19) for a premises licence authorising ONLY the provision of regulated entertainment providing that is for and on behalf of the educational institution.						
Application for copy of licence or summary on theft, loss etc.	10.50	10.50	5%	11.03	7%	11.80
Notification of change of name or address (holder of premises licence)	10.50	10.50	5%	11.03	7%	11.80
Application to vary the Designated Premises Supervisor	23.00	23.00	5%	24.15	7%	25.80
Application to transfer a premises licence	23.00	23.00	5%	24.15	7%	25.80
Interim authority notice following death, incapacity or insolvency of licence holder	23.00	23.00	5%	24.15	7%	25.80
Fee to notify licensing authority of a property interest in a premises	21.00	21.00	5%	22.05	7%	23.60
Application for grant of a provisional statement	315.00	315.00	5%	330.75	7%	353.90
Fee for a replacement premise, licence or club premise certificate (if lost or stolen)	10.50	10.50	5%	11.03	7%	11.80
Fee to change the name or address of a designated premises supervisor on a premises licence	10.50	10.50	5%	11.03	7%	11.80
Change of relevant registered address of club	10.50	10.50	5%	11.03	7%	11.80
Temporary Event Notices	21.00	21.00	5%	22.05	7%	23.60
Application for copy of licence on theft, loss etc. of temporary event notice	10.50	10.50	5%	11.03	7%	11.80
Application for copy of licence on theft, loss etc. of personal licence	10.50	10.50	5%	11.03	7%	11.80

Notification of change of name or address (Personal Licence)	10.50	10.50	5%	11.03	7%	11.80
Application for a minor variation of a premises licence or club premises certificate	89.00	89.00	5%	93.45	7%	100.00
Should you need assistance in determining which level of fee you are required to pay, please contact Worcestershire Regulatory Services Licensing Section on (01905) 822799 Alternatively email - wrsenquiries@worcsregservices.gov.uk In all cases, cheques must be made payable to 'Bromsgrove District Council'						

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Appendix D – Reserves Position

Bromsgrove District Council Reserves Statement																	
	Balance at 31/3/21	Transfers In 2021/22	Transfers out 2021/22	Balance at 31/3/22	Transfers In 2022/23	Transfers out 2022/23	Re-baseline 2022/23	Balance at 31/3/23	Transfers in 2023/24	Transfers out 2023/24	Balance at 31/3/24	Transfers in 2024/25	Transfers out 2024/25	Balance at 31/3/25	Transfers in 2025/26	Transfers out 2025/26	Balance at 31/3/26
	£000																
General Fund Reserve	4,613	367	(495)	4,485		(1,367)	2,682	5,800	100	(687)	5,213	702	(337)	5,578		(488)	5,090
General Fund Earmarked Reserves:																	
Building Control Other	7			7			(7)	0			0			0			0
Building Control Partnerships	82			82				82			82			82			82
Business Transformation	0			0				0			0			0			0
Commercialism	0			0				0			0			0			0
Community Safety	0			0				0			0			0			0
Community Services	271			271				271		(125)	146		(125)	21			21
Economic Regeneration	1,348		(350)	998			(600)	398			398			398			398
Election Services	51			51				51			51			51			51
Environmental Services	49			49				49			49			49			49
Financial Services	4,445		(100)	4,345		(150)	(1,000)	3,195	638		3,833			3,833			3,833
Housing Schemes	488		(142)	346				346			346			346			346
ICT/Systems	197			197				197			197			197			197
Leisure/Community Safety	330			330				330			330			330			330
Litigation Reserve	0			0				0			0			0			0
Local Development Framework	0			0				0			0			0			0
Local Neighbourhood Partnerships	16			16				16			16			16			16
Other	108		(44)	64			(64)	0			0			0			0
Planning & Regeneration	133			133				133			133			133			133
Regulatory Services (Partner Share)	46			46				46			46			46			46
Replacement Reserve (Inc. Recycling)	0			0				0			0			0			0
Shared Services (Severance Costs)	311			311			(311)	0			0			0			0
Utilities Reserve	0			0			1,053	1,053		(351)	702		(702)	0			0
Covid-19 (General Covid Grant)	766	411		1,177			(1,177)	0			0			0			0
Covid-19 Sales Fees and Charges	0	576		576			(576)	0			0			0			0
Covid-19 (Collection Fund)	4,641		(1,547)	3,094		(1,547)		1,547		(1,547)	0			0			0
Total General Fund	13,289	987	(2,183)	12,093	0	(1,697)	0	7,714	638	(2,023)	6,329	0	(827)	5,502	0	0	5,502

