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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 17TH JANUARY 2024

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 22nd November 2023** (Pages 7 - 24)

4. **Minutes of the meeting of the Overview and Scrutiny Board held on 20th November 2023** (Pages 25 - 32)

(a) To receive and note the minutes

(b) To consider any recommendations contained within the minutes

The recommendations contained within the minutes from the Overview and Scrutiny Board meeting held on 20th November 2023 were considered by the Cabinet at its meeting held on 22nd November 2023. There were no further recommendations contained within the minutes.

5. **Planning Enforcement Policy** (Pages 33 - 50)
6. **Council Tax Discretionary Council Tax Reduction Policy - Council Section 13a1(C) Policy** (Pages 51 - 60)
7. **Council Tax - Empty Homes Discounts and Premiums** (Pages 61 - 68)
8. **Final Council Tax Support Scheme 2024/25** (Pages 69 - 74)
9. **Council Tax Base and Business Rates Yield 2024/25** (Pages 75 - 78)
10. **Finance Recovery Plan** (Pages 79 - 88)
11. **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**
12. **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>
13	4
14	3
13. **Planning and Environmental Enforcement Business Case** (Pages 89 - 124)

14. **Medium Term Financial Plan Tranche 1 2024/5 to 2026/7 (following consultation)** (Pages 125 - 206)

Sue Hanley
Acting Chief Executive

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8th January 2024

**If you have any queries on this Agenda please contact
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Notes:

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 22ND NOVEMBER 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, S. A. Webb and P. J. Whittaker

Observers: Councillor P. M. McDonald and Councillor S.T. Nock

Officers: Mrs. S. Hanley, Mr P. Carpenter, Mr. G. Revans, Ms. N Cummings, Ms. A. Delahunty, Mrs. J. Bayley-Hill and Mrs J. Gresham

46/23 **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence.

47/23 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

48/23 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE CABINET HELD ON 18TH OCTOBER 2023**

The minutes from the Cabinet meeting held on 18th October 2023 were submitted for Members' consideration.

RESOLVED that the minutes from the Cabinet meeting held on 18th October 2023 be approved as a true and accurate record.

49/23 **MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 16TH OCTOBER 2023**

The Chairman of the Overview and Scrutiny Board provided a verbal update in respect of the Board meeting held on 16th October 2023; and in doing so explained that there were no recommendations to Cabinet made at that meeting. He did explain, however, that a Task Group to investigate the topic of Community Supermarket / Food Bank provision in the District had been established and was due to hold its first meeting in December 2023.

Agenda Item 3

Cabinet
22nd November 2023

Cabinet welcomed the work that was being undertaken by the Board in this area. It was understood that a list of food banks had been provided to the Board in order to undertake the investigation. Members were informed that this had been provided by Officers and would be updated regularly by the Bromsgrove Partnership.

There was a brief discussion regarding the 'poor' rating that had recently been given to the Hillcrest Mental Health Ward. It was noted that there had been discussions regarding this at a recent Worcestershire County Council, Health Overview and Scrutiny Committee meeting, where an alternative provision was discussed. Further updates in respect of this would be available soon.

Following the verbal update, the Principal Democratic Services Officer presented the update report for the Governance Systems Review, which had been considered at the Overview and Scrutiny Board meeting on 20th November 2023. During the presentation the following was highlighted for Members' attention:

- The update highlighted the work undertaken at the Council to implement the recommendations made by the Governance Systems Task Group and approved at the Council meeting held on 20th September 2023.
- It had been agreed that the Constitution Review Working Group (CRWG) would meet on a monthly basis in order to ensure that all changes would be delivered by the start of the municipal year 2024/25. Thus far, the CRWG had discussed the draft Terms of Reference for Cabinet Advisory Groups (CAGs) and the draft Memorandum of Understanding for cross party working.
- It had been agreed that the term "Cabinet Advisory Groups" (CAGs) would be used instead of Cabinet Advisory Panels.
- That the CAGs were separate to the scrutiny function that was already in place at the Council and that these groups would not duplicate the work of the Overview and Scrutiny Board.
- That it would be up to the relevant Portfolio Holder to call a CAG meeting throughout the municipal year on a topic at an early stage of discussion.
- Included in the draft calendar of meetings for the 2024/25 municipal year were several dates for the CAG meetings which could be used if necessary. However, extra meetings could potentially be held on an ad hoc basis where required.

Members were informed that there had been general agreement from the Board at its meeting on 20th November 2023 in respect of the

Agenda Item 3

Cabinet
22nd November 2023

recommendations included in the report. However, some slight amendments had been agreed. These were as follows:

- 1) The terms of reference for the Cabinet Advisory Groups be approved, subject to addition of Paragraph 12 which would read as follows: “Memorandum of Understanding also applies”; and
- 2) The proposed Memorandum of Understanding concerning cross party working be approved, subject to an amendment to point 5 of the Principles section to read as follows: “Recognise and respect that each individual Member can contribute to decisions that are taken and should be involved and able to provide their opinion before a decision is taken”.

Cabinet generally supported the amended recommendations that had been made. Two slight amendments were suggested as follows in italics below:

- 1) The terms of reference for the Cabinet Advisory Groups be approved, subject to addition of Paragraph 12 which would read as follows: “the Memorandum of Understanding also applies *when taking part in Cabinet Advisory Groups*”; and
- 2) The proposed Memorandum of Understanding concerning cross party working be approved, subject to an amendment to point 5 of the Principles section to read as follows: “Recognise and respect that each individual Member can contribute to decisions that are taken and *should be given the opportunity* to be involved and able to provide their opinion before a decision is taken”.

The Chairman of the Board stated that he was happy with the suggested amendments. He also noted that the meetings of CAGs would be at the request of the relevant Portfolio Holder and were not designed to undermine the role of the Portfolio Holder.

On being put to the vote it was

RESOLVED that

- 1) The terms of reference for the Cabinet Advisory Groups be approved, subject to addition of Paragraph 12 which would read

as follows: “Memorandum of Understanding also applied *when taking part in a Cabinet Advisory Group*”; and

RECOMMENDED that

- 2) The proposed Memorandum of Understanding concerning cross party working be approved, subject to an amendment to point 5 of the Principles section to read as follows: “Recognise and respect that each individual Member can contribute to decisions that are taken and *should be given the opportunity* to be involved and able to provide their opinion before a decision be taken”.

50/23

HOMELESSNESS PREVENTION GRANT AND DOMESTIC ABUSE GRANT

The Cabinet Member for Health and Wellbeing and Strategic Housing presented the Homelessness Prevention Grant and Domestic Abuse Grant for Members’ consideration.

In doing so the following was highlighted:

- This was an annual report that provided Members with information regarding the allocation of the Homelessness Prevention and Domestic Abuse Grant available in 2024/25. In total there was £339,261 available to allocate to organisations to provide a package of support and services to prevent homelessness and support those who became homeless. Included in this allocation was a £35,000 Domestic Abuse Grant. The report was being considered earlier than usual by Members. This was due to the increased costs incurred by the organisations carrying out support work in this area and the cost of living crisis.
- During the funding round a bid from BEAM had been received for £20,000 to support individuals into the private rented sector. However, the Council had considered that rentals in the private sector to households on benefits were out of range 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. The BEAM scheme was seen as a duplication of a service already provided by the Council and BDHT Housing Options team and therefore the bid had not been selected for the municipal year 2024/25.

Agenda Item 3

Cabinet
22nd November 2023

- A bid from CCP for a Rough Sleeper Outreach Service was still under consideration whilst a potential different way of delivering the service was being explored.

Following the presentation of the report, the Strategic Housing Manager explained that there had been a slight amendment to the report regarding the current challenges being faced by voluntary organisations. The amendment was noted as follows:

“These are voluntary organisations and without this funding it was unlikely this support would be offered or available which in turn would lead to increase direct revenue costs for the Council. Their prevention role was crucial in helping people remain in their existing accommodation wherever possible. This was even more relevant due to affordability issues in the private rented sector and mortgages for first time buyers being more difficult to access due to the increase in interest rates, in addition there had been less churn in social housing, so few properties were becoming available and social housing options were very limited”.

Cabinet was further informed that St Basil’s had been unsuccessful in their supported housing procurement. This would look to be resolved by them in six to twelve months’ time and Worcestershire County Council (WCC) were working with them to resolve this issue. It was confirmed that Worcestershire Childrens’ First were providing the support in this area.

Members queried the anticipated underspend of £23,500 that had been noted in the report. Officers explained that these monies were anticipated to be received as a result of the housing benefits that were received back to the Council through the use of the ‘Crash Pad’ service.

In terms of the allocation of £35,000 for those who suffered domestic abuse some Members queried whether this allocation was enough, particularly in light of the need to remove those who suffered domestic abuse from their property to ensure safety.

It was clarified that due to the implementation of the Domestic Abuse Act 2021 the preference was to keep those who suffered domestic abuse in their own property and remove those who perpetrated the abuse. Extra funding had been allocated at a County level in order to do this.

Officers provided information regarding the current pressures experienced on service providers due to a lack of accommodation for

Agenda Item 3

Cabinet
22nd November 2023

homeless and rough sleepers. In particular it was noted that BDHT were working hard with young people and looking for alternative ways to provide help due to the change in needs that were currently being experienced, this included engaging with rough sleepers in more rural areas.

It was confirmed that last year there were zero rough sleepers within the District. It was thought that this would be the case following this year's rough sleeper count. Officers explained that if it were more than zero this year it would not be significantly higher.

Following the consideration of the report the Strategic Housing Manager was thanked for all of her hard work in this area and particularly in the strong partnership work she and the team undertook.

RESOLVED that

- 1) the initiatives in the table below be approved to receive allocation of funding 2024/25.

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 homelessness	26,667
Step Up – Private Tenancy Scheme	23,000
Sunrise Project intensive support	44,667
Total committed expenditure	303,921
Underspend	£ 42

- 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.

51/23

TREASURY MANAGEMENT STRATEGY HALF YEARLY REPORT

The Interim Director of Finance presented the Treasury Management Strategy Half Yearly Report for Cabinet's consideration.

Members were informed that the report set out the state of the economic climate as advised by the Council's Treasury advisor Arlingclose.

The Council currently had no long term debt, predominantly due to the previous transfer of housing assets to BDHT. It was also confirmed that there was no short term borrowing. Officers confirmed that debt was quite expensive now and that a 20 year £5m debt would cost £530,000 per annum.

In terms of investments, it was explained that short term investments were made using amounts from the Council Tax and Business rates cash flow. It was clarified that all investments that were made were ethical.

Cabinet was informed that difficult decisions would need to be made as interest rates moved back to 'normal'.

Following the consideration of the report, Members expressed an interest in how the Council considered investment management organisations to manage its investments. The Interim Director of Finance explained that this was discussed with Arlingclose and that there were a range of investment management organisations that were used. It was confirmed that investments were not currently made outside of the UK.

RECOMMENDED that

Council note the position in relation to the Council's Prudential indicators.

52/23

MEDIUM TERM FINANCIAL PLAN - TRANCHE 1 BUDGET UPDATE INCLUDING FEES AND CHARGES

The Interim Director of Finance presented the Medium Term Financial Plan (MTFP) - Tranche 1 Budget Update including Fees and Charges. During the presentation the following was highlighted for Members' consideration:

- The Council's budget would be set in two tranches for the 2023/24 financial year as it had been in 2022/23. The final Council Tax Resolution would be approved by Council in February 2024. It was noted that the process would be more difficult in the 2023/24 financial year due to several factors including:
 1. the £637,000 overall deficit across the three years of the 2023/24 MTFP.
 2. The Council still needed to close its Accounts for the 2020/21 financial year.
 3. The loss of key staff.
 4. The cost of living crisis.

Some wider factors included:

1. The war in Ukraine and the impact of inflationary increases.
2. Climate Emergencies and associated costs to implement policies linked to these declarations.

Clarification was provided on some of these factors including the national shortage of audit resources to complete the closure of Local Authority accounts. It was estimated that currently there were 900 outstanding audits still to be carried out across the UK between the 2015-16 and 22-23 financial years.

It was anticipated that Central Government would have to look at Local Government funding in a different way going forward, potentially being more prescriptive, in light of the number of Local Councils who had issued S114 Statements as a result of being in significant financial difficulties.

Members were informed that there would be no service related savings during this tranche of the budget. These would be looked at more closely

Agenda Item 3

Cabinet
22nd November 2023

once the Local Government Settlement had been confirmed on 19th December 2023 (the present expected date).

A number of assumptions had been made within the report: the increase of Council Tax by 2 per cent, no increase in Business Rates, an increase in properties as a result of the Local Plan of 150k houses (year 1), 200 (year 2) and 150 (year 3), no New Home Bonus funding pending any announcement within the Local Government Settlement, other Government Grants and pension fund assumptions are as previous years allocations.

Further assumptions were reported to Members, and it was detailed that the Staff Pay Award costs were approximately £770,000 more and that it was prudent to increase the Councils 2024/5 pay award impact from 2 per cent to 3 per cent 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 were assumed to be 2 per cent.

In terms of inflation, it was explained that it was also prudent to include a 5 per cent budget for inflationary increases to contracts.

Officers informed Cabinet that some of these pressures could be partially mitigated as currently only 60 per cent of the additional Utilities budget was being utilised.

Fees and Charges were discussed, and it was highlighted that the proposed Fees and Charges increase for 2024/25 would be 7 per cent (in line with inflation) returning to 2 per cent for the financial years 2025/23 and 2026/27.

The Departmental Pressures were summarised for Members and in doing so they were informed that a target of £500,000 for reclamation of benefit payments had previously been set. However, due to more accurate information and improved processes the need for recovery had decreased.

In addition to this, it was highlighted that there was still no Government guidance on waste delivery in the future. This presented a potentially huge cost to the Council as it would possibly need to move to an electric or hydrogen fleet or increased use of Hydrogenated Vegetable Oil (HVO) to fuel the fleet vehicles. It was confirmed that this form of fuel was more expensive than diesel. This and other 'Green' targets would certainly put pressure on future budgets.

Further Departmental Pressures included:

- Formalising the present pilot scheme on planning enforcement being delivered by Worcester Regulatory Services (WRS) within the Budget. This would equate to an ongoing cost of £72k a year.
- An increase of £93,000 a year to continue the Service Level Agreement (SLA) between the Council and Wychavon District Council (WDC) for the management and enforcement of on and off street parking increases.
- The result of a review of allocation of resources within the North Worcestershire Water Management (NWWM) SLA with Redditch and Wyre Forest would result in an increase from £66,000 per annum to £100,000 per annum.

Tranche 2 of the Budget would look to identify and fill any gaps within the Budget. This could include looking at the Commercial fees and charges, parking fees and new allowable increases in Planning fees. In order to meet the Strategic Priorities of the Council more funding was certainly required. It was reported that the following priorities would also be looked at in Tranche 2:

- Recharges.
- Debt costs – given the slippage in the Capital Programme.
- Business Rates Re-baselining.

It was noted that the Capital Programme, as agreed at Council in February 2023, had been included in an appendix to the report. It included the information on Play and Parks improvement works. Members were informed that the £1.597m requirements for the Barnt Green Millenium Park Toilets had also been included. Officers explained that this was incorrect as the works had been completed and the costs should have been removed.

Following the presentation of the report the areas highlighted below were also discussed:

- The contents of the Chancellor's Autumn Statement which had been released on the day of the meeting.
- The use of Task and Finish contracts within the Council's operations and the potential risk to the Council. Although it was noted that refuse collectors operated a task and finish model of working this question had been raised at a meeting of the Audit, Standards and Governance Committee and had been addressed by Officers and a full response provided at that time. It was noted

Agenda Item 3

Cabinet
22nd November 2023

that the External Auditors had also raised this with relevant Officers previously. Officers undertook to look at this further if necessary.

- The complicated and idiosyncratic way Local Government Budget were presented. These were explained to Members for future reference. Officers confirmed that there would be a detailed glossary and explanation of terms included in the Tranche 2 Budget papers.
- The consultation period for Tranche 2 of the Budget – this was noted as February 2024. It was confirmed that Parish Councils would be able to take part in the consultation prior to the finalisation of Tranche 2.
- Leisure requirements – it was queried where the Play Area cost and requirement information had been gathered. It was confirmed that this had been provided by Officers following work undertaken as a result of several Questions and Motions considered at Full Council meetings. However, it was clarified that some of these improvements would be funded by the UK Shared Prosperity Funding (UKSPF) received previously.

The Leader invited Councillor P. McDonald to speak in his role as Chairman of the Overview and Scrutiny Board. Members were informed that this report had been considered the previous evening by the Finance and Budget Working Group (FBWG) on behalf of the main Board. During this meeting there had been several detailed discussions regarding the Planning Enforcement proposal, and the proposed increase in costs in respect of NWWM and the Parking SLA with WDC.

Councillor McDonald stated that he and other Members were not aware that WRS had been carrying out enforcement duties on behalf of the Council's Planning Department. It was raised that this should be a Planning function and therefore carried out in-house.

Officers explained that there was a national shortage of Planning Officers and Members were assured that numerous methods had been utilised to try to recruit and retain Planning Officers. This included apprenticeships, career graded roles, training and agile and remote working provision. However, the problem of retention and recruitment still remained partly due to the higher salaries available in the private sector.

Some Members felt that given the current situation in shortage of Planning Officers the formalisation of utilising WRS was the best way forward. They were not a third party provider and offered expertise in a

complex area. The WRS Officers were able to triage enforcement matters to ensure the most expedient resolution to Planning enforcement matters resulting in a better and cost efficient service for residents. It was requested that the date the initial use of WRS Officers for Planning Enforcement had been agreed be provided to Members. Officers undertook to provide this information.

There was a very detailed discussion regarding the Parking SLA and Members had raised concerns. Councillor McDonald felt that some of the financial information included within the report should have been considered on confidential papers due to commercial sensitivity. Although this concern was noted it was clarified that none of the figures were confirmed at this point as this was part of the Budget building process. It was further reiterated by Officers that full details of any changes to the SLA could not be given at this time, as these were Departmental Pressures that had not yet been agreed. There would be a detailed report presented to Members later in the year once further discussion had been carried out and the information within that detailed report would be presented accordingly.

