

Public Document Pack



BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

WEDNESDAY 14TH MAY 2025

AT 6.00 P.M.

PARKSIDE SUITE - PARKSIDE

MEMBERS: Councillors S. Ammar (Chairman), B. Kumar (Vice-Chairman), A. Bailes, R. Bailes, S. J. Baxter, J. Clarke, S. R. Colella, A. M. Dale, J. Elledge, S. M. Evans, D. J. A. Forsythe, E. M. S. Gray, C.A. Hotham, D. Hopkins, R. J. Hunter, H. J. Jones, R. E. Lambert, M. Marshall, K.J. May, P. M. McDonald, B. McEldowney, S. T. Nock, D. J. Nicholl, S. R. Peters, J. Robinson, S. A. Robinson, H. D. N. Rone-Clarke, J. D. Stanley, K. Taylor, S. A. Webb and P. J. Whittaker

AGENDA

WELCOME

- 1. Election of Chairman 2025/26**
- 2. Election of Vice-Chairman 2025/26**
- 3. Vote of thanks to retiring Office Holders**
- 4. To receive apologies for absence**

5. **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.

6. **To confirm the accuracy of the minutes of the meeting of the Council held on 12th March 2025** (Pages 7 - 16)

7. **To receive any announcements from the Chairman and/or Head of Paid Service**

8. **To receive any announcements from the Leader**

9. **To receive comments, questions or petitions from members of the public**

A period of up to 15 minutes is allowed for members of the public to make a comment, ask questions or present petitions. Each member of the public has up to 3 minutes to do this. A councillor may also present a petition on behalf of a member of the public.

10. **Urgent Decisions** (Pages 17 - 18)

There has been one Urgent Decision since the last Council meeting in respect of the Council's vehicle fleet.

11. **Constitution Review** (Pages 19 - 124)

12. **Appointments to Committees 2025/26 (including Political Balance)** (Pages 125 - 146)

13. **Outside Body Appointments** (Pages 147 - 152)

14. **Recommendation from the Licensing Committee - Primate Keeper Licensing** (Pages 153 - 168)

15. **Recommendation from the Cabinet** (Pages 169 - 170)

To consider the recommendation from the meeting of the Cabinet held on 26th March 2025.

Members are asked to note that any recommendations made at the Cabinet meeting held on 19th February 2025 were considered at the full Council meeting held on 19th February 2025.

16. **Background Information on the recommendations from the Cabinet**

- (i) Quarter 3 Revenue and Performance Monitoring 24-25 (Pages 171 - 220)

17. **To note the minutes of the meetings of the Cabinet held on 19th February 2025 and 26th March 2025** (Pages 221 - 246)

18. **Questions on Notice**

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

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

Each elected member due to ask a question, may ask up to one supplementary question which must be based on the original question or the answer provided to that question.

19. **Motions on Notice**

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

Motions on Notice will be published in a supplementary papers pack to this agenda.

20. **To consider any urgent business, details of which have been notified to the Head of Legal, Democratic and Procurement 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**

J. Leach
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

6th May 2025

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

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GUIDANCE ON FACE-TO-FACE MEETINGS

Please note that this is a public meeting and will be live streamed for general access via the Council's YouTube channel.

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

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

Notes:

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



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- An electronic register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc. is available on our website.
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- Meeting Agendas
- Meeting Minutes
- The Council's Constitution

at www.bromsgrove.gov.uk

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE COUNCIL

12TH MARCH 2025, AT 6.00 P.M.

PRESENT: Councillors S. Ammar (Chairman), B. Kumar (Vice-Chairman), A. Bailes, R. Bailes, S. J. Baxter, S. R. Colella, A. M. Dale, J. Elledge, S. M. Evans, D. J. A. Forsythe, E. M. S. Gray, C.A. Hotham, D. Hopkins, R. J. Hunter, H. J. Jones, K.J. May, P. M. McDonald, B. McEldowney, S. T. Nock, D. J. Nicholl, S. R. Peters, J. Robinson, S. A. Robinson, H. D. N. Rone-Clarke, J. D. Stanley, K. Taylor, S. A. Webb and P. J. Whittaker

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

102\24

TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors J. Clarke, R. Lambert and M. Marshall.

103\24

DECLARATIONS OF INTEREST

Councillors K. May, J. Robinson and S. Webb all declared other disclosable interests in Minute Item no. 105/24 – Local Government Reorganisation - Interim Plan Proposals for Worcestershire – Bromsgrove - in their capacity as Worcestershire County Councillors.

Councillor K. Taylor declared an other disclosable interest in Minute Item no. 105/24 – Local Government Reorganisation – Interim Plan Proposals for Worcestershire – Bromsgrove - in his capacity as both a Worcestershire County Councillor and as Chairman of the Hereford and Worcester Fire Authority.

They all remained present during consideration of this item and took part in both the debate and voted thereon.

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TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE COUNCIL HELD ON 19TH FEBRUARY 2025

The minutes of the meeting of Council held on 19th February 2025 were submitted.

Reference was made to the discussions in respect of the Medium Term Financial Plan 2025/26 to 2027/28, which had occurred during that meeting. A request was made for clarification to be provided that the Liberal Democrat group had sought to submit an alternative budget for consideration but had not been able to get this over the line in time for the meeting.

RESOLVED that subject to the amendment detailed in the preamble above, the minutes of the Council meeting held on 19th February 2025 be approved as a true and correct record.

105\24

LOCAL GOVERNMENT RE-ORGANISATION - INTERIM PLAN PROPOSALS FOR WORCESTERSHIRE - BROMSGROVE

The Leader of the Council presented a report concerning Local Government Reorganisation and Devolution in terms of the Interim Plan Proposals for Worcestershire.

Members were informed that on the 5th February 2025, Jim McMahon MP, the Minister for Local Government and English Devolution, wrote to the Leaders of the six District Councils and the County Council in Worcestershire setting out the Government's vision for local government and the transfer of power out of Westminster through devolution. The letter invited the Worcestershire authorities to work together to formulate and submit an interim plan for a single tier of local government, in line with the guidance appended to the letter, on or before 21st March 2025, with an expectation that a full proposal would be submitted by 28th November 2025.

The Leader expressed regret that the Council was having to consider this matter. However, the Leader recognised that there was a need for the Council to positively engage with the process to ensure the very best outcomes for the residents of Bromsgrove District.

With this in mind, discussions had been taking place between the Leader and the other Worcestershire Council Leaders, supported by the Chief Executives from all seven Worcestershire Councils through the Worcestershire Leaders Board. The focus had been to prepare the draft interim plan that had been provided for Members' consideration at the Council meeting in Appendix 5 to the report, which set out draft proposals covering the County as a whole. This was in line with the Government's expectation that this draft interim plan would then be subject to agreement by each of the Councils in Worcestershire and form the basis of the Worcestershire interim submission.

Council was asked to note that at this stage, the authority did not have enough information to make a determination on the most appropriate structure one way or the other. This was reinforced by the District S151 Officers' Statement in Appendix 5 to the report. However, it was clear that in order to make a final proposal, there was a plethora of information and data that the Council would need to consider and validate before a final submission could be considered and determined in November 2025. It was for this reason, that the interim proposal did not favour one model above another.

In this context, the Leader proposed that, having considered the information provided in the report, the third option listed at

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recommendation 2 of the report should be endorsed, alongside recommendation 3 and a fourth recommendation that had been proposed for Members' consideration in an addendum to the report that had been published in a supplementary pack for the meeting.

These recommendations were proposed by Councillor K. May and seconded by Councillor S. Baxter.

In considering this matter, Members noted that there were three options available:

- Option 1 – One Unitary Authority for the whole of Worcestershire.
- Option 2 – Two Unitary Authorities, one for North Worcestershire, covering Bromsgrove District, Redditch Borough and Wyre Forest District and one for South Worcestershire, covering Malvern Hills District, Worcester City and Wychavon District.
- Option 3 – A response that continued to work up Options 1 and 2 to ensure that both could be fully examined prior to the final submission to Government in November 2025.

Clarification was provided that the Interim Plan, that had been prepared by the seven Chief Executives in Worcestershire and considered at a recent meeting of Worcestershire Leaders' Board, was proposing that Option 3 should be taken forward at this stage. The Leader was similarly proposing that Option 3 should be endorsed, alongside the Interim Plan, at this stage.

During consideration of this item, Councillor C. Hotham proposed an amendment to the proposals. The amendment was worded as follows:

“Council notes that:-

Whilst the Council has had late sight of the PwC report commissioned by Worcestershire County Council, it has not had sight of the underlying assumptions upon which it is based. It is not therefore possible at this stage to identify the most favourable option for Bromsgrove District Council. This is contrary to the Minister's request in his letter of the 5th February that Councils work collaboratively.

Council therefore resolves that:-

Based on the information currently available, the Council's preferred option at this stage would be for a North Worcestershire Unitary Council and a South Worcestershire Unitary Council.

In light of the Government's requirement for a collaborative approach the Council will endorse the Interim Plan as set out in Appendix 5.”

The amendment was proposed by Councillor C. Hotham and seconded by Councillor R. Bailes.

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In proposing the amendment, Councillor Hotham commented that he felt that on balance a North Worcestershire Unitary Authority would be the best option for the people of Bromsgrove moving forward. Councillor Hotham expressed disappointment that Worcestershire County Council had not shared the report it had commissioned from PricewaterhouseCoopers (PwC) until earlier in the week, resulting in the paper having only been issued to Bromsgrove Members in a Background Papers pack the day before the Extraordinary Council meeting. Members were asked to note that the amendment still proposed that the interim plan that had been prepared by Worcestershire Leaders Board should be endorsed, so did not commit the Council to a particular option. However, the amendment provided an opportunity for Members to articulate a preferred option at this stage, based on information available to date. The amendment highlighted concerns about the extent to which Worcestershire County Council was collaborating with other Councils in Worcestershire, as required in the Government's guidance. Councillor Hotham suggested that the amendment also clearly articulated a position that demonstrated that the Council was not in agreement with Worcestershire County Council in terms of submitting the PwC's report to Government.

In seconding the amendment, Councillor R. Bailes commented that she felt that the report that had been presented for Members' consideration was biased towards a single Unitary Authority. It was suggested that this bias, although not explicitly stated, could be detected as unconscious bias. Members were advised that Councillor Bailes had spoken to her residents about Local Government Reorganisation and they had all preferred a North Worcestershire Unitary Authority, due to the local focus corresponding with local geography and economic activity. Councillor Bailes commented that this was a once in a lifetime opportunity to work with other Councils, however, she expressed disappointment that in her view this did not appear to be happening. In particular, Councillor Bailes cited concerns in respect of the report from PwC which, as it had been commissioned by Worcestershire County Council unilaterally, she suggested demonstrated that the County Council was not working with the other Councils in Worcestershire. Councillor Bailes also expressed concerns about some of the matters that had been left out of the PwC's report. Based on this, and the information currently available, the amendment had been brought forward to enable Members to express a preference at this time.

Following the presentation of the amendment, Members discussed the matter in detail and in doing so noted that this was an important Extraordinary Council meeting, as the focus was on the future of local government in Worcestershire. The suggestion was made that Members needed to ensure that any final decisions on a preferred option, in terms of future Unitary Authority structure in Worcestershire, should be based on clear evidence and data. Some Members commented that there had been insufficient time since Leaders received a letter from the Government on 5th February 2025 to gather the full range of data necessary to enable a final decision to be taken at this

stage. Indeed, it was noted that no final decision was needed until November 2025, when it was anticipated that Members would be in a position to make more informed decisions on this subject.

Consideration was given to the inclusion of reference to a preferred option in the amendment, of a North Worcestershire Unitary Authority. Whilst it was acknowledged that the amendment still proposed that Option 3 should be endorsed, some Members expressed concerns that this could be viewed as predetermination which could influence the work of any external organisation(s) that might be commissioned to undertake review work in respect of this matter on behalf of the Council and / or all Councils in Worcestershire. However, in response to this point, some Councillors highlighted that Malvern Hills District, Worcester City and Wyre Forest District Councils had all expressed a preference at recent Council meetings, although this was before the interim plan had been published, and Worcestershire County Council had highlighted a clear favoured option for that authority in their report on this subject, due to be considered at their Cabinet meeting on 20th March 2025. In this context, some Members questioned why Bromsgrove District Council should not also express a preference at this stage.

Members subsequently discussed the different approaches to considering this matter that had been adopted at each of the Councils in Worcestershire. Clarification was provided that as sovereign authorities, each Council had determined how they would approach consideration of this matter. Malvern Hills District, Redditch Borough, Worcester City and Wychavon District were all due to consider their interim responses at Council meetings scheduled to take place in March. Worcestershire County Council would consider an interim response at a Cabinet meeting, which would be pre-scrutinised at a meeting of their Overview and Scrutiny Performance Board. Wyre Forest District Council had already determined its position at a Council meeting held in February 2025, through discussion of a Motion on Notice.

Option 3 was discussed in some detail. Members noted that this option would enable the Council to best achieve value for money, by assessing the evidence that would be gathered and then enabling Members to make an informed decision on that basis. The suggestion was made that the Council needed to be able to demonstrate to residents and other local stakeholders, when a final decision was taken, that this had been made based on all the data available. It was noted that the amendment still incorporated this option, however, some Members expressed concerns that the inclusion of a preference in the amendment detracted from that option. Furthermore, some Members suggested that there was a need to remain open minded and to continue to contribute to discussions around both options of unitary authority, in order to ensure that the final unitary authority structure in Worcestershire, whatever that might be, best met the interests of Bromsgrove residents.

During consideration of this item, concerns were raised that there was a lot of misinformation at present circulating in the community in respect of

the implications of Local Government Reorganisation and Devolution for Bromsgrove District. Members highlighted that this appeared to have been exacerbated by preparation for the forthcoming County Council elections in which some communications had been issued suggesting that there was a risk that Bromsgrove would become part of a greater Birmingham combined authority if a single Unitary Authority was not introduced for Worcestershire. Members commented that this was disinformation, with it being noted that there were no plans for the boundaries of the existing West Midlands Combined Authority (WMCA) to be expanded. Concerns were also raised that this form of disinformation was creating anxiety within the local community regarding Local Government Reorganisation and devolution.

Many Members noted that they were keen for the final Unitary Authority structure to have a local focus. Concerns were raised that a Unitary Authority representing a larger geographical boundary might struggle to achieve this local focus. In addition, concerns were raised that many Councillors in the north of the County had limited knowledge of or involvement with the south of the county and vice versa and some Members suggested that Bromsgrove would lose influence in a Unitary Authority serving the whole of the county.

Reference was made to research that had already been undertaken with respect to the size of local authorities by the District Councils Network (DCN). This had reached a number of favourable conclusions in relation to smaller local authorities. The point was also made that some existing Unitary Authorities representing smaller populations than 500,000 were operating successfully. However, it was also noted that the Government's English Devolution White Paper had highlighted an expectation that Unitary Authorities would generally represent a population of circa 500,000, although a smaller population would be considered in certain circumstances.

Concerns were raised about the extent to which it would be appropriate to identify a preferred option at this stage in the process when no formal public consultation had been undertaken to ascertain the views of local residents and other stakeholders. In response, some Members noted that they had already been holding informal discussions with their residents and that they were finding that a North Worcestershire Unitary Authority tended to be the preferred option.

The report that had been commissioned from PwC by Worcestershire County Council was discussed in detail. Members expressed disappointment that Worcestershire County Council had not chosen to share the report at an earlier stage. Furthermore, concerns were raised that, despite multiple requests for the information, Worcestershire County Council had not shared the assumptions or the terms of reference underpinning the PwC report. It was suggested that this made it difficult for Members to assess the value of this document.

Reference was made to the pay back period that had been recorded in the PwC's report and Members questioned the accuracy of this information. In the report, Members noted that it had been assumed that pay back applied over a period of 11 years. However, in other research papers reviewing pay back for unitarisation in other parts of the country, pay back had been assumed over a standard period of three to five years.

Concerns were raised that this report from the PwC would be submitted by Worcestershire County Council to the Government at the interim plan stage and that this might be viewed as representative of the views of all Councils in Worcestershire. However, Members were informed that this would only form part of Worcestershire County Council's response and would not be submitted as part of Bromsgrove District Council's response at this stage in the process.

Reference was made to the differences of opinion that existed across the county in respect of future Local Government Reorganisation. The suggestion was made that if the Council identified a preference at this stage in the process, it would undermine criticisms of bias in the PwC report, as Bromsgrove District Council would also then be favouring a particular option. Whilst Members might have personal preferences, the suggestion was made that all options should continued to be considered for now and that at the end of the process, in November, decisions would need to be made based on facts. It was further noted that whilst all seven Councils would be submitting their final proposals in November 2025, ultimately the Government would be making the decision about the future structure of local government in Worcestershire.

The population statistics that had been provided in the report were also considered. Members expressed concerns that these figures appeared to have not taken into account all the factors that could potentially influence population growth. The suggestion was made that more accurate figures, based on a range of sources of information, should be obtained in the following stage of the process and these might provide a different picture in terms of estimating the potential size of the populations that would be served by North and South Worcestershire Unitary Authorities.

Questions were raised as to why the amendment was still proposing endorsing Option 3 in the report when the preference stated in the amendment seemed to align more closely with Option 2. Clarification was provided by Councillor Hotham that a preference of a North Worcestershire Unitary Authority was being included based on information available to date. However, the proposal to endorse Option 3 would enable the Council to keep its options open by investigating both scenarios further. This would ensure that the Council would not be committing to any particular path at this stage.

In accordance with Procedure Rule 18.3 a recorded vote was taken on this amendment.

Members voting FOR the amendment:

Councillors S. Ammar, A. Bailes, R. Bailes, S. Colella, S. Evans, C. Hotham, R. Hunter, D. Nicholl, J. Robinson and S. Robinson (10).

Members voting AGAINST the amendment:

Councillors S. Baxter, A. Dale, J. Elledge, D. Forsythe, E. Gray, D. Hopkins, H. Jones, B. Kumar, K. May, P. McDonald, S. Nock, S. Peters, H. Rone-Clarke, J. Stanley, K. Taylor, S. Webb and P. Whittaker (17).

Members ABSTAINING in the vote on the amendment:

Councillor B. McEldowney (1).

Therefore, the vote on the amendment was defeated.

The Substantive Motion, proposed by Councillor May, was subsequently the subject of a recorded vote in accordance with Procedure Rule 18.3.

Members voting FOR the resolutions:

Councillors A. Bailes, R. Bailes, S. Baxter, S. Colella, A. Dale, J. Elledge, D. Forsythe, E. Gray, D. Hopkins, C. Hotham, H. Jones, B. Kumar, K. May, P. McDonald, B. McEldowney, S. Nock, H. Rone-Clarke, J. Stanley, K. Taylor, S. Webb and P. Whittaker (21).

Members voting AGAINST the resolutions:

Councillors S. Ammar, S. Evans, R. Hunter, D. Nicholl, S. Peters, J. Robinson and S. Robinson (7).

Members ABSTAINING in the vote on the resolutions:

No councillors (0).

The vote on the resolutions was therefore carried.

RESOLVED that

- 1) The following model of local government re-organisation be included in the Council's interim response to be sent to the Ministry of Housing Communities and Local Government setting out the Council's position on devolution:**

OPTION 3: A response that continues to work up Option 1 (a single unitary authority for Worcestershire made up of the six District Councils and Worcestershire County Council) and Option 2 (two Unitary Authorities for North Worcestershire, covering the footprint of Bromsgrove, Redditch and Wyre

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Forest, and South Worcestershire, covering the footprint of Malvern Hills, Worcester and Wychavon) to ensure that both can be fully examined prior to submission on 28th November 2025.

- 2) That the Interim Plan, which identified two options for a unitary structure in Worcestershire, be adopted as the Council's interim plan response. This should be sent to the Ministry of Housing, Communities and Local Government setting out the Council's position on local government re-organisation and devolution.
- 3) Authority be delegated to the Chief Executive and the Assistant Director of Legal Democratic and Procurement Services to make any final amendments to the Council's interim plan response following consultation with Group Leaders

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TO CONSIDER ANY URGENT BUSINESS, DETAILS OF WHICH HAVE BEEN NOTIFIED TO THE HEAD OF LEGAL, DEMOCRATIC AND PROCUREMENT 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 for consideration on this occasion.

The meeting closed at 7.37 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

RECORD OF DECISION TAKEN UNDER URGENCY PROCEDURES

Subject: Approval of on-going use of third-party vehicle maintenance and hire arrangements to support Refuse Collection Operations

Brief Statement of Subject Matter:

This Urgent Decision is linked to previous reports regarding the state of the Waste Collection Fleet and Maintenance arrangements approved in reports approved 24 July 2024, and 7 January 2025.

Environmental Services has been reliant on third party providers to support maintenance of our existing aging fleet, as well as funding to support the use of hire vehicles that allow Redditch based Refuse Vehicles to be used in Bromsgrove due to the unique diamond lift equipment required to service our wheeled bins.

New vehicles have been ordered, and arrangements are being made to allow us to transition to the new fleet in December as per the previous reports, but it has been identified that the delay since the original report approved in July 2024 has resulted in the amount of additional expenditure being incurred through two of our contractors on vehicle hire and third-party maintenance will now exceed the approved values and will require approval as a Key Decision to continue and ensure compliance with our responsibilities regarding use of public funds.

The Finance team have confirmed that funding is in place to offset this additional cost using grant funding received from Extended Packaging Responsibilities (EPR) for 2025/26. There is no impact on the Medium-Term Financial Plan, but procedurally this will require additional authority to support the use of this funding to maintain services until the new fleet arrives and removes the current reliance on hire vehicles to maintain services.

Existing compliant contract arrangements are in place to support the continued use of the third-party providers to support these requirements, and a review of the financial regulations has confirmed that IFRS16¹ does not apply to the extended period of hire, as the individual vehicles on hire have changed during the hire period.

The expected spend associated with this urgent decision is approximately £220,000 on Hire costs, and up to £300,000 on Repairs and Maintenance support, but the latter has potential to increase subject to the level of repairs required and potential market inflation arising from current Tariff changes.

Decision:

This urgent decision is requested to grant delegated authority to relevant officers to enable them to continue with existing arrangements whereby refuse vehicles will continue to be hired, and external vehicle maintenance arrangements sourced, in line with previous approvals linked to replacement of the existing fleet.

Date: April 2025

¹ International Financial Reporting Standards are a global accounting standard that allow for transparent comparison of financial accounts from public companies around the world. IFRS16 relates to how leases are managed, and potential liability related to longer term leases.

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**Constitution Review Including Review of Scheme of Delegations –
Report to Council**

Relevant Portfolio Holder	Councillor Karen May
Portfolio Holder Consulted	Yes
Relevant Assistant Director	Claire Felton, Assistant Director of Legal, Democratic and Property Services
Report Author Claire Felton	Job Title: Assistant Director of Legal, Democratic and Property Services Contact c.felton@bromsgroveandredditch.gov.uk email:
Wards Affected	No specific ward relevant
Ward Councillor(s) consulted	N/A
Relevant Council Priority	Sustainability
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

Council is asked to RESOLVE that:-

- 1) The current version of the Officer Scheme of Delegations is agreed as set out at Appendix 1.**
- 2) The Council’s constitution be updated to restrict the Chairman of the Council from sitting on the Licensing Committee as detailed in Appendix 2.**
- 3) Paragraph 8.5 of the Council Procedure Rules be amended to include the following additional category in terms of people not regarded as members of the public for the purposes of registering to speak at Council meetings: “Political parties or persons asking questions on behalf of a political party. For the purposes of this section a political party is an organisation that has been registered as such by the Electoral Commission.”**
- 4) The grounds under which the Monitoring Officer might reject Questions and Motions on Notice submitted for consideration at Council meetings, be amended as detailed in Appendix 3, for a trial period of three consecutive ordinary meetings of the Council.**

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2. BACKGROUND

- 2.1 The Council is required to review its scheme of delegations on an annual basis. This report presents the current scheme for noting.
- 2.2 This report also details the outcomes of the latest meetings of the Constitution Review Working Group (CRWG), held on 29th January and 10th April 2025, at which various changes to the Council's constitution were discussed and recommended.
- 2.3 Members are invited to consider the background to the recommendations proposed by the CRWG and to determine whether to endorse the group's recommendations.

3. OPERATIONAL ISSUES

Scheme of Delegations

- 3.1 The Council's Constitution currently requires that the Officer Scheme of Delegations be approved by Members at the Annual Meeting of the Council.
- 3.2 The Officer Scheme of Delegations is the part of the Constitution that gives authority for certain decisions to be delegated from Council, the Executive (Cabinet) or other committees to certain specified officers. It sets out the decisions which are delegated by Council to officers and the decisions which are delegated by the Executive / Leader to officers. In relation to certain regulatory decisions, the delegation is from Council to the relevant Committee, namely Planning Committee or Licensing Committee.
- 3.3 The Scheme of Delegations is regularly altered and updated to reflect changes in the operation of the Council and changes to legislation. Changes have been made by the Monitoring Officer in accordance with the delegation that currently exists to amend the scheme to reflect changes in legislation, job titles and the reallocation of functions. They do not extend the delegations.

Membership of the Licensing Committee

- 3.4 During the meeting of the CRWG held on 29th January 2025, Members discussed the various Committees that the Chairman of the Council can serve on during a municipal year.

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- 3.5 There are already some restrictions in terms of Committees that the Chairman of the Council cannot be appointed to. Some of these restrictions reflect legal requirements, such as a restriction preventing the Chairman of the Council from serving on the Cabinet.
- 3.6 Currently, the Chairman of the Council is permitted to serve as a member on the Licensing Committee at Bromsgrove District Council.
- 3.7 However, during the CRWG meeting, Members raised concerns that this could create a conflict for the Chairman of the Council. For example, it was noted that the Chairman of the Council might be invited to attend civic events hosted by licensed premises.
- 3.8 To reduce the potential for a conflict of interest to occur, the CRWG recommended that the terms of reference for the Licensing Committee should be updated to restrict the Chairman of the Council from serving as a member of the Committee. It should be noted that if the Chairman of the Council is not permitted to serve on the Licensing Committee, then they will also be unable to serve on any of the Licensing Sub-Committee hearings.
- 3.9 The proposed updated terms of reference for the Licensing Committee and Licensing Sub-Committees are attached at Appendix 2 to the report.

Council Procedure Rules – Public Speaking

- 3.10 Members of the public are permitted to register to speak at ordinary meetings of Council. The rules in respect of public speaking at Council meetings are detailed at paragraph 8 of the Council Procedure Rules in the Council's constitution.
- 3.11 The public speaking arrangements provide local residents with an opportunity to contribute their views on local issues of interest for the consideration of elected Members. This is recognised as a valuable part of the local democratic process.
- 3.12 However, the CRWG is keen to ensure that public speaking arrangements are not used by political parties to make political points, which can instead be raised by elected Members during Council debates. For this reason, the CRWG is recommending that clarification should be provided at paragraph 8.5 in the Council Procedure Rules that members of the public do not include political parties or people asking questions on behalf of political parties.

Trial Restrictions on Motions and Questions on Notice

- 3.13 Questions on Notice can be submitted by both Councillors and members of the public for consideration at ordinary Council meetings. In addition, elected Members can also submit Motions on Notice for consideration at ordinary Council meetings. The current rules in respect of considering Questions on Notice from the public, Questions on Notice from Members and Motions on Notice can be viewed at paragraphs 8, 9 and 10 of the Council Procedure Rules in the Council's constitution.
- 3.14 There are already some restrictions, as detailed in the Council Procedure Rules, in respect of Questions and Motions on Notice that the Monitoring Officer may reject. However, at the meeting of the CRWG held on 10th April 2025, Members raised concerns that some of these restrictions could be viewed as subjective and therefore open to interpretation. The suggestion was therefore made by Members at this meeting that the rules needed to be strengthened in order to ensure that Questions and Motions on Notice considered at ordinary Council meetings focus on issues that the authority can influence and thereby make best use of Council resources.
- 3.15 In this context, the CRWG proposed amending the Council Procedure Rules to clarify that Questions and Motions on Notice would not be regarded as affecting the District of Bromsgrove if they:
- (a) Relate to national issues and would have no more effect on the District of Bromsgrove than on any other area; or
 - (b) Relate to actions or statements made by a body or individual connected with the District of Bromsgrove, but those actions or statements are not specifically related to the District.
- 3.16 It should be noted that amendment 3.15 (a) in particular did not receive unanimous support, although the majority of Members in attendance at the CRWG meeting were in support of the proposed change.
- 3.17 As part of the considerations in relation to 3.15 (a) it is expected that those issues that local government is responding to nationally will be picked up as appropriate by the District Council as business as usual and reported through the normal democratic processes for Members to engage with where relevant.

- 3.18 In recognition of the fact that unanimity had not been reached in considering this proposed change, the CRWG agreed that these amendments should be implemented for a trial period. Subject to Council's agreement, this trial period will be in place for three consecutive ordinary Council meetings in 2025. At the end of the trial period, the CRWG has agreed to review the outcomes of the trial. The CRWG has also asked to view all the Motions on Notice that may have been rejected during the trial period when Members review the outcomes of the trial. The discussions at this meeting of the CRWG will inform any future recommendations made by the group on this subject.

Additional Issues Discussed by the CRWG

- 3.19 During the meeting of the CRWG held on 10th April 2025 there were other issues that were discussed that did not result in any recommendations to Annual Council.
- 3.20 This included consideration of the Motion on Notice that was submitted by Councillor R. Hunter for consideration at the Council meeting held on 19th February 2025 and which was referred, at the request of group leaders, to the CRWG for consideration. The Motion focused on the process and timing of the appointment of Chairmen of Committees at the Council, with the Motion having called for these appointments to be agreed at Annual Council.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no specific financial implications.

5. LEGAL IMPLICATIONS

- 5.1 Review and revision of the Constitution is governed by Article 15 of the Constitution.
- 5.2 Section 101 of the Local Government Act 1972 (as amended) gives a general power to local authorities to discharge functions through officers. Local Authorities are required by the same Act to maintain a list of these, which is referred to as the Scheme of Delegation. This

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sets out those powers of the Council which can be carried out by officers of the Council.

- 5.3 Whilst the CRWG meets throughout the year to review the Council's constitution, the group does not have the authority to make changes to the constitution. Instead, any suggested changes are recommended on to Council for determination.

6. OTHER - IMPLICATIONS

Relevant Council Priority

- 6.1 The actions proposed in this report support the organisational priority of sustainability. It is important to ensure that the Council's constitution is reviewed on a regular basis so that the content remains up to date and enables the authority to operate efficiently and effectively.

Climate Change Implications

- 6.2 There are no specific climate change implications.

Equalities and Diversity Implications

- 6.3 There are no specific equalities and diversity implications.

7. RISK MANAGEMENT

- 7.1 The main risks associated with the details included in this report are failure to comply with governance requirements which may expose the Council to the risk of challenge by way of judicial review or which may result in awards of damages and costs against the Council and loss of reputation.

8. APPENDICES and BACKGROUND PAPERS

Appendices

Appendix 1 – Scheme of Delegations

Appendix 2 – Committee Terms of Reference Extract – Licensing Committee

Appendix 3 – Council Procedure Rules Extract – Public Speaking Rules, Motions on Notice and Questions on Notice

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Background Papers

Council Constitution

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Karen May	6 th May 2025
Lead Director / Assistant Director	Claire Felton, Assistant Director of Legal, Democratic and Procurement Services	1 st May 2025
Financial Services	Bob Watson, Section 151 Officer	2 nd May 2025
Legal Services	Claire Felton, Assistant Director of Legal, Democratic and Procurement Services	1 st May 2025

APPENDIX 1

Scheme of Delegation: Introduction

1. This Scheme of Delegation will be updated regularly. However:
 - a) any reference to specific legislation or to statutory provisions shall be deemed to refer to any relevant aspects of any successive legislation or statutory provisions;
 - b) reference to post holder shall be deemed to refer to any successor post holder(s) who is/are charged with the same responsibilities following any reorganisation or reallocation of functions, save that where there is any ambiguity as to who shall exercise a particular delegation of authority, the delegation shall refer to the higher-ranking officer(s). For the avoidance of doubt, successor post holder(s) include officers placed at the disposal of the Council under secondment arrangements pursuant to s113 of the Local Government Act 1972 or any other enactment or power.

Delegations to Committees and Sub-Committees

2. This Scheme of Delegation is not an exhaustive list of matters delegated to Committees and Sub-Committees. The Scheme of Delegation must be read in conjunction with the Terms of Reference for each Committee and Sub-Committee.

Delegations to Officers

3. All powers, duties and responsibilities appropriate and necessary for day to day operational activities shall be deemed to be delegated to the relevant Assistant Director with the responsibility for the discharge of that function or the exercise of that power unless otherwise specifically prescribed and shall include authority to incur normal revenue expenditure in the discharge of day to-day operational activities in accordance with Financial Regulations and where budgetary provision has been made unless the Cabinet or Section 151 Officer has placed a conditional approval on any such item. The Scheme of Delegations is not intended to be an exhaustive and complete list of delegations to officers.
4. Notwithstanding that functions are delegated to an officer, the relevant parent committee or other member body with decision-making powers will retain concurrent powers. An officer may decide not to exercise any function in relation to a particular matter and invite the relevant committee or member body with decision-making powers to do so instead.
5. Where an officer whose post is named under this Scheme is unable to act or is absent the powers delegated to him/her may be exercised by any officer authorised by him in writing or by any more senior officer in that officer's hierarchical line of management up to and including the Chief Executive except where this is not permitted in law or is subject to other qualification. Any delegation to the Chief Executive may in his/her

absence be exercised by the Executive Directors, Deputy Chief Executive, Monitoring Officer or Section 151 Officer as may be appropriate.