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Appendix E – Existing Capital Programme

Cap Proj	Description	Approved budget date	Original approved Budget £	duration (years)	Department	Funding detail	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	23/24 Spend Q2 £	2024/25 Total £	2025/26 Total £
	Large Schemes													
	Levelling Up Fund													
	- Government Funded		14,492,401		Planning, Regeneration & Leisure	Grant Funding	1,600,000	5,329,041	126,902	5,202,139	7,563,360			
200072	Market Hall (LUF)	22/23			Planning, Regeneration & Leisure	Levelling Up Fund	0			0		51,079		
200073	Ef - Fire Station	22/23			Planning, Regeneration & Leisure	Levelling Up Fund						14,950		
	- Council Funded		1,610,266			Borrowing	281,000	420,133		420,133	805,133			
	UK Shared Prosperity Fund		2,825,702							0				
	- Capital Element				Planning, Regeneration & Leisure	Grant Funding		50,000		50,000				
	- Revenue Element				Planning, Regeneration & Leisure Services	Grant Funding		290,499		290,499				
	- Remainder (to be allocated)				Planning, Regeneration & Leisure	Grant Funding		20,000		20,000	680,988		1,784,215	
										0				
										0				
										0				
	Schemes Agreed to Continue													
200006	Burcot Lane	2019/20	10,275,000		Financial & Customer Services	Public works loan board and grant homes england	1,125,000	4,973,852	7,914,009	-2,940,157	0	634,536	0	0
200007	CCTV	2019/20	120,000		Community & Housing GF Services	Capital Receipts/Borrowi	28,000	0		0	0		0	0
200008	Funding for DFGs	2020/21	750,000		Community & Housing GF Services	Grant income WCC	620,000	913,000	969,792	-56,792	913,000	81,500	913,000	0
200009	Home Repairs Assistance	2018/19	50,000		Community & Housing GF Services	Long Term Debtors	-5,000	50,000	4,088	45,912	50,000	-19,890	50,000	50,000
200010	Energy Efficiency Installation	2018/19	110,000	2	Community & Housing GF Services	Capital Receipts/Borrowi	12,000	110,000	7,810	102,190	0		0	0
200011	Energy Efficiency	2017/18			Community & Housing GF Services	Grant finance	3,000	0		0	0		0	0
200015	Cemetery Extension infrastructure at at North Bromsgrove Cemetery Phase	2017/18			Environmental Services	Capital Receipts/Borrowi	0	6,500	15,576	-9,076	0		0	0
200016	New Finance Enterprise system	2019/20	455,000		Financial & Customer Services	Capital Receipts	1,000	0	13,680	-13,680	0		0	0
200017	OLEV ULEV Taxi infrastructure scheme	2019/20	300,000	1	Community & Housing GF Services	Grants & Contributions	296,000	0	700	-700	0		0	0
200019	Fleet Replacemnet new line	New				Borrowing	380,000	356,000	75,292	280,708	441,000	424,489	1,190,000	1,215,000
200022	Replacement Parking machines	2020/21	120,000		Environmental Services	Capital Receipts/Borrowi	196,000	253,000	123,985	129,015	96,000	203,984	421,000	0
200030	Wheelie Bin Purchase	2018/19	ongoing		Environmental Services	Capital Receipts/Borrowi	102,000	144,000	169,034	-25,034	55,000	136,546	60,000	60,000