The Interim Executive Director provided Members with a detailed overview of Parking Enforcement within the District. Highlighting the following areas:

- The £242,000 costs for under the SLA had not been increased for a number of years. Therefore, any increase was in line with inflationary costs.
- If there were not the full number of Civil Enforcement Officers (CEOs) available to carry out parking enforcement, then costs were not paid in full by the Council. Recruitment of new CEOs was currently underway to and due to the increase in grade following a job evaluation process it was hoped that the recruitment round would be successful.
- Bromsgrove District Council carried out On-Street Traffic Regulation Orders (TROs) enforcement under an agency agreement with WCC.
- WDC carried out on and off street enforcement and ticketing within the Districts car parks. Car park income generated approximately £1m per annum and income from Penalty Charge Notices (PCNs) generated approximately £100,000. All income generated from PCNs was used for enforcement costs. This income, however, did not cover the full cost of enforcement. Discussions were ongoing with Senior Officers at WCC to see if there was the potential for WCC to bridge at least some of the

Agenda Item 3

Cabinet
22nd November 2023

financial gap between the income of PCNs and the cost of enforcing TROs for the Council.

- Notice periods for the cessation of the agency contract with WCC was two years and one year for the WDC. Although there was some discussion regarding the contractual obligations it was felt that nothing could be actioned at the current time.
- Alternative providers could be approached to provide an enforcement service for the Council; however, this could lead to more targeted enforcement to gather income in a more commercial manner. It was noted that the relationship between WDC had been good over a ten year period and that they had provided the back office software needed for parking enforcement.

Some Members expressed that they felt that enforcement was not carried out efficiently, with CEOs driving long distances between areas within the District to carry out enforcement. Although it was stated that sometimes CEOs did not even get to the outer areas within the District. It was agreed that a review was certainly needed to look at the operating model for the future.

Members stated that the perception of residents within the District was that the enforcement service provided by the Council was below standard even though some of the enforcement tasks were undertaken on behalf of WCC.

Following the robust discussion, it was requested that a report be submitted to the Overview and Scrutiny Board to investigate this matter in more detail. This would provide an opportunity for Board Members to look at a breakdown of data including costs paid to WDC if not all CEOs were available to carry out duties and the cost of enforcement for both on and off street parking. It was suggested that information on specific areas within the District that had been enforced and the last time fees were increased should also be investigated.

This would be a time critical investigation with extremely tight deadlines due to the contract end date in March 2024.

Members then revisited the issues that had been highlighted earlier in the meeting regarding NWWM. Members were in agreement that NWWM provided a service that benefitted the District, particularly in more recent years. Members stated that it was hard to disagree with the increase in costs if the allocation of resources had been reviewed and it had been determined that NWWM were spending more time within the

Agenda Item 3

Cabinet
22nd November 2023

District than in previous years. Members queried how often the allocation data was reviewed and Officers confirmed that it would be reviewed on a two yearly basis going forward, to better understand resource needed across Bromsgrove. A more detailed appendix to the MTFP would be provided in respect of this matter for Members' consideration when the Tranche 2 budget was considered in February 2024.

RESOLVED that

- 1) The Council's Medium Term Financial Plan as at the start of October, and the associated risks and opportunities be endorsed.
- 2) These inputs had 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, would be published on 14th November 2023 and any feedback be considered by Cabinet in January 2023 prior to seeking approval at Council in January 2024.
- 4) Tranche 2 of this process would add further information such as the Local Government Settlement to give a final financial position for the Council.

RECOMMENDED that

- 5) That the Play capital works for 2023/4 as set out in the report be approved and added to the Capital Programme.

53/23

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.

54/23

FINANCE AND PERFORMANCE MONITORING REPORT QUARTER 2 2023/24 (REPORT TO FOLLOW)

The Interim Director of Finance presented the Finance and Performance Monitoring Report Quarter 2 2023/24 for Members' consideration.

Agenda Item 3

Cabinet
22nd November 2023

Included in the report were details of the full year revenue budget of £13.8m which was approved by Full Council in February 2023. It was confirmed that training for budget managers had been undertaken.

Currently the Council was forecasting a revenue overspend of £815,000, which would be mitigated in part by the application of the £351,000 from the Utilities Reserve approved at Quarter 1. This resulted in a £464,000 overspend. Members were informed that the overspend had predominantly been as a result of additional pressures including the staff pay award, fuel and fleet costs and the increased cost of temporary accommodation.

In terms of the Capital Programme, Members were reminded that a £10.9m programme had been approved in March 2023 and that many of the schemes were in partial delivery in the 2022/23 financial year.

Some updates were provided to Members regarding some of the Capital projects including Windsor Street. It was explained that there had been some additional levels of pollution identified at this site which needed to be assessed under new Environment Agency (EA) rules. The Council was currently holding discussions with the Department for Levelling Up, Housing & Communities (DLUHC) to resolve these issues in terms of time and cost. However, it was noted that the EA were carrying out countrywide investigations as a result of the change in rules which might impact on the timing of the Windsor Street site.

Cabinet was informed that there were some proposed changes to the Capital Programme included in the report that required approval. These included the proposal to bring forward £50,000 of the £177,500 capital bid for an ICT server replacement to this municipal year. It was explained that this was an important project for the Council as the cyber security linked tape drive replacements would improve cyber security and help to prevent impacts of any future cyber security attack. An increase to the Capital Programme of £410k in 2023/24 also required approval to ensure the continuation of the Civica OpenRevenues system for the administration of Council Tax, Business Rates and Housing Benefits. A decrease in cost for year 3 of the Barnt Green toilet works as highlighted in the MTFP report also required approval.

Cabinet was informed that the Energy Efficiency Strategy continued to be progressed across the property portfolio and that Housing Property Services had carried out a desktop study to rule out any presence of

Agenda Item 3

Cabinet
22nd November 2023

Reinforced Autoclaved Aerated Concrete (RAAC) in Council properties. It was noted that so far, no RAAC had been identified.

It was reported that work had been undertaken in order to get The Artrix in a position to open for use by a theatre provider.

The procurement pipeline which included Capital and Revenue procurements over £50,000 was briefly discussed and the Interim Director of Finance explained that he was currently in the process of organising an all-Member session to clarify the procurement process. Further details regarding this session would be available shortly.

Following the presentation of the report, Members thanked the Interim Director of Finance and the Head of Finance and Customer Services for all their hard work pulling this comprehensive report together.

Following consideration of the report there were some comments and questions from Members. The Cabinet Member for Planning, Licensing and WRS stated that he had arranged to meet with the Assistant Chief Fire Officer to discuss the issues identified at the Windsor Street site. It was stated that this meeting and any information needed to be shared with relevant Members and partners as soon as possible.

Some queries were raised in respect of the Performance Indicators contained within Appendix E of the report. However, it was decided that as there was currently a review of performance measures underway a discussion regarding these would be more appropriate during the review process.

RESOLVED that

- 1) The current overspend position in relation to Revenue and Capital Budgets for the period April to September and the full year revenue overspend position of £464,000 after applying £351,000 from the Utilities Reserve as approved at Quarter 1 be noted.
- 2) The present status of the Asset Strategy.
- 3) There was no change to the procurements over £200,000 due to be delivered during 2023/4 from those listed in Quarter 1.
- 4) The Quarter 2 Performance data for the Period April to September 2023 be noted.
- 5) The application of £50,000 from the General Fund for Enforcement Action to be taken at a site in Alvechurch.

Agenda Item 3

Cabinet
22nd November 2023

RECOMMENDED that

- 1) Changes to the Capital Programme in relation to ICT be actioned, bringing forward Cyber Security linked Tape Drive replacements forward from 2024/5 into 2023/4, and increasing the budget in 2023/4 to ensure the continuation of the Civica OpenRevenues system for the administration of council tax, business rates and housing benefits.

The meeting closed at 20:36

Chairman

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Public Document Pack Agenda Item 4

Overview and Scrutiny Board
20th November 2023

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

20TH NOVEMBER 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, S. A. Robinson and J. D. Stanley

Observers:

Councillor C. A. Hotham – Portfolio Holder for Finance and Enabling

Councillor P. J. Whittaker – Portfolio Holder for Environmental Services and Community Safety (including Car Parking) (on Microsoft Teams)

Officers: Mr. G. Revans, Mr P. Carpenter (on Microsoft Teams), Mrs. J. Bayley-Hill, and Mr. M. Sliwinski.

47/23

APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES

Apologies for absence were received from Councillor H. D. N. Rone-Clarke.

48/23

DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

Councillor R. Hunter declared an other interest in agenda item no. 8, minute number 55/23, Proposal for a Bromsgrove District Council Cross Party Working Group to be set up to improve Rail and Bus Connectivity at Bromsgrove Station, in that he was a member of the Bromsgrove and Redditch Rail Users Partnership.

49/23

TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 16TH OCTOBER 2023

The minutes of the Overview and Scrutiny Board meeting held on 16th October 2023 were considered.

RESOLVED that the minutes of the Overview and Scrutiny Board meeting held on 16th October 2023 be agreed as a true and correct record.

50/23

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

Agenda Item 4

Overview and Scrutiny Board
20th November 2023

[At the discretion of the Chairman, item 10 on the agenda – Worcestershire Health Overview and Scrutiny Committee – Update – was considered earlier in the meeting as item 4]

Councillor B. Kumar provided an update on the last meeting of Worcestershire Health Overview and Scrutiny Committee (HOSC) he attended on 13th November 2023. Councillor B. Kumar stated that the main item on that agenda was a Public Health – 12-month review with the following points covered at that meeting highlighted for Members' attention:

- Worcestershire County Councils (WCC) work with schools and youth had shown that a large proportion of young people were meeting physical activity recommendations.
- Over 12,000 illegal vapes had been seized by the County's trading standards team. It is established that vaping starts around 11-12 years of age. Preventative work is being carried out in the schools.
- A rating of "Strong" was accorded by the home office in preventing radicalisation and terrorism.
- Community development led to Worcestershire having one of the lowest rates of loneliness in the country as featured in The Municipal Journal and on BBC TV.
- There was a significant rise in uptake on bowel screening.
- WCC won the regional public health award for its work on 'Best Social Media campaign' in promoting better mental health and preventing suicide.
- Health and Wellbeing – challenges faced by WCC were the ageing population and the ambition to support people to remain healthy and independent for as long as possible.
- Evidence-based physical activity would be operated out of a range of community venues.
- New roving vans would offer communities easier access to registering with a GP practice, health checks, vaccinations, wellbeing, and mental health advice.
- The WCC Public Health department was keeping a central register of nearly 870 Automatic External Defibrillators and was trying to encourage vital CPR training.
- Public Health established a Workplace Wellbeing Network, which would offer health survey and needs assessment, a resource hub, and training.
- The Public Health team organised high-profile events such as "City Run" and was also involved in environmental activities – working with Worcester Environmental Group to promote the 'Wild About Worcester Way'.
- Public Health was making grants available to school for environmental projects such as school tree planting and enhancing local environment.
- Public Health was also funding 'Junior Park Run' in Diglis.

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

51/23

GOVERNANCE SYSTEMS REVIEW - IMPLEMENTATION PROGRESS UPDATE

The Principal Democratic Officer introduced the report and in doing so noted that it included details of the work undertaken to date to implement the recommendations made by the Governance Systems Task Group, which were approved at an extraordinary meeting of Council held on 20th September 2023.

Two appendices were included for Members' consideration and approval – Appendix 1 contained the proposed draft Terms of Reference for the Cabinet Advisory Groups. It was highlighted that the role of these Groups would need to be clearly distinct from that of Overview and Scrutiny Board and the Audit, Standards and Governance Committee. It was also noted that if approved the dates for these meetings would be built up into the 2024-25 meetings calendar.

Appendix 2 contained the proposed cross-party Memorandum of Understanding that followed to embed and build positive cross-party relationships.

Following the officer presentation, it was suggested by a Member that an extra point be added to the proposed draft terms of reference for the Cabinet Advisory Groups to read as follows: 'Memorandum of Understanding also applies'. It was further suggested that the word 'respect' be added to point 5 of the proposed Memorandum of Understanding concerning cross party working. On being put to the vote it was agreed to recommend these documents to Cabinet with the proposed amendments included.

With regard to the cross-party Memorandum of Understanding, it was noted that all Group Leaders would sign the charter on behalf of their political groups and that this Memorandum of Understanding would be subject to agreement at a full Council meeting. It was further noted that the Memorandum of Understanding was not designed to replace or override the Council's constitutional Code of Conduct, which governed the principles of Councillors' conduct.

RECOMMENDED that:

- 1) The terms of reference for the Cabinet Advisory Group be approved, subject to addition of Paragraph 12 which would read as follows: "Memorandum of Understanding also applies"; and
- 2) The proposed Memorandum of Understanding concerning cross party working be approved, subject to an amendment to point 5 of the Principles section to read as follows: "Recognise and respect that each individual member can contribute to decisions that are

taken and should be involved and able to provide their opinion before a decision is taken”.

52/23

AGILE WORKING POLICY - PROGRESS BRIEF ON ADDRESSING QUERIES RAISED AT THE LAST MEETING

The written response to questions raised by Members with regards to the Council's Agile Working was provided. The five queries raised at the October Overview and Scrutiny Board meeting were discussed, and the following points were raised during the discussion of each response:

- Review of the title of the initiative – ‘Agile Working’ (Question 1, page 3 of supplementary agenda pack)

It was noted that Officers were working to ensure a clear definition was in place for this, including in terms of how this policy could be articulated in an unambiguous way to councillors, staff, and during recruitment.

- Look at introducing a follow up measure to gauge customer satisfaction when interacting with Council services, for example, through a form of ‘trustpilot’ style feedback (Question 2, page 3 of supplementary agenda pack)

It was noted that there was an ongoing piece of work by the Business Improvement Team to look at the best ways the Council could collect feedback and measure satisfaction across all customer facing services. It was requested that a date be provided by the Team for when this work was due to be completed. Officers undertook to provide this information to Members.

It was noted that one of the problems common to two-tier local government areas like Bromsgrove was that some services were provided by the District Council and some by the County Council. Members commented that there was a need to improve the link up of communication and services between Bromsgrove District Council (BDC) and Worcestershire County Council (WCC) to enable resident enquiries get to the right organisation and officers quickly.

It was noted that because BDC and WCC were two separate organisations, providing mostly different, through often overlapping suite of services, referring enquiries currently depended on contact and relationships between officers from the two organisations, rather than a specific system in place, for instance an IT solution common to both organisations. It was agreed as an action that Officers would investigate how BDC could work to link up services with WCC to enable a more seamless experience for residents.

- Data on the impact of flexible working arrangements on reduction in staff car mileage (and consequently reductions in carbon / greenhouse gas emissions) (Question 3, page 3 of supplementary agenda pack)

Agenda Item 4

Overview and Scrutiny Board
20th November 2023

It was asked whether the staff mileage claims cost saving figure of £32,989 between 2021-20 and 2022-23 was for Bromsgrove District Council or across Bromsgrove and Redditch Councils. Members commented that it was important that savings per each council under shared staff arrangements was given. It was agreed as an action that the confirmation of the figures be provided to Members.

It was asked whether all planning officers were now based at Redditch and whether this had resulted in increased mileage payments associated with work planning officers were undertaking in Bromsgrove. It was agreed that Members would be provided with a response from Officers.

During the discussion it was highlighted that Redditch Town Hall redevelopment was ongoing and there was a process of leasing out some office space in that building to other organisations, including the NHS, DWP, and WCC. It was noted that through this a cost saving to Bromsgrove Council's budget of £70,000 per year would be delivered.

- Officer response times to Member enquiries (Question 4, page 4 of supplementary agenda pack)

It was requested that Members be provided with a list of the agreed and statutory response times that Council Officers were bound by when responding to members of the public. In addition, it was asked that information be provided, if applicable, on how the response times differed across various types of requests/service areas, and what happened if the response times were not met. Officers undertook to provide this data to Members.

Members also asked whether regular data on response times could be shared as part of the Council's suite of performance measures. It was noted that a response would be provided on this.

With regards to providing responses to enquiries, it was suggested that staff across the Council could be set up with an automatic email response function to inform the person sending an email that his/her email was logged on the system. It was commented that this would provide reassurance that the email reached the intended recipient. It was noted that there was already such an automatic response in the case of sending emails to the compliments/complaints team. However, as other service areas differed considerably in their specific area of business, a consistent approach would need to be agreed across all customer facing areas of business.

- IT solutions to assist Members with the knowledge of the Council's organisational (and team) structures (Question 5, page 4 of supplementary agenda pack)

Members requested that induction / key contact documents be made available to Members on Microsoft Teams in addition to the current

formats. It was asked that Officers investigate how to make better use of Microsoft Teams for Member-Staff communication in general. It was noted that this would be picked up by the relevant officers.

RESOLVED that the progress brief be noted.

53/23

FOOD BANK AND COMMUNITY SUPERMARKET PROVISION TASK GROUP - MEMBERSHIP REPORT

The membership of this task group was chosen, and it was agreed that the chairman would be elected at the task group's first meeting. The terms of reference would also be agreed by the task group at its first meeting.

RESOLVED that Councillors A. Bailes, E. M. S. Gray, B. Kumar, P. M. McDonald, D. J. Nicholl, and D. G. Stewart be appointed to the Food Bank and Community Supermarket Provision Task Group.

54/23

NOTICE OF MOTION - REQUEST TO INVESTIGATE - FUTURE OF LIBRARIES WITHIN THE DISTRICT

A request to investigate the Future of Libraries within the District was considered. Members were informed that there was a recent task group investigation into libraries undertaken by this Council in 2021.

It was commented that the Review of Libraries Task Group that took place in 2021 did not consider the financial implications and the PFI partnership model for operation of some libraries in the District. Therefore, it was felt there was a need for Overview and Scrutiny to look at this topic again. It was noted that this topic was of significant concern to Members as exemplified by the full Council motion passed in July 2023.

During the discussion, it was proposed that a report be submitted to the next meeting outlining the relevant data on the matter. It was also proposed that as library provision was a responsibility of the County Council, the relevant Cabinet Portfolio Holder from Worcestershire County Council be invited to attend the next meeting of Overview and Scrutiny Board. On being put to the vote it was:

RESOLVED:

- 1) That the request is included on the Overview and Scrutiny Board work programme and the Board considers the matter as an item of business at its next meeting;
- 2) That the Worcestershire County Council Cabinet Portfolio Holder with responsibility for library provision be invited to the next meeting of Overview and Scrutiny Board.