6. There are further delegations of powers which can be exercised by officers under Contract Procedure Rules.

Interpretation of the Scheme of Delegations

7. The Monitoring Officer shall be the final arbiter in relation to the interpretation and application of the Scheme.

Bromsgrove District Council

Constitution

Chapter 10 – Officers and the Scheme of Delegation

Appendix 3A – The Scheme of Delegations

TRANSFORMATION AND HUMAN RESOURCES			
1. IT and Street naming and numbering			
Subject	Detail	Delegated by:	Delegated to:
IT Development.	To monitor and update the Council’s IT development strategy.	Cabinet/ Leader.	Assistant Director of Transformation, OD and Digital Services.
Street Naming, House Numbering and Locality Names.	To determine all matters relating to street naming, house numbering and locality names.	Cabinet/ Leader.	Assistant Director of Transformation, OD and Digital Services following consultation with the Ward Member and, where relevant, Parish Council.
Regulation of Investigatory Powers Act.	See Corporate delegations	Council.	See corporate delegations

2. Human Resources			
Subject	Detail	Delegated by:	Delegated to:
Grants and Honoraria.	To make decisions on the payment of gratuities and honoraria to Council employees undertaking additional duties, provided budgetary provision exists.	Council.	Executive Director Finance and Resources in consultation with the Portfolio Holder.
Posts - Addition, Deletion.	Within the policy and budgets decided by the Council, to make decisions on the addition and deletion of posts and on adjustments to working conditions applying to particular posts (but not generally) insofar as it relates to a restructure which is not associated with the setting of the Council's budget.	Council.	Chief Executive.
Posts - Grading.	Within the policy and budgets decided by the Council, to make decisions on the grading of posts and on adjustments to working conditions applying to particular posts (but not generally).	Council.	Assistant Director of Transformation, OD and Digital Services.
Seminars and Conferences.	To appoint the Council's representatives to meetings, seminars, conferences and other events which are not expected to be on-going.	Cabinet/Leader.	Assistant Directors.
Appointment of Assistant Directors.	To make appointments (where appropriate in consultation with the Head of Paid Service).	Council.	Executive Directors.
Appointment of Executive Directors.	To make appointments.	Council.	Chief Executive.
Appointment of Staff (below the level of Assistant Director).	To make appointments (where appropriate in consultation with the Executive Director(s)).	Council.	Assistant Directors.

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<p>Appeals.</p>	<p>To consider and determine appeals in respect of discipline, dismissal, the exercising of delegations (in respect of pension matters) for staff below the level of Assistant Director.</p>	<p>Council.</p>	<p>Any one of the following: Chief Executive, Deputy Chief Executive Directors, Assistant Directors (other than Assistant Director of Transformation, OD and Digital Services) or a consultant selected by the Assistant Director of Transformation, OD and Digital Services.</p>
<p>Appeals (Job Evaluation).</p>	<p>To consider and determine appeals in respect of salary grading.</p>	<p>Council.</p>	<p>Any Officer of Assistant Director level or above or a consultant selected by the Assistant Director of Transformation, OD and Digital Services.</p>
<p>Careers Conventions.</p>	<p>To make decisions on Careers Conventions and the Council's involvement in work experience and similar schemes, relating to the training of young people.</p>	<p>Cabinet/Leader.</p>	<p>Assistant Director of Transformation, OD and Digital Services.</p>
<p>Disciplinary and Capability Action.</p>	<p>1. Within the Council's approved disciplinary and capability procedures and National Conditions of Service, [to take disciplinary action against, (including) dismissal of the Head of Paid Service, s151 Officer or Monitoring Officer subject to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).</p>	<p>1. N/a.</p>	<p>1. Council.</p>

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	<p>2. Within the Council’s approved disciplinary and capability procedures, to take action against, (including dismissal of), Executive Directors, subject, in the case of any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001.</p> <p>3. Within the Council’s approved disciplinary and capability procedures, [to take action against including] dismissal of Assistant Directors and Assistant Chief Executive subject, in the case of any Officer designated as Chief Finance Officer or Monitoring Officer, to compliance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended).</p> <p>4. Within the Council’s approved disciplinary and capability procedures, [to take disciplinary action against (including] dismissal of any member of staff in the department concerned below Assistant Director level.</p>	<p>2. Council.</p> <p>3. Council.</p> <p>4. Council.</p>	<p>2. Head of Paid Service.</p> <p>3. Chief Executive/ Head of Paid Service or Executive Directors.</p> <p>4. Assistant Directors.</p>
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<p>Early Retirement Payments.</p>	<p>To exercise discretionary powers under the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 to make a single lump sum payment (including any redundancy payment where necessary) of up to no more than 52 weeks actual pay to any employee in accordance with agreed criteria.</p>	<p>Council.</p>	<p>Chief Executive in consultation with The Executive Director, Finance and Resources, Assistant Director of Transformation, OD and Digital Services and the relevant Portfolio Holder.</p>
<p>Examination Success and other Achievements.</p>	<p>Within the budget determined by Council, to make decisions on matters arising from examination success or other special achievements by Council employees.</p>	<p>Cabinet/Leader.</p>	<p>Assistant Directors in consultation with Assistant Director of Transformation, OD and Digital Services</p>
<p>Overtime Payments.</p>	<p>Within the budget determined by Council, to approve payments for overtime working where staff are required to work such overtime in pursuance of the Council's obligations or objectives.</p>	<p>Council.</p>	<p>Chief Executive, Executive Directors, Deputy Chief Executive, Assistant Directors.</p>
<p>Pay Award.</p>	<p>Within the budget determined by Council, to implement increases in respect of the annual cost of living pay award as negotiated and agreed by the National Joint Councils or the Joint national Council for all staff.</p>	<p>Council.</p>	<p>Financial Services Manager.</p>
<p>Pay Protection.</p>	<p>To determine an appropriate pay protection policy for all staff.</p>	<p>Council.</p>	<p>Assistant Director of Transformation, OD and Digital Services in consultation with the Chief Executive and Executive Director - Finance and Corporate Resources.</p>

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Recruitment Scheme of Allowances.	To review on a regular basis the Council's policy and allowance rate in respect of the recruitment scheme of allowances (moving house).	Council.	Assistant Director of Transformation, OD and Digital Services.
Terms and Conditions of Employment.	To determine HR policies and procedures and terms and conditions of employment (save where specified by statutory provisions) in respect of all staff (except the Chief Executive).	Council.	Assistant Director of Transformation, OD and Digital Services.
Travel Allowances.	<ol style="list-style-type: none"> 1. To implement increases in respect of the lump sum and mileage allowance payable to all staff in accordance with circulars issued by the Joint National Council and National Joint Council. 2. To implement and review increases in respect of subsistence allowances on an annual basis. 	Council.	1. & 2. Finance Services Manager

COMMUNITY SERVICES			
1. Strategic Housing			
Subject	Detail	Delegated by:	Delegated to:
Discretionary Housing Assistance Grants.	To determine applications for Housing Assistance Grants under the Regulatory (Housing Assistance Grants) (England and Wales) Order 2002.	Cabinet/ Leader.	Strategic Housing Manager.
Home improvement Agency	To deal with day to day management of the Home Improvement Agency Service	Cabinet	Assistant Director of Community Services/ Strategic Housing Manager/Private Sector Team Leader
Houses in Multiple Occupation.	<ol style="list-style-type: none"> 1. To approve, revoke and vary licences relating to houses in multiple occupation under the Housing Act 2004. 2. To sign housing-related notices for houses in multiple occupation under the Housing Act 2004. 3. To inspect conditions under the Housing Health and Safety Rating System - Housing Act 2004. 4. To issue interim and final orders 	<ol style="list-style-type: none"> 1. Cabinet/ Leader 2. Cabinet/ Leader. 3. Cabinet/ Leader. 4. Cabinet/ Leader 	<ol style="list-style-type: none"> 1. Strategic Housing Manager. 2. Strategic Housing Manager. 3. Strategic Housing Manager. 4. Strategic Housing Manager
Housing Act 1985 and Housing Act 2004.	<p>To exercise all functions relating to housing conditions, issue of licences, service of orders and notices and powers of entry.</p> <p style="text-align: center;">To institute legal proceedings</p>	Cabinet/ Leader.	<p>Strategic Housing Manager</p> <p>Strategic Housing Manager in consultation with Principal Solicitor</p>

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Housing Associations - Nominations.	To deal with the nomination where necessary of homeless applicants to housing association dwellings.	Cabinet/ Leader.	Strategic Housing Manager.
Housing Capacity Study.	To update the site details and housing figures in the Housing Capacity Study on an annual basis using data from the Housing Land Availability Study.	Cabinet/ Leader.	Strategic Housing Manager.
Housing Corporation Social Housing Grant.	To administer and approve applications and to authorise payment of local authority grant and Housing Corporation Grant under the Housing Corporation IMS System.	Cabinet/ Leader.	Strategic Housing Manager.
Housing Grants.	To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996.	Cabinet/ Leader.	Strategic Housing Manager.
Low Cost Housing.	<ol style="list-style-type: none"> 1. To administer the Council's low cost housing scheme including the making of nominations and the sale of the Council's interest in dwellings. 2. To take all necessary action including the institution of legal proceedings to recover deferred payments from the purchases of low cost homes who are in breach of covenants made in the purchase of low cost housing. 3. To revise fees in relation to low cost housing transactions. 	<ol style="list-style-type: none"> 1. Cabinet/ Leader. 2. Cabinet/ Leader. 3. Cabinet/ Leader. 	<ol style="list-style-type: none"> 1. Strategic Housing Manager. 2. Principal Solicitor. 3. Assistant Director of Legal, Democratic and Procurement Services, Assistant Director of Community Services and Financial

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			Services Manager in consultation with the relevant Portfolio Holders.
Low-Cost Housing Capital Receipts <i>(New delegation agreed by Members in 2024/25)</i>	To approve individual proposals for new developments or the purchase of existing satisfactory dwellings and flipping Shared Ownership to affordable or social rented properties and the spend relating to these, as and when they were brought forward.	Council	The Assistant Director Community and Housing Services following consultation with the Portfolio Holder for Strategic Housing.
Mandatory Disabled Facilities Grant.	<ol style="list-style-type: none"> 1. To determine applications for housing grants under the Housing Grants, Construction and Regeneration Act 1996. 2. To grant extensions of time of up to six months within which improvements are to be completed. 	<ol style="list-style-type: none"> 1. Cabinet/ Leader. 2. Cabinet/ Leader. 	<ol style="list-style-type: none"> 1. Strategic Housing Manager. 2. Assistant Director of Community Services.
Protection from Eviction Act.	To take appropriate action (including the institution of criminal or civil proceedings).	Cabinet/ Leader	Assistant Director of Community Services or Principal Solicitor.
Utilities - Restoration or Continuance of Services.	To deal in consultation with the relevant Portfolio Holder and generally in accordance with emergency procedures with applications received pursuant to the arrangements according to section 33 of the Local Government (Miscellaneous Provision) Act 1976 (Public Utility Services to Dwellings) and to take such action as may be necessary for the recovery of any payments made by the Council in pursuance of such arrangements.	Cabinet/ Leader.	Executive Director Finance and Resources or Assistant Director of Community Services

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Regulation of Mobile Home Sites	<p>To institute legal proceedings under section 1 of the Caravan Sites and Control of Development Act 1960</p> <p>To take all steps to manage and regulate Mobile Home Sites, including the exercise of power of entry under the following legislation:-</p> <ul style="list-style-type: none"> • Caravan Sites and Control of Development Act 1960 • Caravan Sites Act 1968 	<p>Council</p> <p>Cabinet/Leader</p>	<p>Strategic Housing Manager in consultation with the Principal Solicitor</p> <p>Strategic Housing Manager</p>
Energy Efficiency (Private Rented Sector) (England & Wales) Regulations 2015	To implement enforcement powers under the Energy Efficiency (Private Rented Sector) (England & Wales) Regulations 2015	Cabinet	Assistant Director of Community Services
First Homes	To make amendments to Council's the First Homes Policy to reflect future Government guidance	Cabinet	Assistant Director of Community Services following consultation with the Portfolio Holder for Strategic Housing
Local Lettings Plan	To agree and adopt future Local Lettings Policies	Cabinet	Assistant Director of Community Services following consultation with the Portfolio Holder for Strategic Housing
Requisition for Information	To serve a requisition for information under section 16 of the Local Government (Miscellaneous Provisions Act 1976	Cabinet/Leader	Strategic Housing Manager
Boarding up of dangerous buildings	To serve notice under Section 9 of the Local Government (Miscellaneous Provisions) Act 1982	Cabinet/Leader	Strategic Housing Manager
Statutory Nuisance	To take all necessary action in relation to statutory nuisance	Council	Strategic Housing Manager

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	under the Environmental Protection Act 1990.		
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COMMUNITY SERVICES			
1.Community Safety			
Subject	Detail	Delegated by:	Delegated to:
Civil Injunctions	To seek a civil injunction in accordance with Sections 1 –21 of the Anti Social Behaviour, Crime and Policing Act 2014.	Council	Assistant Director of Community Services and Assistant Director of Housing in consultation with the Principal Solicitor and where appropriate following consultation with the Ward Member.
Community Protection Notices and Fixed Penalty Notices	To serve Community Protection notices (and Fixed Penalty Notices in the event of a breach) in accordance with Section 43 – 58 of the Anti Social Behaviour, Crime and Policing Act 2014.	Council	Assistant Director of Community Services, Assistant Director of Environmental Services, Head of Worcestershire Regulatory Services and the Assistant Director of Planning, Regeneration and Leisure Services.
Public Space Protection Orders (PSPOs)	To initiate and implement the consultation process required to make a Public Space Protection Order (PSPO) in accordance with Sections 59 – 75 of the Anti Social Behaviour, Crime and Policing Act 2014.	Cabinet	Assistant Director of Community Services, Assistant Director of Housing Services, Assistant Director of Environmental Services and Assistant Director of Planning, Regeneration and Leisure Services
Closure Notices and Closure Orders	To issue Closure notices (up to 48 hours) and to apply for a Closure Order in accordance with Sections 76 – 93 of the Anti Social Behaviour, Crime and Policing Act 2014.	Council	Assistant Director of Community Services, Assistant Director of Housing, Assistant Director of

			Environmental Services, Assistant Director of Planning, Regeneration and Leisure Services and Head of Worcestershire Regulatory Services
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3. CCTV/Lifeline			
Subject	Detail	Delegated by	Delegated to
CCTV/Lifeline	Day to day management of the 24 hour CCTV/NEW Lifeline Monitoring Centre, Installation Team and telephone answering out of hours service, in accordance with the Council's adopted codes of practice and industry best practice.	Cabinet/Leader	CCTV and Lifeline Manager

CORPORATE DELEGATIONS			
1. Corporate			
Subject	Detail	Delegated by:	Delegated to:
Authentication of Documents.	To sign any document necessary to any legal procedure or proceedings on behalf of the Council.	Council.	Chief Executive (unless any enactment otherwise authorises or requires or the Council has given requisite authority to some other person).
Consultation Documents.	<ol style="list-style-type: none"> 1. To respond on behalf of the Council to consultation documents where there is insufficient time for a response to be agreed by Full Council and where it affects the District of Bromsgrove. <p style="margin-left: 20px;">[NOTE: For the purposes of this delegation a consultation shall not be regarded as affecting the District of Bromsgrove if it relates to a national issue and would have no more effect on Bromsgrove than it would on any other area.]</p> <ol style="list-style-type: none"> 2. To respond to consultations by the County Council in respect of proposals to carry out alterations to schools in the District or nearby. 	1. & 2. Council	<ol style="list-style-type: none"> 1. The Leader and Chief Executive in consultation with the relevant Assistant Director or Director. 2. Chief Executive in consultation with the relevant Ward Members.

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<p>Emergencies.</p>	<ol style="list-style-type: none"> 1. To act in accordance with the delegated procedures set out in the Emergency Plan. 2. To enable Officers to undertake appropriate communications activity during an emergency without recourse to members, should the situation require an immediate response. 3. To take any action and to incur expenditure essential to meet any immediate needs created by an emergency, including a cyber security attack, in accordance with the Financial Regulations. 4. To take any decisions, including key decisions, where any delay in taking the decision would seriously prejudice the Council's or the public interest to the extent that it is appropriate to exercise emergency powers. The Chief Executive will report any such decision to the next meeting of Council. 	<p>1. - 3. Cabinet Leader.</p>	<ol style="list-style-type: none"> 1. Chief Executive, Executive Directors, Deputy Chief Executive, Executive Director & Assistant Directors. 2. Chief Executive, Deputy Chief Executive, Executive Director. 3. Assistant Directors with agreement of the Cabinet/ Leader or, if the Cabinet/ Leader is unavailable and in cases of extreme emergency only, the relevant Portfolio Holder. 4. Chief Executive or other Directors in his/her absence, following consultation with the Leader or, in his/her absence, the Deputy Leader
<p>Proper Officer.</p>	<ol style="list-style-type: none"> 1. To sign summonses to Council Meetings and to receive notices regarding addresses to which summons to meeting is to be sent under provisions of paragraphs 4(1A) and 4(1B) of Schedule 12 to the Local Government Act 1972. 		<ol style="list-style-type: none"> 1. Chief Executive or in his/her absence the Monitoring Officer.

	<p>2.To be appointed "Proper Officer" in relation to the following provisions of the Local Government Act 1972:</p>		
	<ul style="list-style-type: none"> a. Sections 83(1) to (4) - Witness and receipt of acceptance of office. b. Section 84 - Receipt of declaration of resignation of office. c. Section 89 (1) (b): Receipt of notice of casual vacancy from two local electors. d. Section 229(5): Certification of photographic copies of document. e. Sections 234(1) and (2): Authentication of documents. f. Section 88 (2): Convening of meeting to fill casual vacancy in the office of Chairman. g. Section 210 (6) and (7): Charity functions of holders of offices with existing authorities transferred to holders of equivalent office with new authorities, or, if there is no such office to "Proper Officers". 		<ul style="list-style-type: none"> a. Chief Executive. b. Chief Executive. c. Assistant Director of Legal, Democratic and Procurement Services. d. Assistant Director of Legal, Democratic and Procurement Services. e. Assistant Director of Legal, Democratic and Procurement Services. f. Chief Executive. g. Assistant Director of Legal, Democratic and Procurement Services.

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	<p>h. Section 225: Deposit of documents.</p> <p>i. Section 236(9): To send copies of byelaws for parish records.</p> <p>j. Section 236(10): To send copies of byelaws to the County Council.</p> <p>k. Section 238: Certification of byelaws.</p> <p>l. Section 228 (3): Accounts of “any Proper Officer” to be open to inspection by any member.</p> <p>m. Section 191: Function with respect to ordnance survey.</p> <p>n. Sections 115(2) and 146(1) (a) and (b): Receipt of money due from Officers declaration and certificates with regard to securities.</p> <p>o. Section 151.</p>		<p>h. Assistant Director of Legal, Democratic and Procurement Services.</p> <p>i. Assistant Director of Legal, Democratic and Procurement Services.</p> <p>j. Assistant Director of Legal, Democratic and Procurement Services.</p> <p>k. Assistant Director of Legal, Democratic and Procurement Services.</p> <p>l. Executive Director Finance and Resources.</p> <p>m. Assistant Director of Planning, Regeneration and Leisure Services.</p> <p>n. Executive Director Finance and Resources.</p> <p>o. Executive Director Finance and Resources.</p>
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<p>Regulation of Investigatory Powers Act.</p>	<ol style="list-style-type: none"> 1. To review, revise and update the Council’s RIPA policy. 2. Under the provisions of Part 1 chapter 2 of the Regulation of Investigatory Powers Act 2000 relating to the Accessing of Communications Data, to appoint officers to act as SPOCs (Single Point of Contact). 3. To grant authorisations, subject to approval by the Magistrate’s Court, under the Regulation of Investigatory Powers Act (RIPA) 2000 to conduct covert surveillance. 4. In relation to requests for Directed Surveillance, including authorisation as referred to above, to sign all necessary documents and forms whether by way of Authorisation, Review, or Cancellation 5. In relation to requests for Covert Human Intelligence Sources where the source is aged under 18, to sign all necessary documents and forms whether by way of Authorisation, Review, or Cancellation. 	<p>1. – 7. Council</p>	<ol style="list-style-type: none"> 1. Assistant Director of Legal, Democratic and Procurement Services. 2. Assistant Director of Legal, Democratic and Procurement Services. 3. Assistant Directors authorised to do so under Appendix 2 of the RIPA policy. 4. Assistant Directors authorised to do so under Appendix 2 of the RIPA policy. 5. Chief Executive or in his/her absence the Deputy Chief Executive.
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	<p>6. To maintain the central record of documents, relating to RIPA policy, including authorisations.</p> <p>7. To carry out all necessary action to ensure that the Office of Surveillance Commissioners is satisfied with the Council's Policy and Procedures in respect of RIPA.</p>		<p>6. The Information Management Team under the supervision of the Assistant Director of Transformation, OD and Digital Services.</p> <p>7. Assistant Director of Legal, Democratic and Procurement Services.</p>
Urgent Business.	To determine matters requiring attention as a matter of such urgency that formal reporting to Council, Cabinet or Committee is not possible.	Council or Cabinet/ Leader (as appropriate).	Chief Executive in consultation with the Cabinet/ Leader, s151 Officer and the Monitoring Officer, together with, where appropriate, the Chairman of the Overview and Scrutiny Board.

2. Monitoring Officer			
Subject	Detail	Delegated by:	Delegated to:
Constitution and Scheme of Delegation - amendments.	1. To make amendments to the Scheme of Delegation and other areas of the Constitution in order to reflect changes in legislation or regulations, job titles and the reallocation of functions of the Council between departments, provided that the amendments do not extend or reduce the existing delegations or other powers and duties currently listed in the Constitution.	Council.	Monitoring Officer.
	2. To make amendments to that part of the Constitution which comprises the Management Arrangements to the extent that such amendment reflects either a change in personnel or changes to the corporate structure which have been agreed by Council.		Monitoring Officer.
Independent Members of Audit, Standards & Governance Committee.	To undertake all the administrative arrangements in respect of the recruitment of the Independent Member on the Committee, including <ul style="list-style-type: none"> • Short listing of candidates in consultation with the Chairman of the Committee for interview by the Appointments Committee; • Where only one candidate meets the essential criteria, in consultation with the Chairman of the Committee to make recommendations to Council. 	Council.	Monitoring Officer.

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Independent Person	To make any future appointments to the role of Independent Person. <i>(Delegation added in the 2023/24 municipal year following agreement at Council).</i>	Council	Monitoring Officer
Outside Bodies.	To maintain and amend a list of external bodies and organisations to which Members have been appointed by the Council.	Council.	Monitoring Officer in consultation with the Leader.

ENVIRONMENT			
1. Business Waste Collection and Recycling Service			
Subject	Detail	Delegated by:	Delegated to:
Varying charges for the Business Waste Collection and Recycling service.	To vary charges for the Business Waste Collection service when agreeing terms with customers within a variance of plus or minus 25%	Council	Assistant Director of Environmental Services
2. Cemeteries			
Cemeteries.	<ol style="list-style-type: none"> 1. To operate the Bromsgrove Cemetery and North Bromsgrove Cemetery within the Budget and Policy Framework. 2. To determine applications to sell flowers at Bromsgrove Cemetery and North Bromsgrove Cemetery and to determine a suitable charge. 3. To remove and dispose of floral tributes remaining on a grave where the grave owner has not complied with two written requests to remove tributes. 	<ol style="list-style-type: none"> 1. Cabinet/ Leader. 2. Cabinet/ Leader. 3. Cabinet/ Leader. 	<ol style="list-style-type: none"> 1. & 2. Assistant Director of Environmental Services; Environmental Services Manager and Bereavement Services Manager, Assistant Director of Environmental Services; Environmental Services Manager and Bereavement Services Manager

3. Use of land / dogs			
Subject	Detail	Delegated by:	Delegated to:
Flowers, Bulbs and Trees.	To approve requests from charitable organisations to plant flowers, bulbs and trees in support of the Charity in parks and open spaces.	Cabinet/Leader.	Assistant Director of Environmental Services and Environmental Services Manager
Inland Revenue Mobile Advice Centre.	To determine requests to site a mobile tax advice centre on the Recreation Road South Car Park.	Cabinet/Leader.	Assistant Director of Environmental Services.
Hay.	To determine requests to harvest hay from areas of recreation and amenity land subject to any environmental and conservation considerations and that any income generated be allocated to recreation purposes.	Cabinet/Leader.	Assistant Director of Planning, Regeneration and Leisure Services.
Dogs.	To make decisions connected with the control of dogs and fouling nuisance including the designation of areas of land under The Dogs (Fouling of Land) Act 1996.	Cabinet/ Leader.	Head of Worcestershire Regulatory Services.

4. Car Parking and Transport			
Subject	Detail	Delegated by:	Delegated to:
Car Parks - Holding of Events.	To determine requests to hold events on any Council car park.	Cabinet/Leader.	Assistant Director of Environmental Services following consultation with the relevant Parish Council (if any). Environmental Services Manager
Car Parking Order.	<ol style="list-style-type: none"> 1. To make amendments to the Car Parking Order (other than alterations to car parking charges and excess penalty notice charges). 2. To make amendments to the Car Parking Order to alter car parking charges and excess penalty notice charges where such alterations have been approved by Council or Executive/ Leader, as appropriate. 	<ol style="list-style-type: none"> 1. Cabinet/ Leader. 2. Cabinet/ Leader. 	<ol style="list-style-type: none"> 1. Assistant Director of Environmental Services. 2. Assistant Director of Environmental Services.
Off Street Parking - Removal of Vehicles.	To arrange for the removal of any vehicle left in a parking place in contravention of an Order made by the Council under the Road Traffic Regulation Act 1984 relating to off-street parking or to arrange for the alteration of the position of any vehicle so its position complies with the provision of such an Order.	Cabinet/Leader.	Assistant Director of Environmental Services.; Environmental Services Manager
Goods Vehicles - Operators Licences.	To comment or object to applications made under the Goods Vehicles (Licensing of Operators) Act 1985.	Council.	Assistant Director of Environmental Services; Environmental Services Manager.

5. Trees			
Subject	Detail	Delegated by:	Delegated to:
High Hedges.	<ol style="list-style-type: none"> 1. To determine High Hedge applications submitted in accordance with Part 8 of the Anti-Social Behaviour Act 2003 and to issue a remedial notice where appropriate when: <ol style="list-style-type: none"> a. such applications are submitted by or on behalf of any officer of the Council or any Parish Council within the District of Bromsgrove. b. such applications are submitted by or on behalf of any County, District or Parish Councillor whose ward is within the district of Bromsgrove. c. any County, District or Parish Councillor whose ward is within the District of Bromsgrove is affected by such an application. 2. In all other circumstances to determine all High Hedge applications submitted in accordance with Part 8 of the Anti-Social Behaviour Act 2003 and to issue a remedial notice where appropriate. 	<ol style="list-style-type: none"> 1. Council. 2. Planning Committee. 	<ol style="list-style-type: none"> 1. Planning Committee 2. Assistant Director of Environmental Services.
Inspection Notices.	To serve notices of intended inspection under sections 196A, 196B, 214B and 325 of the Town and Country Planning Act 1990.	Planning Committee.	Principal Solicitor.
Rights of Entry - Proper Officer.	1. To be designated as the Proper Officer for the purposes of authorising persons to enter onto land in connections with the exercise of functions under sections 196A, 196B, 214B and	1. Planning Committee.	1. Assistant Director of Planning, Regeneration and Leisure Services.

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	<p>324 of the Town & Country Planning Act 1990.</p> <p>2. To issue and serve notices of intended inspection under sections 196A, 214B, 324 and 325 of the Act.</p>	<p>2. Planning Committee.</p>	<p>2. Principal Solicitor.</p>
Tree Preservation Orders.	To initiate Tree Preservation Orders.	Council.	Assistant Director of Environmental Services.
Tree Preservation Orders - Confirmation.	<p>1. To confirm Tree Preservation Orders under the provisions of the Town & Country Planning Act 1990 in cases where objections have been received.</p> <p>2. To confirm Tree Preservation Orders in all other cases.</p>	<p>1. Council.</p> <p>2. Planning Committee.</p>	<p>1. Planning Committee.</p> <p>2. Assistant Director of Environmental Services</p>
Tree Preservation Orders - Applications to Fell	To determine applications for the felling of large trees (i.e. mature or over-mature trees), major pruning operations (i.e. major canopy reduction, reshaping works) and contentious applications for tree work, whether or not as part of a planning application.	Council	Planning Committee
Tree Preservation Orders - Works to Protected Trees.	<p>1. To authorise certain categories of works to protected trees.</p> <p>2. To determine applications to carry out the following work:</p> <ol style="list-style-type: none"> a. the felling of small trees. b. the removal of dead, dying or diseased trees. c. pruning for reasons of health and safety to trees of any size. d. minor pruning works. e. the felling of conifers and pioneer trees species (including but not limited to birch, ash, rowan and hawthorn). 	<p>1. Planning Committee.</p> <p>2. Planning Committee.</p>	<p>1. Assistant Director of Environmental Services.</p> <p>2. Assistant Director of Environmental Services.</p>

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Tree Preservation Orders - Contravention.	To institute proceedings under S210 of the Town & Country Planning Act 1990 in respect of contraventions of Tree Preservation Orders.	Council	Planning Committee
Tree Preservation Orders - revocation or variation.	<ol style="list-style-type: none"> 1. To revoke or vary a Tree Preservation Order where the original confirmation was made by Planning Committee. 2. To revoke or vary in all other cases 	<ol style="list-style-type: none"> 1. Council 2. Planning Committee 	<ol style="list-style-type: none"> 1. Planning Committee 2. Assistant Director of Environmental Services
Trees & Shrubs overhanging the Highway.	To serve notices under section 154 of the Highways Act 1980 requiring the lopping or cutting of the hedge, tree or shrub on the owner of a hedge, tree or shrub, or on the occupier of land on which a hedge tree or shrub is growing, which overhangs a highway or any other road or footpath to which the public has access so as to endanger or obstruct the passage of vehicles or pedestrians or obstructs or interferes with the view of drivers of vehicles or the light from a public lamp so as to remove the cause of danger, obstruction or interference.	Leader/Executive	Assistant Director of Environmental Services
Trees - Dangerous.	<ol style="list-style-type: none"> 1. Where notice is received under s23(2) of the Local Government (Miscellaneous Provisions) Act 1976 that trees are in such condition that they are likely to cause damage to persons or property on the land of the person giving notice: <ol style="list-style-type: none"> a. To take any steps necessary to make the trees safe (whether by felling or otherwise) where 	<ol style="list-style-type: none"> 1. Planning Committee 	<ol style="list-style-type: none"> 1. Assistant Director of Environmental Services

	<p>the owner of the land is not known.</p> <p>b. to serve a notice under s23 (3) of the Act on the owner or occupier of the land on which the trees are growing where the name and address of such or occupier is known requiring the taking of steps to make the trees safe and if the Notice is not complied with to take the steps specified therein and recover such expenses.</p> <p>2. To take any necessary action under s23 – 26 of the Local Government (Miscellaneous Provisions) Act 1976 to secure the removal of dangerous trees and to deal with dangerous excavations.</p>	<p>2. Planning Committee</p>	<p>2. Assistant Director of Environmental Services</p>
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6. Enforcement and Fixed Penalty Notices within Environmental Services			
<p>Enforcement & Fixed Penalty Notices for Environmental Services</p>	<p>1. To take enforcement action in relation to the Council’s enforcement powers under the legislation detailed in (a) below, including the issuing of Fixed Penalty Notices.</p>	<p>Cabinet/Leader</p>	<p>Assistant Director of Environmental Services</p>
	<p>2. To select and authorise officers to take enforcement action in relation to the Council’s enforcement powers under the legislation detailed in (a) below, including the power to give advice to offenders, to issue verbal warning and written warnings and issue Fixed Penalty Notices.</p>	<p>Cabinet/Leader</p>	<p>Assistant Director of Environmental Services</p>
	<p>3. To commence court proceedings where necessary including authorising court proceedings, or defending any action</p>	<p>Cabinet/Leader</p>	<p>Assistant Director of Environmental Services in consultation with Principal Solicitor.</p>
	<p>4. To administer Formal Cautions as an alternative to court Proceedings.</p>	<p>Cabinet/Leader</p>	<p>Officers authorised in writing by the Assistant Director of Environmental Services.</p>
	<p>(a) Refuse Disposal (Amenity) Act 1978, Control of Pollution (Amendment) Act 1989, Environmental Protection Act 1990, Anti-social Behaviour Act 2003 and Clean Neighbourhoods and Environment Act 2005.</p>		

HOUSING			
Subject	Detail	Delegated by	Delegated to
Allocation of Accommodation	To approve nominations for housing applicants qualifying under the Council’s Allocation Policy.	Cabinet /Leader.	Strategic Housing Manager.
Asylum Seekers.	To approve the allocation of dwellings through nomination rights to asylum seekers to suit the requirements of individual cases.	Cabinet/Leader.	Strategic Housing Manager.
Homeless Persons.	To implement the provisions of the Housing Act 1996, the Homelessness Act 2002 and the Homelessness Reduction Act 2017.	Cabinet/Leader.	Strategic Housing Manager.
Housing Waiting List.	To approve nominations and arrangements where necessary to applicants on the Housing Needs Register in accordance with the Council’s Allocation Policy.	Cabinet/Leader.	Strategic Housing Manager.
Secure Tenancies.	<p>To make nominations in respect of secure tenancies to:</p> <ul style="list-style-type: none"> a. applicants who have not been granted tenancies but who have been selected under either sections 193 or 195 of the Housing Act 1996 and qualify for an offer of a secure tenancy from the Housing Register based on the Council’s Allocations Scheme date order; and 	Cabinet/Leader.	Strategic Housing Manager.