Cap Proj	Description	Approved budget date	Original approved Budget £	duration (years)	Department	Funding detail	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	23/24 Spend Q2 £	2024/25 Total £	2025/26 Total £
New	Footpaths		ongoing		Environmental Services	Borrowing				0	75,000		75,000	75,000
New	Buildings		Ongoing		Legal and Property	Borrowing				0	100,000		100,000	100,000
200040	Bittell road recreation ground	2020/21	62,000		Planning, Regeneration & Leisure Services	S106 B/2011/0741 - Land at Fiery Hill, Barnt Green / 18k balances	17,000	0		0	0		0	0
200044	Salix	2020/21	615,000		Legal, Democratic and property services	Grants & Contributions	65,000	0	533,193	-533,193	0		0	0
200045	Greener Homes	2020/21	180,000	1	Community & Housing GF Services	Grants & Contributions	-227,000	0	192,053	-192,053	0	93,765	0	0
200057	Hagley Scouts				Planning, Regeneration & Leisure Services	Capital Receipts/Borrowi	35,000	0		0	0		0	0
200026	Rubery Redevelopment works										1,900			
200048	Bromsgrove Sporting					Loan	4,000		46,133	-46,133				
200061	Car Park Improvements - Woodrush High Schools refurb						8,000			0				
							134,000			0				
200026	Rubery Redevelopment Works				Planning, Regeneration & Leisure Services	Capital Receipts/Borrowi	0	0	9,550	-9,550	0		0	0
200029	Sanders Park dda play provision	2017/18	56,080		Planning, Regeneration & Leisure Services	S106 14/0755 Kidderminster Road and S106 13/0422 Meadows first school	0	0		0	0		0	0
200032	New Digital Service	2020/21	57,400	1	Community & Housing GF Services	Borrowing	0	33,668		33,668	33,668		0	0
200033	Bus Shelters	2020/21	18,000		Environmental Services	Borrowing	0	18,000		18,000	0		0	0
200034	Fleet Management Computer System	2020/21	17,000		Environmental Services	Borrowing	0	0		0	0		0	0
200035	Environmental Services Computer System	2020/21	38,200		Environmental Services	Borrowing	0	0		0	0		0	0
200069	Cisco Network Update	22/23		3	Business transformation & Organisational Development	Borrowing	0	5,717	18,573	-12,856	11,574		0	34,877
200070	Server Replacement Est(Exact known Q2 2022)	22/23		4	Business transformation & Organisational Development	Borrowing	0	83,250	0	83,250	2,000	78,451	177,500	18,500
200071	Laptop Refresh	22/23		4	Business transformation & Organisational Development	Borrowing	0	5,000	4,961	39	25,000	7,273	150,000	5,000

Cap Proj	Description	Approved budget date	Original approved Budget £	duration (years)	Department	Funding detail	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	23/24 Spend Q2 £	2024/25 Total £	2025/26 Total £
200074	Install Solar panel and Upgrade lighting	22/23	150,000	1	Legal, Democratic and property services	Borrowing	0	150,000			0	-55,014	0	0
200075	Sanders Park	22/23			Planning, Regeneration & Leisure Services	S106	0		24,511	-24,511				
200076	Play Area, POS and Sport improvements at Lickey End Recreation Ground in accordance with the S106 Agreement	22/23	37,956	1	Planning, Regeneration & Leisure Services	S106 19/0137/FUL	0	37,956	6,488	31,468	0		0	0
200002	BDC Combined F/Path & Cycle	2018/19	390,000		Environmental Services	Grants & Contributions	0	0		0	0		0	0
	Barnt Green Millenium Park - Toilet				Planning, Regeneration & Leisure Services	S106 B/2011/0741 - Land at Fiery Hill, Barnt Green / 18k balances	0	0		0	0		0	0
	Total		424,000				4,675,000	13,249,616	10,256,330	2,843,286	10,851,723	1,653,569	4,920,715	1,558,377

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