55/23

PROPOSAL FOR A BROMSGROVE DISTRICT COUNCIL CROSS PARTY WORKING GROUP TO BE SET UP TO IMPROVE RAIL AND

BUS CONNECTIVITY AT BROMSGROVE STATION

It was announced that this proposal was now scheduled as an item at the upcoming full Council meeting and would be discussed then.

56/23

FINANCE AND BUDGET WORKING GROUP - UPDATE

The Chairman noted that the first meeting of the Finance and Budget Working Group was due to take place on 21st November 2023, with Tranche 1 of the Council's Medium Term Financial Plan (MTFP) to be among the items of discussion.

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

57/23

CABINET WORK PROGRAMME

The Cabinet Work Programme was presented for Members' consideration.

It was requested by Members that descriptions of each item on the Cabinet Work Programme be provided so that Members had more understanding of the specifics of the issues that Cabinet was considering.

RESOLVED that the Cabinet Work Programme be noted.

58/23

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 7.13 p.m.

Chairman

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Bromsgrove District Council Planning Enforcement Policy

Relevant Portfolio Holder		Councillor K. Taylor
Portfolio Holder Consulted		Yes
Relevant Head of Service		Ruth Bamford
Report Author	Job Title: Principal Officer Contact email:toni.ainscough@worcsregservices.gov.uk Contact Tel: 01562 738035	
Wards Affected		No specific ward relevance
Ward Councillor(s) consulted		No
Relevant Strategic Purpose(s)		All strategic purposes apply
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. **RECOMMENDATIONS**

The Cabinet RECOMMEND to Council that:-

- 1.1 The Council endorses the report (as attached at Appendix A).

2. **BACKGROUND**

- 2.1 The attached report in Appendix 1 is a revision of the existing Planning Enforcement Policy dated January 2011. The current policy can be found here:

<https://www.bromsgrove.gov.uk/media/905007/Bromsgrove-Enforcement-Policy-January-2011.pdf>

The revised and updated policy for consideration is attached in Appendix 1. It is recommended that the attached Planning Enforcement Policy replaces the existing policy in line with current practice.

3. **OPERATIONAL ISSUES**

- 3.1 There are no operational issues of note.

4. **FINANCIAL IMPLICATIONS**

- 4.1 None

5. LEGAL IMPLICATIONS

- 5.1 The Council carries out enforcement activity under statutory powers. There are no direct legal implications arising from this Report

Whilst the Council has a range of powers to enforce against unauthorised development, the Government, through paragraph 59 of the National Planning Policy Framework (NPPF), states that enforcement action is discretionary and LPA's should act proportionately in responding to suspected breaches of planning control. The NPPF (as augmented by the NPPG) also recommends that Local Planning Authorities publish a Local Enforcement Plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so. The Council has therefore updated its Enforcement Plan in accordance with national guidance, best enforcement practice and to provide greater clarity and transparency on expectations, process and limitations in relation to the Council's role.

6. OTHER - IMPLICATIONS

Relevant Strategic Purpose

- 6.1 The response to the Planning Enforcement Policy in itself does not have any direct implications on Bromsgrove District Council's strategic purposes. In reviewing this policy, consideration has been given to the Council's strategic purposes and it is considered that the revised policy supports these key purposes. T

Climate Change Implications

- 6.2 It is not considered that there are any specific climate change implications for Bromsgrove from the proposals in the Planning Enforcement Policy SSLP. Although it is recognised that the planning process must continue to address the wider climate change concerns.

Equalities and Diversity Implications

- 6.3 The response has no Equality or Diversity implications, due regard has been given in the preparation of this policy.

7. RISK MANAGEMENT

- 7.1 The current planning enforcement policy does not reflect the current or aspired operational activities of its planning enforcement service.

Cabinet
2024

17th January

Therefore by not endorsing the attached reviewed policy, the Council is at risk of operating a service which is not in alignment with current policy.

- 7.2 The proposed enforcement policy sets out our approach to enforcement which is subject to budgets afforded such. Expectation of action and expediency will require managing with the above in mind.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Bromsgrove District Council Planning Enforcement Policy

Cabinet
2024

17th January

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor K. Taylor	
Lead Director / Head of Service	Ruth Bamford	
Financial Services		
Legal Services	Amar Hussain	28/11/23
Policy Team (if equalities implications apply)	N/A	
Climate Change Team (if climate change implications apply)	N/A	

Bromsgrove District Council Planning Enforcement Policy

Contents

Introduction	P.3
Purpose of planning enforcement	P.3
Legislation and policy	P.3
What is a breach of planning control?	P.4
The principles of good enforcement	P.5
Enforcement Action is discretionary	P.6
Expediency	P.6
What is Harm?	P.7
Formal action	P.7
Power or entry onto land or buildings	P.8
What happens when we take formal enforcement action?	P.8
How to report an alleged breach of planning control?	P.9
What can you expect if you report an alleged breach of planning control?	P.9
Anonymous complaints	P.9
What happens if an allegation is made against you?	P.10
How will we prioritise your allegation of alleged breach of planning control?	P.10
Priority categories	P.11
Matters that do not constitute breaches of planning control	P.11
Immunity from enforcement action	P.12
Complaints about the service	P.13
Important	P.13
Enforcement Procedures Flow Chart	P.14

Introduction

This Enforcement Plan ('The Plan') relates to Bromsgrove District Council's planning enforcement service and describes the purposes of the service and how it will be delivered.

Although planning enforcement is discretionary and not a mandatory function of Local Planning Authorities, it is recognised that the integrity of the Development Management process depends on the Council's commitment to take effective action against unauthorised development.

The Plan explains the Council's policy and procedure for dealing with reports of alleged breaches of planning control. It identifies local priorities to assist with case management. The Plan sets out the approach to planning enforcement and provides greater clarity for all parties engaged in the development process.

Purpose of planning enforcement

The purpose of planning enforcement is to ensure that development and/or change of use of land and buildings, is undertaken in accordance with regulations and planning permissions and, where it is undertaken without permission, to ensure that harmful development is dealt with effectively.

A breach of planning control must occur for enforcement action to be considered. An assumption cannot be made on intent. Similarly disputes concerning boundaries, covenants, deeds, or civil issues are not relevant.

Legislation and policy

The Town and Country Planning Act 1990 (The Act) as amended, provides the statutory basis for most planning enforcement matters. The statutory powers for Listed Building enforcement are provided principally by The Planning (Listed Buildings and Conservation Areas) Act 1990.

The Bromsgrove District Plan (BDP) was adopted by Bromsgrove District Council on 25th January 2017. The plans set the vision and strategy for the sustainable growth of the area up to 2030. It is the Council's key statutory strategic planning document, guiding decisions on all development activity and is therefore fundamental in guiding decisions relating to breaches of planning control.

The BDP conforms to the National Planning Policy Framework ('the Framework') which was first introduced in March 2012. The Framework states that: "Effective enforcement is important as a means of maintaining public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. Local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate" (NPPF).

In addition to the Framework the Planning Practice Guidance document titled "Ensuring effective enforcement" provides national guidance in responding to suspected breaches of planning control. In preparing this Policy the Council has followed the National Planning Policy Framework and the Planning Practice Guidance.

Principles

What is a breach of planning control?

Planning enforcement aims to enforce against planning breaches, which is described in the Town and Country Planning Act 1990 (“the 1990 Act”) as;

- “carrying out development without the required planning permission; or failing to comply with any condition or limitation subject to which planning permission has been granted’(s.171A).

Section 55 of the 1990 Act defines development as;

- “the carrying out of building, mining, engineering or other operations in, on, or over land, or the making of any material change of use of any building or other land.”

A breach of planning control could involve such matters as the unauthorised erection of a building or an extension to a building, a material change of use of land or a building, or the display of unauthorised advertisements.

In certain circumstances, planning permission is not required, this is referred to as Permitted Development Rights, examples include, some extensions or structures, walls, and fences. Further information can be found in the Ministry of Housing, Communities and Local Government document published in September 2019 ‘Permitted development rights for householders.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/830643/190910_Tech_Guide_for_publishing.pdf

Other breaches of planning control may consist of the following:

- Unauthorised works to Listed Buildings - most works to Listed Buildings require consent and it is a criminal offence to carry out works without such consent. Prosecution proceedings can be instigated under Section 9 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Alternatively, the Act also gives local planning authorities the power to serve Listed Building Enforcement Notices to which there is a right of appeal.
- Unauthorised works to trees subject to a Tree Preservation Order (TPO) or Conservation Area - It is an offence to carry out unauthorised work to trees protected by a Tree Preservation Order. Where works are proposed to trees in a Conservation Area, the Local Planning Authority should be notified, and permission obtained in advance. In both instances the Council has the power to prosecute offenders and require the planting of replacement trees.
- Unauthorised demolition of a building which is located within a Conservation Area - It is a criminal offence to demolish a building, which is in a Conservation Area, without consent.
- Breaches of Planning Conditions - A breach of condition notice can be served where there is a failure to comply with any condition imposed on the grant of planning permission. There is no right of appeal against a breach of condition notice.
- Untidy land where it affects the amenity of the area - where land or premises have become an eyesore, the Local Planning Authority has the power to serve a notice under section 215 of the Town and Country Planning Act, requiring steps to be taken to remedy the condition of land. There is a right of appeal to the Magistrates Court.
- Deliberate concealment of unauthorised building works or changes of use - where a person deliberately conceals unauthorised development, the deception may not come to light until

after the time limits for taking enforcement action (Section 171B of the Town and Country Planning Act 1990) have expired. A Planning Enforcement Order enables the council to act in relation to an apparent breach of planning control notwithstanding that the time limits may have expired.

- Not building in accordance with the approved plans that form part of a planning permission - In some cases this can result in the whole development being deemed as unauthorised.
- Unauthorised engineering operations, such as raising of ground levels or earth bunds - these matters may involve engagement with the Environment Agency.

The principles of good enforcement

The integrity of the planning system depends on the Council's readiness to take enforcement action when it is appropriate to do so. Planning laws and policies are designed to control the development and use of land and buildings in the public interest; they are not meant to protect the private interests of one person against the activities of another.

The Council is committed to providing an effective planning enforcement service. To undertake effective investigations, it is essential that there is cooperation between Council departments and other agencies, such as the Police, Environment Agency, HMRC and the Health and Safety Executive. The Council will maintain and enhance these relationships to make best use of our available resources.

The Council will not condone breaches of planning control and will exercise its discretion to take enforcement action if it is considered expedient to do so. The Council will investigate all reports about alleged breaches of planning control, except those reported anonymously*, to determine whether a breach has actually occurred, and if it has, will then determine the most appropriate course of action, mindful to the basic principles of enforcement:

- **Proportionality** - enforcement action will be proportionate to the risks and seriousness of any breach, including any actual or potential harm caused by the breach.
- **Helpfulness** - where it should be possible for breaches of control to be relatively quickly remedied, officers will give owners/developers a chance to quickly rectify matters. It needs to be recognised that this process will take some time due to matters of negotiation and realistic compliance periods to rectify building works for example. All correspondence will identify the officer dealing with the matter and give contact details. Officers will not tolerate abusive language or aggressive behaviour.
- **Targeting of enforcement action** - focusing enforcement action on the most serious risks and recognise that it is not possible to prioritise all issues of non-compliance or to act against breaches causing no significant harm.
- **Consistency of enforcement approach** - consistency does not mean uniformity, however a similar approach will be taken in similar circumstances with the appropriate exercise of individual discretion and professional judgement.
- **Transparency of how enforcement operates and what can be expected** - where non-compliance has been identified, officers will explain what must be done to remedy the breach, clearly explain the reasoning behind their decision, give reasonable timescales for compliance and provide clear instructions of what will happen if they do not comply. It must be realised that details of the investigation cannot be shared until the case has concluded.

- **Accountability for our actions** - members of the public and businesses will know what to expect when an officer visits and how to raise any allegations they may have, and the council will report on performance.

Enforcement action is discretionary

Once a breach of planning control has been identified, the extent of the breach must be assessed to establish what, if any, action should be taken to remedy the breach and whether it is considered expedient to do so. It is at the Council's discretion to use enforcement powers.

The Town and Country Planning Act 1990 Section 171B establishes three different time limits for enforcement, after which the change is considered immune from enforcement:

- Four years for operational development [Section 171B(1)];
- Four years for change of use to a single dwellinghouse [Section 171B(2)];
- Ten years for any other breach such as a material change of use.

These time limits as set in legislation guide our approach to managing and prioritising our work.

If it is likely that the unauthorised development would have been approved if planning permission had been initially applied for, formal enforcement action will not be undertaken. Taking enforcement action must be in the public interest and consequently, it will not be taken simply because a breach has occurred.

Expediency

In cases where it has been established that a breach of planning control has occurred at the initial stage, a Planning Officer will undertake an assessment of expediency to determine which next course of action should be taken. In accordance with section 172 of the 1990 Act 'expediency' is assessed with reference to national and local planning policies and to any other material considerations (e.g., amenity, design).

'Expediency' has no statutory definition but it has been interpreted in the High Court as:

'Expedience as a test suggests the balancing of the advantages and disadvantages of a course of action'.

The Practical Planning Guidance (PPG) issued by Government in 2019 provides examples where planning enforcement action may not be expedient at paragraph 011:

- *“there is a trivial or technical breach of control which causes no material harm or adverse impact on the amenity of the site or the surrounding area;*
- *development is acceptable on its planning merits and formal enforcement action would solely be to regularise the development;*
- *in their assessment, the local planning authority consider that an application is the appropriate way forward to regularise the situation, for example, where planning conditions may need to be imposed.”*

An expediency test will usually involve the Planning Officer assessing the following:

- Whether the breach is in accordance with the policies of the Local Plan.

- Whether action would be proportionate with the breach to which it relates.

And in relation to 'harm':

- Whether permission would likely to have been granted, had a planning application been submitted before the development occurred
- The breach against any other material planning considerations
- Whether the breach unacceptably affects public amenity.
- Whether the breach unacceptably affects any existing land, use or buildings which merit protection in the public interest.
- Whether any action would be in the public interest.

What is harm?

Harm in this context relates only to planning harm. Harm that results from a breach in planning control could concern residential amenity or highway safety issues. Examples of harm could include noise nuisance, loss of daylight or privacy, or danger from increased traffic flows.

The following are NOT examples of harm:

- Loss of value to a neighbouring property.
- Competition to another business
- Loss of an individual's view or trespass onto someone else's land.

It may be possible to address issues such as these by way of civil action, although this is a matter for the individual to pursue and is not an area where the Council would be involved.

This means that the Council may not take formal enforcement action in all cases where a breach of planning control has been identified. It is part of the normal duties/responsibilities of the enforcement role for officers to ensure decisions not to pursue formal enforcement action can be properly justified having regard to this Enforcement Policy and the relevant Local Plan. There is no right to appeal the Council decision not to take enforcement action. However, if someone is dissatisfied with the decision-making process, they can follow the Council's Complaints Procedure.

Using the Enforcement Policy and our enforcement powers

Formal action

The Council has a range of formal powers and tools for use under the Town and Country Planning Act 1990 that it can use to remedy breaches of planning control. The more commonly used are:

- The service of a Planning Contravention Notice (PCN) - Section 171(c) enables the service of a notice requiring persons to provide information in relation to land or activities on land where a breach of planning control is suspected. This is usually carried out very early in an investigation where further information is required. Failure to respond or provision of inaccurate information is a criminal offence.
- The service of a Request for Information (RFI) - Section 330 enables a notice to be served requesting details to be provided of any owners, occupiers or any other persons with an interest in the land. This is usually served prior to a formal enforcement action being taken.

- The service of an Enforcement Notice - Section 172 enables the service of a notice which requires specific steps to be undertaken to remedy the breach of planning control.
- The service of a Breach of Condition Notice (BCN) - Section 187(a) enables the service of a notice to secure compliance with conditions imposed on a planning permission.
- The service of a Section 215 Notice - Section 215 provides a local planning authority (LPA) with the power, in certain circumstances, to take steps requiring land to be cleaned up when its condition adversely affects the amenity of the area. LPAs also have powers under Section 219 to undertake the clean-up works themselves and to recover the costs from the landowner.
- The service of a Stop Notice (SN) or a Temporary Stop Notice (TSN) - Section 183 and Section 171(e), enables the service of a notice requiring the cessation of unauthorised activities. A Stop Notice may only be served in conjunction with an Enforcement Notice referred to above. SN and TSN action are reserved for much more serious breaches that are causing serious harm to amenity.
- In addition to the above further action is available by way of the service of Injunctions, which is where direct action is taken to remedy a breach or to instigate prosecution proceedings for non-compliance where it is deemed necessary to do so. As above, this action would only be taken in very severe cases.

The Council will look to recover costs from an offender where evidence suggests offenders have profited from the illegal works, as a deterrent and to remedy the breach. The council may place a charge on the land to aid future recovery or seek confiscation under the Proceeds of Crime Act 2002.

Power or entry onto land and buildings

Section 196(a) of the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Area) Act 1990 and Part 8 of the Anti-Social Behaviour Order Act 2003 gives Enforcement Officers the power to enter land and/or premises at all reasonable hours in order to undertake his/her official duties. Wilful obstruction of a person exercising a right of entry is an offence. The above does not allow the admission to any building used as a dwelling house to be demanded as a right by virtue of the legislations unless twenty-four hours prior notice of the intended entry has been given to the occupier of the building. Failure to comply with the Council's request can lead to a request to the Courts for a warrant to enter.

What happens when we take formal enforcement action?

A formal Enforcement Notice will be served on the owner of the property along with any other party with a legal interest in the land or building in question. The Enforcement Notice will specify what action is required to remedy the breach and will give a period for compliance. The recipient of the Enforcement Notice has a minimum of 28 days to appeal against the notice to the Planning Inspectorate. Where an appeal is lodged, the council can take no further action in relation to that enforcement notice until the appeal has been decided. It is not unusual for the appeal process to take several months.

The council will defend any appeal but if it is allowed (i.e. if the appellant wins), the council can take no further action. If it is dismissed however, the Enforcement Notice will take effect, although the Inspector can amend its requirements, including the period for compliance, for example.

It is a criminal offence not to comply with an Enforcement Notice once the compliance period has passed. If the notice is not complied with the Council will consider prosecution. However, such action does require evidence to prove the offence is being committed by a named individual or

company 'beyond reasonable doubt'. Collecting this evidence can sometimes be a lengthy and time-consuming exercise and in some cases pre-trial delays may be unavoidable.