	<p>b. applicants who have been selected under sections 193 or 195 of the Housing Act 1996 and have become non-secure tenants and qualify from the Housing Register to be made secure tenants of their existing property based on the Council's Allocations Scheme date order.</p>		
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LEGAL, DEMOCRATIC AND PROCUREMENT SERVICES			
1. Legal			
Subject	Detail	Delegated by:	Delegated to:
Appeals.	To appeal on behalf of the Council against decisions of courts, tribunals or other decision-making bodies.	Council.	Principal Solicitor.
Dedications.	To approve dedications of cycleways, bridleways, footways, footpaths and highways where no objections to the proposal have been received.	Cabinet/Leader.	Assistant Director of Legal, Democratic and Procurement Services.
Documents, Orders and Notices (other than contracts falling under the Contracts Procedure Rules).	To sign or seal any document, Order or Notice on behalf of the Council and to serve or receive any documents on behalf of the Council.	Council.	Assistant Director of Legal, Democratic and Procurement Services Or Principal Solicitor.
Footpaths.	<p>1. To deal with all matters relating to public footpaths where no objections to the proposal have been received.</p> <p>2. To comment on consultation to correct know errors to the definitive footpath maps and to comment on proposals to stop up or extinguish existing footpaths or to create new footpaths.</p>	<p>1. Planning Committee.</p> <p>2. Planning Committee.</p>	<p>1. Principal Solicitor.</p> <p>2. Assistant Director of Planning, Regeneration and Leisure Services.</p>
Formation of Companies.	To undertake the formation of limited companies where this is calculated to facilitate or is conducive to the discharge of any of the Council's functions.	Cabinet/Leader.	Principal Solicitor.

<p>Legal Advice and Assistance.</p>	<p>To provide legal advice, support and guidance (including the conduct of court proceedings) on behalf of external clients, including local authorities or other bodies to which the Council is empowered by legislation to provide legal advice.</p>	<p>Council/Cabinet / Leader (as appropriate).</p>	<p>Principal Solicitor.</p>
<p>Low Cost Housing Transactions.</p>	<ol style="list-style-type: none"> 1. To administer the Council’s Low Cost Housing Scheme, including the making of nominations and the sale of the Council’s interest in dwellings. 2. To take all necessary action, including the institution of legal proceedings to recover deferred payments from the purchases of low cost homes who are in breach of covenants made in the purchase of these homes. 3. To revise fees in relation to low cost housing transactions. 	<p>1. – 3. Cabinet/ Leader.</p>	<ol style="list-style-type: none"> 1. Assistant Director of Planning, Regeneration and Leisure Services. 2. Principal Solicitor. 3. Assistant Director of Legal, Democratic and Procurement Services, Assistant Director of Planning, Regeneration and Leisure Services and Financial Services Manager in consultation with the relevant Portfolio Holders.
<p>Planning Consultants.</p>	<ol style="list-style-type: none"> 1. To engage the services of consultants to advise officers and given evidence at public local enquiries. 	<p>1. Cabinet/ Leader.</p>	<p>1. & 2. Principal Solicitor or</p>

	2. To engage the services of consultants in such cases as may be considered appropriate in appeals on planning and planning enforcement issues.	2. Cabinet/ Leader	Assistant Director of Planning, Regeneration and Leisure Services.
Police and Crime Panel – budget	To approve the budget for the administration of the West Mercia Police and Crime Panel, providing no financial contribution is sought.	Council	Assistant Director of Legal, Democratic and Procurement Services following consultation with the Leader of the Council.
Proceedings and Prosecutions.	<p>1. To commence any proceedings/prosecutions considered necessary in relation to frauds or attempted frauds against the Council.</p> <p>2. To prosecute or defend or to appear in or make arrangement for the Council to be represented in any proceedings before any court or tribunal and to deal with all procedural aspects of Court proceedings.</p> <p>3. To authorise Officers to sign statements of Truth, Statutory Declarations and Affidavits on behalf of the Council.</p> <p>4. To act as informant in the laying of an information to commence proceedings before the Magistrates Court.</p> <p>5. To sign indictments in appropriate Crown Court proceedings.</p>	<p>1. Council.</p> <p>2. Council.</p> <p>3. Council.</p> <p>4. Council.</p> <p>5. Council.</p>	<p>1. Principal Solicitor.</p> <p>2. Principal Solicitor.</p> <p>3. Principal Solicitor.</p> <p>4. Assistant Director of Legal, Democratic and Procurement Services.</p> <p>5. Assistant Director of Legal, Democratic and</p>

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			Procurement Services.
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	<p>6. To sign any document required as part of any court procedure including statutory demands or bankruptcy petitions.</p> <p>7. To select and authorise Officers to prosecute or defend on the council's behalf (subject to 9 below).</p> <p>8. To select and authorise Officers to appear on the Council's behalf in proceedings before a Magistrates' Court (subject to 9 below).</p> <p>9. To select and authorise Officers to appear before Magistrates Courts and Tribunals to:</p> <p>(a) represent the Council in the recovery of Council Tax and non-domestic rates monies due to the Council;</p> <p>(b) represent the Council before a Valuation Tribunal in consideration of any appeals which may arise concerning Council Tax and non-domestic rates.</p> <p>10. To prosecute or defend in respect of all environmental health related statutory provisions listed in Appendix EH1 of this scheme.</p>	<p>6. Council.</p> <p>7. Council.</p> <p>8. Council</p> <p>9. Council.</p> <p>10. Council.</p>	<p>6. Principal Solicitor.</p> <p>7. Principal Solicitor.</p> <p>8. Principal Solicitor.</p> <p>9. Principal Solicitor or Assistant Director of Resources.</p> <p>10. Principal Solicitor.</p>
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	<p>11. To take such action (including but not limited to the institution of criminal or civil proceedings, or the prosecution or defence of proceedings, judicial review and any proceedings under section 222 of the Local Government Act 1972) as is considered appropriate, or to effect the wishes of the Council or to protect the interests of the Council.</p> <p>12. To take all necessary action, including the institution of legal proceedings, to recover deferred payments from the purchasers of low cost homes who are in breach of covenants.</p> <p>13. To institute proceedings relating to contravention of bye-laws.</p> <p>14. To lodge and prosecute applications to, and the defence of, proceedings in any statutory and administrative tribunal in connection with the employment of an Officer or a servant of the Council.</p>	<p>11. Council.</p> <p>12. Council.</p> <p>13. Council.</p> <p>14. Council.</p>	<p>11. Principal Solicitor.</p> <p>12. Principal Solicitor.</p> <p>13. Principal Solicitor.</p> <p>14. Principal Solicitor.</p>
<p>Processions and Assemblies.</p>	<p>To apply to the Secretary of State under section 14A of the Public Order Act 1986 for consent to make an order prohibiting the holding of all trespassory assemblies in the district or a part of it and for such period of time as may be specified in the application.</p>	<p>Cabinet/Leader.</p>	<p>Assistant Director of Legal, Democratic and Procurement Services.</p>

Regulation of Investigatory Powers Act.	See Under Corporate Delegations	-	-
Road Closures - Temporary.	To determine requests to make Orders under section 21 of the Town and Police Clauses Act 1847.	Cabinet/Leader.	Principal Solicitor In consultation with Assistant Director of Environmental Services.
Seal.	To decide to which documents the common seal should be affixed and to attest the affixing of common seal.	Council.	Principal Solicitor.
Section 106 Agreements - Fees.	To determine the fee to be charged to commercial organizations for legal work undertaken in respect of Section 106 Agreements to which a commercial organization is a party.	Cabinet/Leader.	Principal Solicitor.
Trespassers and Unauthorised Encampments.	<ol style="list-style-type: none"> 1. To take action including the institution of legal proceedings in relation to trespass or unauthorized encampments on any land or premises owned by the Council. 2. To take action including the institution of legal proceedings in relation to trespass or unauthorized encampments on any land or premises in the District insofar as the Council is empowered to do so. 3. To give directions under section 77 of the Criminal Justice and Public Order Act 1994. 	1. – 4. Cabinet / Leader.	1. – 4. Principal Solicitor.

	<p>4. To institute proceedings for an Order requiring the removal of any vehicle or other property on land within the District and any person residing in such vehicle in contravention of a direction given under section 77 of that Act.</p>		
2. Elections			
Subject	Detail	Delegated by:	Delegated to:
Fees for Election Duties.	To set within the approved budget the fees for various election duties and to make payments to those employed by the Returning Officer to carry out the duties related to an election.	Electoral Matters Committee.	Returning Officer.
Re-organisation of Community Governance.	To make Orders under section 86 of the Local Government and Public Involvement in Health Act 2007 or any subsequent or amending legislation.	Electoral Matters Committee.	Assistant Director of Legal, Democratic and Procurement Services.
Alteration of Polling Places	To alter polling places outside compulsory review periods.	Electoral Matters Committee	(Acting) Returning Officer following consultation with the Portfolio Holder and ward members.
Proper Officer.	<p>To be designated:</p> <ul style="list-style-type: none"> a. Electoral Registration Officer under section 8 of the Representation of the People Act 1983; b. Returning Officer for elections of Councillors of the district and for elections for Councillors of parishes within the District under S53 of the Representation of the People Act 1983. 	Council.	Chief Executive.

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Councillor post vacancies	To declare the office of Councillor vacant immediately after a person has ceased to be a Councillor where they have not attended a Council or Committee meeting for six months or more.	Council	Chief Executive as Proper Officer
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3. Democratic Services			
Subject	Detail	Delegated by:	Delegated to:
Programme of Council and Committee meetings.	To agree the programme of Council and Committee meetings.	Council.	Assistant Director of Legal, Democratic and Procurement Services following consultation with the Executive/Leader and relevant Portfolio Holder.
Members' Expenses.	<ol style="list-style-type: none"> 1. To administer payments made under the Members' Allowance Scheme. 2. To approve attendance at and payment of expenses for Members at conferences organised by external bodies in accordance with the Council's agreed policy and criteria. 	<ol style="list-style-type: none"> 1. Council. 2. Council. 	<ol style="list-style-type: none"> 1. Principal Democratic Services Officer. 2. Principal Democratic Services Officer.
Remuneration Panel Members.	To undertake all the administrative arrangements, including short-listing of candidates, in respect of the recruitment of members to the Independent Remuneration Panel.	Council.	Principal Democratic Services Officer.

LEISURE AND CULTURE			
Subject	Detail	Delegated by:	Delegated to:
Allotments.	To grant, transfer and accept the termination of allotment tenancies.	Cabinet/Leader.	Assistant Director of Planning, Regeneration and Leisure Services.
Events on the High Street.	To determine requests to hold events in Bromsgrove High Street in accordance with policy.	Cabinet/Leader.	Assistant Director of Planning, Regeneration and Leisure Services.
Fairs, Circuses and Special Events.	Within the Budget and Policy Framework to determine arrangements for fairs, circuses and other special events on land or in buildings controlled by the Council.	Cabinet/Leader.	Assistant Director of Planning, Regeneration and Leisure Services.
Fees and Charges - Sports, Leisure, Community & Cultural services.	<ol style="list-style-type: none"> 1. To review and amend the agreed maximum scale of fees and charges for sports and leisure activities as appropriate within the Budget and Policy Framework. 2. To vary the charges at the Leisure & Cultural facilities in response to additional competition and market demand. 3. To approve and implement promotional activities at all Sports, Leisure & Cultural facilities in order to maximise participation usage and /or income. 	1. to 3. Cabinet/Leader.	1. to 3. Assistant Director of Planning, Regeneration and Leisure Services.
National Health Campaigns.	To support regional & nationally recognised health and fitness campaigns in the Council's sports, cultural and leisure facilities by	Cabinet/Leader.	Assistant Director of Planning, Regeneration and Leisure Services.

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	the implementation of additional activities/discounted sessions/fees as appropriate.		
Flowers, Bulbs and Trees.	To approve requests from charitable organisations to plant flowers, bulbs and trees in support of the Charity at locations in parks.	Cabinet/Leader.	Assistant Director of Planning, Regeneration and Leisure Services.
Play Areas.	<ol style="list-style-type: none"> 1. Day-to-day management of play areas including Health and Safety matters, maintenance and renewals. 2. To determine representations/applications (retrospective or otherwise) received which fall within the standards and policies to be applied for play areas within residential estates. 	Cabinet/Leader.	Assistant Director of Planning, Regeneration and Leisure Services.
Public Open Space.	<ol style="list-style-type: none"> 1. To adopt Public Open Space on behalf of the Council which has previously been agreed as part of a Section 106 Agreement. 2. To negotiate the adoption of Public Open Space on behalf of the Council which has previously not been part of a Section 106 agreement. 	Cabinet/Leader.	Assistant Director of Planning, Regeneration and Leisure Services.
Recreational, Sports, Community & Cultural Facilities	<ol style="list-style-type: none"> 1. To determine applications for the free use of Council recreational facilities by non-commercial organisations which fall within the Budget and Policy Framework or other policies. 2. To determine applications for the use of the Recreation Ground, Bromsgrove and the Boleyn Road Recreation Ground Frankley by fun fairs 		1. - 3. Assistant Director of Planning, Regeneration and Leisure Services.

	<p>which fall within established policy.</p> <p>3. To determine applications for the use of non-commercial events of Council owned or managed recreational and sports facilities and/or parks and open spaces.</p> <p>4. To determine applications for the bookings of the Council's recreational and sports facilities.</p> <p>5. To determine applications from partners organisations relating to contract or SLA arrangement in line with relevant agreement & Council Policy frameworks.</p> <p>6. To determine dates for the closure of recreational facilities for Bank Holidays, Christmas and New Year Holidays.</p>		<p>4. Assistant Director of Planning, Regeneration and Leisure Services except that the agreement of the relevant Portfolio Holder is required to agree to any bookings by political or religious groups.</p> <p>5. Assistant Director of Planning, Regeneration and Leisure Services.</p> <p>6. Assistant Director of Planning, Regeneration and Leisure Services.</p>
Recreational Land.	To decide on arrangements for the access, usage & leasing of recreational land or facilities to parish Councils and other organisations and to determine any applications for consents required under such leases.	Cabinet/Leader	Executive Director - Finance and Corporate Resources and Assistant Director of Planning, Regeneration and Leisure Services.
Recreational Provision.	Within the Budget and Policy Framework to make decisions on recreational provision which is	Cabinet	Assistant Director of Planning,

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	being made in partnership with other organisations.		Regeneration and Leisure Services.
Sanders Park & Open Spaces– Use by Hot Air Balloons.	To determine applications for the use of Sanders Park and Open Spaces for hot air balloon flights.	Cabinet	Assistant Director of Planning, Regeneration and Leisure Services.
Playing Pitches.	To grant hire agreements, licenses or lease arrangements for the use of such facilities in line with budget and Policy frameworks.	Cabinet	Assistant Director of Planning, Regeneration and Leisure Services.

PLANNING			
1. Assets of Community Value			
Subject	Detail	Delegated by:	Delegated to:
Confirmation of valid application	To check validity of nominations of an asset of community value and reject if not appropriate or incomplete.	Cabinet.	Assistant Director of Planning, Regeneration and Leisure Services.
Consultation	To arrange consultation on valid nominations of an asset; consultees to include Ward members.	Cabinet.	Assistant Director of Planning, Regeneration and Leisure Services.
Recommend nomination	To recommend to Cabinet whether or not a nomination should be accepted and included on the list of Assets of Community Value.	Cabinet.	Assistant Director of Planning, Regeneration and Leisure Services.
Review of decision	To review a decision to list a property as an Asset of Community Value.	Cabinet.	Executive Director
Assess compensation claims	To assess claims for compensation.	Cabinet.	Assistant Director of Planning, Regeneration and Leisure Services.
Review compensation claims	To review and decide initial decisions about compensation.	Cabinet.	Executive Director

2. Building Control			
Subject	Detail	Delegated by:	Delegated to:
Building Regulations - Applications.	To determine applications under the Building Regulations 1991 and 2000.	Council.	Assistant Director of Planning, Regeneration and Leisure Services.
Building Regulation - Charges.	To review and determine the scale of charges in accordance with the Building Act 1984 and the Building (Local Authority Charges) Regulations 1998.	Council.	Assistant Director of Planning, Regeneration and Leisure Services.
Dangerous Buildings.	To take such action as is considered necessary under sections 77 and 78 of the Building Act 1984 when the condition of any building is such as to render it necessary to require the owner to make it safe for the Council to take action to remove the danger, as a matter of urgency.	Council.	Assistant Director of Planning, Regeneration and Leisure Services in consultation with the relevant Portfolio Holder.
Demolition.	To determine applications for demolition under sections 80 and 81 of the Building Act 1984.	Council.	Assistant Director of Planning, Regeneration and Leisure Services.
Ground Movement.	To take such action as may be necessary to deal with any events of structural distress and ground movement affecting properties in order to safeguard the public interest.	Council.	Assistant Director of Planning, Regeneration and Leisure Services.

3. Development Control			
Subject	Detail	Delegated by:	Delegated to:
Prior Notification Procedure.	To require further details from the applicant when an application for prior determination is submitted in respect of permitted development for agricultural, forestry and telecommunications development.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Article 4 Directions.	To make Directions under Article 4(1) of the Town & Country Planning (General Permitted Development) Order 1995.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Certificate of Lawfulness.	To determine applications for Certificates of Lawfulness of Proposed Use of Development or Certificates of Existing Use of Development under sections 191 and 192 of the Town & Country Planning Act 1990.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Development Proposals by other Public Authorities.	To comment on proposals for development submitted by Worcestershire County Council and other public authorities.	Council.	Assistant Director of Planning, Regeneration and Leisure Services.
Entry of Premises -Proper Officer.	To be designated as the Proper Officer for the purposes of authorising persons to enter onto land in connections with the exercise of functions under sections 196A, 196B, 214B, 324 and 325 of the Town & Country Planning Act 1990.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Inspection Notices.	To serve notices of intended inspection under sections 196A, 196B, 214B, 324 and 325 of the Town and Country Planning Act 1990.	Planning Committee.	Principal Solicitor.
Landscaping Schemes.	To approve landscaping/tree planting schemes submitted as a	Planning Committee.	Assistant Director of Planning,

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	result of planning permissions subject to such conditions as may be appropriate.		Regeneration and Leisure Services.
Minor Amendments.	To determine applications for minor amendments to approved plans.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Planning Agreements and Unilateral Undertakings.	To negotiate with developers and to approve the amounts to be received by the Council as financial contributions in lieu of on-site provision of affordable housing or recreational facilities/open space and as contributions towards the costs of highways works, educational provision or any other kind of provision by the Council or County Council.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Planning Agreements and Unilateral Undertakings.	To negotiate the legal, drafting and all terms of the agreements and undertaking, except for those which involve planning gain, restriction of the development or use of the land, obligations relating to the land and financial contributions.	Planning Committee.	Principal Solicitor.
	To execute and complete planning agreements.	Planning Committee.	Principal Solicitor.
Planning Agreements and Unilateral Undertakings.	To determine applications or requests for discharge or modification of planning agreements or undertakings (whether by approval or further agreement) unless it includes the following: a. Deletion, addition or variation of one or more of the heads of terms originally approved by the Planning Committee.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.

	<ul style="list-style-type: none"> b. Significant change in the overall area of land to transferred to the Council. c. Significant change in financial contributions to be provided to the Council (except where this is as a result of a subsequent decision by the Planning Committee). d. Significant change in the any obligation to be performed by the developer or any restriction on the developer or the development or use in land. e. A member makes a written request for a case to be considered by the Planning Committee. 		
<p>Planning Agreements and Unilateral Undertakings.</p>	<p>To approve the enforcement of a planning obligation.</p>	<p>Planning Committee.</p>	<p>Assistant Director of Planning, Regeneration and Leisure Services.</p>
<p>Planning Applications.</p>	<p>1. To determine:</p> <ul style="list-style-type: none"> a) applications for dwelling houses where the number of houses to be provided is 10 or more. b) applications for the provision of a building or buildings with a floor space of 1000 square metres or more. c) other applications which have been called-in by a member for determination by Planning Committee provided that the application has been called-in in accordance with the procedure set out in paragraphs 6 - 7 of the introductory 	<p>1. Council</p>	<p>1. Planning Committee</p>

	<p>paragraphs to the Scheme of Delegations.</p> <p>d) applications by serving Officers and members</p> <p>e) applications by the Council or by Council Service Areas or Council departments.</p> <p>f) The Assistant Director of Planning and Regeneration considers that the application should be considered by the Planning Committee.</p> <p>2. To determine all other planning applications.</p> <p>NB: For the avoidance of doubt the term ‘planning applications’ include applications to vary or remove planning conditions attached to a planning permission, applications for development which has already been carried out and applications to extend the time for implementing planning permissions.</p>	<p>2. Planning Committee</p>	<p>2. Assistant Director of Planning, Regeneration and Leisure Services.</p>
<p>Planning Applications.</p>	<p>To impose conditions on applications (for planning permission, listed building consent or Conservation area consent) which have been approved by the Planning Committee contrary to the Planning Officer’s recommendation where such conditions are:</p> <p>a. Necessary.</p> <p>b. Relevant to planning.</p> <p>c. Relevant to the development which has been applied for.</p> <p>d. Enforceable.</p> <p>e. precise and</p>	<p>Planning Committee.</p>	<p>Assistant Director of Planning, Regeneration and Leisure Services.</p>

	f. Reasonable in all other aspects.		
Listed Building and Conservation Area Consent.	<p>To determine applications for listed building consent and Conservation Area consent unless they are:</p> <ul style="list-style-type: none"> a. Applications for dwelling houses where the number of houses to be provided is 10 or more. b. Applications for the provision of a building or buildings with a floor space of 1000 square metres or more. c. Other applications which have been called-in by a member for determination by Planning Committee provided that the application has been called-in in accordance with the procedure set out in paragraphs 6 - 7 of the introductory paragraphs to the Scheme of Delegations. d. Applications by serving Officers and members. e. Applications by the Council or by Council Service Areas or Council departments. <p>The Assistant Director of Planning and Regeneration considers that the application should be considered by the Planning Committee.</p>	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Appeals.	To take all action to defend the Council where there has been an appeal against a refusal to grant planning permission, listed	Planning Committee.	Assistant Director of Planning, Regeneration and

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	building consent or conservation area consent.		Leisure Services in consultation with the Principal Solicitor.
Revocation and modification.	To revoke or modify planning permissions, listed building or conservation area consent under section 97 of the Town and Country Planning Act 1990 and sections 23 and 74 of the Planning (Listed Buildings & Conservation Area Acts) 1990	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Completion Notice.	To authorise and serve a completion notices.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Declining Planning Applications.	To decide to decline to determine application on the grounds set out in sections 70A and 70B of the Town and Country Planning Act 1990 and sections 81A and 81B of the Planning (Listed Buildings & Conservation Area Acts) 1990.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Advertisements.	To determine applications for express advertisement consent	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.

4. Heritage			
Subject	Detail	Delegated by:	Delegated to:
Local Heritage List	<ol style="list-style-type: none"> 1. To administer the Local Heritage List for Bromsgrove; 2. To approve draft selection criteria and final lists; 3. To publish for consultation draft sections of the Local Heritage List. 	Council	<ol style="list-style-type: none"> 1. Assistant Director of Planning, Regeneration and Leisure Services. 2. Assistant Director of Planning, Regeneration and Leisure Services following consultation with the Portfolio Holder for Planning. 3. Assistant Director of Planning, Regeneration and Leisure Services
5. Neighbourhood Planning			
Subject	Detail	Delegated by:	Delegated to:
Designation of Neighbourhood Area	To decide whether to accept and designate a Neighbourhood Area	Council	Assistant Director of Planning, Regeneration and Leisure Services following consultation with the Ward Member(s) for the area affected and the Portfolio holder for Planning.

Designation of a Neighbourhood Forum	To decide whether to designate a community organisation as a Neighbourhood Forum		Assistant Director of Planning, Regeneration and Leisure Services following consultation with the Ward Member(s) for the area affected and the Portfolio holder for Planning.
Assessing the validity and acceptance of plans	To decide the validity and acceptance of submissions for a Neighbourhood Development Plan or a Neighbourhood Development Order, including assessing the compliance of the Plan/Order with other relevant policies and legislation.		Assistant Director of Planning, Regeneration and Leisure Services following consultation with the Ward Member(s) for the area affected and the Portfolio holder for Planning.
Repeat proposals	To decide whether to decline to accept repeat proposals for Neighbourhood Development Plans or Neighbourhood Development Orders		Assistant Director of Planning, Regeneration and Leisure Services following consultation with the Ward Member(s) for the area affected and the Portfolio holder for Planning.
Appointment of Examiner	To appoint an Examiner for a Neighbourhood Development Plan or Order		Assistant Director of Planning, Regeneration and Leisure Services following consultation with the Ward Member(s) for the area affected and the Portfolio holder for Planning.
6. Planning Enforcement			
Subject	Detail	Delegated by:	Delegated to:
Article 4 Directions.	To make Directions under Article 4(1) of the Town & Country	Planning Committee.	Assistant Director of Planning,

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	Planning (General Permitted Development) Order 1995 1.		Regeneration and Leisure Services.
Breach of Condition Notices.	To authorise the issue and service of Breach of Condition Notices under section 187A of the Town & Country Planning Act 1990 2.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services in consultation with the Principal Solicitor.
Cautions.	To administer formal cautions to offenders as an alternative to Court proceedings.	Planning Committee.	Officers authorised in writing by the Assistant Director of Planning, Regeneration and Leisure Services.
Enforcement Notices.	To authorise the issue and service of Enforcement Notices under section 172 of the Town & Country Planning Act 1990.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Entry of Premises - Proper Officer.	To be designated as the Proper Officer for the purposes of authorising persons to enter onto land in connections with the exercise of functions under sections 196A and 196B, 214B, 324 and 325 of the Town & Country Planning Act 1990.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.
Inspection Notices.	To serve notices of intended inspection under sections 196A, 196B, 214B, 324 and 325 of the Town and Country Planning Act 1990.	Planning Committee.	Principal Solicitor.
Injunctions.	To seek injunctions in the High Court under Section 187B of the Town & Country Planning Act 1990 or any other relevant statutory power restraining breaches of planning control 3.	Planning Committee.	Assistant Director of Legal, Democratic and Procurement Services or Principal Solicitor in consultation with, where practicable, the Chairman of Planning Committee.

<p>Listed Buildings - Enforcement Notices.</p>	<ol style="list-style-type: none"> 1. To authorise the issue and service of Listed Building Enforcement Notices under section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990. 2. To authorise the issue and service of Listed Building Enforcement Notices under section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990 in circumstances in cases of urgency when, in the opinion of Assistant Director of Planning & Environment Services, reporting to Planning Committee is impractical. 	<ol style="list-style-type: none"> 1. Council. 2. Planning Committee. 	<ol style="list-style-type: none"> 1. Planning Committee. 2. Assistant Director of Planning, Regeneration and Leisure Services.
<p>Planning Contravention Notices.</p>	<ol style="list-style-type: none"> 1. To serve Planning Contravention Notices under section 171C of the Town & Country Planning Act 1990 (and any other statutory power which enables the Council to require information about land). 2. To respond to offers to apply for planning permission or to refrain from carrying out any operations or activities following the service of a Planning Contravention Notice. 	<ol style="list-style-type: none"> 1. Planning Committee. 2. Planning Committee. 	<ol style="list-style-type: none"> 1. Assistant Director of Planning, Regeneration and Leisure Services 2. Assistant Director of Planning, Regeneration and Leisure Services
<p>Stop Notices.</p>	<ol style="list-style-type: none"> 1. To authorise the issue and service of Stop Notices under section 183 of the Town & Country Planning Act 1990. 2. To authorise the issue and service of Stop Notices under section 183 of the Town & Country Planning Act 1990 in cases of urgency when, in the 	<ol style="list-style-type: none"> 1. Council. 2. Planning Committee. 	<ol style="list-style-type: none"> 1. Planning Committee. 2. Assistant Director of Planning, Regeneration and Leisure Services in

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	opinion of Assistant Director of Planning & Environment Services, reporting to Planning Committee is impractical.		consultation with the Principal Solicitor.
Temporary Stop Notice.	The issue and service Temporary Stop Notices under ss171E-H of the Town & Country Planning Act 1990.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services in consultation with the Principal Solicitor.
Proper Maintenance of Land.	<ol style="list-style-type: none"> 1. To authorise the issue of notices under section 215 of the Town and Country Planning Act 1990. 2. To serve notices under section 215 of the Town and Country Planning Act 1990. 	Planning Committee.	<ol style="list-style-type: none"> 1. Assistant Director of Planning, Regeneration and Leisure Services. 2. Principal Solicitor.
Appeals.	To take all action to defend the Council where there has been an appeal against a refusal to grant planning permission, listed building consent or conservation area consent.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services in consultation with the Principal Solicitor.
Advertisement Controls.	<ol style="list-style-type: none"> 1. To authorise the service of an advertisement discontinuance notice. 2. To take action for the control of advertisements (but not including the service of a discontinuance notice) in the interest of amenity and public safety under the Town and Country Planning (Control of Advertisements) Regulations 2007. 	<ol style="list-style-type: none"> 1. Council. 2. Planning Committee. 	<ol style="list-style-type: none"> 1. Planning Committee. 2. Assistant Director of Planning, Regeneration and Leisure Services in consultation with the Principal Solicitor.
7. Strategic Planning			
Subject	Detail	Delegated by:	Delegated to:
Inspection Notices.	To serve notices of intended inspection under sections 196A, 196B, 214B, 324 and 325 of the	Planning Committee.	Principal Solicitor.

	Town and Country Planning Act 1990.		
Local Plan Enquiry.	To provide direction on behalf of the Council to any Local Plan/Local Development Framework Inquiry on policy issues and site details.	Council	Assistant Director of Planning, Regeneration and Leisure Services.
Rights of Entry - Proper Officer.	To be designated as the Proper Officer for the purposes of authorising persons to enter onto land in connections with the exercise of functions under section 324 and 325 of the Town & Country Planning Act 1990.	Planning Committee.	Assistant Director of Planning, Regeneration and Leisure Services.

Note: All delegations to Assistant Director of Planning, Regeneration and Leisure Services are to include any designated deputy, such designation to be in writing.

REGENERATION			
1. Economic Development			
Subject	Detail	Delegated by:	Delegated to:
Business Start -Up Grants.	To approve Business Start-Up Grants of up to £1,000 per individual applications.	Cabinet/Leader.	Assistant Director of Regeneration and Property Services.
Farmers' Markets.	To determine applications for consent for Farmers' Markets.	Cabinet/Leader.	Assistant Director of Regeneration and Property Services in consultation with the Executive/ Leader and Deputy Executive/Leader.
Financial Assistance to Small Businesses.	<ol style="list-style-type: none"> 1. To determine applications for grants of up to £500. 2. To determine applications for grants of between £500 and £1,000. 	<ol style="list-style-type: none"> 1. Cabinet/ Leader. 2. Cabinet/ Leader. 	<ol style="list-style-type: none"> 1. Assistant Director of Regeneration and Property Services. 2. Assistant Director of Regeneration and Property Services in consultation with the relevant Portfolio Holder.
Markets.	<ol style="list-style-type: none"> 1. To approve events to be held. 2. To let stalls. 	<ol style="list-style-type: none"> 1. Cabinet/ Leader. 2. Cabinet/ Leader. 	<ol style="list-style-type: none"> 1. Assistant Director of Regeneration and Property Services. 2. Assistant Director of Regeneration and Property Services.

REGULATORY SERVICES

1. LICENSING

HEAD OF REGULATORY SERVICES (WORCESTERSHIRE REGULATORY SERVICES)

To determine applications made for licences of premises for acupuncture, tattooing, ear piecing and electrolysis.

To determine applications for the registration of animal trainers and exhibitors.

To be responsible for inspections of premises are undertaken to ensure compliance with animal welfare licensing legislation and to engage veterinary surgeons for these purposes where necessary.

To authorise officers for the purpose of Part II of the Local Government (Miscellaneous Provisions) Act 1976.

To be designated as “Proper Officer” for the provisions of the Breeding of Dogs Act 1973 and to act on behalf of the Council in respect of the provisions of the Act and to engage veterinary surgeons for the purpose of inspecting premises under the Act.

To determine applications for house to house and street collections.

To respond to applications where the Council is a responsible authority or consultee.

To be designated as “Proper Officer” for the purposes of the administration of the Dangerous Wild Animals Act 1976 and to be authorised to carry out all appropriate functions including the entering of premises.

To grant consents for uncontested Street Amenity Consents under the Highways Act 1980

To authorise the entry of premises for the purpose of enforcing the provisions of the following legislation on behalf of the Council:

- Animal Boarding Establishments Act 1963.
- Breeding of Dogs Act 1973.
- Gambling Act 2005.
- Licensing Act 2003.
- Local Government (Miscellaneous Provisions) Acts 1976 and 1982.
- Town Police Clauses Act 1847.
- Zoo Licensing Act 1981.

To determine all matters under the Gambling Act 2005 except:

- Determination of fee levels.
- Applications for aviations to premises licences, provisional statements, club gaming/club machine permits and other permits where representations have been received and not withdrawn.
- Applications for transfer of premises licences where representations have been made by the Gambling Commission.
- Review of premises licenses.
- Decision to give a counter notice to a temporary use notice.
- Refusal of applications for registration by societies wishing to promote lotteries.

Hackney Carriages and Private Hire Operators', Vehicles and Drivers'

To determine all matters in relation to Hackney Carriage Drivers and Private Hire Operators, Vehicles and Drivers except:

Hackney Carriage and Private Hire Drivers

- Determination of applications where the applicant does not meet the Council's application criteria.
- "Suspension / revocation of a drivers licence, where suspension / revocation is required with immediate effect (in consultation with the Licensing Committee Chairman / Vice-Chairman) that since the grant of the licence they have:-
 - (i) been convicted of an offence involving dishonesty, indecency or violence; or
 - (ii) been convicted of an offence under or has failed to comply with the provision of the Act of 1847 or section 61 of the Local Government (Miscellaneous Provisions) Act 1976; or
 - (iii) any other reasonable cause.

subject to a report being presented to a meeting of the Licensing Sub-Committee."