The Council will comply with the provisions of the Police and Criminal Evidence Act 1984 when interviewing persons suspected of a criminal offence and with the Criminal Procedures and Investigations Act 1996 and Section 222 of the Local Government Act 1972, when carrying out prosecutions.

[How to report an alleged breach of planning control](#)

In order that your enquiry can be dealt with as soon as possible it is important that you provide us with as much information as you can.

You can submit your enquiry via: [Breach reporting Online form - bromsgrove.gov.uk](#)

Advertisements may be removed, without notice, under powers granted by the Highways Act 1980. Unauthorised advertisements placed on the public highway or on Bromsgrove District Council owned land are dealt with by the Environmental Services Support Unit. This team has instant powers of removal. This relates predominantly to advertisements attached to street furniture and highway features. It also includes A-boards on the public highway that are deemed to be causing a distraction or nuisance. Public highway is with reference to all public highway areas, including footways, verges, accesses and public areas that are on highway land.

[You can report an unauthorised advertisement here](#)

For enquiries relating to trees, please visit; [Tree Works contact details - bromsgrove.gov.uk](#)

[What can you expect if you report an alleged breach of planning control?](#)

[Acknowledgement](#)

You will receive an acknowledgement following the registration of your allegation of breach of planning control. This provides you with the name and contact details of the Officer who will be assigned to your enquiry. We will always keep your personal details confidential, unless required to disclose as part of court proceedings.

[Site Inspection](#)

In most cases the officer will visit the site following the dispatch of the acknowledgement, to obtain detailed factual information about the alleged breach and take photographs. Where a more serious breach has been alleged, such as works to Listed Buildings/buildings within a Conservation Area, the site will usually be visited as soon as possible.

[How long is the process likely to take?](#)

Dealing with enforcement cases can be a lengthy and complex process. Different types of enforcement cases vary considerably as does the time taken for their resolution. It is for this reason that it is not possible to give a standard time for dealing with enforcement cases in full. The assigned Officer will endeavour to provide you with updates when key events take place in a case, such as the service of an Enforcement Notice or when an investigation is completed. In cases where there may be a technical breach of planning control, but the harm caused is not sufficient to warrant formal action, the Officer will notify you of the reason for not taking formal action and close the case.

[Anonymous complaints](#)

Anonymous allegations of breaches of planning control will not usually be investigated. All informants are required to provide their full name, a postal address, telephone number and where

possible an email address. They are also required to provide the full address of the address where the allegation of a breach of planning control is occurring. Fundamentally this approach aims to ensure that public resources are not spent unnecessarily investigating hoax or malicious allegations. This information is also essential as the Council may need to contact the informant prior to any site inspection being carried out to seek further information or clarification regarding the details of the alleged breach and to obtain feedback from the informant as the case progresses. All details provided by an informant will remain confidential, unless the information is required for use as evidence in court. If this does happen, the Council will make all reasonable efforts to check with the informant before disclosing any information.

What happens if an allegation is made against you?

If an allegation of breach of planning control is received that affects you, and we have your contact details, contact will be made to advise you of such. Typically, a site visit follows, and the purpose of this visit is to establish the facts of the case and whether there is any basis to the allegations made. The officer will, where necessary take measurements and photographs of the development or activity taking place. This site inspection may be undertaken without any prior notification.

If there is a breach of planning control you will be advised of the details of the breach and what steps need to be taken to either rectify the breach or regularise the situation. You may be served with a Planning Contravention Notice (PCN) which will ask further questions pertaining to the alleged unauthorised development. There is a legal requirement to respond to a PCN. You will be given a reasonable period of time (subject to the nature of the breach) to resolve any breach(es) of planning control. If compliance is not secured through negotiations or the submission of a retrospective planning application, formal action may be instigated.

If a formal notice is served and not complied with, the case may be pursued through to the Magistrates Court or higher court where necessary. Where prosecutions are pursued, in the more severe cases, the Council will consider the use of Confiscation Orders under the Proceeds of Crime Act 2002 to recoup the financial benefit gained from the breach of planning control.

Negotiations take place to find a solution

In accordance with Government guidance the priority is to try and resolve any breaches of planning control through negotiation. Only when such negotiations fail to secure a solution should formal action be considered. The Council will however try to avoid negotiations becoming protracted where there is a need to make the development acceptable or where there is a requirement for a particular use to cease.

Invite a retrospective application

The submission of a retrospective application may be appropriate where it is considered that there is a reasonable likelihood that planning permission may be granted in line with local and national planning policies or where a development may be made acceptable by way of the imposition of conditions. Minor or technical breaches of planning control may not be pursued if a retrospective application has been requested and not submitted or where it is not considered expedient to do so.

How will we prioritise your allegation of a breach of planning control?

In order to make the best use of the resources available to the Council it is important to prioritise the allegations received in accordance with the seriousness (harm) of the alleged breach. This will initially be decided by the Council following receipt of the allegation but may be subject to change following a site inspection or when further information comes to light.

Priority categories

To make the most effective use of resources, all incoming enforcement cases are prioritised when registered, based on information provided by the Informant, and an assessment of any planning history. This will determine the time frame for making an initial site visit and will be affected mainly by the assessment of the type and extent of the harm caused. During the investigation, the priority classification may alter due to the information gained. There are four enforcement priorities:

Priority 1

Where irreversible harm is likely to be caused if the Council do not act immediately.

Example: Unauthorised works to Listed Buildings.

Priority 2

Development in the green belt

Priority 3

Where there is significant public concern or where there is (or is the potential for) significant harm to be caused to residential amenity in the surrounding area.

Example: Breaches of planning conditions specifically identified to meet expressed public concerns, such as hours of operation; unauthorised uses/activities which are causing significant harm.

Priority 4

Smaller scale infringements which do not result in significant, immediate, or irreversible harm.

Example: Single storey rear extensions and rear dormer windows, unauthorised building of walls/fences.

No further action will be taken for matters that do not constitute breaches of planning control:

This policy relates to planning enforcement only and as such, unless otherwise stated these matters are not within this policy or are not enforceable or are civil matters:

- Where there is a perceived intention to breach planning controls, but no breach has occurred
- Internal works to a non-Listed Building.
- Boundary/ownership disputes.
- Party Wall Act issues.
- Opposition to business competition.
- Non-material planning considerations such as loss of property value or loss of view.
- Obstruction of a highway or public right of way (PROW)/ Parking of vehicles on the highway or on grass verges. Report via: [Roads, pavements, verges and lighting | Worcestershire County Council](#)
- Parking caravans on residential driveways or within the curtilage of domestic properties if they are incidental to the enjoyment of the property.
- Running a business from home where the residential use remains the primary use and there is no adverse impact on residential amenity.

Agenda Item 5

- Land ownership disputes or trespass issues.
- Covenants imposed on property deeds.
- Any works that are deemed to be 'permitted development' under The Town and Country Planning (General Permitted Development) (England) Order 2015 and or subsequent orders.
- Advertisements that are not subject to deemed or express consent requirements under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 and as such are excluded from direct control.
- Dangerous structures or other health and safety issues such as those that fall within the remit of the Health and Safety Executive (HSE). [Further information - Health and Safety at Work etc Act 1974 Section 3: Enforcement \(hse.gov.uk\)](#)
- High hedge disputes (evergreen hedges)
- Dangerous and defective structures are dealt with under the Building Act by Building Control officers. [Building Control \(NWBC\) contact details - bromsgrove.gov.uk](#)
- Failure to comply with a Section 106 agreement.
- Derelict / Abandoned buildings and Fly posting are deal with here
<https://www.bromsgrove.gov.uk/my-place/street-cleaning/fly-posting.aspx>
<https://www.bromsgrove.gov.uk/my-place/empty-homes.aspx>

Immunity from enforcement action and thus lawful

Section 171B of the 1990 Act restricts the Council's ability to take enforcement action after certain periods of time have elapsed. These time periods are dependent on the type of breach. In these instances, development without planning permission becomes immune from enforcement action.

- For building, engineering, mining or other operations, action cannot be taken after four years beginning with the date on which operations were substantially completed.
- For a change of use of a building to a single dwelling house, action cannot be taken after four years beginning with the date of the breach.
- For any other breach, action cannot be taken after ten years beginning with the date of the breach, including a continuous breach of planning conditions.
- It should be noted that there is no time limit in respect of Listed Buildings and in this regard enforcement action can be taken at any time.
- Time limits also do not apply when there is evidence of deliberate concealment.

Complaints about the service

If you are unhappy about the level of service you have received from the Planning Enforcement Team or how the process has been managed then you may firstly discuss your concerns with the case officer. Additionally, you can take the matter further through the Councils Complaints Procedure via this link: [Compliments and Complaints - bromsgrove.gov.uk](#)

or, alternatively, you can call:

Bromsgrove: 01527 881288

12

Agenda Item 5

or write to Bromsgrove District Council, Parkside, Market Street, Bromsgrove, Worcestershire, B61 8DA. If you continue to be dissatisfied with the responses you have received to your complaint, you may wish to raise your concerns with the Local Government and Social Care Ombudsman, who can be contacted via:

Local Government Ombudsman, PO Box 4771, Coventry, CV4 0EH.

Website [Home - Local Government and Social Care Ombudsman](#)

Telephone: 0300 061 0614 (Monday to Friday 8.30am to 5pm)

The Ombudsmen is unlikely to consider a complaint unless it has already been fully investigated by the Council and will only investigate to establish if the Council is guilty of maladministration. They do not have powers to force the Council to take formal enforcement action when it has previously decided not to.

IMPORTANT

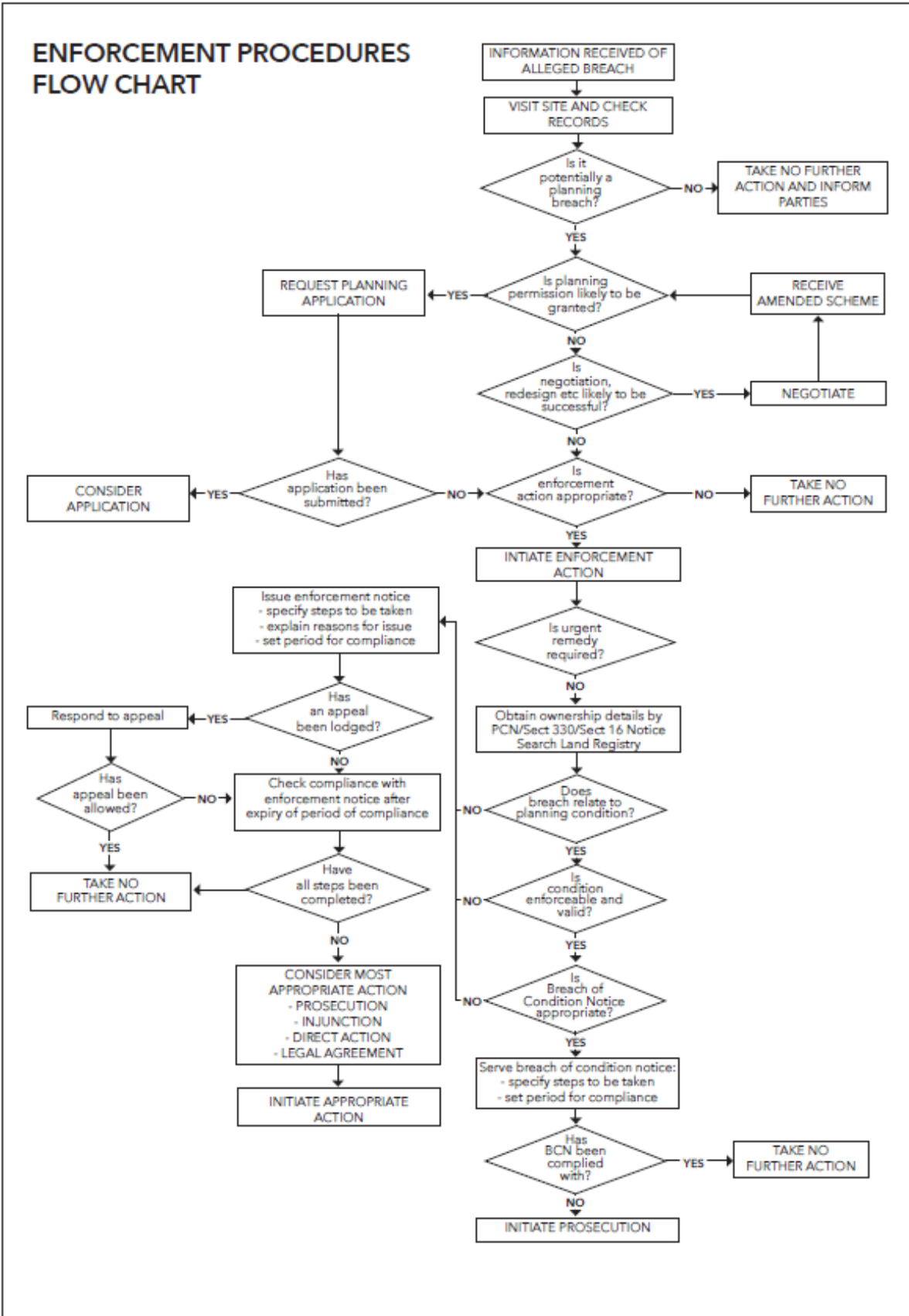
Planning permission and building regulations approval (building control) are different, being two separate areas of legislation of which both may be required, only one or none at all. This guide relates to planning legislation ONLY.

If you are unsure whether you require building regulations approval, then you should contact:

North Worcestershire Building Control (NWBC), Parkside, Market Street, Bromsgrove, B61 8DA

b.control@bromsgroveandredditch.gov.uk

Telephone: 01527 881402



Cabinet

17th January 2024

DISCRETIONARY REDUCTION - COUNCIL TAX SECTION 13A1(C) POLICY

Relevant Portfolio Holder		Councillor Charles Hotham
Portfolio Holder Consulted		Yes
Relevant Head of Service		Bernard Ofori-Atta Head of Finance and Customer Services
Report Author	Job Title: Financial Support Manager Contact email: david.riley@bromsgroveandredditch.gov.uk Contact Tel: 01527 548 418	
Wards Affected		All
Ward Councillor(s) consulted		No
Relevant Strategic Purpose(s)		Aspiration, Work and Financial Independence
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Executive Committee **RECOMMEND** that: -

- a) The Section 13A(1)(C) policy be approved and adopted from 1st April 2024.
- b) The Council's scheme of delegation be amended to grant delegated authority to the Head of Finance and Customer Services, and the Financial Support Manager to reduce the Council Tax payable on a case by case basis, as provided by Section 13A 1 (c) of the Local Government Finance Act 1992..

2. BACKGROUND

- 2.1 The council has the power under section 13A(1)(C) of The Local Government Finance Act 1992 (LGFA '92) to reduce the amount of council tax that a person is liable to pay. The section 13A(1)(C) power may be exercised on a case-by-case basis or by determining a class of case in which the liability will be reduced.
- 2.2 The council, under an agreement between district councils and the county council, exercises the discretionary power on a case-by-case basis to provide a discount to Worcestershire County Council care leavers resident within the district.
- 2.3 The 13A(1)(C) power is also used to provide council tax discounts where, following a severe weather event, Government has determined

Cabinet

17th January 2024

that the flood recovery framework will be applied. Eligible residents impacted by flooding receive a 100% council tax discount for a minimum of three months and if they are unable to return to their home.

- 2.4 Government has allocated funding to councils to provide support to households using the 13A(1)(C) powers. In the 2020/21 tax year local authorities were provided with funding to administer the Covid-19 hardship fund. The hardship fund gave council tax discounts of up to £150 to residents who were in receipt of council tax support. The council tax support fund, during the 2022/23 tax year, has provided funding for a £25 reduction to council tax support recipients. In addition, councils were asked to use their discretionary council tax support powers to ensure that sponsor payments under the homes for Ukraine scheme did not affect a sponsor's local council tax support entitlement.
- 2.5 The council's policy for the award of section 13A(1)(C) reductions has not been reviewed for several years; amendments to the policy will ensure that the delegation to provide discounts in-line with any future national schemes are in place and enable support to be provided speedily to any qualifying households.
- 2.7 The refusal to provide support under 13A(1)(C) can be appealed to the Valuation Tribunal. The policy will provide officers with a framework for making decisions on a case-by-case basis from households requesting discretionary support.

3. FINANCIAL IMPLICATIONS

- 3.1 The Collection Fund (Council Tax Reductions) (England) Directions 2013 require billing authorities to transfer the cost of 13A(1)(C) discounts from their general fund to the collection fund. The full costs of all 13A(1)(C) discounts are met by the billing authority.
- 3.2 An agreement with Worcestershire County Council is in place which ensures that the authority is reimbursed for the costs of care leaver reductions for WCC care leavers.
- 3.3 The costs of national schemes of support - such as the homes for Ukraine sponsor payment disregard, the flood recovery framework, and the hardship support fund – are met by central government through section 31 grants where the authority has administered support in accordance with Government guidance.
- 3.4 The policy will allow for better management of the costs of discretionary reductions by providing a structured basis for the assessment of applications.

Cabinet

17th January 2024

- 3.5 There is no current budget provision for the award of section 13A(1)(C) discounts, the costs of support excluding those schemes financed by central government or agreement with the county council has been minimal.

4. LEGAL IMPLICATIONS

- 4.1 The power to provided reductions to council tax is set out at section 13A(1)(C) of the Local Government Finance Act 1992. There is no specific case law or legal implications relating to the use of the discretionary power.
- 4.2 The local government ombudsman – in relation to council tax recovery policies – decided that the absence of a policy was maladministration. Review and revision of the policy provides assurance in the event of any appeals to the LGO in the administration of the discretionary reductions.

5. STRATEGIC PURPOSES – IMPLICATIONS

Relevant Strategic Purpose

- 5.1 The use of discretionary reductions to council tax support the council's strategic purpose of Aspiration, Work and Financial Independence by allowing officers to make decisions to provide discretionary support to households.

Climate Change Implications

- 5.2 None

6. OTHER - IMPLICATIONS

- 6.1 None

Equalities and Diversity Implications

- 6.2 None

Operational Implications

- 6.3 None

7. RISK MANAGEMENT

- 7.1 Please explain any risks and any mitigating action that will be taken to address those risks.

Cabinet

17th January 2024

Risk	Mitigations
Financial Risk. The cost of discretionary reduction is met by the billing authority	The costs of discretionary reductions will be monitored monthly and reported to Head of Finance and Customer services.
Reputational Risk. The absence of policy could result in finding of maladministration or limit the council's ability to defend valuation tribunal appeals.	Approval of the policy will mitigate the risks and provided clear framework for the assessment of applications for support.

8. APPENDICES and BACKGROUND PAPERS

Appendix A: Council Tax Section 13A(1)(C) policy.

Worcestershire County Council care leavers concordant between the county council and districts.

Council Tax

Section 13A(1)(C) Discretionary Reduction Policy

Contents

[Introduction](#)

[Policy Objectives](#)

[Circumstances for Award of Relief](#)

[Relationship to Other Schemes of Relief](#)

[Application and Evidence](#)

[Amount of Award and Duration](#)

[Backdating](#)

[Notification of Award](#)

[Appeals](#)

[Fraud](#)

Introduction

Section 13A(1)(C) of The Local Government Finance Act 1992 provides billing authorities with the power to reduce the amount of council tax which a person is liable to pay by such amount as it sees fit. The power can be exercised on a case-by case basis or by determining a class of case in which liability is to be reduced.

The 13A(1)(C) power allows the council the discretion to aid taxpayers where the existing legislation does not provide a discount, exemption, or reduction; or where the council feels the existing level of discount or reduction is insufficient given the liable person's circumstances. The power can also be used to implement government policy intended to provide targeted support to council taxpayers.

The policy sets out the process by which a person can apply for discretionary support and the method of administering and determining applications for support.

Policy Objectives

The purpose of the policy is to set out how the council will use its discretionary power and to set out the factors that will be considered when making decisions.

The council will use the power to:

- Prevent homelessness.
- Support vulnerable residents to retain their place in the community.
- Help customers through personal crisis and difficult events.
- Improve financial independence through short-term relief.

Circumstances for award of relief

Worcestershire County Council Care Leavers

A discretionary reduction will be provided to care leavers under the age of 25 who were supported by Worcestershire County Council. The discount will be provided in-line with the care leavers concordant for the care leaver's sole or main residence.

The discretionary discount will be awarded where the care leaver is under the age of 25 and where Worcestershire County Council acted as corporate parent.

The care leaver will be required to claim local council tax support and the discretionary reduction will be considered after the award of LCTS and all other council tax discounts and reductions.

A qualifying care leaver who is the sole resident of a property will receive a 100% discount; where the care leaver is a joint-tenant or jointly liable for council tax they will receive a proportional discount, for example where there are two liable people the discount will be 50%.

Where a care leaver under the age of 25 takes residence with a parent or grandparent and there is a resultant loss of a single person discount then section 13A(1)(C) will be used to provide an equivalent discount.

The support for care leavers will be amended where there are changes to Worcestershire County Council care leavers concordant.

Flood Recovery Framework

In a severe weather event with significant wide area impacts the Government may provide central support to help communities and businesses return to normal. A key element of the flood recovery framework is the council tax discount scheme which provides support to people whose homes have been flooded and become unliveable.

Where the flood recovery framework has been activated Section 13A(1)(C) powers will be used to provide support to qualifying households. The discount will be provided in accordance with the rules set by central government.

Government Schemes of Support

The council will implement any Government funded discount schemes in-line with the guidance issued by central government. Where government schemes include an element of discretionary funding then the guidelines for allocation of discount to individual taxpayers will be determined by the Head of Finance and Customer Services in consultation with the relevant portfolio holder.

Other Cases

The council will consider a discretionary reduction where:

- The taxpayer has an outstanding council tax balance.
- There is evidence of extreme financial hardship.
- The other members of the household could not contribute towards the payment of the council tax.
- Action to recover the full council tax liability would result in extreme financial hardship.
- The taxpayer does not have access to assets or funds of any kind which could be used to meet their council tax liability.
- There are no alternative means of securing the payment of the council tax – either through securing the debt using methods such as a charging order; or reducing the balance through the application of discounts, exemptions, or other reductions.
- The taxpayer would be unable to make payments either through restructuring the payment of the council tax balance or restructuring their other debts.
- The taxpayer can demonstrate they have no available income to pay their council tax.

Relationship to Other Schemes of Relief

Section 13A(1)(C) reductions will be considered after applications for:

- Local Council Tax Support
- Council Tax Discount and Reductions
- Discretionary Housing Payments
- Exceptional Hardship and Essential Living Funds
- Discretionary Council Tax Support provided under Government funded schemes.

Application and Evidence

Taxpayers, or a person authorised to act on their behalf, will be required to apply for the discretionary reduction in writing and set out the circumstances on which the application is based. The application will be in addition to any application for local council tax support.

Where the initial application indicates that a discretionary reduction may be appropriate the council will request further evidence which may include, but is not limited to:

- Household composition and income and expenditure details for all members of the household.
- Evidence of all capital and assets of the taxpayer; to include evidence of mortgage balances and property value where property is owned by the applicant.
- Income and expenditure for the taxpayer for the period to which the application relates to the current date.
- Utility and household bills.

Amount of Award and Duration

The amount of reduction and the duration of the award are determined at the discretion of the council and will be made based on the evidence supplied and the circumstances of the claim.

The reduction will be calculated as a daily amount and the taxpayer will be notified of the award on the basis that their circumstances and eligibility will remain the same for the remainder of the tax year.

Where the reduction is being made for a period that will end before the end of the tax year then we will notify the customer of the end date and the reduction will be apportioned at this date.

The reduction will end in the following circumstances:

- The end of the tax year for which the reduction was made.
- Where the liable person changes or an additional resident joins the household.
- The council taxpayer enters any form of insolvency process.
- The council taxpayer's financial circumstances significantly alter.
- The liability for council tax ends.

When the reduction ends the amount of the discretionary award will be apportioned accordingly.

Backdating

Section 13A(1)(C) discount will, where applicable, be backdated to the start of the tax year in which the application is made.

Where a new liability has been created for a previous tax year then backdating will be considered if the application for discount is made within six-months of notification of liability being issued to the taxpayer.

Backdating for periods before the tax year in which the application is made, or for periods outside of the six-month window, will be considered where the taxpayer has demonstrated continual exceptional hardship from the period for which the application has been made to the date of application. Evidence will be required for the whole period.

Notification of Award

The council will notify the outcome of each application in writing. The notification will include the reason for the decision and advise the applicant of the appeals process.

Where a reduction has been granted the notification will include the reasons for the award, the period of the award and the date on which it will end. The notification will advise the taxpayer that they must inform the council of any changes in their circumstances that are relevant to the award.

Appeals

Appeals against the council's decision may be made in accordance with section 16 of the Local Government Finance Act 1992.

The taxpayer must first appeal in writing to the council outlining the reasons why they disagree with the decision to refuse relief. When the appeal has been received the council will reconsider the decision and notify the taxpayer in writing of the outcome of the appeal.

Where the taxpayer remains aggrieved then a further appeal can be made to the valuation tribunal. This appeal must be made within 2 months of the council's decision.

Where the council does not respond to an appeal within 2 months the taxpayer may appeal directly to the valuation tribunal.

Fraud

The Council is committed to protecting public funds and ensuring funds are awarded to the people who are rightfully eligible to them.

An applicant who tries to fraudulently claim a reduction in liability by falsely declaring their circumstances, providing a false statement or evidence in support of their application, may have committed an offence under The Fraud Act 2006.

Where the Council suspects that such a fraud may have been committed, this matter will be investigated as appropriate and may lead to proceedings being instigated.

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COUNCIL TAX EMPTY HOMES DISCOUNTS AND PREMIUMS

Relevant Portfolio Holder		Councillor Charles Hotham
Portfolio Holder Consulted		Yes
Relevant Head of Service		Bernard Ofori-Atta Head of Finance and Customer Services
Report Author	Job Title: Financial Support Manager Contact email: david.riley@bromsgroveandredditch.gov.uk Contact Tel: 01527 548 418	
Wards Affected		All
Ward Councillor(s) consulted		No
Relevant Strategic Purpose(s)		Finding Somewhere to Live
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Executive Committee **RECOMMEND** that: -

- 1) From 1st April 2024, under section 11B(1) of the local government finance act 1992, for long-term empty dwellings the discount under section 11(2)(a) will not apply and the additional council tax premium applied will be:
 - i) For a dwelling that has been unoccupied and substantially unfurnished for less than 5 years – 100% premium.
 - ii) For a dwelling that has been unoccupied and substantially unfurnished for 5 years or more, but less than 10 years – 200% premium.
 - iii) For a dwelling that has been unoccupied and substantially unfurnished for 10 years or more – 300% premium.
- 2) The Head of Financial and Customer Services on a case-by-case basis may consider a reduction to the long-term empty premium under section 13A(1)(C) of the Local Government Finance Act 1992.

2. BACKGROUND

- 2.1 Council Tax was introduced on 1st April 1993 and from this date until 1st April 2004 dwellings in England which were unoccupied were eligible for a council tax discount of 50%.

- 2.2 A series of amendments to council tax legislation, made since 2004, have given billing authorities the power to reduce or remove the discount for unoccupied dwellings and, in the case of long-term empty homes, to impose a council tax premium.
- 2.3 The Levelling Up and Regeneration Act 2023 has introduced further changes to the discount and premiums for unoccupied homes.
- 2.4 Section 11B of the LGFA '92 has been amended to reduce, from 2 years to 1 year, the period for which a dwelling must be vacant before it is classed as a long-term empty dwelling, and to introduce a requirement to consider guidance issued by the secretary of state before deciding to apply premiums.
- 2.5 Section 11C and 11D have been inserted into the LGFA '92 and give the billing authority powers to apply a premium of up to 100% for any dwellings that are furnished and have no residents. These dwellings would usually be second homes where the owner lives elsewhere and uses the property as holiday or occasional accommodation.
- 2.6 The council currently applies the full premium to all long-term empty homes. The decision to apply premiums was made on the basis that a dwelling would be subject to the premium if vacant for 2 years or more. The amendment to section 11B will mean that, from 1st April 2024 and the existing wording of the council's determination means that, the premium will be applied to all dwellings that have been vacant for 12 months or more.
- 2.7 Section 11B allows a determination to be made that:
- a) removes the unoccupied dwelling discount for long-term empty homes; and
 - b) specifies a premium by which the council tax will be increased.
- The premium can be set at up to the maximum level, but could be set at a lower level, or not applied.
- 2.8 The council needs to consider whether to apply the premium after a dwelling is vacant for 1 year, or to amend the determination to maintain the existing position and apply a premium after 2 years.
- 2.9 Long-Term Empty Premiums - Option 1
- To ensure that members have considered the effect of the change to the definition of long-term empty homes and that the application of a

premium for dwellings vacant for one year or longer is the intention of the council a new determination is made.

The new determination removes the discount under section 11(2)(a) and applies premiums to all dwellings that have been vacant for one year or more.

2.10 Long-Term Empty Premiums Option 2

The council may, in order to retain the intention of the 2022 determination, decide that for long-term empty homes the discount under section 11(2)(a) will not apply and the following premiums will be applied:

- i) For dwellings vacant for 1 year or more, but for less than 2 years 0% premium.
- ii) For dwellings vacant for 2 years or more, but for less than 5 years 100% premium.
- iii) For dwellings vacant for 5 years or more, but for less than 10 years 200% premium.
- iv) For dwellings vacant for 10 years or more 300% premium.

2.11 The intention of the long-term empty home premium is to incentivise homeowners to bring properties back into use. The reduction in the time before which the premium can apply is intended to strengthen this incentive.

2.12 At the commencement of the 2022/23 tax year - the first year that the council applied the premium - 227 dwellings were subject to premium. The number of dwellings for which the premium is levied has now reduced to 98 dwellings.

2.13 The council is required to have regard to guidance issued by the secretary of state before deciding to apply premiums. The only guidance published to date is the May 2013 guidance on homes for sale or letting.

2.14 The council considered the 2013 guidance in full when the deciding to first apply premiums. There is no change to the view that the local housing market conditions indicate that there is no reason to exclude properties for sale or letting from the premium.

2.15 The Government has consulted on changes to secondary legislation which will exempt certain classes of dwelling from premiums. Properties on the market for sale or letting were included within the

consultation. If it is appropriate for these premises to sit outside of the premium, then Government will legislate to reflect that position.

- 2.16 The council will retain the discretionary power under section 13A1(C) to reduce the council tax on a case-by-case basis. This power would include the ability to reduce any premium.
- 2.17 Having regard to the local housing market, the Government's ability to take a national decision to exempt homes for sale or letting from the premium, and the council's ability to use discretionary powers to reduce the premium in exceptional cases it is not necessary to place all homes that are being marketed for sale or let outside of the scope of the premium.
- 2.18 The recommendation is that, in line with the changes to the act and the intention to provide a stronger incentive to bring empty homes into use, the council applies premiums to all dwellings that have been empty for 12 months or more.
- 2.19 The changes at 11C and 11D of the LGFA '92 introduce a 100% premium for furnished homes where there is no resident. The homes are usually described as second homes; however, they include any home which, on a particular day, is left furnished and has no residents for example furnished rented accommodation where the tenant has moved out and the property has not been re-let.
- 2.20 The intention of the second home premium is to provide local authorities with a tool that can be used where disproportionate numbers of second homes impact on the vitality and viability of local communities. An example of the impact of second homes is where a large concentration of second homes results in a reduction in demand for local services such as schools, or GP surgeries resulting in the loss of these services for the remaining permanent residents.
- 2.21 Council Tax data shows that 103 homes within the council's area are classified as second homes this is less than 0.25% of the overall dwellings.
- 2.22 Any determination to apply a second-home premium must be made at least 12 months before the financial year in which the premium will take effect. The earliest that a premium can be applied is 1st April 2025. The council needs to consider whether to apply the premium from 1st April 2025.
- 2.23 Second-Home Premiums – Option 1

Take no action and retain the existing position for second homes and apply zero discount. The application of premiums will be reviewed, and the council will retain the option to make a determination for years commencing on or after 1st April 2026.

2.24 Second-Home Premiums – Option 2

The council determines that, under section 11C(1) the discount under section 11(2)(a) shall not apply and applies a premium of up to 100% to any furnished dwellings that have no residents.

2.25 There is no evidence that the existence of second homes is having a detrimental impact on the provision of facilities and services within the area.

2.26 The second home premium would be levied, during periods between occupation by tenants, that landlords are providing on a furnished basis. The application of second home premiums may disincentivise landlords from making such homes available.

2.27 In the absence of any evidence of a detrimental impact on the provision of services and having due to the potential impact on the availability of furnished rental homes, it is recommended that the second-home premium is not applied.

3. FINANCIAL IMPLICATIONS

4.1 Applying long-term empty home premiums increases the amount of council tax collected, though taxpayers will take steps to minimise their liability. The reduction in time that a property must be vacant before the premium applies will increase the council tax income to the authority.

4.2 Council Tax data shows that there are 98 second homes within the area. The imposition of a second-home premium on these homes would raise an additional council tax of approximately £171,000 of which £22,000 would be retained by the council, however, this figure is likely to reduce when Government confirms the premises that will be exempt from premiums. Taking the decision not to apply second home premiums reduces potential council tax income.

4. LEGAL IMPLICATIONS

- 4.1 The legislative framework for the application of council tax premiums is set out within the earlier sections of the report and the background papers listed.
- 4.2 The council is required by sections 11B(1D) and 11C(4) of the LGFA '92 to have regard to any guidance issued by the secretary of state before making a determination to apply a premium.
- 4.3 A determination to apply a premium can be challenged by judicial review under section 66 of the LGFA '92. In appeals to the Valuation Tribunal relating to the application of long-term empty premiums the president of the valuation tribunal. Professor Graham Zellick KC stated:

“Whether the determinations are unlawful either because of a failure to give consideration to the Government’s Guidance or other relevant considerations or because an unqualified determination is one no reasonable billing authority could make are quintessentially judicial review questions (even apart from section 66)”

- 4.4 The importance of considering Government guidance on the application of premiums should be noted and this report at 2.13 to 2.17 sets out why it is considered reasonable to apply premiums to all long-term empty homes.

5. STRATEGIC PURPOSES – IMPLICATIONS

Relevant Strategic Purpose

- 5.1 The application of premiums will support the council’s strategic purpose “finding somewhere to live” by incentivising homeowners to bring empty homes back into use.

Climate Change Implications

None

6. OTHER - IMPLICATIONS

- 6.1 None

Equalities and Diversity Implications

- 6.2 None

Operational Implications

6.3 None

7. RISK MANAGEMENT

7.1 Please explain any risks and any mitigating action that will be taken to address those risks.

Risk	Mitigations
Application of premiums to taxpayers who do not have sufficient income to meet their liability.	<p>The council's strategic housing team offers advice and support to residents on bringing empty homes back into use – returning a home to use places the dwelling outside of the premium.</p> <p>The council will consider the application of 13A (1) (C) reductions for taxpayers in-line with the relevant council policy.</p>
Taxpayers subject to premiums may be dissatisfied with the decision of the authority.	<p>Clear communications to be issued with Council Tax demand notices setting out the reasons for the changes.</p> <p>Establish links with internal Housing Strategy team to help to publicise methods by which empty homes can be brought back into use.</p>
Customer facing staff are not prepared for changes to empty-home premiums	<p>Full briefing to be provided to all Revenues and Customer Services Officers setting out details of changes and framework for levying premiums.</p> <p>Briefing note to internal departments detailing changes and impacts of premiums.</p>

Risk	Mitigations
<p>Manipulation of council tax system to avoid empty home premium</p>	<p>To avoid the premiums homeowners may provide false information. Procedure notes and guidance for decision makers will be updated to include information on the steps that should be taken to verify changes to liability for long-term empty homes.</p> <p>Inspections and compliance reviews for empty homes to ensure that premiums are levied correctly.</p>
<p>Increase in appeals and liability disputes.</p>	<p>Guidance to be provided to decision makers and customer service advisors on the process for appeals and setting out appropriate responses to liability, discount and premium disputes.</p>

8. APPENDICES and BACKGROUND PAPERS

Report to Executive Committee 11th January 2022 – Council Tax Empty Homes, Discounts and Premiums.