Hackney Carriage and Private Hire Vehicles

- Determination of an application where the vehicle does not meet the Council's application criteria.
- "Suspension / revocation / refuse to renew a vehicle licence, where suspension / revocation is required with immediate effect (in consultation with the Licensing Committee Chairman / Vice-Chairman) on any of the following grounds:-
 - (i) that the vehicle is unfit for use as a hackney carriage or private hire vehicle;
 - (ii) any offence under, or non-compliance with, the provision of the Act of 1847 or section 60 of the Local Government (Miscellaneous Provisions) Act 1976; or
 - (iii) any other reasonable cause.

subject to a report being presented to a meeting of the Licensing Sub-Committee.

Operator's

- Determination of an application where the applicant does not meet the Council's criteria in respect of character.

Fares/Stand's

- Revisions to the Council's Table of Hackney Carriage Fares.
- Appointment of Hackney Carriage stands/revisions to existing Hackney Carriage stands.

To suspend Premises and Club Premises Licences following non payment of fees under sections 55A and 92A of the Licensing Act 2003 (as amended)

To determine all matters under the Licensing Act except:

- Application to vary designated premises supervisors if representations are made.
- Applications for personal licences, premises licences/ club premises licences and provisional statements where representations have been received.
- Applications for Interim Authorities if a police representation is made.
- Application to vary premises licences/ club premises certificates if representations are made.
- Applications to review premises/ club premises certificate.
- Any interim steps following an application for an expedited review.
- Determination of Temporary Event Notices where representations have been **made** by the Police.
- Applications to transfer premises licences if representations are made.
- Applications for minor variations if representations are made by the Police.

To determine all matters relating to Market and Street Trading except:

- Designation of consent streets and non consent streets under Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.
- Deciding the Council's policy in relation to the issue of street trading consents.

To determine applications for licences for riding establishments

To determine applications for Zoo Licensing

To carry out any other function or responsibility in relation to the legislation listed at RS1 not specifically referred to above

RS1

- Animal Boarding Establishments Act 1963.
- Animal Welfare Act 2006.

- Breeding and Sale of Dogs (Welfare) Act 2006.
- Breeding of Dogs Act 1973 and 1991.
- Dangerous Wild Animals Act 1976.
- Gambling Act 2005.
- Licensing Act 2003.
- Local Government (Miscellaneous provisions) Acts 1976 and 1982.
- Pet Animals Act 1951.
- Police Factories Act (miscellaneous provisions) Act 1916.
- Riding establishments Acts 1964 and 1970.
- Scrap Metal Dealers Act 2013.
- Vehicle Crime Act 2001 - Section 4 (13) - Motor Salvage Operators.
- Town Police Clauses Act 1847.
- Video Recordings Act 1984 and 1993.
- Licensing Act 2003.
- Hackney carriage licensing.
- Private Hire (including driver, vehicle and operator) licensing.
- Control of sex establishments (including lap dancing and sexual entertainment venues).
- Street Trading.
- Street amenity licences.
- Zoo Licensing Act 1981.

2. ENVIRONMENTAL HEALTH

HEAD OF REGULATORY SERVICES (WORCESTERSHIRE REGULATORY SERVICES)

(i) In accordance with the legal agreement for Regulatory Services Shared Service, the Council has delegated to the Head of Worcestershire Regulatory Services all the duties and functions listed below arising out of the legislation set out in Appendix RS 2.

- (a) Appointment of Inspectors, Authorised Officers or similar designated persons.
- (b) Undertaking inspections and investigation of complaints.
- (c) Signing and service of notices.
- (d) Signing and issuing, revoking and varying, any licence, permit, order or other document.
- (e) Executing, or arranging for the execution of, works in default.
- (f) Purchasing or otherwise procuring samples, seize equipment, goods and animals.
- (g) The exercise of powers of entry.
- (h) The engagement of specialist advisors/contractors to support/supplement service activity.
- (i) The institution of legal proceedings (in consultation with the Assistant Director of Legal Services of the Relevant Authority).
- (j) The obtaining of warrants of entry.

(ii) The Assistant Director has authority to delegate further, in writing, all or any of their delegated functions to other officers, and may authorise certain of those officers to further delegate to officers under their management or control.

RS2

Accommodation Agencies Act 1953.

Administration of Justice Act 1970 (Section 40).

Agriculture (Safety, Health & Welfare Provisions) Act 1956.

Agriculture Act 1970.

Agriculture Produce (Grading & Marking) Acts 1928 & 1931.

Animal Boarding Establishments Act 1963.

Animal By-Products Regulations 2005.

Animal Health & Welfare Act 1984.

Animal Health Act 1981.

Animal Health Act 2002.

Animal Welfare Act 2006.

Animals and Animal Products (Import & Export) (England) Regs 2006.

Anti-Social Behaviour Act 2003.

Avian Influenza (Preventative Measures) (England) Regulations 2006.

Avian Influenza (Vaccination) (England) Regulations 2006.

Biofuel (Labelling) Regulations 2004.

Bluetongue Regulations 2008.

Breeding and Sale of Dogs (Welfare) Act 1999.

Breeding of Dogs Act 1973 and 1991.

Building Act 1984.

Business Protection from Misleading Marketing Regulations 2008.

Cancellation of Contracts made in a Consumers House or Place of Work etc Regulations 2008.

Caravan Sites Act 1968.

Caravan Sites and Control of Development Act 1960.

Cat and Dog Fur (Control of Import, Export and Placing on Market) Regulation 2008.

Cattle Identification Regs 2007.

Charities Act 1993.

Children & Young Persons (Protection from Tobacco) Act 1991.

Children & Young Persons Act 1933.

Chronically Sick and Disabled Persons Act 1970.

Cinemas Act 1985.

Civic Amenities Act 1967.

Civil Defence Act 1948 and Regulations made thereunder.

Clean Air Act 1993.

Clean Neighbourhoods and Environment Act 2005.

Construction Products Regulations 1991.

Consumer Credit Act 1974.

Consumer Protection (Distance Selling) Regulations 2000.

Consumer Protection Act 1987.

Consumer Protection from Unfair Trading Regulations 2008.

Control of Pollution Act 1974.

Copyright, Designs and Patents Act 1988.

Criminal Justice and Immigration Act 2008.

Criminal Justice and Public Order Act 1994.

Crystal Glass (Descriptions) Regs 1973.

Dangerous Dogs Act 1990

Dangerous Wild Animals Act 1976.

Deer Act 1991.

Defective Premises Act 1972.

Development of Tourism Act 1969 (Section 18).

Disabled Persons Act 1981.

Distance Selling Regulations 2000.

Ecodesign for Energy-Using Product Regulations 2007.

Education Reform Act 1988.

Eggs (Marketing Standards) Regulations 2005.

Eggs and Chicks (England) Regulations 2008.

Electromagnetic Compatibility Regs 1992.

Electro-medical Equipment (EEC Requirements) Regs 1988.

Energy Act 1976 (Section 18).

Energy Conservation Act 1981 (Section 20).

Energy Efficiency (Refrigerators and Freezers) Regs 1997.

Energy Information (Combined Washer-driers) Regs 1997.

Energy Information (Dishwashers) Regs 1999.

Energy Information (Household Air Conditioners) (No.2) Regulations 2005.

Energy Information (Household Electric Ovens) Regulations 2003.

Energy Information (Household Refrigerators and Freezers) Regs 2004.

Energy Information (Lamps) Regs 1999.

Energy Information (Tumble Driers) Regs 1996.

Energy Information (Washing Machines) Regs 1996.

Energy Performance of Buildings (Certificates and Inspections) (England and Wales) Regulations 2007.

Enterprise Act 2002.

Environment Act 1995.

Environmental Protection (Controls on Substances that Deplete the Ozone Layer) Regs 2002.

Environmental Protection Act 1990.

Estate Agents Act 1979.

Explosives Act 1875.

Export Restrictions (Foot and Mouth Disease) Regulations 2007.

Factories Act 1961.

Fair Trading Act 1973.

Farm and Garden Chemicals Act 1967.

Feed (Hygiene and Enforcement) (England) Regulations 2005.

Firework Act 2003.

Firework Regulations 2004.

Food & Environmental Protection Act 1985.

Food (Jelly Mini-Cups) (Emergency Control) (England) Regulations 2009.

Food (Suspension of the use of E128 Red 2G as food colour) (England) Regulations 2007.

Food Act 1984.

Food Hygiene (England) Regulations 2006.

Food of Particular Nutritional Uses (Addition of Substances for Specific Nutritional Purposes) (England) Regs 2009.

Food Safety Act 1990.

Food Standards Act 1999.

Forgery and Counterfeiting Act 1981 Part 1.

Fraud Act 2006.

Game Act 1831.

General Food Regulations 2004.

General Product Safety Regulations 2005.

Guard Dogs Act 1975.

Hallmarking Act 1973.

Health & Safety at Work etc Act 1974.

Health Act 2006.

Highways Act 1980.

Home Energy Conservation Act 1995.

Home Information Pack Regulations 2007.

Home Safety Act 1961.

Horse Passports Regulations 2009.

House to House Collections Act 1939.

Housing & Planning Act 1986.

Housing Act 1980, 1985, 2004.

Hypnotism Act 1952.

Imported Food Regulations 1997.

Imported Food Regulations 2007.

Intoxicating Substances (Supply) Act 1985.

Land Drainage Acts 1976 & 1991.

Litter Act 1983.

Local Government & Housing Act 1989.

Local Government (Miscellaneous Provisions) Acts 1976 & 1982.

Manufacturing and Storage of Explosives Regulations 2005.

Materials and Articles in Contact with Food England Regs 2007.

Measuring Instruments (Automatic Catchweighers) Regulations 2006.

Measuring Instruments (Automatic Discontinuous Totalisers) Regulations 2006.

Measuring Instruments (Automatic Gravimetric Filling Instruments) Regulations 2006.

Measuring Instruments (Beltweighers) Regulations 2006.

Measuring Instruments (Capacity Serving Measures) Regulations 2006.

Measuring Instruments (Cold Water Meters) Regulations 2006.

Measuring Instruments (Liquid Fuel and Lubricants) Regulations 2006.

Measuring Instruments (Liquid Fuel delivered from Road Tankers) Regulations 2006. Measuring Instruments (Material Measures of Length) Regulations 2006.

Measuring Instruments (Non prescribed Instruments) Regulations 2006.

Measuring Instruments (Rail - Weighbridges) Regulations 2006.

Medicines Act 1968.

Mobile Homes Acts 1975 & 1993.

Motor Cycle Noise Act 1987.

National Assistance Act 1948 Sec 47.

Natural Mineral Water, Spring Water & Bottled Water England Regs 1999.

Noise & Statutory Nuisance Act 1993.

Noise Act 1996.

Non-Automatic Weighing Instruments (EEC Requirements) Regs 2000.

Offensive Weapons Act 1996.

Offices, Shops & Railway Premises Act 1963.

Official Controls (Animal Feed and Food) (England) Regs 2006.

Official Feed & Food Controls (England) Regs 2007.

Olive Oil (Marketing Standards) Regs 2003.

Olympic Symbol etc. (Protection) Act 1995.

Organic Product Regulations 2009.

Package Travel, Package Holidays & Package Tours Regs 1992.

Packaging (Essential Requirements) Regs 2003.

Party Wall Act 1966.

Performing Animals (Regulation) Act 1925.

Personal Protective Equipment Regulations 2002.

Pet Animals Act 1951.

Petroleum (Transfer of Licences) Act 1936.

Petroleum Consolidation Act 1928.

Planning (Hazardous substances) Act 1990.

Plastic Materials and Articles in Contact with Food England Regs 2009.

Poisons Act 1972.

Police, Factories etc (Miscellaneous Provisions) Act 1916.

Pollution Prevention and Control Act 1999.

Poultry Meat (Water Content) Regs 1984.

Prevention of Damage by Pests Act 1949.

Prices Acts 1974 and 1975.

Private Security Industries Act 2001.

Proceeds of Crime Act 2002.

Products of Animal Origin (Disease Control) (England) Regulations 2008.

Products of Animal Origin (Import and Export) Regulations 1996 (as amended).

Products of Animal Origin (Third Country Imports) (England) Regulations 2006.

Property Mis-descriptions Act 1991.

Protection of Animals Act 1911 as amended.

Protection of Children (Tobacco) Act 1986.

Public Health (Control of Disease) Act 1984.

Public Health Acts (Amendment) Act 1907.

Public Health Acts 1875, 1925, 1936 & 1961.

Quick Frozen Food Stuffs (England) Regulations 2007.

Radio Equipment and Telecommunications Terminal Equipment Regs 2000.

REACH Enforcement Regulations 2008.

Refuse Disposal (Amenity) Act 1978.

Regulation (EC) No. 178/2002.

Regulation (EC) No. 852/2004.

Regulation (EC) No. 853/2004.

Regulation (EC) No. 854/2004.

Regulation (EC) No. 2073/2005.

Rent Act 1977.

Rice Products (Restrictions on First Packaging on the Market) (England) Regs 2006.

Riding Establishments Acts 1964 & 1970.

Road Traffic (Consequential Provisions) Act 1988.

Road Traffic (Foreign Vehicles) Act 1972.

Road Traffic Acts 1988 and 1991.

Road Traffic Offenders Act 1988.

Road Traffic Regulation Act 1984 (Section 5).

Safety of Sports Grounds Act 1975.

Sale of Goods Act 1979.

Scotch Whisky Act 1988.

Scrap Metal Dealers Act 2013.

Simple Pressure Vessels (Safety) Regs 1991.

Slaughter of Poultry Act 1967.

Slaughterhouses Act 1974.

Smokefree (Exemptions and Vehicles) Regulations 2007.

Smokefree (Penalties and Discounted Amounts) Regulations 2007.

Smoke-free (Premises and Enforcement) Regulations 2006.

Smokefree (Signs) Regulations 2007.

Smokefree (Vehicle Operators and Penalty Notices) Regulations 2007.

Sunday Trading Act 1994.

Supply of Goods and Services Act 1982.

Supply of Machinery (Safety) Regs 1992.

Telecommunications Act 1984.

Textile Products (Indications of Fibre Content) Regs 1986.

Theft Acts 1968 and 1978.

Timeshare Act 1992.

Town Police Clauses Act 1847.

Trade Descriptions Act 1968.

Trade Marks Act 1994.

Trading Standards - Agricultural (Miscellaneous Provisions) Act 1968.

Transmissible Spongiform Encephalopathies (England) Regulations 2008.

Unfair Terms in Consumer Contracts Regulations 1999.

Unsolicited Goods and Services Acts 1971 and 1975.

Video Recordings Acts 1984 and 1993.

Warm Homes & Energy Conservation Act 2000.

Water Acts 1973-2003.

Water Industry Act 1991.

Water Industry Act 1999.

Weeds Act 1959.

Weights and Measures Act 1985.

Wildlife and Countryside Act 1981.

Wine Regulations 2009.

Worcester City Act 1985.

Zoo Licensing Act 1981.

RESOURCES			
1. Finance			
Subject	Detail	Delegated by:	Delegated to:
Capital Programme.	To place with private firms any projects within the Capital Programme which it is not possible to undertake within the Council.	Cabinet/Leader.	Assistant Directors in consultation with the Procurement Manager.
Corporate Risk Register.	To monitor, review and update the corporate and departmental risk registers.	Cabinet/Leader.	Executive Director Finance and Resources in consultation with the Audit Board and the relevant Portfolio Holder.
Debts.	To write off irrecoverable debts: a. up to the value of £2,500. b. over £2,500.	a. & b. Cabinet/Leader.	a. Executive Director Finance and Resources b. Executive Director Finance and Resources with the agreement of the Leader of the Council.
Local Government and Housing Act 1989.	To make determinations under the following Schedules and Sections of the Act: <ul style="list-style-type: none">• Part 1 Schedule 3• Paragraph 9 (1) (b) Schedule 3• Section 42 (2) (g)• Section 50 (3) (b)• Section 56 (1)• Section 60 (2)• Section 63 (1)	Cabinet/Leader.	Financial Services Manager
Maturity Mortgages.	To deal with requests for the premature repayment of monies	Cabinet/Leader.	Financial Services Manager.

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	secured by maturity mortgages/local bonds.		
New Homes Bonus scheme	<ol style="list-style-type: none"> 1. To administer the New Homes Bonus scheme including initial assessment of applications. 2. Following consultation with the Chairman of the New Homes Bonus Community Grants Panel, to reject applications which are ineligible or inappropriate. 	Cabinet/Leader	<ol style="list-style-type: none"> 1. Executive Director Finance and Resources. 2. Following consultation with the Chairman of the New Homes Bonus Community Grants Panel
Tax Relief Reimbursement.	To be an authorized signatory of the purpose of making formal claims to the Inland Revenue for the periodic reimbursement of tax relief granted by the Council.	Cabinet/Leader.	Assistant Director of Customer Access and Financial Support.
Utilities - Restoration or Continuance of Services.	To deal in consultation with the relevant Portfolio Holder and generally in accordance with emergency procedures with applications received pursuant to the arrangements according to section 33 of the Local Government (Miscellaneous Provision) Act 1976 (Public Utility Services to Dwellings) and to take such action as may be necessary for the recovery of any payments made by the Council in pursuance of such arrangements.	Cabinet/Leader.	Financial Services Manager or Assistant Director of Planning, Regeneration and Leisure Services.
S106 Monies to the value of £15k	Authority to spend S106 monies up to a value of £50k to spend in line with the S106 agreement which caused the receipt of the S106 monies.	Council	The S151 Officer, after consultation with the Ward Member.

2. Procurement			
Subject	Detail	Delegated by:	Delegated to:
Approved Officers.	To nominate Approved Officers to undertake procurement on behalf of the Council accordance with Contract Procedure Rules.	Cabinet/Leader.	Chief Executive, Executive Directors, Deputy Chief Executive and Assistant Directors.
Contracts.	To enter into contracts in accordance with Contract Procedure Rules.	Cabinet/Leader.	Assistant Directors.
Select List.	To decide the composition of Select Lists of contractors which are relevant to the Cabinet's work.	Cabinet/Leader.	Chief Executive, Executive Directors and Assistant Directors.
Selective Tendering Procedures.	To select contractors from an approved standing list of contractors.	Cabinet/Leader.	Chief Executive, Executive Directors and Assistant Directors.
Tenders.	To engage in the formal tender process in accordance with Contract Procedure Rules.	Cabinet/Leader.	Assistant Directors.

3. Revenues and Benefits			
Subject	Detail	Delegated by:	Delegated to:
Cautions.	To administer cautions to offenders as an alternative to Court proceedings.	Council.	Officers authorised in writing by the Assistant Director of Finance and Customer Services.
Council Tax.	To act in Council Tax matters under the powers of S101 of the Local Government Act 1972.	Council.	Assistant Director of Finance and Customer Services.
Council Tax Support Scheme – Consultation	To carry out statutory consultation on the draft Council Tax Support Scheme in accordance with legislative guidelines.	Council	Assistant Director of Finance and Customer Services following consultation with the Portfolio Holder.
Court Proceedings.	<p>To select and authorise officers to appear before Magistrates Courts and Tribunals to:</p> <p>(b) represent the Council in the recovery of Council Tax and non-domestic rates monies due to the Council;</p> <p>(b) represent the Council before a Valuation Tribunal in consideration of any appeals which may arise concerning Council Tax and non-domestic rates.</p>	Council.	Principal Solicitor or Assistant Director of Finance and Customer Services.
Discretionary Rate Relief - National Non-Domestic Rates.	To approve future Discretionary Rate Relief Awards subject to the criteria and policies of the Council.	Cabinet/Leader.	Assistant Director of Finance and Customer Services.
Essential Living Fund	To administer the Essential Living Fund in accordance with Council policy	Cabinet/Leader	Assistant Director of Finance and Customer Services.
Housing Benefit.	To deal with housing benefit determinations and notifications including the issue of written explanations and confirmations or	Cabinet/Leader.	Assistant Director of Finance and Customer Services.

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	amendments of previous determinations.		
Council Tax Reduction	To administer the Council Tax Reduction scheme in accordance with Council policy (as determined by the Members)	Cabinet/Leader.	Assistant Director of Finance and Customer Services.
Reduction of Council Tax Payable	The powers 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	Cabinet/Leader	Executive Director of Finance and Resources and the Revenue Services Manager
Local Valuation Court.	To select and authorise officers to appear for the Council at sittings of the Local Valuation Court.	Cabinet/Leader.	Assistant Director of Finance and Customer Services.
Rate Relief (Mandatory).	Top determine applications for mandatory rate relief under Section 43 of the Local Government Finance Act 1988.	Cabinet/Leader.	Assistant Director of Finance and Customer Services.
Council Tax Discretionary Council Tax Reduction Policy - Council Section 13a1(C) Policy	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. <i>(Delegation agreed during the 2023/24 municipal year).</i>	Council	Assistant Director of Finance and Customer Services and the Financial Support Manager

4. Property Services			
Subject	Detail	Delegated by:	Delegated to:
Applications for Planning Consent.	To submit planning applications on behalf of the Council where necessary for any project.	Council.	Executive Director - Finance and Corporate Resources.
Erection of Structures on Council land.	To determine applications for consent for the erection of structures on land/properties on any land owned or managed by the Council, erection of which requires (under a covenant on the sale or lease of the properties), consent by the Council.	Cabinet/Leader.	Executive Director - Finance and Corporate Resources.
Leasehold Reform Act Notices.	To serve notices and counter notices, institute proceedings and take any other necessary action under the Leasehold Reform Act 1967.	Cabinet/Leader.	Executive Director - Finance and Corporate Resources.
Leases and Tenancies.	To agree terms for, and accept the surrender of, leases or tenancies of properties allocated to his/her charge, in accordance with Council policy and the relevant legislation.	Cabinet/Leader.	Executive Director - Finance and Corporate Resources.
Management of Land.	To manage, maintain and undertake relevant negotiations in respect of the Council's properties allocated to his/her charge, in accordance with the Assets Management Plan and relevant legislation.	Cabinet/Leader.	Executive Director - Finance and Corporate Resources.
Minor Matters affecting land.	To deal with minor matters affecting lands and to authorise the signing or sealing of any related documents.	Cabinet/Leader.	Executive Director - Finance and Corporate Resources.
Notices relating to Land.	<ol style="list-style-type: none"> 1. To give notice to quit and other notices for formal demands which are required in the interests of the Council. 2. To sign and serve notices and counter notice,- 	Cabinet/Leader.	<ol style="list-style-type: none"> 1. Executive Director - Finance and Corporate Resources. 2. Executive Director - Finance and Corporate Resources.

	<p>(a) determining leases, tenancy agreements and licences to occupy (except residential premises held under Part V of the Housing Act 1957) and</p> <p>(b) under Part II of the Landlord and Tenant Act 1954 when the Council wishes to grant or oppose the grant of a new lease, tenancy or licence.</p>		
Purchase of Land.	<ol style="list-style-type: none"> 1. To agree terms for the acquisition of land or individual properties required for an approved scheme after consultation with Chief Officers concerned complete the purchases where a capital scheme for the acquisition has been approved by the Council. 2. To buy buildings or land at the best price reasonably obtainable in accordance with the Assets Management Plan and relevant legislation. 	<ol style="list-style-type: none"> 1. Cabinet/Leader. 2. Cabinet/Leader. 	<ol style="list-style-type: none"> 1. Executive Director - Finance and Corporate Resources 2. Executive Director - Finance and Corporate Resources.
Repurchase of Former Council Houses.	To waive the right to repurchase former Council houses under the pre-emption clauses and to substitute the discount provisions contained in the Housing Act 1980.	Cabinet/Leader.	Executive Director - Finance and Corporate Resources.
Recreational Land.	To decide on arrangements for the access, usage & leasing of recreational land or facilities to parish councils and other organisations and to determine any applications for consents required under such leases.	Cabinet/Leader.	Executive Director - Finance and Corporate Resources and Assistant Director of Planning, Regeneration and Leisure Services.

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Right to Buy - Postponement of Statutory Charge.	To determine requests for the postponement of the Council's statutory charge on property sold under the Right to Buy scheme.	Cabinet/Leader.	Executive Director - Finance and Corporate Resources.
Sale of Land.	<ol style="list-style-type: none"> 1. To determine applications for the purchase, grants of easements, rights of way and other minor licenses of small areas of land owned by the Council, which is defined as: <ul style="list-style-type: none"> - less than half a hectare in size and with a value of less than £49,999 plus VAT/fees) - all garden licenses or grazing licenses regardless of the size of land in accordance with Council policy for Minor Land Disposal. 2. Following a Cabinet decision to declare as surplus, to sell buildings and land at the best price reasonably obtainable in accordance with the Assets management Plan and relevant legislation. 	<ol style="list-style-type: none"> 1. Cabinet/Leader. 2. Cabinet/Leader. 	<ol style="list-style-type: none"> 1. Executive Director Finance and Resources following consultation with the Ward Member(s). 2. Executive Director - Finance and Resources.
Parkside Suite	To grant to local charitable organisations free use of the Parkside Suite on up to 4 occasions per year.	Cabinet/Leader.	Executive Director - Finance and Resources.
Temporary Use of Land.	To take up any offer received from the Department of the Environment for the temporary use of properties acquired for road schemes provided that terms offered are satisfactory.	Cabinet/Leader.	Executive Director - Finance and Resources.
Use of Council facilities by the public.	To approve the use of the Committee Room and Parkside suite by external organisations and the public.	Cabinet/Leader.	Executive Director - Finance and Resources.

Agenda Item 11

PART 6

Use of Land.	To determine applications for the use of small areas of land owned by the Council.	Cabinet/Leader.	Executive Director - Finance and Resources.
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COMMITTEE TERMS OF REFERENCE

PART 5

APPENDIX 2 – EXTRACT FROM THE COMMITTEE TERMS OF REFERENCE LICENSING COMMITTEE

Number of Members	13
Politically Balanced Y/N	Y
Quorum	6
Procedure applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 2- 4, 6, 8-10, 12.2-12.3, 14, 17, 19, 20 and 21)
Terms of Reference	1. To exercise all powers and duties of the Council in licensing and registration except the determination of applications and other matters relating to licences or licence applications delegated to Licensing Sub-Committees; in particular (but not limited to) the exercise of all powers and duties conferred by the Licensing Act 2003 and the Gambling Act 2005 and the Local Government (Miscellaneous) Provisions Act 1976.
Special provisions as to the Chairman	None
Whipping arrangements	No whipping is permitted
Special provisions as to membership	Neither the Leader, nor the Deputy Leader and the Chairman of the Council may <u>not</u> be a member of the Licensing Committee

COMMITTEE TERMS OF REFERENCE

PART 5

LICENSING SUB-COMMITTEE (Parent Committee – Licensing Committee)

Number of Members	3 (from the membership of the Licensing Committee) with a fourth reserve Member on standby for each meeting
Politically Balanced Y/N	N
Quorum	3
Procedure applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 2-4, 6, 8-10, 12.2-12.3, 14, 17, 19, 20, 21 and 25)
Terms of Reference	To consider and determine applications and hearings arising from the Licensing Act 2003 and the Gambling Act 2005
Special provisions as to the Chairman	None
Special provisions as to membership	<p>Only those Councillors who have undertaken the training specified below may sit on the Licensing Sub- Committee: -</p> <ol style="list-style-type: none"> 1. Committee Process and Quasi-judicial principles training 2. Licensing Act/Gambling Act, taxi licensing and other licensing functions covered by Worcestershire Regulatory Services <p>Neither the <u>The Leader, nor the Deputy Leader, and the Chairman of the Council</u> may <u>not</u> be a member of the Licensing Committee</p>

COMMITTEE TERMS OF REFERENCE

PART 5

LICENSING (MISCELLANEOUS) SUB-COMMITTEE (Parent Committee – Licensing Committee)

Number of Members	3 (from the membership of the Licensing Committee)
Politically Balanced Y/N	N (but to include where possible a member of the opposition)
Quorum	3
Procedure applicable	Rules Council Procedure Rules (with the exception of Council Procedure Rules 2-4, 6, 8-10, 12.2-12.3, 14, 17, 19, 20, 21 and 25)
Terms of Reference	To determine licensing applications (other than those arising under the Licensing Act 2003 and the Gambling Act 2005) including (but not limited to): 1. private hire and hackney carriage driver, operator and vehicle licensing; 2. street trading consents; 3. sex establishment applications; 4. street amenity consents
Special provisions as to the Chairman	None
Whipping arrangements	No whipping is permitted
Special provisions as to membership	Neither the Leader, nor the Deputy Leader and the Chairman of the Council may <u>not</u> be a member of the Licensing (Miscellaneous) Sub-

COMMITTEE TERMS OF REFERENCE

PART 5

	<p>Committee</p> <p>Only those Councillors who have undertaken the training specified below may sit on the Licensing (Miscellaneous) Sub-Committee.</p> <ol style="list-style-type: none">1. Committee Process and Quasi-judicial principles training2. Licensing Act/Gambling Act, taxi licensing and other licensing functions covered by Worcestershire Regulatory Services
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Appendix 3

Bromsgrove District Council Procedure Rules - Extract

8. Public Participation at Council Meetings

What is included

- 8.1 The agenda for each ordinary meeting of the Council will include a period of up to 15 minutes for members of the public to put comments about matters in the agenda and/or questions to the Council and to present petitions. The Chairman of the Council may agree to allow a similar arrangement at Extraordinary meetings of the Council.
- 8.2 The Chairman of the Council will have complete discretion as to how public participation is conducted and may agree to extend the time available under exceptional circumstances.
- 8.3 Comments, questions or petitions must be about matters for which the Council is responsible or which affect the District. The Council will not consider comments, questions or petitions that relate to specific planning or licensing matters. Neither will it consider matters which are confidential or exempt.
- 8.4 The Monitoring Officer may reject any comments, questions or petitions that:

- relate to national issues and would have no more effect on the District of Bromsgrove than on any other area*;
- relate to actions or statements made by a body or individual connected with the District of Bromsgrove, but those actions or statements are not specifically related to the District*;
- are, or appear to be, defamatory, racist or contain offensive language, or are otherwise not appropriate for consideration at a Council meeting;
- are substantially the same as a question that has been put to a meeting of the Council in the last 6 months;
- would more appropriately be considered at a meeting of the Cabinet or a Committee, in which case the request to participate will be passed to the relevant body.

(These categories are to apply for a trial period in 2025.)*

- 8.5 Members of the public do not include:

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- Employees of the Council or their representatives, on any matter relating to their employment;
- Any applicants for, or recipients of, approvals, permissions or licenses;
- Any person in a contractual relationship with the Council on a matter relating to that contract;
- Councillors from a Local Authority on a matter concerning that local authority.
- Political parties or persons asking question on behalf of a political party. For the purposes of this section a political party is an organisation that has been registered as such by the Electoral Commission.

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How to Apply

- 8.6 A copy of the comment, question or terms of petitions must be provided to the Monitoring Officer by 12 noon seven clear working days prior to but not including the date of the meeting (.). This may be in writing or by e-mail and should include:
- The name of the person to whom it is addressed – at the meeting this will go to the Chairman in the first instance;
 - The name and address of the person submitting it;
 - In the case of petitions, the number of signatories with their names and addresses supplied.
- 8.7 The Chairman has discretion to allow a question and/or comment from a member of the public received after the deadline in exceptional circumstances.

At the Meeting

- 8.8 A member of the public may spend up to 3 minutes to:
- (a) Present a petition and explain its purpose;
 - (b) Ask a question, or
 - (c) make a comment on a matter on the agenda

Members of the public who register to participate in a meeting of Council under the rules set out in this section can do so using one of the three options below:-

- By attending in person and addressing the committee verbally;
- By joining the meeting virtually by video link and addressing the committee verbally; or
- By providing a written statement in advance of the meeting to be read out by an officer.

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- 8.9 A petition may be presented to the Council by a Councillor acting on his/her own behalf or on behalf of members of the public.
- 8.10 The Chairman will receive a petition. If the petition relates to a matter on the agenda for the meeting it may be referred to during the debate on that item. Usually a petition will be received without comment at the meeting but the Chairman will ensure it is responded to as quickly as possible.
- 8.11 A question should be addressed to the Chairman of the Council who may reply in one of the following ways:
- (a) An oral answer;
 - (b) By asking the Leader or another Councillor to reply, either orally or in writing;
 - (c) By asking an Officer to reply in writing;
 - (d) By referring to information in a publication;
 - (e) A written answer following the meeting, a copy of which will be published on the Council's website and included with the signed minutes of the Council meeting.
- 8.12 No response will be given to a comment under this item but it may be referred to during the debate on the relevant item.

9. Questions from Councillors at Council Meetings

- 9.1 A Councillor may ask the Leader or the Chairman of a Committee any question without notice on an item of the minutes and/or any report of the Cabinet or Committee when that item is being received or considered by the Council.

Questions on Notice

- 9.2 A Councillor may ask:
- The Chairman;
 - A member of the Cabinet;
 - The Chairman of any Committee or Sub-Committee

a question on any matter to which the Council, Cabinet, Committee or sub-committee has powers or duties or which affects the District of Bromsgrove.

[The Councillor who has been asked the question may, if appropriate, refer it to another Councillor for answer.](#)

Appendix 3

A question shall not be regarded as affecting the District of Bromsgrove

(a) If it is one which relates to national issues and would have no more effect on the District of Bromsgrove than it would on any other area*;

(b) If it relates to actions or statements made by a body or individual connected with the District of Bromsgrove, but those actions or statements are not specifically related to the ~~Borough~~District*.

*(*These restrictions are to apply for a trial period in 2025.)*

~~The content of the question should comply with Procedure rule 9.8 – Content~~

Deadline for Questions

- 9.3 The deadline for questions to be received by the Monitoring Officer is 12 noon, seven clear working days prior to but not including the date of the meeting
- 9.4 A question must be submitted in writing.
- 9.5 If a question relates to an urgent matter, the Councillor should obtain the permission of the Chairman and submit the question to the Monitoring Officer not less than 2 hours before the start of the meeting at which it will be asked.