Additional Background Papers as listed within the 11th of January 2022 Report.

Council Tax Guidance for Properties for Sale or Letting
<https://www.gov.uk/government/publications/council-tax-empty-homes-premium>

Council Tax consultation – exemptions to empty home premiums
[Consultation on proposals to exempt categories of dwellings from the council tax premiums in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/council-tax-empty-homes-premiums)

COUNCIL TAX REDUCTION SCHEME 2024-25

Relevant Portfolio Holder		Councillor Charles Hotham
Portfolio Holder Consulted		Yes
Relevant Head of Service		Bernard Ofori-Atta Head of Finance and Customer Services
Report Author	Job Title: Financial Support Manager Contact email: david.riley@bromsgroveandredditch.gov.uk Contact Tel: 01527 548 418	
Wards Affected		All
Ward Councillor(s) consulted		No
Relevant Strategic Purpose(s)		Aspiration, Work and Financial Independence
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Cabinet **RECOMMEND** that:-

- 1) **The council tax reduction scheme is retained for 2024-25 tax year, subject to uprating of income bands by 6.7% as set out in the table at appendix a.**

2. BACKGROUND

- 2.1 The council is required by section 13A(2) of the Local Government Finance Act 1992 (LGFA '92) to make a council tax reduction (CTR) scheme specifying the reductions in council tax that will be provided to people who are in financial need, or to classes of people who are in general in financial need.
- 2.2 When a scheme has been made the council must, for each tax year, consider whether to revise or replace its scheme. If the council intends to revise or replace the scheme, then there is a requirement to undertake a formal consultation before making a new scheme.
- 2.3 The council 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 it reduced the administrative burden placed on the council by the introduction of universal credit.

- 2.4 The council has 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 by simplifying elements of the scheme.
- 2.5 The existing scheme includes a provision for the uprating of income bands by an inflation factor decided by the council. The scheme will usually be uprated by an inflation factor in-line with the increases to national welfare benefits announcing in the chancellor's autumn statement.
- 2.6 The autumn statement increased national welfare benefits by 6.7% and it is recommended that the income bands within the council's scheme are adjusted by this amount.

3. OPERATIONAL ISSUES

- 3.1 Retaining the existing scheme and uprating the income bands will have no additional operational implications.

4. FINANCIAL IMPLICATIONS

- 4.1 Changes to the income bands will impact the amount of council tax reduction provided to claimants. The change may result in an increase in the total cost of council tax reduction.
- 4.2 The intention of uprating to income bands is to protect claimants from the impact of inflation and to ensure that inflationary increases to universal credit or wages do not remove their eligibility for CTR.
- 4.2 Uprating is essential in order to ensure that support is provided to residents in financial need, and that ordinary increases in national benefits and wages do not remove eligibility for support.

5. LEGAL IMPLICATIONS

- 5.1 The council is required by paragraph 5 of Schedule 1A to the LGFA '92 to consider whether to revise or replace its CTR scheme. Where a council makes a revision or replacement there is a requirement to carry out a formal consultation which consists of three steps:
- a) consultation with major precepting authorities; and
 - b) publication of a draft scheme; and
 - c) consultation with persons who are likely to have an interest in the operation of the scheme.

- 5.2 Where a revised scheme reduces or removes a reduction the new scheme must include such transitional provision as the council sees fit.
- 5.3 The existing scheme includes a provision to uprate income bands by the appropriate level of inflation in each tax year; therefore, changes that increase the income bands in each tax year can be carried out without consultation.
- 5.4 Changes to the scheme which reduce the income bands are not provided for within the existing scheme. Any changes that reduce the % discount provided under the scheme would constitute a revision to the scheme and would require full consultation and approval of full council.

6. OTHER - IMPLICATIONS

Relevant Strategic Purpose

- 6.1 The council tax reduction scheme supports residents in financial need and it is a requirement that the design of the scheme incentivises work.
- 6.2 The scheme supports the strategic purpose of Aspiration, Work and Financial Independence through the provision of a council tax reduction to people on low income and people transitioning to work.
- 6.2 Uprating of income bands will ensure that low-income residents do not lose support through general inflationary increases to their income and will ensure that the scheme continue to incentivise employment.

Climate Change Implications

- 6.2 There are no climate change implications.

Equalities and Diversity Implications

- 6.3 When the existing income band based CTR scheme was introduced a full equalities impact assessment was completed. The uprating of income bands has no further equalities and diversity implications.

7. RISK MANAGEMENT

- 7.1 Please explain any risks and any mitigating action that will be taken to address those risks.

Cabinet
2024

17th January

Risk	Mitigations
Loss of support for residents in financial need.	Revision of income bands as provided for within the council's scheme will ensure that low-income residents are not phased out of the existing scheme through general inflationary increases in their income.
Increased financial costs of CTR scheme	<p>The scheme reduces the council tax collected by the authority. Increases in the level of income-bands can increase the amount of support provided to residents and the costs of the CTR scheme.</p> <p>Options for revision of the scheme will be modelled so that the costs of the scheme can be considered when increases to the income bands are agreed.</p>

8. APPENDICES and BACKGROUND PAPERS

None

Annexe A – Discount Band Table

Discount Band ▼	Discount	Single Person	Single Person with One Child	Single Person with two or more children	Couple	Couple with one child	Couple with two or more children
Income Band 1	100%	£0 to £123.00	£0 to £192.00	£0 to £262.00	£0 to £176.00	£0 to £246	£0 to £315.00
Income Band 2	80%	£123.01 to £150.00	£192.01 to £230.00	£262.01 to £299.00	£176.01 to £203.00	£246.01 to £283.00	£315.01 to £352.00
Income Band 3	55%	£150.01 to £176.00	£230.01 to £267.00	£299.01 to £336.00	£203.01 to £230.00	£283.01 to £320.00	£352.01 to £390.00
Income Band 4	30%	£176.01 to £203.00	£267.01 to £304.00	£336.01 to £374.00	£230.01 to £256.00	£320.01 to £358.00	£390.01 to £427.00
Nil award	0%	Over £203.00	Over £304.00	Over £374.00	Over £256.00	Over £358.00	Over £427.00

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COUNCIL TAX BASE AND NON-DOMESTIC RATES YIELD

Relevant Portfolio Holder		Councillor Charles Hotham
Portfolio Holder Consulted		Yes
Relevant Head of Service		Bernard Ofori-Atta Head of Finance and Customer Services
Report Author	Job Title: Financial Support Manager Contact email: david.riley@bromsgroveandredditch.gov.uk Contact Tel: 01527 548 418	
Wards Affected		All
Ward Councillor(s) consulted		No
Relevant Strategic Purpose(s)		Aspiration, Work and Financial Independence
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

Cabinet is asked to RESOLVE that:-

The amount calculated by Bromsgrove District Council as the Council Tax Base for the whole area for 2024/25 is approved at 37,997.7 as detailed in appendix 1 to include the individual parish elements.

2. BACKGROUND

2.1 The report sets out the details of the calculation of the tax base for council tax setting purposes. The calculation of the council tax base is required as part of the determination of the council tax for 2024/25.

3. OPERATIONAL ISSUES

3.1 The council tax base is calculated based on information held by the authority on 30th November 2023. The base reflects the number of dwellings in each valuation band on that date, and those dwellings which are subject to exemptions, discounts, and reductions.

3.2 The information extracted on 30th November is then adjusted for the council's anticipated changes to the number of dwellings, and changes to discounts and exemptions. This figure is then adjusted to reflect the

anticipated collection rates. An allowance of 1.00% has been made for non-collection of tax.

- 3.5 The council is required to set the council tax base each year, this forms part of the process of setting the following year budget.

4. FINANCIAL IMPLICATIONS

- 4.1 The calculation of the council tax base forms the basis of the calculation of council tax for the new financial year.
- 4.2 The council tax base is calculated using a prescribed formula to generate the equivalent number of band D dwellings in a district and accounts for the costs of council tax support provided to residents within the area.

5. LEGAL IMPLICATIONS

- 5.1 The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 (as amended) set out the process for the calculation of the council tax base, for the whole or any part of the area for the following financial year.
- 5.2 The tax base information is required by Worcestershire County Council, West Mercia Police and Crime Commissioner, and Hereford Fire and Rescue Service to calculate and notify the district council of their precept requirements for the forthcoming tax year.
- 5.3 The legislation requires the billing authority to calculate the tax base for any "special areas" within its boundary. There are no such areas in the Bromsgrove District.

6. OTHER - IMPLICATIONS

Relevant Strategic Purpose

- 6.1 The council tax reduction scheme supports residents in financial need and it is a requirement that the design of the scheme incentivises work.
- 6.2 The scheme supports the strategic purpose of Aspiration, Work and Financial Independence through the provision of a council tax reduction to people on low income and people transitioning to work.
- 6.2 Uprating of income bands will ensure that low-income residents do not lose support through general inflationary increases to their income and will ensure that the scheme continue to incentivise employment.

Climate Change Implications

6.2 There are no climate change implications.

Equalities and Diversity Implications

6.3 There are no specific equalities and climate change implications.

7. RISK MANAGEMENT

7.1 None.

8. APPENDICES and BACKGROUND PAPERS

Appendix A - Council Tax Base calculations.

Cabinet
2024

17th January

Appendix A - Schedule of Council Tax Base by Parish Areas 2024/25

Council Taxbase Calculation 2024-25					
The Council Taxbase for each parish is detailed below (Band D Equivalents)					
	Parish Name			Net	
	Whole Area			37,997.7	
101/107	Unparished			14,195.9	
111	Alvechurch			2,366.2	
102	Barnt Green			1,037.7	
116	Belbroughton			1,235.8	
118	Bentley Paucefoot			229.2	
119	Beoley			475.1	
103	Bourneheath			222.8	
104	Catshill and North Marlbrook			2,331.4	
120	Clent			551.3	
121	Cofton Hackett			1,218.3	
122	Dodford with Grafton			402.1	
105	Finstall			316.0	
123	Frankley			46.6	
124	Hagley			3,209.2	
106	Lickey and Blackwell			2,121.7	
125	Hunnington			246.4	
126	Romsley			673.0	
127/131	Parish of Stoke			1,924.5	
129	Tutnall and Cobley			365.1	
130	Wythall			4,829.4	
				37,997.7	
	Environment Agency - Trent Area			7,538.1	
	Environment Agency - Severn Area			30,459.7	

BROMSGROVE DISTRICT COUNCIL

Cabinet 17th January 2024

Financial Recovery Plan

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**

The purpose of this report is to set out the processes the Council has been following to rectify a deterioration in its financial position and processes due to the impact of the implementation of a new financial system in February 2021 during the C-19 pandemic period. This follows on from a report presented on the 14th September 2022 and also the discussions over the S24 Statutory Recommendations that took place in Audit, Standards & Governance Committee, Cabinet and Council in November and December 2022 and 2023.

2. **RECOMMENDATIONS**

Cabinet are asked to Resolve that:

- Progress made on the financial recovery be noted including:
 - Delivery of the Statutory Accounts
 - Delivery of Statutory Financial Returns
 - Improvements in the Control Environment
- The work still under way to move back to a best practice operation and the associated timetable for completion of this work, as contained in this Report, be noted.

3. **KEY ISSUES**

Financial Position

- 3.1 The Council implemented a new financial system in February 2021. The existing financial system was at the end of its useful life and would not deliver process

BROMSGROVE DISTRICT COUNCIL

Cabinet 17th January 2024

improvements required to move the Council forward. This implementation has not been smooth and has led to a deterioration of the Councils financial position. This has included:

- Non completion of the 2020/21, and 2021/22 Accounts.
 - Non delivery of monitoring information during the 2021/22 financial year.
 - Non delivery of Government financial returns.
 - Incomplete take-up of the new system by both Finance and Service Users.
 - Loss of key financial staff.
- 3.2 A finance recovery programme was put in place from April 2022 to start to rectify the situation. This was reported through to Cabinet in September 2022.
- 3.3 These issues build on comments from the External Auditors relating to 2019/20 accounts, which were only approved in the fall of 2021 and the subsequent issuing of the S24 Recommendation on the 31st October 2022 due to non-delivery of the 2020/21 Statement of Accounts. Comments on the 2019/20 accounts highlighted issues on working papers were highlighted as a significant issue.
- 3.4 The Interim 2021/22 and 2022/23 Auditors Annual Report was received and reviewed by the Audit, Standards and Governance Committee on the 27th November and Council on the 6th December. The report still contains the S24 Recommendation relating to the non-delivery of the 2020/21 Statement of Accounts, but is now extended to the two subsequent years where are also now due. The Recommendation from Audit Standards and Governance Committee to Council is that::
- the Section 24 Statutory Recommendation be accepted, and that Council review the recommendation, endorse the actions included in the management responses which form the rectification process required as per legislation and,
 - Audit, Standards and Governance Committee members are updated on key deliverables, where deemed applicable by the Chair, the Cabinet Member for Finance and Enabling and the 151 Officer between Committee meetings and that appropriate governance arrangements are put in place to resolve the Councils position.
- 3.5 Reflecting the differences between the 2020/21 Interim report and the 2021/22 & 2022/23 Interim Report:
- The Section 24 Recommendation around the delivery of the 2020/21 accounts is still in place and has been extended to the subsequent accounting periods now outstanding.
 - Of the 5 Key Recommendations in the 2020/21 report, only one serious weakness remains in relation to opening balances linked to the budget which will be resolved with the delivery of the Accounts, the remainder of those significant weaknesses have been resolved or linked to Improvement Recommendations (of which there are 10 in the report).

BROMSGROVE DISTRICT COUNCIL

Cabinet 17th January 2024

- There is one new Key Recommendation linked to Organisational Capability and Capacity. The Council is mitigating this in the main through the rollout of the Workforce Strategy.
 - Of the 13 2020/21 Improvement Recommendations, 9 have been fully or partially addressed and 4 are yet to be addressed. Again, ongoing improvements are linked to the 10 new Improvement Recommendations set out in the External Auditors report.
- 3.6 The External Auditors have noted the significant progress the Council has made in all areas apart from the delivery of the Accounts. As such the existing S24 Statutory Recommendation remains outstanding in relation to the 2020/21 Accounts and they have concluded that it is appropriate for them to use their powers to make written recommendations under section 24 of the Act, with the key reason being the non-delivery of the 2020/21 and subsequent Statutory Accounts.
- 3.6 The Council continue to move forward with the rectification processes and in particular:
- A Peer Challenge did take place in early March, which was a joint review with Redditch, and another report on this agenda sets out actions plans, including a “finance action plan”, to meet the Peer Challenge’s recommendations. The follow up Peer Review sessions are taking place in December.
 - The root and branch review on how the Council arrived at the Section 24 recommendations carried out by the Task Group of Audit, Standards and Governance Committee in February and the recommendations were approved..
 - That Audit, Standards and Governance Committee continues as a standing agenda item to review progress against the Audit recommendations, and national and local deadlines.

Rectification Process

- 3.7 The Reports presented to Council in December set out the Management Action Plans in place to rectify the issues set out in the S24 Recommendations and the draft 2020/21 External Audit Report. These are also set out in the Peer Review report Appendix G. This report now concentrated on movement since those formal responses.
- 3.8 Movement since the last finance recovery report on the 18th October 2023 has included:
- Updated 2022/23 Revenue Outturn Estimates have been presented to DLUHC.
 - Updated 2022/23 Capital Outturn Estimates have been presented to DLUHC.
 - A Quarter 2 Finance and Performance Report 2023/24 was presented to Cabinet. This also included an update on Assets/RAAC.
 - Joint work has continued with External Audit on providing evidence of control balances at the time of the transfer from eFin to TechOne on the 8th February 2021. Period 0 data has been provided on the 13th November and the auditors reviewed this and returned 92 coding issues on the 23rd November which are being worked through by the Council. The exiting eFin system is being upgraded to ensure full reporting is available going forward.
 - The Half Yearly Treasury Management Report was presented to Cabinet on the 22nd November.

BROMSGROVE DISTRICT COUNCIL

Cabinet 17th January 2024

- The 2021/22 Housing Benefits Audit has been signed off.
- The Q2 financial monitoring was undertaken on TechOne, not on spreadsheets, which is a huge move forward in terms of systems use and increasing the financial awareness of budget managers and their administration staff.
- Monthly Accounts Payable Training continues.
- We are interviewing for Head of Finance and Customer Services vacant position on the 8th December. We have 6 candidates on the initial longlist which have engaged a Head of Management Accountancy on the 20th September and 2 temporary Technical Accountants will start by the end of September.
- The Financial Compliance Report, setting out movement in the financial recovery plan, has been reviewed by Audit, Standards and Governance Committee in July, September and November 2023.

3.9 In terms of closure work, the following actions have taken place/been agreed with our External Auditors:

- Closure 2020/21
 - Agreement of Treatment of Take on Balances – This was expected to be completed by July, but joint work is still being undertaken by the Council and External Auditors to validate these balances. The Period 0 balances have been supplied by the Council's previous financial systems providers Advanced to the External Auditors on the 13th November.
 - Provision of Draft 2020/21 Accounts to Audit. This is dependent on the External Auditors confirmation that they have approved both Council's take-on balances work. To date only limited high level testing has taken place although significant work has been undertaken.
 - Sign Off of 20/21 Accounts – to be confirmed with the External Auditors
- Closure 2021/22
 - Updated Outturn position – still to be provided (cash receipting backlog to be cleared by 31 December 2023)
 - Draft Accounts ready for Auditors (without any 2020/21 Audit Adjustments) estimated February 2024.
 - Audit of Accounts February to April 2024
 - Sign off of the Accounts – to be confirmed with External Auditors.
- Closure 2022/23
 - Budget Manager Closure Training took place in late March with 83 staff attended closure training.
 - Draft Provisional Outturn Report – Cabinet Report delivered in October 2023.
 - 2022/23 draft Revenue Outturn and Capital Outturn Reports presented to DLUHC.
 - Draft 2022/23 Accounts to Audit – June 24 (following External Auditors sign off 21/22 Accounts)
 - Sign off of the Accounts – November 2024.

3.10 A recovery programme action that is still causing concern is the replacing staff – due to Market shortages which are now more acute and driving up day rates. We are using temporary resource to cover a number of positions.

BROMSGROVE DISTRICT COUNCIL

Cabinet 17th January 2024

- 3.11 The July report set out reservations across the Sector from Councils, Auditors, the Financial Standards Authority (FSA), Public Sector Audit Appointments (PSAA) and DLUHC on the delays in the Audit of Statutory Council accounts. There are over 500 Audit Opinions still outstanding for English Councils for 2021/22 and earlier. Add to this the 424 Audits due to be completed by November 2023 for the 2022/23 financial year, and a severe impact can be seen on the sector. Both the PSAA and FSA have highlighted the following key issues to be resolved including:
- Having a Workforce Strategy that improves attractiveness and prestige in the local government and audit profession.
 - Identification of changes required to promote high standards and financial reporting and audit in the public interest.
 - Creating a roadmap securing sustainable reforms underpinned by an agreed vision and purpose of financial reporting and audit.
- 3.12 As reported in the July and September Reports, DLUHC have stated that they are moving to rectify these backlogs by changing how audits are performed over the medium term. DLUHC are concerned that the most time should be spent on auditing more recent accounts, so scopes of audits will be reduced (still to be confirmed) however Auditors will still be expected to serve S114 and other Statutory Recommendations. The governments' view is that Audits will be given statutory deadlines for completion as follows:
- 2015/16 through to 2019/20 must be signed off by the 30th December 2023.
 - 2020/21 and 2021/22 by the 31st March 2024.
 - 2022/23 by the 30th September 2024.
- Looking at these proposed timescales there will be the requirement to speed up slightly the agreed timetable we have agreed with our External Auditor by circa 2 months to deliver to these new statutory timetables. These timescales were expected to be agreed in September 2023 but to date no further advice has been given.
- 3.13 There is an article in the 1st November 2023 Municipal Journal from Lee Rowley MP which sets out that the speeding up of the overall Local Government Audit Process must take place and the present backlog rectified. The view of Ministers is that Auditors should be focussed on more recent activities. However, confirmation on these revised timescales and how audit requirements will be changed is yet to be received
- 3.14 We have upgraded the TechOne system, moving from the present version which is 20b to 23a over the weekend in July 2023. This upgrade has given access to more functionality. This means the Council is now on the latest version of TechOne although because Redditch and Bromsgrove are still the only Council's on Cash Receipting, when

BROMSGROVE DISTRICT COUNCIL

Cabinet 17th January 2024

the weekly updates come in they have do additional checks to ensure the functionality is working as expected.

3.15 Once the External Auditors sign off the data take on balances the draft 2020/21 Accounts will be submitted. The Council has not submitted them yet as if the External Auditors have issues with the data take on balances and the draft accounts had been submitted then this could lead to qualified accounts. Work is under way on the 2021/22 Accounts although they cannot be finalised until the audit of the 2020/21 Accounts is complete. The key driver is the clearance of the cash receipting suspense accounts which is expected to be delivered by end of December.

3.16 Progress on the following key financial and compliance indicators are reported monthly to CMT monthly and to both Audit Committees bi-monthly by the S151/Deputy 151 Officers. There is a requirement to report all finance deliverables as per the Recommendations of the Audit Task Group:

- **Budget**
 - Delivered by 11th March in preceding financial year – **delivered Feb 2023**
 - Council Tax Base – Yearly – **2023/24 delivered in January 2023**
 - Council Tax Resolution – **Yearly 2023/4 delivered in February 2023**
 - Council Tax Billing – Yearly (2 weeks before 1st DD is due to be taken) – **Bills distributed in March 2023**
- **Closure**
 - Draft Accounts delivered to Audit by 31st June in order for 22/23 RO forms to be delivered.
 - 2020/21 Audit **dependent on previous years and Cash Receipting Backlogs being completed (see closure section)**
- Government Returns
 - VAT – Monthly
 - **Still to be delivered for 20/21 – dependent on closure of accounts**
 - Revenue Outturn Reports – July
 - **Still to be delivered for 20/21 – dependent on closure of accounts**
 - **22/23 RO has been delivered and the Council are responding to queries on the return.**
 - Capital Outturn Reports – July
 - **Delivered for 2020/21 and 2021/22 on Friday 30th June**
 - **22/23 CO has been delivered.**
 - Quarterly Revenue Outturn Estimates
 - **Quarters 1-3 delivered (have warnings from previous year as not delivered)**
 - **Quarters 1 and 2 for 23/4 have been delivered.**
 - Quarterly Capital Outturn Estimates
 - **Quarters 1-3 delivered (have warnings from previous year as not delivered) Q4 delivered.**
 - **Quarters 1 and 2 for 23/4 have been delivered.**
 - Quarterly Borrowing Return

BROMSGROVE DISTRICT COUNCIL

Cabinet 17th January 2024

- **22/23 Quarterly Returns delivered - Q4 delivered on 11th April 2023**
- **Quarters 1 and 2 for 23/4 have been delivered.**
- Quarterly Council Tax and Business Rates Returns
 - **22/23 Quarterly Returns delivered - Q4 due 5th May 2023**
 - **Q1 23/4 delivered on 11th August,**
- Whole of Government Accounts Returns – August
 - **Still to be delivered for 20/21 – dependent on closure of accounts**
- RA – Revenue Budgets – April
 - **2022/23 Delivered on the 5th May 2022 and 2023/24 delivered on 14th April 2023**
- Capital Estimates Return – **to be delivered by 24th March 2023**
 - **23/24 delivered by 24th March 2023**
- Public Works Loans Board Certainty Rate – April
 - **2022/3 delivered on 28th April 2022**
- NNDR1 Return (Business Rates) – January
 - **Delivered December 2021 for 2022/23 and January 2023 for 2023/24 return**
- NNDR3 Return (Business Rates) – June and September
 - **Delivered in June 22 for 2022/23**
 - **Draft 22/23 NNDR3 provided to Worcestershire County Council for view of the pool. Final draft NNDR3 to be submitted to DLUHC by 18th May 2023.**
- Housing Benefit Subsidy Return – Yearly
 - **Sent 29th April 2022**
 - **2022/23 subsidy return delivered**
- DHP Claim – Yearly
 - **Sent 29th April 2022**
 - **22/23 return sent in May 23**
- CTB1 (Council Tax Base) – October
 - **Sent October 2022**
- CTR1 (Council Tax Requirement) – March
 - **22/23 sent 16 March 2022**
 - **23/24 sent 7 March 2023**
- **Policies**
 - Treasury and Asset Management Strategies
 - Initial Strategies as part of the MTFP – **2023/4 Strategy Approved in March 2023**
 - Half Yearly Report
 - **Update provided in Q1 Revenue Return**
 - Yearly Outturn Report
 - **To be produced in September**
 - Council Tax Support Scheme – Yearly – **Approved in Jan 2023 after consultation**
 - Minimum Revenue Provision – yearly – **Approved as part of the 2023/4 to 2025/6 Medium Term Financial Plan**

BROMSGROVE DISTRICT COUNCIL

Cabinet 17th January 2024

In addition to this list there are other ad-hoc returns required (which was especially the case during C-19). At this point, it is also important to include key Council deliverables (financially and risk based)

- Financial Monitoring – **delivered quarterly to Cabinet – due to Summer Holidays Q1 23/4 went to Cabinet in October, Q2 will go to Cabinet in November.**
- Risk Management – **delivered quarterly to this Committee.**
- Financial Controls (still in development)
 - Clearance of suspense accounts - **return to being up to date expected by end of this calendar year**
 - Bank Reconciliation - **linked to above point although a separate stream assessing/clearing 2023/4 items**
- Over £500 spending.
 - **Updated to July 2023**

3.15 The key returns that have still not been delivered are the Revenue Outturn forms for 2020/21 and 2021/22 and the VAT returns. Linked to these are the Whole of Government Returns – for which over 100 Council are still to complete theirs for the 2020/21 financial year. We have now delivered the draft CO and RO forms for 2022/23 however final CO and draft RO returns cannot be submitted until the accounts are audited. Although the Government now allow these returns to be completed based on estimates, the level of uncertainty due to the Cash Receipting means these cannot be completed until the External Auditors sign off the Councils take on balances and the Council provides the draft accounts to Audit for each Council.

3.16 There are a number of areas where compliance will be measured going forwards. Compliance to process and timetable is a key underlying theme of the Draft External Audit Reports 2020/21 through to 2022/23. These items are being measured to improve how we work and change behaviours. This will lead to an improved financial health/knowledge across both Councils. Not all these measures can be put in place instantly but there should be the full suite by the middle of the summer (Debt indicators depend on the clearing of suspense and the updating of the bank reconciliations).

3.17 Training:

- Closure Training took place in March with 83 attending.
- Mandatory Budget Manager Training (including the use of TechOne) took place in September 2023 – upskilling budget managers with the tools to input their forecasts directly onto TechOne.
- Mandatory Financial Awareness Training for managers took place in August and September.
- Number on Payments Purchase Order Training (Monthly) by Service Area.

BROMSGROVE DISTRICT COUNCIL

Cabinet 17th January 2024

3.18 Errors:

- Non delivery of GPC Card Data (monthly basis) – still to be started.
- Mis-coding on TechOne per month – by Service Area - will begin once the cash receipting suspense has been cleared.

3.19 Process updates:

- Finance time to respond to queries:
 - Finance – to be measured.
 - Payments and Insurance – to be measured.
 - Income – to be measured.
- Procurement
 - The new 'No Compliance No Order' process has been live since April 2023.
 - Many departments are now proactively getting quotations for lower value works. A lot of the issues we have are now training issues that are being resolved.
 - The number of contracts in place is growing regularly and we are confident that this process is having a positive effect. We hope that eventually we get to the place where the number of orders coming to procurement for approval as contracts are not in place are minimal.
 - A report went to Cabinet in July setting out new government procurement requirements that the Council are addressing, many of which come into force on the 1st April 2024. The Q1 and upcoming Q2 Finance and Performance Monitoring Reports now set out:
 - All contracts requiring renewal over the next year that are over the present £50k threshold and these are placed on the forward plan.
 - All contracts that are being procured by Redditch over this period that relate to Bromsgrove Services.

3.20

Work is ongoing on the clearance of the Cash Receipting suspense accounts. These figures are updated every 2 weeks. The position as at the 31st October is summarised in the table below. As reported to this committee, the Council are working to have cleared the backlog by the end of this calendar year. Present progress indicates that there will be small, non-material balances still to clear at the 31st December but the overall position will mean that the 21/22 and 22/23 accounts closure processes can be run. Volume of items in suspense:

Row Lables	Number of Items under £1,000	Value	Number of Items over £1000	Value	Reconciled Items	Reconciled Value	Overall Total	Overall Amount
20/21 Items	5,347	-150,807.64	107	-494,640.00	24,954	11,693,050.58	30,408	11,047,602.94
21/22 Items	27,207	214,783.54	261	4,723,679.65	6,814	-46,132,548.83	34,282	-41,194,085.64
22/23 Items	6,520	-82,541.29	550	140,124,905.14	18,693	-43,885,713.17	25,763	96,156,650.68
23/24 Items	10,501	86,782.18	594	-55,864,203.73	6,032	78,325,213.32	17,127	22,547,791.77
Totals	49,575	68,216.79	1,512	88,489,741.06	56,493	1.90	107,580	88,557,959.75

BROMSGROVE DISTRICT COUNCIL

Cabinet 17th January 2024

4. Legal Implications

4.1 No Legal implications have been identified.

5. Strategic Purpose Implications

Relevant Strategic Purpose

5.1 The Strategic purposes are included in the Council's corporate plan and guides the Council's approach to budget making ensuring we focus on the issues and what are most important for the borough and our communities. Our Financial monitoring and strategies are integrated within all of our Strategic Purposes.

Climate Change Implications

5.2 The green thread runs through the Council plan. Every report has potential financial implications and these in term can have implications on climate change. These will be addressed and reviewed through individual reports when relevant by climate change officers will ensure the correct procedures have been followed to ensure any impacts on climate change are fully understood.

6. Other Implications

Customer / Equalities and Diversity Implications

6.1 None as a direct result of this report.

Operational Implications

6.2 Managers meet with finance officers to consider the current financial position and to ensure actions are in place to mitigate any overspends.

7. RISK MANAGEMENT

7.1 The financial monitoring is included in the corporate risk register for the authority

8. APPENDENCES

None

AUTHOR OF REPORT

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Planning & Environmental Enforcement Business Case

Relevant Portfolio Holder	S.J.Baxter, C.B.Taylor, P Whittaker
Portfolio Holder Consulted	No
Relevant Head of Service	Simon Wilkes, Guy Revans, Ruth Bamford
Report Author	Job Title: Head of Planning, Regeneration and Leisure Services Contact: Ruth Bamford email: r.bamford@bromsgroveandredditch.gov.uk
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Communities that 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.	
This report contains exempt information as defined in Paragraph 4 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

1. RECOMMENDATIONS

The Cabinet is asked to **RECOMMEND** that:-

- 1) **The Business case be pursued with the intention to bring together the enforcement functions within Environmental Services and Planning and associated current budget (as identified in Table 6 of Appendix 1) within the Shared Regulatory Service provided by WRS.**
- 2) **An additional £93,600 annually be agreed to fund the service to meet the level of demand in Planning Enforcement.**
- 3) **An additional £55,590 be agreed to fund 1.6 FTE additional (Grade 6) resource to support the work in tackling the backlog of Planning Enforcement cases for the next two years only.**
- 4) **An additional £7,537.50 be agreed to fund 0.25 FTE additional (Grade 4) resource for the customer service resource element of fly-tipping, littering and enviro-crime.**
- 5) **An additional £21,650 be agreed to fund 0.5 FTE additional (Grade 6) resource to support the work on enforcement of fly-tipping, littering and enviro-crime.**

2. BACKGROUND

- 2.1 A business case [Appendix 1] was prepared to consider the benefit in bringing together enforcement functions from Bromsgrove and Redditch Council services with those already within WRS to deliver a quality service to all customers. The intention was to identify where service delivery could be improved through prioritisation, standardisation and resilience.
- 2.2 Weaknesses were identified in the current delivery model and the business case explores possible alternatives.
- 2.3 This report was previously listed for the October Cabinet and was deferred for an opportunity for liaison with Redditch Borough Council and to consider the budget implications alongside other demands.

3. OPERATIONAL ISSUES

- 3.1 The Business Case provides an overview of the enforcement activity across all services of Bromsgrove and Redditch Councils, including shared services. Planning, Environmental Services and Housing are the obvious areas with enforcement functions to consider. The difficulties in maintaining a viable enforcement service for each subject area is discussed and identifies that knowledge, skills and wider supporting mechanisms are in general difficult to provide for isolated teams or individuals.
- 3.2 With reference to the relevant priorities of the Councils, the objectives of the business case are to target enforcement using an intelligence led approach with proportionate use of resources and improved service standards. Recognising the risk to the authorities in getting enforcement wrong, both reputationally and financially the business case seeks to deliver a strong service with efficiencies.
- 3.3 Critical success factors have been developed from the objectives to encourage non-offending behaviours, delivery of successful enforcement, a consistent level of service, optimisation of resources and financial efficiency. Four plausible scenarios are considered further: continuing with the existing arrangements; grouping the enforcement roles into one team within the Councils; or alternatively grouping them within WRS; and a fourth scenario with associated call handling also grouped together in WRS. This last option would enable full triaging, together with the ability to resolve at 'first point of contact' and was identified as the best following the cost benefit assessment and risk analysis.

- 3.4 The commercial case goes on to identify how the mechanisms of governance could be delivered through the WRS Joint Board, service standards set out in the Statement of Partner Requirements and how the WRS performance indicators could be enhanced to include enforcement activity as a key component.
- 3.5 As this business case involves only two of the WRS partner authorities it is important to minimise cross subsidisation by the wider WRS budget and how that will be achieved is set out in the financial case which also sets out how the wider benefits of utilising WRS support structures could still be realised. It is important to recognise that the business case assumes that both Redditch and Bromsgrove Councils would endorse the approach.
- 3.6 The service areas of 'enviro-crime' and planning enforcement have also been considered in relation to resource allocation. There is a disparity between the current 'allocated' budget for planning enforcement compared with the actual spend on delivery of the service due to backlogs of case work and increased demand and public expectations. This is discussed further in the business case but represents an annual £93,600 shortfall in salary budget (for Bromsgrove) and is set out as an option to invest in the service to meet the current demand as recommendation 2.
- 3.7 Additionally in Environmental Services the customer service element of the service is split amongst numerous roles and cannot easily be extracted from the current service budget. An additional investment would be required to enable the key triaging element to be included in this business case.
- 3.8 The business case benefits as is presented assumes a level of resource to be transferred to WRS includes that required to meet the current level of Planning Enforcement demand (recommendation 2) and an investment in customer service resource (recommendation 4) which cannot easily be transferred to realise the benefits and level of service expected.
- 3.9 Also considered in detail within the business case, for planning enforcement there is a back log of cases which is causing additional delays. The backlog has been caused by barriers to investigation of cases during the last few years but also by the weaknesses identified. Currently there is a caseload of 254 open enforcement cases (across Redditch and Bromsgrove) with 24% waiting for the initial site visit. The combined Redditch and Bromsgrove budgeted resource of roughly 3 FTE would not be able to manage this case load, and the currently

employed resource of 5.5 FTE is making progress with the cases but understandably there is frustration at the delays in the investigation process raised by residents. An additional resource option is provided as recommendation 3.

- 3.10 Recommendation 3 includes the annual costs associated with an additional 2 officers for a fixed term of two years to reduce the backlog and delays in investigation experienced by residents.
- 3.11 The 'enviro-crimes' of fly-tipping, littering and dog fouling are recognised as key concerns for the Council which are supported by the Strategic Purposes (Communities which are safe, well maintained and green) but also by the Council Priorities of reducing crime and disorder and high-quality services. As such, it is recognised that an emphasis on proactive engagement and promotion of responsible behaviours is essential to compliment the enforcement deterrent. Consequently, an option to provide additional resource to support this work is provided as recommendation 5.
- 3.12 For Enviro-crime work any increase in funding would enable an enhanced proactive approach to be taken to influence behaviour through targeted communication and publicity following tactical and strategic assessment to identify nominals, patterns and trends which would benefit from such an approach. This could be 'boots and posters on the ground' to provide a visual presence in an area with particular littering issues or a proactive digital monitoring campaign to identify possible offenders who are likely to be fly-tipping, as examples.