Content

- 9.6 The Monitoring Officer may reject a question if:

(a) It is not about a matter for which the local authority has responsibility or which affects the District of Bromsgrove*;

(b)

(a)(c) it is defamatory, frivolous or offensive,

(b)(d) it is substantially the same as one submitted within the previous six months;

(e)(e) it asks the Council about a matter which is outside the powers or responsibility of the full Council;

(d)(f) it relates to a specific planning or licensing matter;

(e)(g) it does not relate to functions undertaken by the Council;

(f)(h) It could be dealt with more appropriately by an officer.

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At the meeting

- 9.7 The question will be read out at the meeting by the Councillor who has asked it or by another Councillor on his/her behalf.
- 9.8 The answer may be given as:
- (a) A direct oral answer;
 - (b) A reference to information contained in a publication; or
 - (c) Where the answer cannot conveniently be given orally, a written answer, circulated to the questioner at the latest with the minutes of the Council meeting and appended to the signed copy of the minutes.
- 9.9 The Councillor who has been asked the question may, if appropriate, refer it to another member to answer.
- 9.10 Every question shall be put and answered without discussion.

Supplementary Questions

- 9.11 A Member asking a question under rule 9.2 may, without notice, ask one supplementary question of the member to whom the first question was addressed. The supplementary question must arise directly out of the original question or the reply.

Time limit

- 9.12 At each meeting a maximum of 15 minutes will be allowed for the asking and answering of questions under this procedure rule.
- 9.13 The Chairman may at his/her discretion extend the time if s/he and the majority of those present agree.
- 9.14 Any questions that remain unanswered shall be dealt with at the next ordinary meeting of the Council in the order in which they were received, unless the Councillor who gave notice of it agrees to receive the answer in writing.

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10 Motions on Notice at Council Meetings

- 10.1 Any Councillor may give notice of not more than one Motion for consideration at any meeting of the Council.

Deadline for Motions

- 10.2 Notices of Motion must be submitted to the Monitoring Officer by 12 noon seven clear working days, prior to but not including the date of the meeting
- 10.3 A Motion must be submitted in writing.

Urgent Notice of Motion

- 10.4 If a Motion relates to an urgent matter and otherwise complies with the requirements set out in this procedure rule, the Councillor submitting it should obtain the permission of the Chairman and submit the Motion to the Monitoring Officer not less than 24 hours before the start of the meeting at which it will be moved.

Content

- 10.5 The Notice must contain a written notice of the motion;
- 10.6 Motions must be about matters for which the Council is responsible or which affect the District.

A motion shall not be regarded as affecting the District of Bromsgrove if

(a) it is one which relates to national issues and would have no more effect on the District of Bromsgrove than it would on any other area*;

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(b) it relates to actions or statements made by a body or individual connected with the District of Bromsgrove, but those actions or statements are not specifically related to the District*.

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(*These restrictions are to apply for a trial period in 2025.)

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- 10.7 The Monitoring Officer may reject a Notice of Motion if:

(a) the scope of the motion exceeds that set out in Rule 10.6 above;

(b) it is defamatory, frivolous or offensive,

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~~(b)~~(c) it is substantially the same as one submitted within the previous six months;

- (c) it requests the Council to make a decision which is outside the powers or responsibility of the full Council;
- (d) it is not of a strategic nature;
- (e) it does not relate to functions undertaken by the Council.

At the meeting – Proposal and Withdrawal of Motion

- 10.8 The Motion can be moved by the Signatory to the Notice or another Councillor on their behalf.
- 10.9 If a Motion is not moved at a Council meeting, it will lapse and can only be moved again if Notice is given in accordance with these procedure rules.

Deferment of Motions

- 10.10 If, having taken advice from the Chief Executive and Monitoring Officer, the Chairman considers that the Motion should be dealt with in conjunction with a report from an Officer, the Motion will be deferred until this can be arranged.
- 10.11 No Motion shall be deferred for longer than one Ordinary meeting of the Council. The Chairman will inform the Council under his/her Announcements of any such deferrals.

Referral of Motions

- 10.12 If a Notice of Motion relates to an Executive function and is proposed and seconded, the Council may discuss the matter in order to inform the Cabinet's consideration of it. It cannot decide the matter.
- 10.13 Motions which relate to matters reserved to the Council or to non-Executive functions may be debated and decided by the Council.
- 10.14 If the motion is not debated, it will be referred to the Cabinet or appropriate body to consider and report back to the Council with recommendations on how to proceed.
- 10.15 If a Motion is referred to the Cabinet or another Committee for consideration, then the Proposer of the Motion will be invited to attend the relevant meeting when it is discussed to introduce and speak to it.

Time Limit for Motions on Notice

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- 10.16 At each meeting up to one hour shall be allowed for consideration of all Motions on Notice. This may only be exceeded with the agreement of the Council.
- 10.17 At the end of the hour – or other time period if agreed by the Council – the Chairman will ask the Councillor speaking to conclude immediately.
- (a) If the speaker is proposing the motion then it can be formally seconded without comment;
 - (b) If the speaker is moving an amendment, the Chairman will allow the amendment to be formally seconded, without comment, and the mover of the motion to exercise their right of reply;
 - (c) If neither (a) nor (b) then the mover of the motion will be allowed to have their right of reply for up to 5 minutes.
- 10.18 The Chairman will put to the vote, without further discussion, all questions necessary to dispose of the motion being debated and put the Motion to the vote.
- 10.19 If as a result of reaching the time limit a motion is not moved by either the Councillor who gave notice or another Councillor on their behalf, it shall be either:
- (a) treated as withdrawn and cannot be moved without fresh notice, although it will not be restricted by the 6 month rule set out at Procedure rule 6; or
 - (b) with the consent of the Council, be postponed until the next Ordinary meeting.

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Political Balance and Committee Allocations Report

Relevant Portfolio Holder	Councillor Karen May
Portfolio Holder Consulted	Yes
Relevant Head of Service	Claire Felton, Head of Legal, Democratic and Procurement Services
Report Author Claire Felton	Job Title: Head of Legal, Democratic and Procurement Services Contact c.felton@bromsgroveandredditch.gov.uk email: Contact Tel: (01527) 64252
Wards Affected	All
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	Sustainability
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

Council is asked to RESOLVE that:-

- 1) for the ensuring Municipal Year, the Committees set out in the table in Appendix 1 of the report be appointed and that the representation of the different political groups on the Council on those Committees be as set out in that table until the next Annual Meeting of the Council, or until the next review of political representation under Section 15 of the Local Government and Housing Act 1989, whichever is the earlier.
- 2) Members be appointed to the Committees and as substitute members in accordance with nominations to be made by Group Leaders.
- 3) the terms of reference for the Boards and Committees as set out at Appendix 2 be confirmed.

2. BACKGROUND

- 2.1 The political balance is reported for Members' consideration at Annual Council meetings.

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- 2.2 Further reports in respect of the political balance may be presented for Council's consideration during the municipal year should there be a change to the political composition of the authority.

3. OPERATIONAL ISSUES

- 3.1 The Council is required by law and/or its own Constitution to appoint various Boards and Committees, agree their terms of reference and to agree the allocation of seats which are subject to the rules of political proportionality. It must review the political balance on an annual basis.
- 3.2 The rules of political proportionality mean that the political balance of the Council needs to be reflected in the political composition of individual Boards and Committees. In addition, the total number of seats allocated to each group must reflect the political balance of the Council.
- 3.3 The proposed allocation of seats on each Board/Committee is done on a strict mathematical basis.
- 3.4 When the Council reviewed the constitution in June 2015, it agreed the principle of substitute members on the Planning and Licensing Committees undertaking the same training as the full members of the Committees. In order that such training can be run effectively by including all Councillors for whom it is most relevant, group leaders are asked to identify who will act as substitute members for the Licensing and Planning Committees for this municipal year.
- 3.5 For all other committees, substitutes will be notified to the Democratic Services Officers, as required, on the instruction of the Group concerned.
- 3.6 The Committee Terms of Reference, from Part 5 of the constitution, are reviewed each year at the Council meeting alongside the political balance. The current Committee terms of reference are attached at Appendix 2 for Members to confirm.
- 3.7 This Appendix does not include reference to the terms of reference for the Licensing Committee or the Licensing (Miscellaneous) Sub-Committees A and B. This is because the terms of reference for the Committee and those sub-committees have been reviewed and an amendment has been proposed, as detailed in a separate report to the Annual Council meeting concerning review of the Council's constitution. Members will be invited in that separate report to endorse those terms of reference.

4. FINANCIAL IMPLICATIONS

4.1 There are no specific financial implications.

5. LEGAL IMPLICATIONS

5.1 Sections 15 -17 of the Local Government and Housing Act 1989 place a duty on Councils to allocate the seats on certain committees in proportion to the size of the political groups on the Council.

5.2 The definition of a Political Group for these purposes is that it has a minimum of 2 members. The current composition of the Council is 11 Conservative group members, 7 Liberal Democrat group members, 6 Labour Group members, 5 Independent 2024 group members, and 2 non-aligned members.

5.3 A review of the political balance must take place as soon as is reasonably possible after a change occurs to the Council's political balance. Whilst there has been no change to the political balance since the figures were last reviewed in December 2024, there is also a requirement for the political balance to be reviewed at the Annual Council meeting.

6. OTHER - IMPLICATIONS

Relevant Strategic Purpose

6.1 A review of the Council's political balance is required at the Annual Council meeting. The review will help to ensure that the Council remains sustainable.

Climate Change Implications

6.2 There are no specific climate change implications.

Equalities and Diversity Implications

6.3 There are no specific equalities and diversity implications.

7. RISK MANAGEMENT

7.1 Given there is a legal duty on Councils to allocate the seats on certain Committees in proportion to the size of the political groups on the Council, Members do need to agree the political balance.

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7.2 There is a risk that if a political balance is not agreed for the Council this could cause reputational damage.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Political Balance May 2025

Appendix 2 – Committee Terms of Reference

Agenda Item 12

APPENDIX 1 POLITICAL BALANCE CALCULATION May 2025 Council meeting

The figures in *italics* are the mathematical calculations.

Committee	Cons 11 <i>35.48% of total</i>	Lab 6 <i>19.35% of total</i>	Lib Dems Dem 7 <i>22.58% of total</i>	Independents 2024 5 <i>16.13% of total</i>	Non-aligned Cllr Peters 1 <i>3.23% of total</i>	Non-aligned Cllr Baxter 1 <i>3.23% of total</i>	Total
Overview and Scrutiny Board	4 <i>3.90</i>	2 <i>2.13</i>	2 <i>2.48</i> <i>*Take 3 seats instead of 2</i>	2 <i>1.77</i>	0 <i>0.36</i>	0 <i>0.36</i>	10 11 members on Board <i>11</i>
Licensing Committee	5 <i>4.61</i>	3 <i>2.52</i>	3 <i>2.94</i>	2 <i>2.10</i> <i>*Take 1 seat only</i>	0 <i>0.42</i> <i>*Take 1</i>	0 <i>0.42</i>	13 13 members on Cttee <i>13</i>
Planning Committee	4 <i>3.90</i>	2 <i>2.13</i>	2 <i>2.48</i>	2 <i>1.77</i>	0 <i>0.36</i>	0 <i>0.36</i> <i>*Take 1</i>	10 11 members on Cttee <i>11</i>
Audit, Stds & Gov'ce Committee	4 <i>3.90</i>	2 <i>2.13</i>	2 <i>2.48</i>	2 <i>1.77</i>	0 <i>0.36</i> <i>*Take 1</i>	0 <i>0.36</i>	10 11 members on Cttee <i>11</i>
Electoral Matters Cttee	2 <i>2.48</i>	1 <i>1.35</i>	2 <i>1.58</i>	1 <i>1.13</i>	0 <i>0.23</i>	0 <i>0.23</i> <i>*Take 1</i>	6 7 members on Cttee <i>7</i>
Appointments	2 <i>1.77</i>	1 <i>0.97</i>	1 <i>1.13</i>	1 <i>0.81</i>	0 <i>0.16</i>	0 <i>0.16</i>	5 5 members on Cttee <i>5</i>
Entitled to	21	11	13	9	2	2	58
TOTAL received	21	11	12	10	0	0	54
<i>Exact Mathematical Entitlement</i>	<i>20.58</i>	<i>11.22</i>	<i>13.10</i>	<i>9.36</i>	<i>1.87</i>	<i>1.87</i>	58
Final balanced total	21	11	13	9	2	2	58

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AUDIT, STANDARDS AND GOVERNANCE COMMITTEE

Number of Members	11, none of whom may be members of the Cabinet + 2 co-opted non voting Parish Council representatives, who may not also be District Councillors, for the purpose of Standards
Attendance by other Councillors	Portfolio Holder with responsibility for finance expected to attend each meeting
Politically Balanced Y/N	Y
Quorum	5
Procedure applicable	<p>Rules</p> <p>Audit, Standards and Governance Committee Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 2-4, 6, 8-10, 12.2 – 12.3, 14, 17,19, 20 and 21) – if there is any conflict, Audit, Standards and Governance Committee Procedure Rules to take precedence</p>
Terms of Reference	<p><u>Stewardship and Audit</u></p> <p>To provide independent assurance to the Council in relation to:</p> <p>a. The effectiveness of the Council’s governance arrangements, risk management framework and internal control environment, including overseeing:</p> <ul style="list-style-type: none"> • Risk management strategies; • Anti-fraud arrangements; • Whistle-blowing strategies; • Internal and external audit activity • Democratic governance <p>b. the effectiveness of the Council’s financial and non-financial performance to the extent it affects</p>

	<p>exposure to risk and poor internal control;</p> <p>c. the annual governance statement.</p> <p>d. The review of the annual statement of accounts, confirming the appropriate accounting policies have been followed, including the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p> <p><u>Appointment of External Auditors</u></p> <p>e. To arrange the recruitment and operation of the Council's Auditor Panel, in accordance with the requirements of the Audit and Accountability Act 2014.</p> <p><u>Standards</u></p> <p>f. Promote and maintain high standards of conduct by Councillors and any co-opted members of Council bodies.</p> <p>g. Assist Councillors and co-opted members to observe the Members' Code of Conduct.</p> <p>h. Advise the Council on the adoption or revision of the Members' Code of Conduct.</p> <p>i. Monitor the operation of the Members' Code of Conduct.</p> <p>j. Advise, train or arrange to train Councillors and co-opted members on matters relating to the Members' Code of Conduct.</p> <p>k. Formulate advice for Members and officers on declarations of gifts and hospitality and monitor and review the arrangements for recording interests, gifts and hospitality.</p> <p>l. Grant dispensations to Councillors and co-opted members from requirements relating to interests set out in the Members' Code of Conduct.</p> <p>m. For both District and Parish Councils, deal with</p>
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	<p>any report from the Monitoring Officer following an investigation into a complaint concerning the Members' Code of Conduct (statutory requirement).</p> <p>n. For both District and Parish Councils, consider and determine allegations that a Councillor or co-opted Councillor may have failed to follow the Code of Conduct and where a breach of the Code is established, impose sanctions as delegated by full Council or make recommendations as to any sanctions to the appropriate person or body (statutory requirement).</p> <p>o. Monitor and review the operation of the Protocol on Member-Officer relations.</p> <p>p. Monitor and review the operation of the Protocol on Member-Member relations.</p>
Special provisions as to the Chairman	The Chairman shall where possible not be a member of a political group represented in Cabinet
Whipping arrangements	The party whip must not be applied
Substitutes	<p>Substitutes are permitted</p> <p>A substitute is permitted for the Co-opted Non-voting Parish Representative (who shall not be a member of the same Parish Council as either of the Parish members).</p>
Officer attendance	S151 Officer, Monitoring Officer and Audit Services Manager or their deputies are expected to attend each meeting.
Special provisions as to membership	<p>Quasi-judicial meetings training will be required before members sit on hearings.</p> <p>Members of the Cabinet or the Chairman of the Council may not be a member of or substitute on the Audit, Standards & Governance Committee.</p>

ELECTORAL MATTERS COMMITTEE

Number of Members	7
Politically Balanced Y/N	Y
Quorum	4
Procedure Rules applicable	Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9 - 11, 13.4, 13.5, 14, 15, 18.2, 20.1 and 22)
Terms of Reference	To exercise powers and undertake functions relating to electoral matters and elections
Special provisions relating to appointment of Chairman	None
Special provisions as to membership	None

**JOINT APPOINTMENTS COMMITTEE FOR BROMSGROVE DISTRICT
COUNCIL AND REDDITCH BOROUGH COUNCIL**

Local Authority Membership	Bromsgrove District Council and Redditch Borough Council
Functions	<ul style="list-style-type: none"> • Appointment of Chief Executive/Head of Paid Service • Appointment of Joint Statutory Officer Posts
Number of Members	10 made up of the Leaders of Bromsgrove District Council and Redditch Borough Council plus 4 members appointed by Bromsgrove District Council and 4 members appointed by Redditch Borough Council.
Politically Balanced	Yes
Quorum	6 subject to each Council being represented at a meeting by at least 1 member.
Procedure Rules applicable	The Joint Appointments Committee Composition and Terms of Reference in Part 17, together with all other applicable rules set out under the Constitution and all applicable law.

Terms of Reference	<p><u>1. Appointment of Chief Executive/ Head of Paid Service</u></p> <p>a. Subject to (b) below, to undertake and determine on behalf of the Councils the recruitment and selection of the Joint Chief Executive/Head of Paid Service including the final approval of terms and conditions of employment for that post.</p> <p>b. The final decision as to the appointment of the Joint Chief Executive/ Head of Paid Service shall be reserved to full meetings of both Councils.</p> <p>c. To confirm into post or otherwise, the successful candidate following any probationary or trial period.</p> <p><u>2. Appointment of Joint Statutory Officers Post</u></p> <p>a. Subject to (b) below, to undertake and determine on behalf of the Councils the recruitment and selection of any Joint Statutory Officer Posts. (including the final approval of terms and conditions of employment for that post.)</p> <p>b. The final decision as to the appointment of the Joint Statutory Officer Posts shall be reserved to full meetings of both Councils.</p> <p>3. General</p> <p>a. To be responsible for ad-hoc employment matters affecting any Joint Statutory Officer Posts, except for any disciplinary matters which would be determined by the Statutory Officers Disciplinary Panel.</p>
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Special provisions as to Chairmanship	To be chaired alternately between the respective Leaders.
Special provisions as to membership	<p>All members of the Committee must have undertaken appropriate training on recruitment and selection with the respective Council, prior to participating in the recruitment process.</p> <p>No substitutes shall be permitted.</p>
Additional information	There will be one standing Sub-Committee of the Joint Appointment Committee known as the Statutory Officer’s Disciplinary Panel

LICENSING COMMITTEE

(The Licensing Committee terms of reference are subject to review through the report concerning the constitution and therefore has not been included in the attached document.)

OVERVIEW AND SCRUTINY BOARD

Number of Members	11, none of whom shall be members of the Cabinet
Politically Balanced Y/N	Y
Quorum	6
Procedure applicable	<p>Rules</p> <p>Overview and Scrutiny Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9-11, 13.4, 13.5, 14, 18.2, 20.1 and 22) – where there is any conflict, Overview and Scrutiny Procedure Rules to take precedence</p>
Terms of Reference	<p>The general terms of reference of the Overview and Scrutiny Board will be to perform all overview and scrutiny functions on behalf of the Council in relation to any matter affecting the District and its inhabitants</p> <p>The specific terms of reference include:-</p> <ol style="list-style-type: none"> a. To receive and consider Councillor Calls for Action b. To perform the functions relating to Crime and Disorder Scrutiny (in accordance with the Police and Justice Act 2006) c. To receive and consider Petitions d. To scrutinise the Budget e. To monitor performance improvement f. To identify unsatisfactory progress or performance and make recommendations on remedial action to the Cabinet; g. To monitor the following Council documents/strategies <ul style="list-style-type: none"> • Council Plan

	<ul style="list-style-type: none"> • Council Annual Report • Improvement Plan • Performance Management Strategy/Data Quality Strategy • Quarterly Finance & Performance Monitoring report
Special provisions as to the Chairman	The Chairman shall where possible not be a member of a political group represented in Cabinet
Officer attendance	A Director is expected to attend each meeting. The relevant Head of Service is expected to attend for consideration of any item within his/her area of responsibility
Whipping arrangements	When considering any matter in respect of which a member of the Overview and Scrutiny Board is subject to a party whip, the Councillor must declare the existence of the whip, and the nature of it before the commencement of the Overview and Scrutiny Board's deliberations on the matter. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.
Substitutes	Substitutes are permitted. There will be a named substitute for each member of the Board who will be kept informed of all of the business of the Overview and Scrutiny Board, including receiving copies of the agenda for meetings of the Board, so that they are fully informed when attending meetings on behalf of the lead Member. [Substitutes cannot be used for Task Group meetings.]
Special provisions as to membership	Members of the Cabinet or the Chairman of the Council may not be a member of or substitute on the Overview & Scrutiny Board.

PLANNING COMMITTEE

Number of Members	11
Politically Balanced Y/N	Y
Quorum	6
Procedure applicable	Rules Planning Procedure Rules and Council Procedure Rules (with the exception of Council Procedure Rules 1-4, 9-11, 13.4, 13.5, 14, 18.2, 20.1 and 22) – where there is any conflict, Planning Procedure Rules to take precedence
Terms of Reference	<ol style="list-style-type: none"> 1. To exercise all powers and duties of the Council on all matters relating to development control, including but not limited to:- <ol style="list-style-type: none"> a. considering and determining applications for planning permission b. enforcement of planning control c. building preservation, Listed Buildings and Conservation areas d. Tree preservation orders e. Control of advertisements f. Footpath diversion orders under the Town and Country Planning legislation g. Certificates of Lawfulness h. Operational planning policies 2. To comment on proposals for development submitted by Worcestershire County Council and other public authorities 3. To determine High Hedges applications in accordance with Part 8 of the Anti-Social Behaviour Act 2003
Special provisions as to	The Chairman of Planning cannot be a member of

the Chairman	Cabinet.
Substitutes	Trained substitutes are permitted
Special provisions as to membership	<p>Only those Councillors who have undertaken appropriate training may sit on the Planning Committee.</p> <p>The Leader may not be a member or act as a substitute for a member of the Planning Committee.</p>

SHAREHOLDERS COMMITTEE – TERMS OF REFERENCE

Number of members	5 (must all be members of the Cabinet)
Politically Balanced Y/N	N
Quorum	3
Procedure Rules applicable	Cabinet Procedure Rules
Terms of Reference	<ol style="list-style-type: none"> 1) To approve Spadesbourne Homes Limited’s business plan, including any material amendments to the business plan. This should be determined in the financial year prior to the application of the plan. 2) To approve any new development not contemplated in the agreed Spadesbourne Homes Limited business plan. 3) To approve the appointment and dismissal of all directors, including Alternate Directors and senior employees, at Spadesbourne Homes Limited. 4) To approve the terms and conditions of employment and severance package for any Executive Directors and senior employees of the Spadesbourne Homes Limited. 5) To approve the pay framework and job evaluation scheme for Spadesbourne Homes Limited. 6) To adopt the Governance Agreement between the Council and Spadesbourne Homes Limited and to approve any material changes to that agreement. 7) To monitor the performance of Spadesbourne Homes Limited. Quarterly Performance Monitoring Reports should be presented for Members’ consideration at every meeting of the Committee. 8) To monitor Spadesbourne Homes Limited’s budget

	<p>position. Quarterly Budget Monitoring Reports should be presented for Members' consideration at every meeting of the Committee.</p> <p>9) To consider the risks and opportunities faced by Spadesbourne Homes Limited and impact on the Council.</p> <p>10) Reporting and making recommendations to Cabinet on areas outside of the Shareholder Committee's delegated authority.</p> <p>11) Reporting to Full Council annually on the performance of the trading activities of Spadesbourne Homes Limited.</p> <p>12) To undertake all other functions divested in the Committee as shareholder of Spadesbourne Homes Limited, including reserved matters, on behalf of the Council.</p> <p>13) Reviewing the Terms of reference annually and making any necessary recommendations to Cabinet.</p> <p>14) The Shareholder Committee will not have operational control over Spadesbourne Homes Limited. All decisions regarding the day-to-day operation and management of Spadesbourne Homes Limited rests with the Spadesbourne Homes Board of Directors, which must ensure that Spadesbourne Homes Limited's business is conducted in accordance with the Shareholders' Agreement entered into between the Council and Spadesbourne Homes Limited and in accordance with the Spadesbourne Homes Limited Articles of Association.</p>
<p>Special provisions as to the Chairman</p>	<p>The Chair must be a member of the Cabinet.</p>
<p>Special provisions as to membership</p>	<p>Members of the Committee must all be members of the Cabinet. Only members of the Cabinet can sit as substitutes.</p> <p>The Leaders of each opposition group or their nominated substitute will be invited to attend meetings and be given full rights to participate in meetings although they will not</p>

	<p>be entitled to vote.</p> <p>Members, including substitute Members, should receive suitable training in respect of their roles on the Committee prior to participate in meetings.</p>
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Outside Body Appointments 2025/26

Relevant Portfolio Holder		Councillor K. J. May	
Portfolio Holder Consulted		Yes	
Relevant Head of Service		Claire Felton	
Report Author Claire Felton	Job Title: Assistant Director, Legal, Democratic and Procurement Services Contact email: c.felton@bromsgroveandredditch.gov.uk Contact Tel: 01527 881429		
Wards Affected		All	
Ward Councillor(s) consulted		N/A	
Relevant Strategic Priority		Sustainability	
Non-Key Decision			
If you have any questions about this report, please contact the report author in advance of the meeting.			

1. **RECOMMENDATIONS**

It is recommended that Council considers nominating to the bodies listed at Appendix 1 as appropriate.

2. **BACKGROUND**

2.1 The Council makes appointments and nominations to a number of Outside Bodies each year. This report sets out the details of the appointments which are made by the Council.

3. **FINANCIAL IMPLICATIONS**

3.1 There are no financial implications arising from this report.

4. **LEGAL IMPLICATIONS**

4.1 No specific legislation governs the appointment or nomination of members to outside bodies by the Council. Depending on the nature of the relationship the Council has with the organisation, the legal status of the organisation, its corporate, charity or other status and its constitution, there are differing legal implications for the members sitting on these bodies.

4.2 The Local Authorities (Indemnities for Members and Officers) Order 2004 governs the Council's ability to indemnify members sitting on outside bodies.

5. STRATEGIC PRIORITY - IMPLICATIONS

Relevant Strategic Priority

- 5.1 The action proposed in this report supports the priority of sustainability.
- 5.2 Council reviews outside body appointments on an annual basis to ensure that those bodies to which the Council puts forward nominations continue to address the needs and aspirations of the District.

Climate Change Implications

- 5.3 There are no specific climate change implications.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 There are no specific equalities and diversity implications.

Operational Implications

- 6.2 A number of bodies ask the Council to make appointments to them for terms of office which vary from one year upwards.
- 6.3 The Council has previously agreed that a number of such appointments, usually to national or regional bodies, should be made by office. Where there are specific requirements for appointments these are shown against the organisations in the appendix.

7. RISK MANAGEMENT

- 7.1 There would be risks arising if the Council failed to make appointments to the Outside Bodies listed in this report; the nature of the risk would vary depending on the type of body in question. The Council needs to participate in certain Outside Bodies to ensure that existing governance arrangements can be complied with. On other bodies the risk would be less severe but non-participation would detract from the Council's ability to shape and influence policies and activities which affect the residents of Bromsgrove.

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8. **APPENDICES and BACKGROUND PAPERS**

Appendices

Appendix 1 - list of Council appointments to outside bodies

Background Papers:

Terms of reference and governing documents of organisations are held by Democratic Services.

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Council Appointments to Outside Bodies

14th May 2025

Organisation	No. of Appts & Length of Office	Appointed 2024/2025	Nominations 2025/2026
Amphlett Hall Management Committee	2 (previous years 4) 1 year	J. Robinson S. Webb	
Citizens' Advice Bromsgrove and Redditch	2 1 year	E. Gray S. Webb	
Hereford & Worcestershire Integrated Care Partnership Assembly	1 and a substitute (new group first appointment made by Council on 17th October 2022)	S. Webb Substitute: S. Baxter	
Midlands Joint Council for Environmental Protection	2 1 year	H. Rone-Clarke S. Evans	
West Mercia Police and Crime Panel <i>Rep and sub must be from majority political group on the Council</i>	1 rep and 1 substitute	H. Jones Substitute: B. Kumar	
Worcestershire County Council Corporate Parenting Board	1 1 year	E. Gray	
Worcestershire County Council Health Overview and Scrutiny Committee	1 1 year		Delegate to the next meeting of the O&S Board to determine
Worcestershire Regulatory Services Board (previously Worcestershire Shared Services Joint Committee)	2 1 year To include relevant Portfolio holder and one other member of the controlling group and one substitute	K. Taylor H. Jones Substitute: M. Marshall	

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Recommendation from the Licensing Committee meeting on 24th March 2025

RECOMMENDED that the fees applicable to Primate Keeper Licences be set, as follows:

Application for the grant of a licence	£366.00
Application for renewal of a licence	£300.00
Application for variation of a licence	£267.00
Inspections fees	£182.00

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PRIMATE KEEPER LICENSING

Relevant Portfolio Holder	Cllr Kit Taylor
Portfolio Holder Consulted	No
Relevant Head of Service	Simon Wilkes – Director of Worcestershire Regulatory Services
Wards Affected	All Wards
Ward Councillor Consulted	N/A
Non-Key Decision	

1. SUMMARY OF PROPOSALS

- 1.1 The Animal Welfare (Primate Licences) (England) Regulations 2024 were made in March 2024 and are due to take effect from 6 April 2025. The regulations introduce a new licensing regime for those that keep primates in England.
- 1.2 Under these regulations, the Council will be responsible for considering and determining applications for licences as well as undertaking compliance and enforcement activities.
- 1.3 This report has been prepared to provide the Licensing Committee with information on the background and details of the licensing regime that is coming into effect.

2. RECOMMENDATIONS

- 2.1 **Members are asked to:**
 - i. **Note the contents of the report and the implications of the Animal Welfare (Primate Licences) (England) Regulations 2024 on the Council.**
 - ii. **Recommend to Council that the Fees applicable to Primate Keeper Licences are set.**

3. KEY ISSUES

Summary

3.1 BACKGROUND TO THE REGULATIONS

- 3.2 The RSPCA estimates that there are up to 5000 primates that are owned

privately in Britain. The most commonly kept species are believed to be common marmosets, tamarins and squirrel monkeys.

- 3.3 Primates are highly intelligent, long-lived animals who form intricate social relationships with each other and experience emotions, and suffer, in a similar way to humans. Meeting the complex physical and behavioural needs of these wild animals in captivity is incredibly difficult and even modern zoos and research facilities, with all their resources and expertise, are still trying to overcome serious welfare problems.
- 3.4 Some of the consistent areas of concern for primates kept as pets that can cause serious suffering are:
- Social isolation
 - Early weaning
 - Cramped and inappropriate housing
 - Poor diet
- 3.5 Animal welfare organisations, including the RSPCA and Born Free have campaigned for over 20 years to end the keeping of primates as pets.
- 3.6 At the 2019 general election, the Conservative, Labour and Liberal Democrat manifestos all contained commitments to ban the keeping of primates as pets.
- 3.7 Following the Conservative victory at the 2019 general election, a call for evidence was undertaken in which 98.7% of respondents expressed support for a ban on keeping, breeding, acquiring, gifting, selling or otherwise transferring primates, apart from to persons licensed to keep primates to zoo-level standards.
- 3.8 Measures to end the keeping of primates as pets were then included in the DEFRA “Action Plan for Animal Welfare” and formed part of the Animal Welfare (Kept Animals) Bill laid before Parliament. However the government took the decision in May 2023 to drop this bill amid concerns about “scope-creep.” The government announced that they would instead bring forward measures contained in the bill individually during the remainder of the Parliament.
- 3.9 In June 2023, DEFRA consulted again on making regulations under section 13 of the Animal Welfare Act 2006 to introduce a licensing regime and high standards of care and welfare for primates kept as pets.
- 3.10 On 5 March 2024, the Animal Welfare (Primate Licences) (England) Regulations 2024 were made under section 13 of the Animal Welfare Act 2006. This is the same primary legislation under which licensing regimes have previously been implemented for those involved in:

- Selling animals as pets
- Providing or arranging for the provision of boarding for cats or dogs
- Hiring out horses
- Breeding dogs
- Keeping or training animals for exhibition

3.11 THE ANIMAL WELFARE (PRIMATE LICENCES) (ENGLAND) REGULATIONS 2024

3.12 The Animal Welfare (Primate Licences) (England) Regulations 2024 will come into force in two phases on 6 April 2025 and 6 April 2026.

3.13 It will become an offence to keep a primate in England without a licence from 6 April 2026. The only exemptions to the requirement to hold a licence will be where the primates concerned are being kept in a licensed zoo or a place specified in a licence under section 2C of the Animals (Scientific Procedures) Act 1986.

3.14 Applications for licences can begin to be made from 6 April 2025 onwards. The licensing authority for the purposes of the regulations is the local authority in whose area the premises at which a primate is kept or is to be kept are situated.

3.15 An application may not be made by an individual who is under the age of 18 or who is disqualified from keeping primates under any of the following:

- section 34(2) of the Animal Welfare Act 2006
- section 1 of the Protection of Animals (Amendment) Act 1954
- section 40(1) of the Animal Health and Welfare (Scotland) Act 2006
- section 33(1) of the Welfare of Animals Act (Northern Ireland) 2011

3.16 On receipt of an application for a licence, the local authority will be required to arrange for a suitable person to inspect the premises specified in the application to determine whether the licence conditions are likely to be met if the application were to be granted.

3.17 Following that inspection, if satisfied that the licence conditions are likely to be met, the local authority must grant the applicant a primate licence with effect from such date as it may determine. If the local authority is not satisfied that the licence conditions are likely to be met, it must refuse the application. Licences will normally be granted for a period of up to three years and then expire.

3.18 The licence conditions that must be met are set out in Schedule 1 of the regulations and will be supported by detailed guidance that will be given by the Secretary of State in accordance with regulation 20. The conditions will set high care and welfare standards similar to those that are required to be met when primates are kept in licensed zoos.

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- 3.19 The regulations also contain provisions relating to inspections and enforcement. A local authority that has granted a primate licence may, during the licence period, arrange for a suitable person to inspect the premises specified in the licence to determine whether the licence conditions are being met and must do so at least once in that period unless the licence was granted for a period of less than one year.
- 3.20 It will be an offence to for a licence holder to fail to comply with a licence condition. The offence carries a penalty of an unlimited fine. Local authorities will also have the power to serve a “rectification notice” as an alternative to prosecuting a licence holder who fails to comply with a licence condition.
- 3.21 A rectification notice must:
- state that the local authority considers that the holder of the licence is failing to meet a licence condition, and why;
 - specify the steps that the local authority considers that the holder of the licence needs to take to comply with the licence condition;
 - specify a period not exceeding two years in which those steps are to be taken (“the rectification period”);
- 3.22 Where a rectification notice has been given, the local authority cannot bring proceedings for non-compliance with any of the licence conditions identified in the notice before the end of the rectification period and if the required steps are taken during the rectification period, no proceedings can be brought subsequently for that non-compliance. The local authority may extend the rectification period, and may do so more than once, so long as the rectification period as extended does not exceed two years.
- 3.23 A local authority that has granted a primate licence may also revoke or vary the licence if the local authority is satisfied that the holder of the licence has failed to:
- comply with a licence condition;
 - allow access for an inspection;
 - pay a fee charged; or
 - take the steps specified in the rectification notice.
- 3.24 This reference to varying a primate licence means varying it by:
- reducing the number of any primates of any species that is authorised
 - to be kept under the licence; or
 - removing any species of primate specified in the licence
- 3.26 **PREPARATION AND NEXT STEPS**
- 3.27 Officers are currently preparing for the implementation of the regulations. A dedicated webpage has been created on the Councils website to provide information about the new licensing requirements. This webpage will continue

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to be developed as further information becomes available. The implementation of the licensing regime will also be publicised with the help of the Council's Communications Team.

- 3.28 An application form is being developed and proposed fees have been calculated as follows:

Application for the grant of a licence	£366.00
Application for renewal of a licence	£300.00
Application for variation of a licence	£267.00
Inspections fees	£182.00

- 3.29 Back-office systems are also in the process of being updated to enable applications to be logged and processed and to enable licences to be issued.

- 3.30 Officers are also working to try and gather information and intelligence from relevant professionals and the public in order to try and identify any primates that are being kept in the Council's area and whose keepers will need to apply for a licence.

3.31 CONSULTATION

- 3.32 No consultation is required.

3.33 MONITORING

- 3.34 The Secretary of State may require a local authority to provide any of the following information to the Secretary of State:

- the number of primate licences in force in the authority's area;
- the number of primates by species in the authority's area kept under primate licences;
- the level of fees charged by the authority under the regulations;
- any other information relating to the discharge of the authority's functions under the regulations that the Secretary of State may reasonably require.

- 3.35 The Secretary of State may require any relevant information is provided within such period as they may reasonably require, which must be at least a period of one month from the date on which the information was requested.

4. FINANCIAL IMPLICATIONS

- 4.1 Local authorities can charge a fee in respect of any application relating to a primate licence and can also charge a fee in respect of any inspection which it must or may arrange under the regulations. Licence fees should be calculated based on cost recovery and will be reviewed annually to ensure they are set at the right level.

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5. LEGAL IMPLICATIONS

- 5.1 The Animal Welfare (Primate Licences) (England) Regulations 2024 have been made under section 13 of the Animal Welfare Act 2006 and place powers and responsibilities on the Council in respect of the licensing of those that keep primates in their area.

6. RISK MANAGEMENT

- 6.1 Failure to implement the new licensing regime correctly would leave mean that the Council is not fulfilling its statutory obligations as the licensing authority for licences issued under the Animal Welfare (Primate Licences) (England) Regulations 2024.
- 6.2 Any primate being kept in the Council's area otherwise than in accordance with the prescribed licence conditions, may experience serious suffering as a result.

7. BACKGROUND PAPERS

- 7.1 The Animal Welfare (Primate Licences) (England) Regulations 2024

AUTHOR OF REPORT

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Worcestershire Regulatory Services

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE LICENSING COMMITTEE

MONDAY 24TH MARCH 2025, AT 6.00 P.M.

PRESENT: Councillors J. Elledge (Chairman), J. Clarke, A. M. Dale, D. J. A. Forsythe, D. Hopkins, B. Kumar, P. M. McDonald, B. M. McEldowney (substituting for Councillor C. A. Hotham) D. J. Nicholl (substituting for Councillor S. M. Evans and S. R. Peters)

Officers: Mr. M. Howarth, Ms. M. James and Mrs. P. Ross

26/24

PRIMATE KEEPER LICENSING

The Interim Principal Licensing Officer, Worcestershire Regulatory Services (WRS) presented a report on the Primate Keeper Licensing; and in doing so informed the Committee that the Animal Welfare (Primate Licences) (England) Regulations 2024 were made in March 2024 and were due to take effect from 6 April 2025. The regulations introduced a new licensing regime for those that kept primates in England.

The Animal Welfare (Primate Licences) (England) Regulations 2024 was due to come into force in two phases on 6 April 2025 and 6 April 2026. Giving keepers of primates 12 months to get the required licence.

Under these regulations, the Council would be responsible for considering and determining applications for licences as well as undertaking compliance and enforcement activities.

The RSPCA estimated that there were up to 5000 primates that were owned privately in Britain. The most commonly kept species were believed to be common marmosets, tamarins and squirrel monkeys.

Primates were highly intelligent, long-lived animals who formed intricate social relationships with each other and experienced emotions, and suffered in a similar way to humans. Meeting the complex physical and

behavioural needs of these wild animals in captivity was incredibly difficult and even modern zoos and research facilities, with all of their resources and expertise, were still trying to overcome serious welfare problems.

Some of the consistent areas of concern for primates kept as pets that could cause serious suffering were:

- Social isolation
- Early weaning
- Cramped and inappropriate housing
- Poor diet

Animal welfare organisations, including the RSPCA and Born Free had campaigned for over 20 years to end the keeping of primates as pets.

At the 2019 general election, the Conservative, Labour and Liberal Democrat manifestos all contained commitments to ban the keeping of primates as pets.

Following the Conservative victory at the 2019 general election, a call for evidence was undertaken in which 98.7% of respondents expressed support for a ban on keeping, breeding, acquiring, gifting, selling or otherwise transferring primates, apart from persons licensed to keep primates to zoo-level standards.

Measures to end the keeping of primates as pets was then included in the DEFRA “Action Plan for Animal Welfare” and formed part of the Animal Welfare (Kept Animals) Bill laid before Parliament. However the government took the decision in May 2023 to drop this bill amid concerns about “scope-creep.” The government announced that they would instead bring forward measures contained in the bill individually during the remainder of the Parliament.

In June 2023, DEFRA consulted again on making regulations under section 13 of the Animal Welfare Act 2006 to introduce a licensing regime and high standards of care and welfare for primates kept as pets.

On 5 March 2024, the Animal Welfare (Primate Licences) (England) Regulations 2024 were made under section 13 of the Animal Welfare Act 2006. This was the same primary legislation under which licensing regimes had previously been implemented for those involved in:

- Selling animals as pets
- Providing or arranging for the provision of boarding for cats or dogs

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- Hiring out horses
- Breeding dogs
- Keeping or training animals for exhibition

It would then become an offence to keep a primate in England without a licence from 6 April 2026. The only exemptions to the requirement to hold a licence would be where the primates concerned were being kept in a licensed zoo or a place specified in a licence under section 2C of the Animals (Scientific Procedures) Act 1986.

Applications for licences could be made from 6 April 2025 onwards. The licensing authority for the purposes of the regulations was the local authority in whose area the premises at which a primate was kept or was to be kept were situated.

On receipt of an application for a licence, the local authority would be required to arrange for a suitable person to inspect the premises specified in the application to determine whether the licence conditions were likely to be met if the application were to be granted.

The licence conditions that must be met were set out in Schedule 1 of the regulations and would be supported by detailed guidance that would be given by the Secretary of State in accordance with regulation 20. The conditions would set high care and welfare standards similar to those that were required to be met when primates were kept in licensed zoos.

The regulations also contained provisions relating to inspections and enforcement. A local authority who had granted a primate licence may, during the licence period, arrange for a suitable person to inspect the premises specified in the licence to determine whether the licence conditions were being met and must do so at least once in that period unless the licence was granted for a period of less than one year.

It would be an offence for a licence holder to fail to comply with a licence condition. The offence carried a penalty of an unlimited fine. Local authorities would also have the power to serve a 'rectification notice' as an alternative to prosecuting a licence holder who failed to comply with a licence condition.

A rectification notice must:

- state that the local authority considered that the holder of the licence was failing to meet a licence condition, and why;
- specify the steps that the local authority considered that the holder of the licence needed to take to comply with the licence condition;

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- specify a period not exceeding two years in which those steps were to be taken (“the rectification period”).

Where a rectification notice was given, the local authority could not bring proceedings for non-compliance with any of the licence conditions identified in the notice before the end of the rectification period and if the required steps were taken during the rectification period, no proceedings could be brought subsequently for that non-compliance. The local authority may extend the rectification period, and may do so more than once, so long as the rectification period as extended did not exceed two years.

A local authority who had granted a primate licence may also revoke or vary the licence if the local authority was satisfied that the holder of the licence had failed to:

- comply with a licence condition;
- allow access for an inspection;
- pay a fee charged; or
- take the steps specified in the rectification notice.

This reference to varying a primate licence means varying it by:

- reducing the number of any primates of any species that was authorised to be kept under the licence; or
- removing any species of primate specified in the licence

Officers were currently preparing for the implementation of the regulations. A dedicated webpage had been created on the Councils website to provide information about the new licensing requirements. The webpage would continue to be developed as further information became available. The implementation of the licensing regime would also be publicised with the help of the Council’s Communications Team.

An application form was currently being developed and proposed fees had been calculated as follows:

Application for the grant of a licence	£366.00
Application for renewal of a licence	£300.00
Application for variation of a licence	£267.00
Inspections fees	£182.00

Back-office systems were also in the process of being updated to enable applications to be logged and processed and to enable licences to be issued.

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Officers were also working to try and gather information and intelligence from relevant professionals and the public in order to try and identify any primates that were being kept in the Council's area and those keepers who needed to apply for a licence.

Members' attention was drawn to the Recommendations, as detailed on page 19 of the main agenda pack.

In response to questions from Members, the Council's Legal Advisor referred to page 23 of the main agenda pack, as follows:-

'The Secretary of State may require a local authority to provide any of the following information to the Secretary of State:

- the number of primate licences in force in the authority's area;
- the number of primates by species in the authority's area kept under primate licences;
- the level of fees charged by the authority under the regulations;
- any other information relating to the discharge of the authority's functions under the regulations that the Secretary of State may reasonably require.

The Secretary of State may require any relevant information is provided within such period as they may reasonably require, which must be at least a period of one month from the date on which the information was requested.'

In response to a further query, the Interim Principal Licensing Officer clarified that dependent on whether a 1 year, 2 year or 3 year licence was applied for, that a higher level of requirement would be needed for licences issued for a period longer than one year.

The Interim Principal Licensing Officer explained that she was not aware of any National Publicity Campaign on Primate Keeper Licensing. As detailed in the report, the RSPCA estimated that there were up to 5,000 primates owned privately in Britain. The number of primates kept in Worcestershire was unknown, however, WRS officers would use information gathered and intelligence.

WRS Licensing officers were fully trained under the Animal Welfare Act 2006, however, should the Guidance give responsibility to Licensing officers, then the Interim Principal Licensing officer would

check if officers needed to undergo additional training and any potential costs involved.

Officers responded to questions on:-

- Recovery of costs via licence fees if an animal licensing specialist was required.
- How the proposed licence fees were calculated.
- Noise nuisance from primates.
- Tracking and monitoring primates being sold, especially being sold illegally.

Members were further informed that WRS officers would liaise with the Council's Communications Team with regard to getting the message out on the new licencing regime for primate keepers.

The Interim Principal Licensing Officer further explained that WRS were often asked by Central Government for data on premises, gambling and taxi licences. However, officers were unsure if data on primate licensing would be requested or shared centrally.

Furthermore, the Licensing Authority would not be responsible for removing primate, the primate if removed, would be moved to a location that met the required statutory guidance.

Officers would provide guidance and educate people seeking compliance to keep primates, by giving assistance to people to ensure that they were complaint. With regard to prosecution, as detailed in the report, a rectification notice would initially be given requiring steps to be taken to comply with a licence.

Members questioned what would happen should a licence not be issued or Revoked, who would be responsible for the removal of any primates. The Interim Principal Licensing Officer stated that until the guidance was released this question could not be answered. It could be the Local Authority working in conjunction with animal specialists or other agencies responsibility such as the RSPCA.

RESOLVED that the contents of the report and the implications of the Animal Welfare (Primate Licences) (England) Regulations 2024 on the Council, be noted.

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RECOMMENDATION that the fees applicable to Primate Keeper Licences be set, as follows:-

Application for the grant of a licence	£366.00
Application for renewal of a licence	£300.00
Application for variation of a licence	£267.00
Inspections fees	£182.00

The meeting closed at 7.07 p.m.

Chairman

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Recommendation from the Cabinet Meeting held on 26th March 2025

Quarter 3 Revenue and Performance Monitoring 24-25

RECOMMENDED that:

- 1) That the Balance Sheet Monitoring Position for Q3 is noted – which is the Treasury Monitoring Report and required to be reported to Council.
- 2) In the event that the bid is successful, the budget is amended to reflect that the GBSLEP funding is being applied to the Market Hall development.

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Q3 Financial and Performance Report 2024/25

Relevant Portfolio Holder	Councillor Colella – Portfolio Holder for Finance and Governance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Debra Goodall
Report Authors	Head of Finance and Customer Services Debra.Goodall@bromsgroveandredditch.gov.uk Policy Manager R.Green@bromsgroveandredditch.gov.uk
Wards Affected	All Wards
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	All
Key Decision	

1. **RECOMMENDATIONS**

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

- 1) The current Revenue underspend position of £53k and actions the Council are taking to mitigate this position is noted.
- 2) The current Capital spending of £2.284m against a budget of £7.070m is noted.
- 3) The Ward Budget allocation position to date is 23 approved allocations at £33,137.
- 4) There is an updated procurements position set out in the appendix, with any new items over £200k to be included on the forward plan.
- 5) The Q3 Performance data for the period October to December 2024 be noted. This is in the new format.
- 6) The Council submit a bid for £2.425m to Birmingham City Council for funding allocated to Bromsgrove by the former Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP) to support the completion of the Market Hall regeneration initiative.

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

- 7) That the Balance Sheet Monitoring Position for Q3 is noted – which is the Treasury Monitoring Report and required to be reported to Council.
- 8) In the event that the bid is successful, the budget is amended to reflect that the GBSLEP funding is being applied to the Market Hall development.

2. **BACKGROUND**

- 2.1 The purpose of this report is to set out the Council's draft Revenue and Capital Outturn position for the third quarter of the financial year October 2024 – December 2024 and associated performance data. This report presents:

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- The Council’s forecast outturn revenue monitoring position for 2024/25 based on data to the end of Quarter 3.
- The position in respect of balance sheet monitoring as requested by the Audit, Governance and Standards Committee.
- The spending as of Q3 of Ward Budget Funds.
- The updated procurement pipeline of Council projects to be delivered over the next 12 months in order to properly plan for the delivery of these projects.
- The organisations performance against the strategic priorities outlined in the Council Plan Addendum, including operational measures to demonstrate how the council is delivering its services to customers.

3. DETAILED PERFORMANCE

Financial Performance

- 3.1 As part of the monitoring process a detailed review has been undertaken to ensure that issues are considered, and significant savings and cost pressures are addressed. This report sets out, based on the position at the end of Quarter 3, the projected revenue outturn position for the 2024/25 financial year and explains key variances against budget.
- 3.2 The £12.5m full year revenue budget included in the table below is the budget that was approved by Council in April 2024. Formats have not yet been changed to the new structures with a separate Regeneration and Property Service as work continues to fully disaggregate the budgets.

Service Description	2024-25 Approved Budget	2024-25 Approved Q3 Budget	Q3 Adjusted Spend	Q3 Budget Variance	Full Year Forecast	Full Year Budget Variance
Business Transformation and Organisational Development	1,792,618	1,312,963	1,544,321	231,358	1,957,113	164,495
Community and Housing GF Services	1,159,987	869,990	582,338	-287,652	794,009	-365,978
Corporate Services	994,465	745,849	252,617	-493,232	629,666	-364,799
Environmental Services	3,798,721	2,849,041	2,973,009	123,968	4,862,838	1,064,117
Financial and Customer Services	1,441,300	1,080,975	5,657,701	4,576,726	1,748,555	307,255
Legal, Democratic and Property Services	1,563,913	1,172,934	1,573,674	400,740	1,004,340	-559,573
Planning, Regeneration and Leisure Services	1,365,472	1,024,105	2,023,143	999,038	1,861,169	495,697
Regulatory Client	397,337	298,003	218,224	-79,779	579,989	182,652
Starting Well	0	0	44,618	44,618	0	0
Grand Total	12,513,813	9,353,860	14,869,645	5,515,785	13,437,679	923,866
Service Description	2024-25 Approved Budget	2024-25 Approved Q3 Budget	Q3 Adjusted Spend	Q3 Budget Variance	Full Year Forecast	Full Year Budget Variance
Corporate Financing	-12,513,813	-9,497,860	-7,620,608	-1,096,526	-13,490,735	-976,922
Grand Total	-12,513,813	-9,497,860	-7,620,608	-1,096,526	-13,490,735	-976,922
TOTALS	0	-144,000	7,249,037	4,419,259	-53,056	-53,056

Budget Variances

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- 3.3 The draft position is set out in the above table. As this is expenditure at Q3 it is important to note that, at this stage in the financial year there are a number of instances where annual expenditure or accruals may distort the profiling as reflected in the Q3 actual. The above profiles have assumed support services and grant are adjusted to budgetary levels and accruals are netted out of the figures.
- 3.4 Overall, the Council is currently forecasting a full year revenue underspend of £53k at Quarter 3. This compares to an overspend figure of £344k reported at Quarter 2 – a £397k improvement of the Council’s position. The underspend is mainly due to the additional grants received. This position will continue to be reviewed particularly given the impact of the increasing costs linked to inflation and further updates will be provided to Councillors throughout 2024/25. This includes service projections as follows:

Business Transformation £164k overspend

Within Business Transformation & Organisational Development, ICT salaries are overspending by £330k which is offset by savings in Equalities of £24k on salaries, savings of £83k within Business Transformation due to salaries and shared service arrangements, savings of £35k in Corporate Training and £24k within HR.

Community and Housing GF Services £366k underspend

Within Community and Housing GF Services there is a projected underspend due to additional grants received £342k and additional Lifeline shared services £244k income offset by increased expenditure on Homelessness of £139k and Social Prescribing of £81k.

Corporate Services £365k underspend

There are a number of variances within Corporate Services:

- A saving of £678k following the release of a pay award provision offset by an overspend of £33k on external audit fees within Corporate Expenses
- An underspend of £49k on professional fees and charges in Treasury Management and Bank Fees
- An overspend of £269k due to council pension costs.
- An overspend of £20k on recruitment costs for the positions of Chief Executive and Executive Director Finance and Resources
- A £40k reduction of shared service income for Redditch Partnership (LSP)

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Environmental Services £1,064k overspend

Within Environmental Services there are a number of variances as detailed below:

- Bromsgrove Domestic Waste Collection service is forecast to overspend by £742k due to additional staff and agency costs of £173k, vehicle hire of £250k and fleet maintenance of £319k.
- Bromsgrove Place Teams is forecast to overspend by £38k due to additional staff and agency costs of £70k, insurance £9k and an income shortfall of £14k on bulky waste.
- Car Parking is forecast to have reduced income of £136k income, consultancy fees of £72k, however utilities are underspending by £17k

Financial and Customer Services £307k overspend

Within Finance and Customer Services there are overspends in Finance due to agency staff amounting to £290k (we have had issues with recruitment in finance which is a national issue, and have had to complete 4 years accounts to deliver to the Government's Backstop dates and therefore we have higher agency staff costs as a result of this) together with £17k in unachieved efficiency savings within Customer Services.

Legal, Democratic and Property Services £560k underspend

Legal, Democratic and Property Services are forecast to underspend £560k due to additional elections income of £313k and salary savings of £221k in Legal due to vacancies. Democratic Services are showing a small underspend of £14k due to staff vacancies. There is also a small underspend of £12k on utilities in the Parkside building.

Planning, Regeneration and Leisure Services £496k overspend

Within Planning, Regeneration and Leisure Services there are a number of variances:

- Development Management is forecast to overspend budget at £459k due to a shortfall in Planning Application income of £186k, (it was assumed that central Government changes to planning fees nationally would have a bigger positive impact on income. An extra £145k income was anticipated that has not been achieved) £97k on agency fees due to staffing shortage and £176k on professional fees, This £176k overspend includes unavoidable costs for running of service, for example subscriptions to online resources, archaeology/archive support from County Council. Also, Legal costs, including some legacy work

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involved in significant enforcement work and legal advice, as well as costs for providing enforcement function prior to July 2024. Other costs are for consultants' advice, some of which is off set via a cost recovery activity.

- Sports Development is overspending by £37k due to agency costs, however expected Income of around £27k is to be moved from Redditch to Bromsgrove to offset some of this spend.

Regulatory Client £183k overspend

Within Regulatory Client, there is an overspend due to Envirocrime and Planning Enforcement (£154k). This overspend has been rectified in Q4 by actioning virements from Planning and Environment Services which will move the overspend to those services as agreed by Council. There is also a projected shortfall in taxi licensing income (£29k).

- 3.5 The above overspends (£1.349m) are offset by additional income (£0.977m) in Corporate Financing from additional grant income together with increased investment interest receivable and lower interest payable.

3.6 Cash Management

Borrowing

- As of the 31st December 2024, there was no short-term borrowings. The Council has no long-term borrowings.

Investments

- On 31st December 2024 there were £6.0m short-term investments held.

Capital Monitoring

- 3.7 A capital programme of £7.1m was approved in the Budget for 2024/25 in April 2024. This has been fully reviewed as part of the MTFP using actual data as at the end of December 2023. The table below and detail in **Appendix A** set out the Capital Programme schemes that are approved for the MTFP time horizon.
- 3.8 Many of these schemes are already in partial delivery in the 2024/25 financial year. By approving this list, the Council also agreed sums not spent in 2023/24 (and 2022/23 by default if schemes originated earlier than 2023/24 as sums have been carried forward through to the 2023/24 MTFP Report) to be carried forward into 2024/25. The table also splits amounts by funding source, Council or third party.

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Year	Total Programme	Council Funded	Grant Funded
2024/5	7,069,671	4,334,500	2,735,171
2025/6	4,516,377	3,716,377	800,000
2026/7	2,558,000	1,758,000	800,000
2027/8	6,658,000	5,858,000	800,000
2028/9	1,879,000	1,079,000	800,000

3.9 Included in this funding the Council also have the following Grant Funded Schemes which are being delivered in 2024/25:

- The two Levelling Up schemes – Old Fire Station and Market Hall which are funded via £14.5m of Government Funding, and the Council is funding £1.6m of works.
 - For the Market Hall Scheme
 - Construction is progressing on site. Piling is completed and groundworks are underway. Kier have submitted an initial claim which includes work clearing ground obstructions. The Arcadis Quantity Surveyor has reviewed this and considers their claim reasonable. The costs are covered by contingency and provisional sums so there is no increase to the budget. It is expected that now Kier are almost out of the ground, some of the provisional sums can be reallocated.
 - Arcadis have been appointed as employer’s agent and Quantity Surveyor for RIBA Stage 5 of the project.
 - GJS Dillon have been appointed to develop the marketing strategy for the commercial building and will manage letting enquiries
 - For the Windsor Street Scheme
 - The site has been demolished and fencing is securing the site.
 - Soilfix are on site carrying out remediation work including testing two zones for contaminated material.
 - The Site Investigation indicated Zone 2 had the highest concentrations of PFAS, and they had excavated below the depth initially identified by Brownfield as the potential contamination layer (into the underlying sands). This means there is a possibility that the resampling may produce additional failures.
 - Thomas Lister have been appointed to support with the development appraisal that will inform the options paper.
- Public Realm work will be fully completed before the end of the calendar year.

3.10 It is still expected that there will be an overspend position on the overall projects of circa £1.1m although there is scope to bring this down by £300-£500k. To mitigate this position the Council can either fund through debt financing or use other potential funding routes.

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- 3.11 One of these is the former GBSLEP. The Council can claim up to £2.45m although this will require the final costs as a complete application process needs to be followed. Birmingham City Council have informed all Councils wanting to access money from GBSLEP fund in 2025/26 that funds will not be available until the 2026/2027 financial year. Therefore, BDC may have to use short term borrowing until the funding is available.
- 3.12 Although the Council cannot access GBSLEP funds until the 2026/27 financial year, the sum of £2.45m is ringfenced for Bromsgrove District Council subject to the development and approval of a full business case.
- 3.13 It is proposed, given the fact that the Council will cease to exist due to Local Government Reorganisation in April 2028 and that to access funds that the Council required a fully compliant business case, that a business case is submitted for the Market Hall project to cover Council side costs, including the original 10% match funding investment to ensure that the Council use these funds before it ceases to exist. This will ensure that the full £2.45m will be drawn down. It is unlikely that there will be time to deliver another scheme and associated business case within these timescales. If funding is not used in this way the Council will need to finance this spending by the use of debt.
- 3.14 UK Shared Prosperity Schemes totalling £2.8m (although it should be noted that these grants funded schemes are a mix of capital and revenue) need to be completely spend by the end of the 2024/5 financial year.
- 3.15 The outturn spend is £2.284m against a capital budget totalling £7.069m and is detailed in **Appendix A**. It should be noted that as per the budget decision carry forwards of £7.166m will be rolled forward from 2023/24 into 2024/25 to take account of slippage from 2023/24.

Earmarked Reserves

- 3.16 The updated position, taking account of the now submitted draft accounts for 2020/21, 2021/22, 2022/23 and 2023/24 are set out in **Appendix B**. As part of the MTFP all reserves were thoroughly reviewed for their requirement and additional reserves set up as per that report. At the 31st December 2028, based on the present MTFP that was approved by Council on the 19th February, the Council holds £12.873m of General Fund Reserves.
- 3.17 The application from Earmarked Reserves for the use of £40,000 on a Poverty Truth Commission (PTC) in Bromsgrove District, requested in the Q2 monitoring was rejected as part of the MTFP process. Earmarked Reserves are at £9.534m

Ward Budgets

- 3.18 This report is the second quarterly report to show what has been spent to date on Ward budgets. Each Ward Member has £2,000 to spend on Ward Initiatives subject to the

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rules of the Scheme which were approved by Council in February. As of the 11th March there have been applications from 23 Members approved totalling £33,137. There are still 8 Members who have not allocated any funding and overall £28,863 is still to be allocated. Two Members are awaiting clarification on spending. This year's funding allocations must be spent by the 31st March. Full detail is set out in **Appendix C**.

Balance Sheet Monitoring Position

- 3.19 There has been the request from Audit Committee that the Council include Balance Sheet Monitoring as part of this report.
- 3.20 This initial balance sheet reporting is set out as the Q3 Treasury Report which is attached as **Appendix D**. This report sets out the Council's debt and borrowing position for Q3 2024/25. Included in this is how the Council is using its working capital as well as measurement of the Council's Prudential Indicators, this appendix will need to be noted and approved that Council note the position

Procurement Pipeline

- 3.21 The Procurement pipeline is shown in **Appendix E**. The Council's Procurement Pipeline includes details of contracts expected to be reprocured and new procurement projects expected to be undertaken in the future. Those happening in the next 12 months and over £200k will need to be put on the Forward Plan. The pipeline is refreshed quarterly.
- There are 17 contracts between the old threshold of £50k and the new threshold of £200k.
 - There are 10 contracts that are over the key decision threshold of £200k
 - There are 4 contracts procured by Redditch Bromsgrove on behalf of Bromsgrove.

Performance

- 3.22 This is the first iteration of the new Corporate Performance Indicators. These are based on work undertaken when formulating the New Corporate Strategy with Cabinet and also the bottom up Business Planning processes that has been undertaken by budget managers. The new format sets out:
- The measure.
 - Performance against that measure.
 - A commentary.
- The measures are set out in **Appendix F**.

- 3.23 We are committed to reviewing performance reporting and key measures; as this is part of continuous improvement to ensure accountability, transparency, and effectiveness in delivering services to the community.

4. Legal Implications

- 4.1 No Legal implications have been identified.

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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. The Financial monitoring report has implications on climate change, and these will be addressed and reviewed when relevant by climate change officers to 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 Items identified in the Finance and Performance monitoring is included in a number of the Corporate Risks. These are listed below. The mitigations to these risks are set out in the Risk Report, of which the Quarter 3 Report is reported to Audit, Standards and Governance Committee in March:

- COR 10 - Decisions made to address financial pressures and implement new projects.
- COR16 – Management of Contracts.
- COR17 – Resolution of the Approved Budget Position.
- COR19 – Adequate Workforce Planning.
- COR20 – Financial Position Rectification.
- COR22 - Delivery of Levelling Up and UK SPF Initiatives
- COR23 – Cost of Living Crisis
- COR25 – The new Environment Bill

8. APPENDENCES

Appendix A – Capital Outturn

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- Appendix B – Reserves Position
- Appendix C – Ward Budget Position
- Appendix D – Treasury Management Position
- Appendix E – Procurement Pipeline
- Appendix F – Performance Indicators

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Appendix A - Capital Outturn

Cap Proj	Description	2023/24 Total £	23/24 Spend £	c/f	2024/25 Total (Original) £	2024/25 Total (Incl C/F's) £	24/25 Spend £
	Large Schemes						
	Levelling Up Fund						
200072	- Market Hall	7,563,360	428,395	7,134,965	0	7,134,965	1,921,799
200072	Market Hall (LUF)						
200073	- Ex-Fire Station/Windsor Street	805,133	15,592	789,541	0	789,541	77,300
	UK Shared Prosperity Fund						
200086	- Remainder (to be allocated)	680,988	73,987	607,001	1,784,215	2,391,216	289,679
	Other Schemes						
200006	Burcot Lane	0	927,642	-927,642	0	-927,642	-915,914
200008	Funding for DFGs	913,000	842,776	70,224	913,000	983,224	567,033
200009	Home Repairs Assistance	50,000	-19,690	69,690	50,000	119,690	0
200010	Energy Efficiency Installation	0	0	0	110,000	110,000	0

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Cap Proj	Description	2023/24 Total £	23/24 Spend £	c/f	2024/25 Total (Original) £	2024/25 Total (Incl C/F's) £	24/25 Spend £
200016	New Finance Enterprise system	0	0	0	20,000	20,000	0
200019	Fleet Replacemnet new line	0	0	9,400	3,090,000	3,099,400	13,860
200022	Replacement Parking Machines	96,000	212,270	-116,270	125,000	8,730	85,003
200026	Rubery Redevelopment Works	0	0	0	0	0	821
200030	Wheelie Bin Purchase	55,000	188,195	-48,195	60,000	11,805	88,772
200033	Bus Shelters	0	0	0	18,000	0	19,180
200045	Greener Homes	0	197,505	-197,505	0	-197,505	6,125
200069	Cisco Network Update	11,574	0	11,574	0	11,574	0
200070	Server Replacement	2,000	93,201	-91,201	177,500	86,299	0
200071	Laptop Refresh	25,000	11,542	13,458	150,000	163,458	18,352
200075	Sanders Park	0	33,027	-33,027	0	-33,027	8,550

Cap Proj	Description	2023/24 Total £	23/24 Spend £	c/f	2024/25 Total (Original) £	2024/25 Total (Incl C/F's) £	24/25 Spend £
200076	Play Area, POS and Sport improvements at Lickey End Recreation Ground in accordance with the S106 Agreement	0	8,842	-8,842	37,956	29,114	30,000
200079	Footpaths	75,000	75,408	-408	75,000	74,592	54,926
200082	New Digital Service	33,668	0	33,668	0	33,668	0
200104	Buildings	100,000	0	100,000	100,000	200,000	780
200105	Initial Play Audit Requirements	87,000	0	87,000	364,000	451,000	0
200106	New ongoing Cyber security budget	0	0	0	25,000	25,000	0
200107	Artrix - Landlord Obligations	0	0	0	20,000	20,000	17,587
n/a	Wild Flower Machinery	62,000	0	62,000	0	62,000	0
	Total	11,050,723	3,978,960	7,166,163	7,069,671	14,667,102	2,283,853

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Appendix B - Earmarked Reserves

	Balance as at 31 March 2023 £000	Transfers In 2023/24 £000	Transfers Out 2023/24 £000	Balance as at 31 March 2024 £000	Prior Yr Bud Prior year Changes	Transfers In 2024/25 £000	Transfers Out 2024/25 £000	Balance as at 31 March 2024 £000	Transfers In 2025/26 £000	Transfers Out 2025/26 £000	Balance as at 31 March 2024 £000	Transfers In 2026/27 £000	Transfers Out 2026/27 £000	Balance as at 31 March 2024 £000	Transfers In 2027/28 £000	Transfers Out 2027/28 £000	Balance as at 31 March 2024 £000
General Fund Balances	13,104	1,747	(1,330)	13,521	1,200	53	(50)	14,724		(252)	14,472		(1,195)	13,357		(484)	12,873
General Fund:																	
Building Control Other	7	0	0	7	0	0	0	7	0	0	7	0	0	7	0	0	7
Building Control Partnerships	82	0	0	82	0	0	0	82	0	0	82	0	0	82	0	0	82
Community Services	321	0	(125)	196	0	0	0	196	0	0	196	0	0	196	0	0	196
Economic Regeneration	1,348	50	0	1,398	(600)	0	0	798	0	0	798	0	0	798	0	0	798
Election Services	85	0	0	85	0	0	0	85	0	0	85	0	0	85	0	0	85
Environmental Services	27	0	0	27	0	0	0	27	0	0	27	0	0	27	0	0	27
Financial Services	4,705	430	(500)	4,635	(750)	0	0	3,885	0	(334)	3,551	0	0	3,551	0	0	3,551
HR Backlog Funding					75	0	0	75	0	0	75	0	0	75	0	0	75
ICT Backlog Funding					75	0	0	75	0	0	75	0	0	75	0	0	75
Housing Schemes	864	0	0	864	0	0	0	864	0	0	864	0	0	864	0	0	864
ICT/Systems	197	0	0	197	0	0	0	197	0	0	197	0	0	197	0	0	197
Leisure/Community Safety	115	0	0	115	0	0	0	115	0	0	115	0	0	115	0	0	115
Local Neighbourhood Partnerships	16	0	0	16	0	0	0	16	0	0	16	0	0	16	0	0	16
Other	67	0	0	67	0	0	0	67	0	0	67	0	0	67	0	0	67
Planning & Regeneration	463	0	0	463	0	50	0	513	0	0	513	0	0	513	0	0	513
Regulatory Services (Partner Share)	85	0	0	85	0	0	0	85	0	0	85	0	0	85	0	0	85
Replacement Reserve (Inc. Recycling)	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shared Services (Severance Costs)	311	0	0	311	0	0	0	311	0	0	311	0	0	311	0	0	311
Covid-19 (General Covid Grant)	766	0	0	766	0	0	0	766	0	0	766	0	0	766	0	0	766
Covid-19 (Collection Fund)	1,604	0	0	1,604	0	0	0	1,604	0	0	1,604	0	0	1,604	0	0	1,604
Utilities	0			0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ward Budgets	0			0	0	234	(78)	156	0	(78)	78		(78)	0			0
Council Tax Hardship Fund	79	0	0	79	0	0	0	79	0	0	79	0	0	79	0	0	79
Property Services Review								0	100	(100)	0			0			0
EPR Funding Allocation								0	1,004	(100)	904		(450)	454		(450)	4
Arrix Holding Trust	17	0	0	17	0	0	0	17	0	0	17	0	0	17	0	0	17
Total General Fund	11,159	480	(625)	11,014	(1,200)	284	(78)	10,020	1,104	(612)	10,512	0	(528)	9,984	0	(450)	9,534

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Appendix C - Ward Budget Funds Allocated to March 11th 2025

Councillor Ward Fund Balances – 24/25

Activity	Spend	Balance £2,000
Cllr Alan Bailes	1,700.00	300.00
Cllr Ruth Lambert	400.00	1,600.00
Cllr Sam Ammar	1,430.00	570.00
Cllr Ester Gray	2,000.00	0
Cllr Peter McDonald	2,000.00	0
Cllr Harrison Rone-Clarke	400.00	1,600.00
Cllr Anita Dale	214.00	1,786.00
Cllr Webb	2,000.00	0
Cllr Hunter	1970.00	30.00
Cllr Rachel Bailes	2,000.00	0
Cllr Sue Baxter	0	2,000.00
Cllr J Clarke	0	2,000.00
Cllr Stephen Colella	2,000.00	0
Cllr J Elledge	900.00	1,100.00
Cllr Derek Forsythe	0	2,000.00
Cllr D Hopkins	913.00	1,087.00
Cllr Charlie Hotham	540.00	1,460.00
Cllr Helen Jones	0	2,000.00
Cllr B Kumar	2,000.00	0
Cllr M Marshall	2,000.00	0
Cllr Karen May	555.00	1,445.00
Cllr Brian McEldowney	2,000.00	0

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Activity	Spend	Balance £2,000
Cllr D Nicholl	2,000.00	0
Cllr Simon Nock	375.00	1,625.00
Cllr S Peters	2,000.00	0
Cllr J Robinson	0	2,000.00
Cllr S Robinson	0	2,000.00
Cllr J Stanley	0	2,000.00
Cllr Kit Taylor	0	2,000.00
Cllr Peter Whittaker	2,000.00	0
Cllr S Evans	1,740.00	260.00

Appendix D - Treasury Management Position

1. SUMMARY

The purpose of this report is to set out a third quarterly update on the Council's Capital and Treasury Management Strategies, including all prudential indicators.