4. FINANCIAL IMPLICATIONS

- 4.1 The business case considers the financial implications of the proposal and includes consideration to fund additional enhancements.
- 4.2 The current salary budget for the enforcement roles covered by the business case in Bromsgrove District Council is £152,230 plus supporting costs (training and supplies). This is included within recommendation 1.
- 4.3 The actual salary spend for the enforcement roles covered by the business case in Bromsgrove District Council is £241,700 plus supporting costs (training and supplies). The business case viability is based on this level of salary budget. Recommendation 2 if agreed would fund this level of service.

4.4 Recommendation 3 includes costs to fund 2 additional full-time equivalents to resolve the backlog of planning enforcement cases over a two-year period.

4.5 Recommendation 4 includes costs to fund an additional full-time equivalent to provide an increased level of activity on enviro-crime enforcement.

5. LEGAL IMPLICATIONS

5.1 There are no significant legal implications other than the ability to provide a consistent and intelligence led approach to tackling enforcement matters by a dedicated trained team.

6. OTHER - IMPLICATIONS

Relevant Strategic Purpose

6.1 The proposed action supports the Council's strategic purpose of 'Communities which are safe, well-maintained and green' by providing a service that uses intelligence to prioritise proactive engagement and enforcement where the most significant harm is likely or has been identified in a proportionate and effective way. An effective enforcement function should act as a deterrent to reduce crime and disorder.

Climate Change Implications

6.2 The proposal doesn't have any specific climate change impact.

Equalities and Diversity Implications

6.3 There are no anticipated equalities implications to the proposal.

7. RISK MANAGEMENT

7.1 Recognising the risk to the authority in getting enforcement wrong, both reputationally and financially the business case seeks to deliver a strong service with efficiencies and this report provides options to increase the budget to reduce the harm and reputational damage caused by delayed enforcement.

7.2 The Business case includes a risk assessment of the short-listed options in Table 4.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Explanation of financial implications

Appendix 2 – Strategic Outline Business Case: Shared Regulatory Enforcement Service [Exempt item]

Appendix 1

Status	Subject	Resource	Split	Total	Bromsgrove proportion
[1] Budget	Envirocrime	2 FTE Gr6	50:50	£86,600	£43,300
	Planning Enforcement	0.4 GR8 2GR6	80:20	£118,500	£94,800
	CPW/N	0.5 Gr5	50:50	£19,300	£9,650
	Call Handling	0.5 Gr4	50:50	£0*	£0*
	TOTAL (incl training & materials & excluding call handling at £14,674 in salary*)				£224,400*
[2] At planning demand [as per Business case]	Envirocrime	2 FTE Gr6	50:50	£86,600	£43,300
	Planning Enforcement	1GR9, 0.6 Gr8, 2xGr6, 2xGr5, 0.4Gr3	80:20	£235,500	£188,400
	CPW/N	0.5 Gr5	50:50	£19,300	£9,650
	Call Handling	0.5 Gr4	50:50	£15,075	£7,537.50
	TOTAL (salary plus on-costs)				£356,475
Difference between [1] and [2]	Element due to enhanced planning enforcement			£117,000	£93,600 Recommendation 2
	Element due to call handling			£15,075	£7,537.50 Recommendation 4
	Shortfall			£132,075	£101,139
[3] Enhanced	Envirocrime	2 FTE Gr6	50:50	£86,600	£43,300
	Envirocrime+	1 FTE Gr6	50:50	£43,300	£21,650
	Planning Enforcement	1GR9, 0.6 Gr8, 2xGr6, 2xGr5, 0.4 Gr3	80:20	£235,500	£188,400
	Planning Enforcement Backlog	2 Gr 6	80:20 (salary)	£70,850	£55,590
	CPW/N	0.5 Gr5	50:50	£19,300	£9,650
	Call Handling	0.5 Gr4	50:50	£15,075	£7,537.50
	TOTAL (salary plus on-costs)				£470,625
Difference	Element due to Envirocrime+			£43,300	£21,650

Cabinet
2024

17th January

			Recommendation 5
	Element due to Planning Enforcement Backlog	£70,850	£55,590
	Shortfall (between budget and enhanced service)	£246,225	Recommendation 3 £178,379

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BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

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	Bernard Ofori-Atta
Report Author	Job Title: Head of Finance & Customer Services email:Bernard.ofori-atta@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.	
This report contains exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended	

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. As per advice from Overview and Scrutiny as part of the Tranche 1 process, parking cost increases have been removed and will be considered in Tranche 2 of the process.

2. RECOMMENDATIONS

Cabinet are asked to Recommend to Council 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, has been published on the 14th November and any feedback will be considered by Cabinet in January 2023 prior to seeking approval at Council on the 24th January 2024.
- 4 Fees and charges are increased by 7% as part of this process.
- 5 That Commercial fees and charges, as set out in Appendix G are approved.

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

- 6 Tranche 2 of this process will add further information such as the Local Government Settlement to give a final financial position for the Council.

Council have already approved in December 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:

CABINET

17th January 2024

- 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.
- 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 DISTRICT COUNCIL

CABINET

17th January 2024

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
Apprenticeship 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

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

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.
 - 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

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

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
- 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.
- 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

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

- 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.
- 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.

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

- 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.
- 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.

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

- 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 £353k in 2024/5 increasing to £378k in 2026/7.

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
NWWM 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

- 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

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

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 was in the Tranche1 options. This has been removed pending a far more detailed report on Enforcement in Tranche 2.
- 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.

The Service Level Agreement between the Council and Wychavon District Council for the management and enforcement of on and off street parking increases are being reviewed by the Overview and Scrutiny Committee and will form part of the Tranche 2 proposals

- 3.26 These departmental changes result in an overall £172k pressure in the 2024/5 financial year reducing the overall position to a deficit of £323k and then £300k 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.

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

Table 3 Revised MTFP Position

Bromsgrove Base Position (Revised Tranche 1)				
	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
Nw/M 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	172	323	300

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

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

	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 Also included at exempt Appendix G are the fees and charges for Commercial Activities. Given the commercial/competitive nature of these services, they are not circulated for consultation like the other Fees and Charges. These increases are built into the above numbers.
- 3.30 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

- 3.31 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.
- 3.32 The projected 2024/5 to 2026/7 position, at Tranche 1, has £795k 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 £5.120m (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.
- 3.33 The analysis in Table 5 sets out the effects on Council General Fund and Earmarked Reserves. Full detail is set out in Appendix D

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

Reserves Position	2023/24	2024/25	2025/26	2026/27
General Fund Opening Position	5,800	5,213	5,743	5,420
General Fund Changes	-587	530	-323	-300
General Fund Closing Position	5,213	5,743	5,420	5,120
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 £172k deficit figure that will need funding.
 - This results in a closing 24/5 position of £5.743m
- In 2025/6
 - the opening position is £5.743m
 - The present draft budget is a deficit of £323k which will require funding.
 - This results in a closing 25/6 position of £5.420m
- In 2026/7
 - the opening position is £5.420m
 - The present draft budget is a deficit of £300k which will require funding.
 - This results in a closing 26/7 position of £5.120m

Capital Programme

- 3.34 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.
- 3.35 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)
 - Property Maintenance budgets (as minimal and significant work is required to ensure energy efficiency compliance).

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

3.36 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.

3.37 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.

3.38 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

3.39 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.

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

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

Table 7 Play Area Audit Requirements

An Initial Risk Assessment

- 3.40 As set out the Strategic Approach and Robustness Statement sections we are budgeting in a time of extreme uncertainty.
- 3.41 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.
- 3.42 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

- 3.43 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

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

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

- 3.44 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.
- 3.45 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 £0.4m 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.
- 3.46 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

- 3.47 Tranche One is the first Phase of the 2024/25 budget process. The proposals are set out in the Savings Proposal Document. A feedback section is included at the end of that the document. To date there has been no feedback, which is to be expected as the Tranche1 options did not contain savings as the Council needs to know what is in the Local Government Settlement before deciding if reductions are necessary. 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

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

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

4. IMPLICATIONS

Financial Implications

4.1 Financial implications are set out in section 3.

Legal Implications

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

BROMSGROVE DISTRICT COUNCIL

CABINET

17th January 2024

Appendix B – Possible Savings Areas
Appendix C – Fees and Charges by Service
Appendix D - Reserves
Appendix E – Existing Capital Programme
Appendix F – Confidential Fees and Charges (Exempt Information)

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**

Contents

Overview - 2

Budget Process - 6

Council Strategic Purposes - 6

Council Service Areas - 7

Overall Financial Position – 14

Summary Proposals - 15

Savings Proposals - 15

Growth Proposals - 16

Capital Proposals - 19

Consultation Feedback Form - 22

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 

Supported **230** people through local health programmes 

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

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

Determined over **700** planning applications

Given **3,000** people telephone advice 

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

Taken away **437** businesses' waste

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

Welcomed **426** parents to Starting Well programmes

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 (Revised Tranche 1)					
	2023/24	2024/25	2025/26	2026/27	
	£000	£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 HVD Fuel by 100% of Fleet		30	30	30	
Increase in HR Establishment		10	10	10	
PRA Housing Licence Costs		15	15	15	
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	172	323	300	

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.

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 £
CAR PARKS						
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
Walsley						
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
<i>These charges will increase if the charge remains unpaid after the 28 days given on the NTO (Notice to Owner)</i>						
Car Park charges apply everyday						

BROMSGROVE DISTRICT COUNCIL

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

Page 171

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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
Promotion, 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	211.00	221.55	10%	243.71	7%	260.80
Interment of Cremated Remains (under 17 years non residents only)	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
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
*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
Items not on the boundary of the property	Quotation	Quotation		Full cost	Full Cost Recovery	Full cost
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

Page 176

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
	£	£		£		£
<u>LOCAL TAX COLLECTION</u>						
	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	1,090.90	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				
CON 29O 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
PARKSIDE SUITE						
Per Hour (Suggest min Hire of 2hrs)						
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
	65.00	68.00				
Commercial Hire			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
	215.00	224.00				
Commercial Hire			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
	280.00	292.00				
Commercial Hire			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
	96.00	100.00				
Commercial Hire			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
	345.00	360.00				
Commercial Hire			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 by negotiation to include staff on cost and overtime	price on negotiation	price on negotiation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
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
Property Services - New Charges						
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

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						
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

Page 5

Agenda Item 14

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
Regularisation Charge	450.00	450.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge	Please contact us	Please contact us	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
Regularisation Charge	275.00	275.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge	N/A	N/A				
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
Regularisation Charge	270.00	270.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge	N/A	N/A				
Installing a new boiler or wood burner etc.						
Application Charge	440.00	440.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Regularisation Charge	530.00	530.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Additional Charge	N/A	N/A				
TABLE C: All Other works - Alterations and new build						
Application Charge	Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	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	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	Full Cost Recovery
WITHDRAWN APPLICATIONS							
Process request	55.40	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	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	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	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	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	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	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	Full Cost Recovery

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 Summer Fee (Apr to Sept) Two days maximum usage per week Summer Fee (Apr to Sept) Three days maximum usage per week	400.45 650.00 700.00	415.00 670.00 725.00	10% 10% 10%	456.50 737.00 797.50	7% 7% 7%	488.46 788.59 853.33
Winter Fee (Oct to Mar) One day maximum usage per week Winter Fee (Oct to Mar) Two days maximum usage per week Winter Fee (Oct to Mar) Three days maximum usage per week	200.00 400.00 600.00	207.00 415.00 620.00	10% 10% 10%	227.70 456.50 682.00	7% 7% 7%	243.64 488.46 729.74
Annual Fee One day maximum usage per week Annual Fee Two days maximum usage per week Annual Fee Three days maximum usage per week	520.00 850.00 1,000.00	540.00 880.00 1,050.00	10% 10% 10%	594.00 968.00 1,155.00	7% 7% 7%	635.58 1,035.76 1,235.85
Community Rates (Per Day) Summer Fee (Apr to Sept) One day maximum usage per week Summer Fee (Apr to Sept) Two days maximum usage per week Summer Fee (Apr to Sept) Three days maximum usage per week	200.00 300.00 350.00	205.00 307.00 360.00	10% 10% 10%	225.50 337.70 396.00	7% 7% 7%	241.29 361.34 423.72
Winter Fee (Oct to Mar) One day maximum usage per week Winter Fee (Oct to Mar) Two days maximum usage per week Winter Fee (Oct to Mar) Three days maximum usage per week	80.00 200.00 300.00	82.00 205.00 307.00	10% 10% 10%	90.20 225.50 337.70	7% 7% 7%	96.51 241.29 361.34
Annual Fee One day maximum usage per week Annual Fee Two days maximum usage per week Annual Fee Three days maximum usage per week Trial fee (1 day per week - MAX 4 week trial)	250.00 450.00 500.00 100.00	255.00 460.00 512.00 105.00	10% 10% 10% 10%	280.50 506.00 563.20 115.50	7% 7% 7% 7%	300.14 541.42 602.62 123.59
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
- Transfer 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%
- Certificate	107.00	107.00	5%	112.35	7%
- Per Hour	47.00	47.00	5%	49.35	7%
FHRS re-rating - WRS Income	168.00	170.00	5%	178.50	7%
ISS Certs Condemned Food - WRS Income	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full Cost Recovery
Food Hygiene Basic Course fee - WRS Income	Full Cost Recovery	Full Cost Recovery	Full cost	Full Cost Recovery	Full Cost Recovery
Contaminated Land Enquiries - charge per hour - WRS Income	45.00	46.00	5%	48.30	7%
Environmental Information Regulations request					
Charge applied to locate and provide where request concerns 'environmental information' held by WRS (Worcestershire Regulatory Services)				46.00	7%
Gambling Fees					
Premises Licence Fees - Discretionary					
Bingo Premises					
Application to vary	1,059.00	1,059.00	5%	1,111.95	7%
Application to transfer	723.00	723.00	5%	759.15	7%
New applications	2,111.00	2,111.00	5%	2,216.55	7%
Annual fee	604.00	604.00	5%	634.20	7%
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%
Reinstatement of licence	704.00	704.00	5%	739.20	7%
Provisional statement	2,111.00	2,111.00	5%	2,216.55	7%
Adult Gaming Centre					
Application to vary	906.00	906.00	5%	951.30	7%
Application to transfer	722.00	722.00	5%	758.10	7%
New applications	1,206.00	1,206.00	5%	1,266.30	7%
Annual fee	604.00	604.00	5%	634.20	7%
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%
Reinstatement of licence	704.00	704.00	5%	739.20	7%
Provisional statement	1,206.00	1,206.00	5%	1,266.30	7%
Family Entertainment Centre					
Application to vary	700.00	700.00	5%	735.00	7%
Application to transfer	573.00	573.00	5%	601.65	7%
New applications	1,206.00	1,206.00	5%	1,266.30	7%
Annual fee	454.00	454.00	5%	476.70	7%
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%
Reinstatement of licence	562.00	562.00	5%	590.10	7%
Provisional statement	1,206.00	1,206.00	5%	1,266.30	7%
Betting Premises (Excluding Track)					
Application to vary	906.00	906.00	5%	951.30	7%
Application to transfer	722.00	722.00	5%	758.10	7%
New applications	1,761.00	1,761.00	5%	1,849.05	7%
Annual fee	363.00	363.00	5%	381.15	7%
Copy of licence (Statutory Charge - cannot be above £25)	25.00	25.00	5%	26.25	7%
Notification of change (Statutory Charge - cannot be above £50)	50.00	50.00	5%	52.50	7%
Reinstatement of licence	704.00	704.00	5%	739.20	7%
Provisional statement	1,761.00	1,761.00	5%	1,849.05	7%
Track					
Application to vary	754.00	754.00	5%	791.70	7%
Application to transfer	573.00	573.00	5%	601.65	7%
New applications	1,469.00	1,469.00	5%	1,542.45	7%
Annual fee	604.00	604.00	5%	634.20	7%

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
Licensed Premises Automatic Notification Process						
Grant	50.00	50.00	5%	52.50	7%	56.20
Club Gaming Permits						
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
Club Machine Permits						
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
Family Entertainment Centre Gaming Machine Permit						
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
Prize Gaming Permits						
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
Small Lottery Registration (statutory)						
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
Licensing Act - Statutory						
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

Premises Licence and Club Premises Certificate

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
- Band B 4,301 - 33,000
- Band C 33,001 - 87,000
- Band D 87,001 - 125,000
- Band E 125,001 and over

Annual Fee

- 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

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.

Notification of change of name or address (holder of premises licence)

Application to vary the Designated Premises Supervisor

Application to transfer a premises licence

Interim authority notice following death, incapacity or insolvency of licence holder

Fee to notify licensing authority of a property interest in a premises

Application for grant of a provisional statement

Fee for a replacement premise, licence or club premise certificate (if lost or stolen)

Fee to change the name or address of a designated premises supervisor on a premises licence

Change of relevant registered address of club

Temporary Event Notices

Application for copy of licence on theft, loss etc. of temporary event notice

Application for copy of licence on theft, loss etc. of personal licence

100.00	100.00	5%	105.00	7%	112.40
190.00	190.00	5%	199.50	7%	213.50
315.00	315.00	5%	330.75	7%	353.90
450.00	450.00	5%	472.50	7%	505.60
635.00	635.00	5%	666.75	7%	713.40
70.00	70.00	5%	73.50	7%	78.60
180.00	180.00	5%	189.00	7%	202.20
295.00	295.00	5%	309.75	7%	331.40
320.00	320.00	5%	336.00	7%	359.50
350.00	350.00	5%	367.50	7%	393.20
10.50	10.50	5%	11.03	7%	11.80
10.50	10.50	5%	11.03	7%	11.80
23.00	23.00	5%	24.15	7%	25.80
23.00	23.00	5%	24.15	7%	25.80
23.00	23.00	5%	24.15	7%	25.80
21.00	21.00	5%	22.05	7%	23.60
315.00	315.00	5%	330.75	7%	353.90
10.50	10.50	5%	11.03	7%	11.80
10.50	10.50	5%	11.03	7%	11.80
10.50	10.50	5%	11.03	7%	11.80
21.00	21.00	5%	22.05	7%	23.60
10.50	10.50	5%	11.03	7%	11.80
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@worscsregservices.gov.uk In all cases, cheques must be made payable to 'Bromsgrove District Council'						

Appendix D – Reserves Position

	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	(172)	5,743		(323)	5,420
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			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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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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