2. RECOMMENDATIONS

Cabinet are asked to:

- **Note the Council's Treasury performance for Q3 of the financial year 24/25.**
- **Note the position in relation to the Council's Prudential indicators.**

3. BACKGROUNDIntroduction

- 3.1 The Authority has adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve, as a minimum, treasury management semi-annual and annual outturn reports.
- 3.2 This third quarterly report provides an additional update and includes the requirement in the 2021 Code of quarterly reporting of the treasury management prudential indicators. The non-treasury prudential indicators are incorporated in the Authority's normal quarterly revenue report.

External Context

- 3.3 **Economic background:** The Chancellor of the Exchequer delivered her Autumn Budget at the end of October. Based on the plans announced, the Office for Budget Responsibility reported they would provide a short-term boost to GDP growth before weakening it further out and push inflation higher over the medium-term. This change to the economic and inflation outlook caused financial markets to readjust expectations of Bank of England (BoE) Bank Rate and gilt yields higher. The council's treasury management advisor, Arlingclose, also revised its interest rate forecast upwards in November, with Bank Rate expected to eventually fall to 3.75%.
- 3.4 UK annual Consumer Price Index (CPI) inflation remained above the Bank of England (BoE) 2% target in the later part of the period. The Office for National Statistics (ONS) reported headline consumer prices rose 2.6% in November 2024, up from 2.3% in the previous month and in line with expectations. Core CPI also rose, but by more than

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expected, and remained elevated at 3.6% in November against a forecast of 3.5% and compared to 3.3% in the previous month.

- 3.5 UK economy GDP registered no growth (0.0%) between July and September 2024 and 0.4% between April and June 2024, a further downward revision from the 0.5% rate previously reported by the ONS. Of the monthly GDP figures, the economy was estimated to have contracted by 0.1% in October, following the same size decline in September.

- 3.6 The labour market continued to loosen, but the ONS data still require treating with some caution. Recent figures reported the unemployment rate rose to 4.3% (3mth/year) in the three months to October 2024 and economic inactivity fell to 21.7%. The ONS reported pay growth over the same three-month period at 5.2% for both regular earnings (excluding bonuses) and for total earnings.

- 3.7 The BoE's Monetary Policy Committee (MPC) held Bank Rate at 4.75% at its December 2024 meeting, having reduced it to that level in November and following a previous 25bp cut from the 5.25% peak at the August MPC meeting (5-4 vote to cut). At the December meeting, six Committee members voted to maintain Bank Rate at 4.75% while three members preferred to reduce it to 4.50%. The meeting minutes suggested a reasonably dovish tilt to rates with the outlook for economic growth a concern among policymakers as the Bank downgraded its Q4 GDP forecast from 0.3% to 0.0%.

- 3.8 The November Monetary Policy Report (MPR) showed the BoE expected GDP growth to pick up to around 1.75% (four-quarter GDP) in the early period of the forecast horizon before falling back. The impact from the government's Autumn Budget pushed GDP higher in 2025 than was expected in the August MPR, before becoming weaker. The outlook for CPI inflation showed it rising above the MPC's 2% target from 2024 into 2025 and reaching around 2.75% by the middle of calendar 2025. Over the medium-term, once the near-term pressures eased, inflation was expected to stabilise around the 2% target. The unemployment rate was expected to increase modestly, rising to around 4.5%, the assumed medium-term equilibrium unemployment rate, by the end of the forecast horizon.

- 3.9 Arlingclose, the authority's treasury adviser, maintained its central view that Bank Rate would continue to fall from the 5.25% peak. From the first cut in August 2024, followed by the next in November which took Bank Rate to 4.75%, February 2025 is deemed the likely month for the next reduction, with other cuts following steadily in line with MPR months to take Bank Rate down to around 3.75% by the end of 2025.

- 3.10 The US Federal Reserve continued cutting interest rates during the period, reducing the Fed Funds Rate by 0.25% at its December 2024 monetary policy meeting to a range of 4.25%-4.50%, marking the third consecutive reduction. Further interest rate cuts are expected into 2025, but uncertainties around the potential inflationary impact of President-elect Trump's policies may muddy the waters in terms of the pace and magnitude of further

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rate reductions. Moreover, the US economy continues to expand at a decent pace, suggesting that monetary policy may need to remain more restrictive in the coming months than had previously been anticipated.

- 3.11 The European Central Bank (ECB) also continued its rate cutting cycle, reducing its three key policy rates by 0.25% in December. Euro zone inflation rose above the ECB 2% target in November 2024, hitting 2.2% as was widely expected and a further increase from 2% in the previous month. Inflation is expected to rise further in the short term, but then fall back towards the 2% target during 2025, with the ECB remaining committed to maintaining rates at levels consistent with bringing inflation to target, but without suggesting a specific path.
- 3.12 **Financial markets:** Financial market sentiment was generally positive over the period, but economic, financial and geopolitical issues meant the ongoing trend of bond yield volatility very much remained. In the last few months of the period, there was a general rising trend in yields due to upwardly revised interest rate and inflation expectations, causing gilt yields to end the period at substantially higher levels to where they began.
- 3.13 Over the period, the 10-year UK benchmark gilt yield started at 3.94% and ended at a high of 4.57%, having reached a low of 3.76% in mid-September. While the 20-year gilt started at 4.40%, ended at a high of at 5.08% and hit a low of 4.27% in mid-September. The Sterling Overnight Rate (SONIA) averaged 5.01% over the period to 31st December.
- 3.14 **Credit review:** In October, Arlingclose revised its advised recommended maximum unsecured duration limit on most banks on its counterparty list to six months. Duration advice for the remaining five institutions, including the newly added Lloyds Bank Corporate Markets, was kept to a maximum of 100 days.
- 3.15 Fitch revised the outlooks on Royal Bank of Scotland, NatWest Markets PLC, and National Westminster Bank to positive from stable, while affirming their long-term ratings at A+.
- 3.16 Moody's upgraded the ratings on National Bank of Canada to Aa2 from Aa3, having previously had the entity on Rating Watch for a possible upgrade. Moody's also upgraded the ratings on The Co-operative Bank to A3 (from Baa3) and downgraded the ratings on Coventry Building Society to A3 (from A2) and Canada's Toronto-Dominion Bank to Aa2 (from Aa1).
- 3.17 S&P also downgraded Toronto-Dominion Bank, to A+ from AA-, but kept the outlook at stable.
- 3.18 Credit default swap prices were generally lower at the end of the period compared to the beginning for the vast majority of the names on UK and non-UK lists. Price volatility over the period also remained generally more muted compared to previous periods.

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- 3.19 Financial market volatility is expected to remain a feature, at least in the near term and, credit default swap levels will be monitored for signs of ongoing credit stress. As ever, the institutions and durations on the Authority’s counterparty list recommended by Arlingclose remain under constant review.

Local Context

- 3.20 On 31st March 2024, the Authority had net borrowing of £10.67m arising from its revenue and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while balance sheet resources are the underlying resources available for investment. These factors are summarised in Table 1 below.

Table 1: Balance Sheet Summary

	31.3.24	31.3.25
	Actual	Forecast
	£m	£m
General Fund CFR	38.67	42.70
Total CFR	38.67	42.70
Less: *Other debt liabilities	0	0
Borrowing CFR	38.67	42.70
Less: External borrowing**	-7.50	0
Internal borrowing	31.17	42.70
Less: Usable reserves	-17.40	-17.20
Less: Working capital	-3.10	-3.10
Net borrowing	10.67	22.40

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

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

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- 3.21 The treasury management position at 31st December and the change over the first nine months of 24/25 is shown in Table 2 below.

Table 2: Treasury Management Summary

	31.3.24 Balance £m	Movement £m	31.12.24 Balance £m	31.12.24 Rate %
Long-term borrowing				
Short-term borrowing	-7.5	7.5	0	
Total borrowing	-7.5	7.5	0	
Short-term investments				
Cash and cash equivalents	0.0	6.0	6.0	4.70%
Total investments	0.0	6.0	6.0	
Net investments	-7.5	13.5	6.0	

Borrowing Strategy and Activity

- 3.22 As outlined in the treasury strategy, the Authority's chief objective when borrowing has been to strike an appropriate risk balance between securing lower interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Authority's long-term plans change being a secondary objective. The Authority's borrowing strategy continues to address the key issue of affordability without compromising the longer-term stability of the debt portfolio. During the period short term interest rates have been higher than long term interest rates.
- 3.23 After substantial rises in interest rates since 2021 many central banks have now begun to reduce their policy rates, albeit slowly. Gilt yields were volatile but have increased overall during the period. Much of the increase has been in response to market concerns that policies introduced by the Labour government will be inflationary and lead to higher levels of government borrowing. The election of Donald Trump in the US in November is also expected to lead to inflationary trade policies.
- 3.24 The PWLB certainty rate for 10-year maturity loans was 4.80% at the beginning of the period and 5.40% at the end. The lowest available 10-year maturity rate was 4.52% and

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the highest was 5.44%. Rates for 20-year maturity loans ranged from 5.01% to 5.87% during the period, and 50-year maturity loans from 4.88% to 5.69%.

- 3.25 Whilst the cost of short-term borrowing from other local authorities spiked to around 7% in late March 2024, primarily due a dearth of LA-LA lending/borrowing activity during that month, as expected shorter-term rates reverted to a more market-consistent range and were generally around 5.00% - 5.5%. Rising rates were seen towards the end of the period in the LA-LA market.
- 3.26 CIPFA’s 2021 Prudential Code is clear that local authorities must not borrow to invest primarily for financial return and that it is not prudent for local authorities to make any investment or spending decision that will increase the capital financing requirement and so may lead to new borrowing, unless directly and primarily related to the functions of the Authority. PWLB loans are no longer available to local authorities planning to buy investment assets primarily for yield unless these loans are for refinancing purposes. The Authority has no new plans to borrow to invest primarily for financial return.
- 3.27 **Loans Portfolio:** At 30th December the Authority held no loans.

Table 3: Borrowing Position

	31.3.24 Balance £m	Net Movement £m	31.12.24 Balance £m
Public Works Loan Board			
Banks (LOBO)			
Banks (fixed-term)			
Local authorities (long-term)			
Local authorities (short-term)	-7.5	7.5	0
Total borrowing	-7.5	7.5	0

Treasury Investment Activity

- 3.28 The CIPFA Treasury Management in the Public Services Code of Practice and Cross-Sectoral Guidance Notes (revised in 2021) defines treasury management investments as investments that arise from the organisation’s cash flows or treasury risk management activity that ultimately represents balances that need to be invested until the cash is required for use in the course of business.

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- 3.29 The Authority does not hold any invested funds, representing income received in advance of expenditure plus balances and reserves held. During the period, the Authority's investment balances ranged between £1.0 and £10.5 million due to timing differences between income and expenditure. The investment position is shown in table 4 below.

Table 4: Treasury Investment Position

	31.3.24 Balance £m	Net Movement £m	31.12.24 Balance £m	31.12.24 Income Return %	31.12.24 Weighted Average Maturity days
Total investments	0.0	6.0	6.0		

- 3.30 Both the CIPFA Code and government guidance require the Authority to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Authority's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.
- 3.31 As demonstrated by the liability benchmark in this report, the Authority expects to be a long-term investor and treasury investments therefore include both short-term low risk instruments to manage day-to-day cash flows and longer-term instruments where limited additional risk is accepted in return for higher investment income to support local public services.
- 3.32 Bank Rate reduced from 5.25% to 5.00% in August 2024 and again to 4.75% in November 2024 with short term interest rates largely being around these levels. The rates on DMADF deposits and money market rates ranged between 4.94% and 4.70%.

Non-Treasury Investments

- 3.33 The definition of investments in the Treasury Management Code now covers all the financial assets of the Authority as well as other non-financial assets which the Authority holds primarily for financial return. Investments that do not meet the definition of treasury management investments (i.e. management of surplus cash) are categorised as either for service purposes (made explicitly to further service objectives) and or for commercial purposes (made primarily for financial return).

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- 3.34 Investment Guidance issued by the Department for Levelling Up Housing and Communities (DLUHC) and Welsh Government also includes within the definition of investments all such assets held partially or wholly for financial return.

Treasury Performance

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

Table 5: Performance

	Actual £m	Budget £m	Over/ under	Actual %	Benchmark %	Over/ under
Total borrowing	0.0	0.0	0.0			
PFI and Finance leases	0.0	0.0	0.0			
Total debt	0.0	0.0	0.0			
Total treasury investments	6.0	0.0	6.0			
				n/a	n/a	n/a

MRP Regulations

- 3.36 On 10th April 2024 amended legislation and revised statutory guidance were published on Minimum Revenue Provision (MRP). The majority of the changes take effect from the 2025/26 financial year, although there is a requirement that for capital loans given on or after 7th May 2024 sufficient MRP must be charged so that the outstanding Capital Financing Requirement (CFR) in respect of the loan is no higher than the principal outstanding less the Expected Credit Loss (ECL) charge for that loan.
- 3.37 The regulations also require that local authorities cannot exclude any amount of their CFR from their MRP calculation unless by an exception set out in law. Capital receipts cannot be used to directly replace, in whole or part, the prudent charge to revenue for MRP (there are specific exceptions for capital loans and leased assets).

Compliance

- 3.38 The Director of Resources and Section 151 officer reports that all treasury management activities undertaken during the period complied fully with the principles in the Treasury Management Code and the Authority's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 6 below.

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Table 6: Investment Limits

	2024/25 Maximum	31.12.24 Actual	2024/25 Limit	Complied? Yes/No
Any single organisation, except the UK Government	£4m each			
UK Central Government	Unlimited			
Unsecured investments with banks and building societies	£2.5m in total			
Loans to unrated corporates	£1m in total			
Money Market Funds	£20m in total	£6.0m	£20m	Yes
Foreign countries	£5m per country			
Real Estate Investment Trusts	£2.5m in total			

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

Table 7: Debt and the Authorised Limit and Operational Boundary

	Q1 2024/25 Maximum	30.9.24 Actual	2024/25 Operational Boundary	2024/25 Authorised Limit	Complied? Yes/No
Borrowing	Nil	Nil	55,000	60,000	Yes
PFI and Finance Leases	Nil	Nil	1,000	1,000	Yes
Total debt	Nil	Nil	56,000	61,000	

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

Treasury Management Prudential Indicators

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

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Liability Benchmark

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

	31.3.24	31.3.25	31.3.26	31.3.27
	Actual	Forecast	Forecast	Forecast
Loans CFR	38.6	42.7	45.4	47.7
Less: Balance sheet resources	-20.5	-20.3	-20.2	-20.2
Net loans requirement	18.1	22.4	25.2	27.5
Plus: Liquidity allowance	0.2	0.2	0.2	0.2
Liability benchmark	18.3	22.6	25.4	27.7
Existing borrowing	0	0	0	0

3.43 Following on from the medium-term forecast above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £0m, minimum revenue provision on new capital expenditure based on a 40 year asset life and income, expenditure and reserves all increasing by inflation of 2.0% p.a. This is shown in the chart below together with the maturity profile of the Authority’s existing borrowing. Presently borrowing has been delivered through the use of internal resources and the Council has no long term borrowing.

Maturity Structure of Borrowing

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

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	Upper Limit	Lower Limit	31.12.24 Actual	Complied?
Under 12 months	50%	0%	0%	Yes
12 months and within 24 months	50%	0%	0%	Yes
24 months and within 5 years	50%	0%	0%	Yes
5 years and within 10 years	50%	0%	0%	Yes
10 years and above	100%	0%	0%	Yes

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

Long-term Treasury Management Investments

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

	2024/25	2025/26	2026/27	No fixed date
Limit on principal invested beyond year end	£0.5m	£0.5m	£0.5m	£0.5m
Actual principal invested beyond year end	Nil	Nil	Nil	Nil
Complied?	Yes	Yes	Yes	Yes

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

Additional indicators

Security:

- 3.48 The Authority has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic

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average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

	2024/25 Target	31.12.24 Actual	Complied?
Portfolio average credit rating	A	UK Govt	Yes

Liquidity:

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

	31.12.24 Actual	2024/25 Target	Complied?
Total cash available within 3 months	£6.0m	Nil	Yes
Total sum borrowed in past 3 months without prior notice	Nil	Nil	Yes

Interest Rate Exposures:

- 3.50 This indicator is set to control the Authority's exposure to interest rate risk.

Interest rate risk indicator	2024/25 Target	31.12.24 Actual	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	500,000	0	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	500,000	0	Yes

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

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	<u>31/3/24</u>	<u>31/12/24</u>
Bank Rate	5.25%	4.75%
1-year PWLB certainty rate, maturity loans	5.36%	5.19%
5-year PWLB certainty rate, maturity loans	4.68%	5.10%
10-year PWLB certainty rate, maturity loans	4.74%	5.40%
20-year PWLB certainty rate, maturity loans	5.18%	5.84%
50-year PWLB certainty rate, maturity loans	5.01%	5.66%

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

4. IMPLICATIONS

Legal Implications

4.1 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 Councils statutory function.

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

4.3 The only impact of treasury transactions is in respect of ethical investment linked to the Councils investment counterparties. Presently the Council has a limited counterparty list based on financial risk to the Authority.

5. RISK MANAGEMENT

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

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6. APPENDICES

None

7. BACKGROUND PAPERS

MTFP 2024/25 – February 2024 which contains this years Capital Strategy, Treasury Management Strategy and MRP Policy.

AUTHOR OF REPORT

Name: Debra Goodall – Head of Finance and Customer Services (Deputy S151)

E Mail: Debra.Goodall@bromsgroveandredditchbc.gov.uk

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Appendix E - Procurement Pipeline

Council	Contract Title	Department
	Over £200,000	
Bromsgrove	Fleet Replacement	Environmental Services
Bromsgrove	Mobile Veterinary Services	WRS
Bromsgrove	Replacement Parking Machines	Engineering & Design
Bromsgrove	Microsoft Licenses	ICT
Bromsgrove	PROVIDE Kennelling of Dogs	WRS
Bromsgrove	Planning/GIS/Gazetteer	ICT
Bromsgrove	Pest Control	WRS
Bromsgrove	Supply of HVO fuel	Supplies
Bromsgrove	Air Quality Analysers	WRS
Bromsgrove	Data Access Services	ICT
	£50,000 to £200,000	
Bromsgrove	Idox Support & Maintenance	ICT
Bromsgrove	Server/SAN Replacement	ICT
Bromsgrove	Cisco Network Maintenance	ICT
Bromsgrove	Vehicle Hire	Environmental - Fleet
Bromsgrove	out of hours dog warden services	WRS
Bromsgrove	Charford Rec & Upland Gr play area refurbishments	Parks / Leisure
Bromsgrove	Automation/Robotics	ICT
Bromsgrove	Web security subscription (Ironport)	ICT
Bromsgrove	GIS System	ICT
Bromsgrove	Web Filter	ICT
Bromsgrove	Community Transport	Community Services
Bromsgrove	VMware License & Support	ICT
Bromsgrove	Digital Forms	WRS
Bromsgrove	IDOX Software	WRS
Bromsgrove	Street Naming and Numbering	ICT
Bromsgrove	LogPoint SIEM	ICT
Bromsgrove	Cloud Storage	ICT
	Over £200,000 Purchased by Partner	
Joint	Civil Engineering works	Engineering and Design
Joint	Corporate Building Electrical contract	Property Services
Joint	Enforcement Services	Finance and Customer Services
Joint	Public Space CCTV Maintenance	CCTV and Lifeline

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Appendix F BROMSGROVE Strategic & Operational Performance Measures

BROMSGROVE Strategic & Operational Performance Measures

Quarter 3, 2024/25

1. Introduction

We are committed to reviewing performance reporting and key measures; as this is part of continuous improvement to ensure accountability, transparency, and effectiveness in delivering services to the community.

By assessing performance and utilising benchmarking where appropriate, we can identify areas of improvement, make informed decisions, allocate resources efficiently, and ultimately enhance service delivery to meet the evolving needs of our constituents, therefore how we measure performance is essential.

The Council Plan 2024-27 has been adopted, which identifies priorities and key projects, and contains a suite of measures to assess delivery of against these, which be the foundation for performance reporting going forward. These measures and the associated data collection requirements are currently under development; where appropriate, they have been included in this report.

2. Strategic Priorities and Performance Measures

The measures shown in the next section are structured around the Council Plan and the Service Business Planning Framework, part of a transition to a new set of comprehensive performance measures.

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2.1. Economic Development

Measure:	Business grant funding being taken up																										
Performance:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 25%;">START UP</th> <th style="width: 25%;">GROWTH</th> <th style="width: 25%;">TOTAL OF GRANTS FOR QUARTER</th> </tr> </thead> <tbody> <tr> <td>23/24 Q3</td> <td>£569.60</td> <td>0</td> <td>£569.90</td> </tr> <tr> <td>23/24 Q4</td> <td>£5,000.00</td> <td>£10,000.00</td> <td>£15,000.00</td> </tr> <tr> <td>24/25 Q1</td> <td>£38,307.06</td> <td>£13,594.67</td> <td>£51,901.73</td> </tr> <tr> <td>24/25 Q2</td> <td>£13,486.53</td> <td>£21,561.60</td> <td>£35,048.13</td> </tr> <tr> <td>24/25 Q3</td> <td>£2,954.90</td> <td>14,102.87</td> <td>£17,057.77</td> </tr> </tbody> </table>				START UP	GROWTH	TOTAL OF GRANTS FOR QUARTER	23/24 Q3	£569.60	0	£569.90	23/24 Q4	£5,000.00	£10,000.00	£15,000.00	24/25 Q1	£38,307.06	£13,594.67	£51,901.73	24/25 Q2	£13,486.53	£21,561.60	£35,048.13	24/25 Q3	£2,954.90	14,102.87	£17,057.77
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2.2. Housing

Measure:	% of building control applications determined within 5 weeks
Performance	Q3- 92% (target of 85%)

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Measure:	Number of new homes - total and affordable (annual)																																																																										
Performance:	<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>Total New Homes Completed</p> <p style="text-align: center; font-size: small;">All property Sizes</p> <table border="1" style="width: 100%; font-size: x-small;"> <thead> <tr> <th>Year</th> <th>Total New Homes Completed</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>166</td> </tr> <tr> <td>2021-22</td> <td>172</td> </tr> <tr> <td>2022-23</td> <td>199</td> </tr> <tr> <td>2023-24</td> <td>131</td> </tr> </tbody> </table> </div> <div style="width: 45%;"> <p>New Homes Completed by Property Size</p> <p style="text-align: center; font-size: x-small;">● 1 Bed ● 2 Bed ● 3 Bed ● 4 Bed</p> <table border="1" style="width: 100%; font-size: x-small;"> <thead> <tr> <th>Year</th> <th>1 Bed</th> <th>2 Bed</th> <th>3 Bed</th> <th>4 Bed</th> </tr> </thead> <tbody> <tr> <td>2020-21</td> <td>19</td> <td>37</td> <td>60</td> <td>50</td> </tr> <tr> <td>2021-22</td> <td>53</td> <td>53</td> <td>34</td> <td>32</td> </tr> <tr> <td>2022-23</td> <td>59</td> <td>56</td> <td>56</td> <td>28</td> </tr> <tr> <td>2023-24</td> <td>29</td> <td>30</td> <td>44</td> <td>28</td> </tr> </tbody> </table> </div> </div>	Year	Total New Homes Completed	2020-21	166	2021-22	172	2022-23	199	2023-24	131	Year	1 Bed	2 Bed	3 Bed	4 Bed	2020-21	19	37	60	50	2021-22	53	53	34	32	2022-23	59	56	56	28	2023-24	29	30	44	28																																							
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Comment:	<p>Demand for DFG's is subject to the number of qualifying clients identified by external organisations and therefore beyond control of the Authority. The figures do not include those assisted with other related forms of assistance also funded through the council's Better Care Fund allocation.</p>																																																																										

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<p>Measure:</p>	<p>Homelessness: prevention</p>																																																																	
<p>Performance:</p>	<div data-bbox="507 387 1241 902" style="border: 1px solid black; padding: 10px;"> <p>Number Threatened and Prevented No. threatened and prevented by month of approach</p> <p>— Threatened ····· Prior Year — Prevented ····· Prior Year</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Threatened (Current)</th> <th>Threatened (Prior Year)</th> <th>Prevented (Current)</th> <th>Prevented (Prior Year)</th> </tr> </thead> <tbody> <tr><td>Jan-24</td><td>25</td><td>25</td><td>8</td><td>8</td></tr> <tr><td>Feb-24</td><td>13</td><td>25</td><td>2</td><td>8</td></tr> <tr><td>Mar-24</td><td>22</td><td>22</td><td>2</td><td>7</td></tr> <tr><td>Apr-24</td><td>17</td><td>22</td><td>7</td><td>7</td></tr> <tr><td>May-24</td><td>22</td><td>22</td><td>4</td><td>7</td></tr> <tr><td>Jun-24</td><td>17</td><td>22</td><td>7</td><td>7</td></tr> <tr><td>Jul-24</td><td>15</td><td>22</td><td>4</td><td>7</td></tr> <tr><td>Aug-24</td><td>15</td><td>22</td><td>2</td><td>7</td></tr> <tr><td>Sep-24</td><td>18</td><td>22</td><td>2</td><td>7</td></tr> <tr><td>Oct-24</td><td>20</td><td>22</td><td>4</td><td>7</td></tr> <tr><td>Nov-24</td><td>14</td><td>22</td><td>2</td><td>7</td></tr> <tr><td>Dec-24</td><td>9</td><td>22</td><td>2</td><td>7</td></tr> </tbody> </table> </div>	Month	Threatened (Current)	Threatened (Prior Year)	Prevented (Current)	Prevented (Prior Year)	Jan-24	25	25	8	8	Feb-24	13	25	2	8	Mar-24	22	22	2	7	Apr-24	17	22	7	7	May-24	22	22	4	7	Jun-24	17	22	7	7	Jul-24	15	22	4	7	Aug-24	15	22	2	7	Sep-24	18	22	2	7	Oct-24	20	22	4	7	Nov-24	14	22	2	7	Dec-24	9	22	2	7
Month	Threatened (Current)	Threatened (Prior Year)	Prevented (Current)	Prevented (Prior Year)																																																														
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Nov-24	14	22	2	7																																																														
Dec-24	9	22	2	7																																																														
<p>Measure:</p>	<p>Cost of B & B placements</p>																																																																	

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Performance:		21/22	22/23	23/24	24/25	
		Expenditure	4,769.50	13,532.50	25,223.00	36,644.25
	Q1	Income	3,347.48	4,825.28	5,730.77	12,022.96
		SPEND	1,422.02	8,707.22	19,492.23	24,621.29
		Expenditure	9,408.71	9,931.21	30,346.30	31,846.40
	Q2	Income	5,454.40	5,412.04	6,450.05	9,378.26
		SPEND	3,954.31	4,519.17	23,896.25	22,468.14
		Expenditure	8,444.65	18,938.19	18,345.95	54,886.03
	Q3	Income	5,058.39	6,137.66	8,481.76	4,644.41
		SPEND	3,386.26	12,800.53	9,864.19	50,241.62
		Expenditure	12,256.35	44,491.00	40,326.03	
	Q4	Income	2,007.33	11,412.56	7,921.47	
	SPEND	10,249.02	33,078.44	32,404.56		
	Expenditure	34,879.21	86,892.90	114,241.28	123,376.68	
TOTAL	Income	15,867.60	27,787.54	28,584.05	26,045.63	
	SPEND	19,011.61	59,105.36	85,657.23	97,331.05	

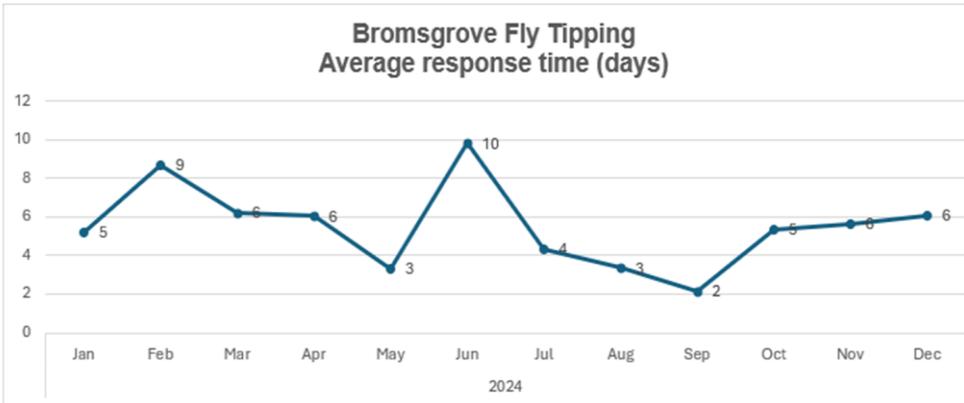
Comment:	The cost of temporary accommodation continues to increase in line with the national picture. This is due to periods in temporary accommodation being longer due to the lack of suitable affordable housing being available.
Measure:	No. of households in temporary accommodation- snapshot
Performance:	23
Measure:	% of households in temporary accommodation which have exceeded 6 weeks
Performance:	22%

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2.3. Environment

Measure:	No. of environmental enforcement actions taken																										
Performance:	This is a new measure for inclusion in quarterly reporting and data will be available from Q4 2024/25 (with a one-quarter lag)																										
Measure:	Average time taken to remove fly-tipping reported																										
Performance:	<div style="text-align: center;">  <p>Bromsgrove Fly Tipping Average response time (days)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Month</th> <th>Average response time (days)</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>5</td></tr> <tr><td>Feb</td><td>9</td></tr> <tr><td>Mar</td><td>6</td></tr> <tr><td>Apr</td><td>6</td></tr> <tr><td>May</td><td>3</td></tr> <tr><td>Jun</td><td>10</td></tr> <tr><td>Jul</td><td>4</td></tr> <tr><td>Aug</td><td>3</td></tr> <tr><td>Sep</td><td>2</td></tr> <tr><td>Oct</td><td>5</td></tr> <tr><td>Nov</td><td>6</td></tr> <tr><td>Dec</td><td>6</td></tr> </tbody> </table> </div>	Month	Average response time (days)	Jan	5	Feb	9	Mar	6	Apr	6	May	3	Jun	10	Jul	4	Aug	3	Sep	2	Oct	5	Nov	6	Dec	6
Month	Average response time (days)																										
Jan	5																										
Feb	9																										
Mar	6																										
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Jun	10																										
Jul	4																										
Aug	3																										
Sep	2																										
Oct	5																										
Nov	6																										
Dec	6																										
Comment:	<p>Since June 2024 WRS have taken over the enforcement side of Fly-tipping. The process of dove-tailing the clean-up works carried out by BDC Place teams with the investigation side led by WRS has taken a few months to bed in. This was primarily because of the wide rural nature of Bromsgrove District and the volume and nature of some of the fly-tips encountered in these areas.</p> <p>The good news is that most fly-tips of interest are now assessed by WRS and then released for collection by Bromsgrove Place team within 48 Hours. WRS are moving forward with several cases in the Bromsgrove area that should eventually lead to prosecution that will then be utilised in communications to try and vastly reduce the incidents across the District.</p>																										

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Measure:	% household waste recycled or composted																																
Performance:	<table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>% household waste recycled or composted</caption> <thead> <tr> <th>Month</th> <th>%</th> </tr> </thead> <tbody> <tr><td>Oct-23</td><td>50</td></tr> <tr><td>Nov-23</td><td>45</td></tr> <tr><td>Dec-23</td><td>38</td></tr> <tr><td>Jan-24</td><td>28</td></tr> <tr><td>Feb-24</td><td>32</td></tr> <tr><td>Mar-24</td><td>42</td></tr> <tr><td>Apr-24</td><td>52</td></tr> <tr><td>May-24</td><td>60</td></tr> <tr><td>Jun-24</td><td>55</td></tr> <tr><td>Jul-24</td><td>45</td></tr> <tr><td>Aug-24</td><td>44</td></tr> <tr><td>Sep-24</td><td>48</td></tr> <tr><td>Oct-24</td><td>50</td></tr> <tr><td>Nov-24</td><td>42</td></tr> <tr><td>Dec-24</td><td>28</td></tr> </tbody> </table>	Month	%	Oct-23	50	Nov-23	45	Dec-23	38	Jan-24	28	Feb-24	32	Mar-24	42	Apr-24	52	May-24	60	Jun-24	55	Jul-24	45	Aug-24	44	Sep-24	48	Oct-24	50	Nov-24	42	Dec-24	28
Month	%																																
Oct-23	50																																
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Comment:	<p>December 2024 saw a significant increase in the volume of Residual Waste collected, which was mirrored across all of the Worcestershire Authorities, although was not mirrored by an increase in dry mixed recycling, and so our performance is down by 1.26% when compared against Qtrs 1-3 of 2023/24. We are reviewing Q3 data with WCC to make sure the tonnages this calculation is based on have been logged correctly.</p>																																
Measure:	No. of households supported by energy advice service (AoE)																																
Performance:	<table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption># households supported by energy advice service</caption> <thead> <tr> <th>Quarter</th> <th>Number</th> </tr> </thead> <tbody> <tr><td>Jun-23</td><td>16</td></tr> <tr><td>Sep-23</td><td>59</td></tr> <tr><td>Dec-23</td><td>202</td></tr> <tr><td>Mar-24</td><td>162</td></tr> <tr><td>Jun-24</td><td>562</td></tr> <tr><td>Sep-24</td><td>1326</td></tr> <tr><td>Dec-24</td><td>320</td></tr> </tbody> </table>	Quarter	Number	Jun-23	16	Sep-23	59	Dec-23	202	Mar-24	162	Jun-24	562	Sep-24	1326	Dec-24	320																
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Comment:	Act On Energy’s activity for Q3 highlights the continued impact of the service on residents in Bromsgrove. In October, November and December, AOE received 320 calls for help, significantly higher than the same period in the previous year. These calls resulted in numerous residents accessing support and funding help with their energy bills, including those funded by the Household Support Fund, ECO4, and Shared Prosperity Funding. Notably, the Household Support Fund remains the primary source of project funding in Bromsgrove with 1 in 5 calls resulting in residents being referred onto the HSF.
Measure:	% energy improvements grant funding of private housing available being taken up
Performance:	This measure is currently under development due to ongoing changes to the grant funding options available.

2.4. Infrastructure

Measure:	% of minor planning applications determined within 8 weeks or agreed extension																																				
Performance:	<div style="text-align: center;"> <p>% minor planning applications determined in time</p> <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>Data for % minor planning applications determined in time</caption> <thead> <tr> <th>Quarter</th> <th>Minor Applications (%)</th> <th>Govt. target (%)</th> </tr> </thead> <tbody> <tr><td>Jun-22</td><td>78</td><td>70</td></tr> <tr><td>Sep-22</td><td>79</td><td>70</td></tr> <tr><td>Dec-22</td><td>79</td><td>70</td></tr> <tr><td>Mar-23</td><td>81</td><td>70</td></tr> <tr><td>Jun-23</td><td>80</td><td>70</td></tr> <tr><td>Sep-23</td><td>82</td><td>70</td></tr> <tr><td>Dec-23</td><td>85</td><td>70</td></tr> <tr><td>Mar-24</td><td>86</td><td>70</td></tr> <tr><td>Jun-24</td><td>84</td><td>70</td></tr> <tr><td>Sep-24</td><td>84</td><td>70</td></tr> <tr><td>Dec-24</td><td>88</td><td>70</td></tr> </tbody> </table> </div>	Quarter	Minor Applications (%)	Govt. target (%)	Jun-22	78	70	Sep-22	79	70	Dec-22	79	70	Mar-23	81	70	Jun-23	80	70	Sep-23	82	70	Dec-23	85	70	Mar-24	86	70	Jun-24	84	70	Sep-24	84	70	Dec-24	88	70
Quarter	Minor Applications (%)	Govt. target (%)																																			
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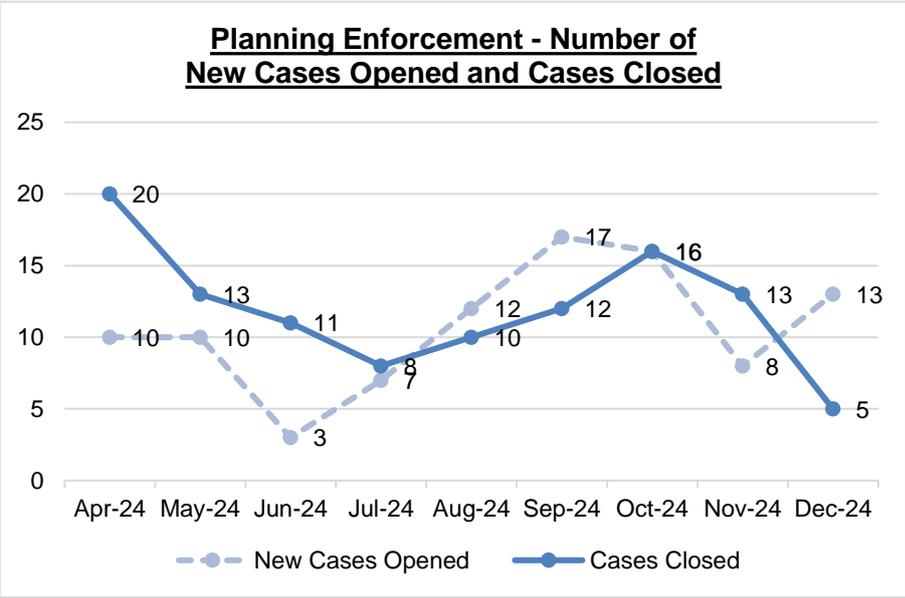
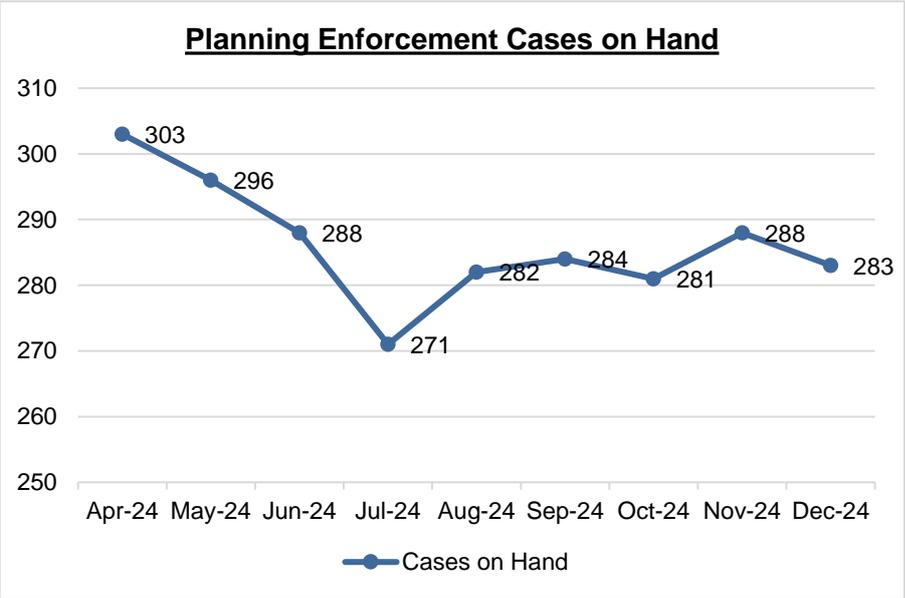
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Comment:	<p>There has been a change in how the rolling period is calculated. This was previously assessed over the preceding 2 years, however in December 2024 this changed to being assessed over the preceding 12-month period. This means that the numbers of applications involved is reduced and thus when an application goes out of time it has more statistical impact. The Government target remains the same at 70%. Performance for the rolling 1 year period has marginally improved, as more applications determined in the last 12 months have been determined in time or with an extension of time, as a result performance is now 88.05%.</p>																																				
Measure:	% of major planning applications determined within 13 weeks or agreed extension																																				
Performance:	<div style="text-align: center;"> <p style="text-align: center;">% major planning applications determined in time</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th>Quarter</th> <th>Major Applications (%)</th> <th>Govt. target (%)</th> </tr> </thead> <tbody> <tr><td>Jun-22</td><td>82</td><td>60</td></tr> <tr><td>Sep-22</td><td>81</td><td>60</td></tr> <tr><td>Dec-22</td><td>81</td><td>60</td></tr> <tr><td>Mar-23</td><td>85</td><td>60</td></tr> <tr><td>Jun-23</td><td>85</td><td>60</td></tr> <tr><td>Sep-23</td><td>90</td><td>60</td></tr> <tr><td>Dec-23</td><td>90</td><td>60</td></tr> <tr><td>Mar-24</td><td>89</td><td>60</td></tr> <tr><td>Jun-24</td><td>89</td><td>60</td></tr> <tr><td>Sep-24</td><td>88</td><td>60</td></tr> <tr><td>Dec-24</td><td>78</td><td>60</td></tr> </tbody> </table> </div>	Quarter	Major Applications (%)	Govt. target (%)	Jun-22	82	60	Sep-22	81	60	Dec-22	81	60	Mar-23	85	60	Jun-23	85	60	Sep-23	90	60	Dec-23	90	60	Mar-24	89	60	Jun-24	89	60	Sep-24	88	60	Dec-24	78	60
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	<p>There has been a change as above in how the rolling period is calculated. The Government target remains the same at 60%. Performance for the rolling 1 year period is now 78.5% which is still comfortably above the requirement.</p>																																				

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Measure:	No. of planning enforcement actions taken																																																		
Performance:	<div style="text-align: center;"> <p><u>Planning Enforcement - Number of New Cases Opened and Cases Closed</u></p>  <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>Planning Enforcement - Number of New Cases Opened and Cases Closed</caption> <thead> <tr> <th>Month</th> <th>New Cases Opened</th> <th>Cases Closed</th> </tr> </thead> <tbody> <tr><td>Apr-24</td><td>10</td><td>20</td></tr> <tr><td>May-24</td><td>10</td><td>13</td></tr> <tr><td>Jun-24</td><td>3</td><td>11</td></tr> <tr><td>Jul-24</td><td>7</td><td>8</td></tr> <tr><td>Aug-24</td><td>12</td><td>10</td></tr> <tr><td>Sep-24</td><td>17</td><td>12</td></tr> <tr><td>Oct-24</td><td>16</td><td>16</td></tr> <tr><td>Nov-24</td><td>8</td><td>13</td></tr> <tr><td>Dec-24</td><td>13</td><td>5</td></tr> </tbody> </table> </div> <div style="text-align: center;"> <p><u>Planning Enforcement Cases on Hand</u></p>  <table border="1" style="margin: 10px auto; border-collapse: collapse;"> <caption>Planning Enforcement Cases on Hand</caption> <thead> <tr> <th>Month</th> <th>Cases on Hand</th> </tr> </thead> <tbody> <tr><td>Apr-24</td><td>303</td></tr> <tr><td>May-24</td><td>296</td></tr> <tr><td>Jun-24</td><td>288</td></tr> <tr><td>Jul-24</td><td>271</td></tr> <tr><td>Aug-24</td><td>282</td></tr> <tr><td>Sep-24</td><td>284</td></tr> <tr><td>Oct-24</td><td>281</td></tr> <tr><td>Nov-24</td><td>288</td></tr> <tr><td>Dec-24</td><td>283</td></tr> </tbody> </table> </div>	Month	New Cases Opened	Cases Closed	Apr-24	10	20	May-24	10	13	Jun-24	3	11	Jul-24	7	8	Aug-24	12	10	Sep-24	17	12	Oct-24	16	16	Nov-24	8	13	Dec-24	13	5	Month	Cases on Hand	Apr-24	303	May-24	296	Jun-24	288	Jul-24	271	Aug-24	282	Sep-24	284	Oct-24	281	Nov-24	288	Dec-24	283
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Sep-24	284																																																		
Oct-24	281																																																		
Nov-24	288																																																		
Dec-24	283																																																		
Measure:	% of green flags awarded																																																		
Performance:	Q3- 50%																																																		

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Comment:	<p>There are 4 sites that are part of the schedule for the Green Flag Awards:</p> <ul style="list-style-type: none"> - Sanders Park- awarded green flag - Lickey End- awarded green flag - St. Chad's Park- due to be judged in 2025 - Recreation Ground- due to be judged in 2026
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2.5. General

Measure:	No. of crimes recorded (excl. ASB)																																																				
Performance:	<div style="text-align: center;"> <p>Total by Month: Last 12 Months v Prior Years</p> <p>Click a month to filter the table to the right. Click again to reset.</p> <p>● Month Total ● 1 Year Prior ● 2 Years Prior</p> <p>----- All Crime Types</p> <p>Avg. 418</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Month</th> <th>Month Total</th> <th>1 Year Prior</th> <th>2 Years Prior</th> </tr> </thead> <tbody> <tr><td>Jan-24</td><td>350</td><td>530</td><td>490</td></tr> <tr><td>Feb-24</td><td>418</td><td>510</td><td>510</td></tr> <tr><td>Mar-24</td><td>422</td><td>500</td><td>530</td></tr> <tr><td>Apr-24</td><td>407</td><td>500</td><td>530</td></tr> <tr><td>May-24</td><td>444</td><td>570</td><td>510</td></tr> <tr><td>Jun-24</td><td>466</td><td>500</td><td>530</td></tr> <tr><td>Jul-24</td><td>422</td><td>450</td><td>580</td></tr> <tr><td>Aug-24</td><td>477</td><td>500</td><td>530</td></tr> <tr><td>Sep-24</td><td>447</td><td>480</td><td>570</td></tr> <tr><td>Oct-24</td><td>483</td><td>550</td><td>530</td></tr> <tr><td>Nov-24</td><td>440</td><td>490</td><td>500</td></tr> <tr><td>Dec-24</td><td>406</td><td>440</td><td>500</td></tr> </tbody> </table> </div>	Month	Month Total	1 Year Prior	2 Years Prior	Jan-24	350	530	490	Feb-24	418	510	510	Mar-24	422	500	530	Apr-24	407	500	530	May-24	444	570	510	Jun-24	466	500	530	Jul-24	422	450	580	Aug-24	477	500	530	Sep-24	447	480	570	Oct-24	483	550	530	Nov-24	440	490	500	Dec-24	406	440	500
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Comment:	<p>Across North Worcestershire (NW) there has been a 5% (n=218) decrease in offences during Q3 2024/25 compared to the previous quarter. There was also a 9% decrease (n=440) compared to the same quarter in the previous year. The offence categories that showed an increase when compared to the same quarter of the previous year were Vehicle offences (16%, n=53), Theft from the person (18%, n=4), Robbery – business (200%, n=4).</p> <p>Locally, the largest volume of offences for Q3 2024/25 were in Sanders Park Ward however, this was a decrease of 13 offences when compared to the same quarter in the previous year. The highest volume offences in the Ward were Shoplifting (n=30), Violence without injury (n=22), and Violence with injury (n=14). The largest numerical decrease of offences was seen in Charford Ward (-26%, n=23).</p>																																																				

BROMSGROVE DISTRICT COUNCIL

Cabinet

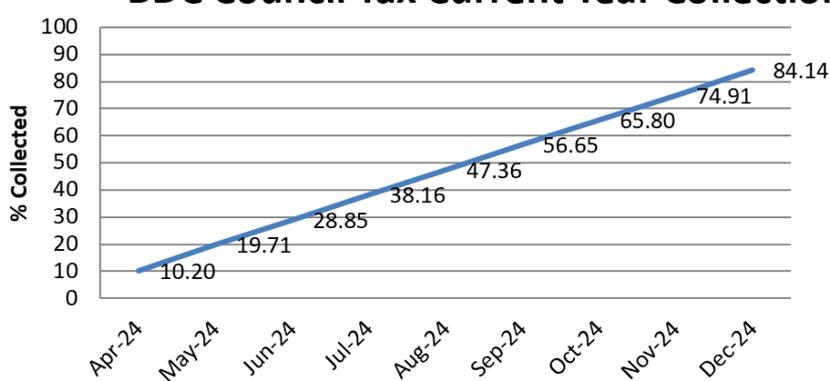
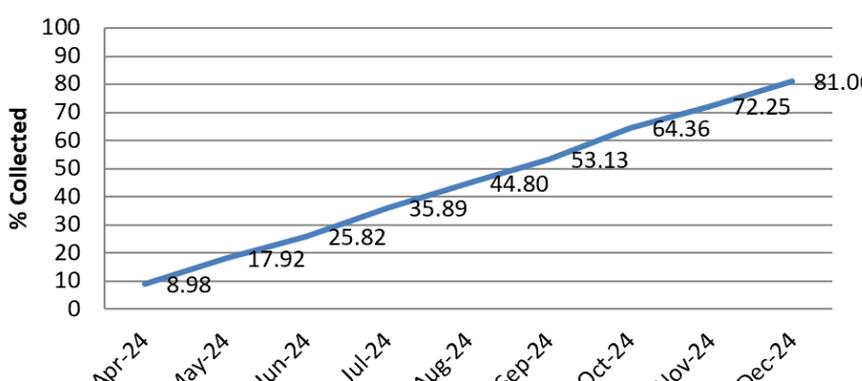
26th March 2025

Measure:	Participation- SLM Leisure																																		
Performance:	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 45%;">Category</th> <th style="width: 15%;">Quarter Total</th> <th style="width: 15%;">Same Quarter Previous Year</th> <th style="width: 25%;">Difference</th> </tr> </thead> <tbody> <tr> <td>Total no. of visits including EA cards and non-card holders</td> <td>101511</td> <td>112864</td> <td>-11,353</td> </tr> <tr> <td>EA Cards added in this period</td> <td>1970</td> <td>1969</td> <td>1</td> </tr> <tr> <td>Total EA Cards to date</td> <td>76661</td> <td>70410</td> <td>6,251</td> </tr> <tr> <td>No. of Gym members</td> <td>2723</td> <td>2993</td> <td>-270</td> </tr> <tr> <td>Swimming Lessons – children enrolled on scheme</td> <td>1270</td> <td>1497</td> <td>-227</td> </tr> <tr> <td>Swim Lesson Occupancy</td> <td>74%</td> <td>84%</td> <td>-10%</td> </tr> <tr> <td>RIDDOR Reportable Events</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>			Category	Quarter Total	Same Quarter Previous Year	Difference	Total no. of visits including EA cards and non-card holders	101511	112864	-11,353	EA Cards added in this period	1970	1969	1	Total EA Cards to date	76661	70410	6,251	No. of Gym members	2723	2993	-270	Swimming Lessons – children enrolled on scheme	1270	1497	-227	Swim Lesson Occupancy	74%	84%	-10%	RIDDOR Reportable Events	0	0	0
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Comment:	<p>The second quarter of the financial year has proven to be a period of both challenges and significant achievements. We began this quarter with the installation of new boilers, a necessary upgrade aimed at improving our operational efficiency and service reliability. As the quarter progressed, we shifted our focus to a busy summer program, successfully delivering the Holiday Activities and Food (HAF) programme to over 115 children. This initiative provided engaging and enjoyable experiences, utilizing our climbing wall and pool facilities, and underscoring our commitment to fostering a supportive community for families. In addition, we hosted our Regional Gym Team meeting, welcoming fitness Managers from various locations to experience our exceptional facilities firsthand. This event was</p>																																		

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	<p>a valuable opportunity for networking and sharing best practices. We also participated in the Business Fitness Launch in Dunstable, where we gained insights into the future of community wellness, further aligning our strategic objectives with emerging trends in health and fitness. We are proud to share that we received a 'Very Good' accreditation from our Quest Plus assessment. This recognition reflects our dedication to excellence in service delivery and our ongoing commitment to enhancing the experiences of all our users.</p>																				
Measure:	% of Council Tax collection rates																				
Performance:	<div style="text-align: center;"> <h3>BDC Council Tax Current Year Collection</h3>  <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Month</th> <th>% Collected</th> </tr> </thead> <tbody> <tr><td>Apr-24</td><td>10.20</td></tr> <tr><td>May-24</td><td>19.71</td></tr> <tr><td>Jun-24</td><td>28.85</td></tr> <tr><td>Jul-24</td><td>38.16</td></tr> <tr><td>Aug-24</td><td>47.36</td></tr> <tr><td>Sep-24</td><td>56.65</td></tr> <tr><td>Oct-24</td><td>65.80</td></tr> <tr><td>Nov-24</td><td>74.91</td></tr> <tr><td>Dec-24</td><td>84.14</td></tr> </tbody> </table> </div>	Month	% Collected	Apr-24	10.20	May-24	19.71	Jun-24	28.85	Jul-24	38.16	Aug-24	47.36	Sep-24	56.65	Oct-24	65.80	Nov-24	74.91	Dec-24	84.14
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Measure:	Days taken to process Housing Benefit new claims & change of circumstance																																																																																																																																																								
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Comment:	<p>Our speed of processing figures for new claims and change of circumstances stay at a consistent level, on average 17 days for new claims and 8 days for change of circumstances. DWP averages across the country for Q2 were New Claims 21 and Change of Circumstances 8 (there is always a delay in published figures) we are therefore performing at a high level. The quarterly calls that we undertake with DWP are always of a complimentary nature and they express no concerns in any areas of our work.</p>																																																																																																																																																								

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Comment:	<p>The LA error levels are projected up to the end of the year, the levels for 24/25 are expected to be the lowest they have been over recent years. This is due to two main factors, increased quality checking on Housing Benefit claims, thus ensuring the correct benefit gets to the resident the first time. And the continuation of the DWP Housing Benefit Accuracy Award scheme (HBAA) where LA's are required to review percentages of their caseload each year, therefore cleansing the data and the caseload.</p>
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2.6. Organisational Priorities

Measure:	% of media enquiries responded to within agreed timescales
Performance:	100% (new measure)
Comment:	<p>The team has a media mailbox feature on Outlook which means that all enquiries from the media come to all officers. The query is then allocated by the manager if not picked up by member of the team who would alert colleagues in the Teams chat that it is in hand. Once completed, if necessary, the comment is shared with the team, again in the Teams chat in case a similar query is made. This ensures all media queries are dealt with. We further bolster with by regularly reminding media contacts to use the media mailbox address, so queries are not sent to individuals increasing the potential to be missed due to leave, meetings or a busy work schedule.</p>

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Measure:	% complaints answered within agreed timescales																																																																																																																											
Performance:	<div style="border: 1px solid #ccc; padding: 10px;"> <p>% Responses in 10 Wrkg. Days by Date Received to 28/02/2025 All Services</p> <p>● % Response in 10 w/d ● 1 Yr Prior ● 2 Yrs Prior</p> <table border="1" style="font-size: small; margin-top: 10px;"> <caption>Chart Data: % Responses in 10 Wrkg. Days</caption> <thead> <tr> <th>Date</th> <th>% Response in 10 w/d</th> <th>1 Yr Prior</th> <th>2 Yrs Prior</th> </tr> </thead> <tbody> <tr><td>Jul-23</td><td>63.6%</td><td></td><td></td></tr> <tr><td>Aug-23</td><td>36.4%</td><td></td><td></td></tr> <tr><td>Sep-23</td><td>33.3%</td><td></td><td></td></tr> <tr><td>Oct-23</td><td>75.0%</td><td></td><td></td></tr> <tr><td>Nov-23</td><td>71.4%</td><td></td><td></td></tr> <tr><td>Dec-23</td><td>50.0%</td><td></td><td></td></tr> <tr><td>Jan-24</td><td>66.7%</td><td></td><td></td></tr> <tr><td>Feb-24</td><td>83.3%</td><td></td><td></td></tr> <tr><td>Mar-24</td><td>75.0%</td><td></td><td></td></tr> <tr><td>Apr-24</td><td>71.4%</td><td></td><td></td></tr> <tr><td>May-24</td><td>75.0%</td><td></td><td></td></tr> <tr><td>Jun-24</td><td>80.0%</td><td></td><td></td></tr> <tr><td>Jul-24</td><td>66.7%</td><td></td><td></td></tr> <tr><td>Aug-24</td><td>100.0%</td><td></td><td></td></tr> <tr><td>Sep-24</td><td>100.0%</td><td></td><td></td></tr> <tr><td>Oct-24</td><td>50.0%</td><td></td><td></td></tr> <tr><td>Nov-24</td><td>50.0%</td><td></td><td></td></tr> <tr><td>Dec-24</td><td>100.0%</td><td></td><td></td></tr> </tbody> </table> </div>	Date	% Response in 10 w/d	1 Yr Prior	2 Yrs Prior	Jul-23	63.6%			Aug-23	36.4%			Sep-23	33.3%			Oct-23	75.0%			Nov-23	71.4%			Dec-23	50.0%			Jan-24	66.7%			Feb-24	83.3%			Mar-24	75.0%			Apr-24	71.4%			May-24	75.0%			Jun-24	80.0%			Jul-24	66.7%			Aug-24	100.0%			Sep-24	100.0%			Oct-24	50.0%			Nov-24	50.0%			Dec-24	100.0%																																																	
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26th March 2025

<p>Measure:</p>	<p>% staff turnover</p>																																																
<p>Performance:</p>	<p>% Staff Turnover: Year to Month End v Prior Years Latest month is provisional. Records may be updated after month end. ● Year to Month End ● 1 Year Prior ● 2 Years Prior All Services</p> <table border="1"> <caption>Staff Turnover Data (All Services)</caption> <thead> <tr> <th>Month</th> <th>Year to Month End (%)</th> <th>1 Year Prior (%)</th> <th>2 Years Prior (%)</th> </tr> </thead> <tbody> <tr><td>Feb-24</td><td>9.2%</td><td>15.0%</td><td>15.0%</td></tr> <tr><td>Mar-24</td><td>8.6%</td><td>14.0%</td><td>16.0%</td></tr> <tr><td>Apr-24</td><td>8.7%</td><td>13.0%</td><td>15.0%</td></tr> <tr><td>May-24</td><td>9.1%</td><td>12.0%</td><td>15.0%</td></tr> <tr><td>Jun-24</td><td>8.9%</td><td>11.0%</td><td>16.0%</td></tr> <tr><td>Jul-24</td><td>9.4%</td><td>10.0%</td><td>17.0%</td></tr> <tr><td>Aug-24</td><td>10.1%</td><td>9.0%</td><td>16.0%</td></tr> <tr><td>Sep-24</td><td>9.4%</td><td>10.0%</td><td>17.0%</td></tr> <tr><td>Oct-24</td><td>8.8%</td><td>11.0%</td><td>16.0%</td></tr> <tr><td>Nov-24</td><td>8.2%</td><td>10.0%</td><td>16.0%</td></tr> <tr><td>Dec-24</td><td>8.5%</td><td>9.0%</td><td>17.0%</td></tr> </tbody> </table>	Month	Year to Month End (%)	1 Year Prior (%)	2 Years Prior (%)	Feb-24	9.2%	15.0%	15.0%	Mar-24	8.6%	14.0%	16.0%	Apr-24	8.7%	13.0%	15.0%	May-24	9.1%	12.0%	15.0%	Jun-24	8.9%	11.0%	16.0%	Jul-24	9.4%	10.0%	17.0%	Aug-24	10.1%	9.0%	16.0%	Sep-24	9.4%	10.0%	17.0%	Oct-24	8.8%	11.0%	16.0%	Nov-24	8.2%	10.0%	16.0%	Dec-24	8.5%	9.0%	17.0%
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<p>Comment:</p>	<p>Over the last quarter staff turnover has dropped slightly from 8.8% to 8.3% which is substantially below the National rate which currently stands at 15%. The Service areas with the highest levels of staff turnover over the year to the end of December 2024 are Planning and Regeneration (14.5%) and Community and Housing Services (13.6%). The Service area with the lowest level of staff turnover is Legal, Democratic and Property Services with 3.1%.</p>																																																
<p>Measure:</p>	<p>No. of sickness days lost per FTE</p>																																																

BROMSGROVE DISTRICT COUNCIL

Cabinet

26th March 2025

Performance:	<p style="text-align: center;">Short term / long term sickness</p> <table border="1"> <caption>Approximate data from 'Short term / long term sickness' chart</caption> <thead> <tr> <th>Month</th> <th>Short Term</th> <th>Long Term</th> </tr> </thead> <tbody> <tr><td>Jan-23</td><td>250</td><td>170</td></tr> <tr><td>Mar-23</td><td>210</td><td>130</td></tr> <tr><td>May-23</td><td>270</td><td>140</td></tr> <tr><td>Jul-23</td><td>180</td><td>290</td></tr> <tr><td>Sep-23</td><td>170</td><td>300</td></tr> <tr><td>Nov-23</td><td>200</td><td>130</td></tr> <tr><td>Jan-24</td><td>270</td><td>180</td></tr> <tr><td>Mar-24</td><td>210</td><td>290</td></tr> <tr><td>May-24</td><td>230</td><td>170</td></tr> <tr><td>Jul-24</td><td>250</td><td>230</td></tr> <tr><td>Sep-24</td><td>140</td><td>210</td></tr> <tr><td>Nov-24</td><td>250</td><td>180</td></tr> </tbody> </table>	Month	Short Term	Long Term	Jan-23	250	170	Mar-23	210	130	May-23	270	140	Jul-23	180	290	Sep-23	170	300	Nov-23	200	130	Jan-24	270	180	Mar-24	210	290	May-24	230	170	Jul-24	250	230	Sep-24	140	210	Nov-24	250	180
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Comment:	<p>There was a slight increase in absences due to sickness for the first part of Q3, followed by a decline for the final part of the Q3; the authority is currently in line with public sector absence days lost per FTE (10.07 days per FTE as at end December 2024). The Wellbeing event held in November 2024, was led from data showing that stress/depression/anxiety continues to be in the top 5% of absence reasons. Work is being undertaken to review absence reasons and data.</p>																																							
Measure:	% of FOIs responded to within timescale																																							
Performance:	This measure is currently under development as part of a information management dashboard. The new system will go live in Q2 25/26- data will be available from the Q3 25/26 quarterly report.																																							
Measure:	% of SARs responded to within timescale																																							
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Measure:	% of property portfolio which is compliant																																							
Performance:	This is a new measure for the quarterly report and is being developed for reporting in the Q4 report.																																							

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 19TH FEBRUARY 2025, AT 1.00 P.M.

PRESENT: Councillors K.J. May (Leader), S. J. Baxter (Deputy Leader),
B. McEldowney, K. Taylor, S. A. Webb and P. J. Whittaker

Observers: Councillor P. M. McDonald – Chairman of the
Overview and Scrutiny Board

Officers: Mrs. S. Hanley, Mr P. Carpenter, Mr. G. Revans,
Mrs. R. Bamford, Mr. M. Dunphy and Mrs J. Gresham

72/24 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor S. Colella.

73/24 **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

74/24 **TO CONSIDER A VERBAL UPDATE ON THE MEETINGS OF THE
OVERVIEW AND SCRUTINY BOARD DUE TO TAKE PLACE ON 17TH
FEBRUARY 2025 AND FINANCE AND BUDGET WORKING GROUP
DUE TO TAKE PLACE ON 18TH FEBRUARY 2025.**

The Leader invited Councillor P. McDonald in his capacity as Chairman of the Overview and Scrutiny Board to provide a verbal update following the meetings of the Overview and Scrutiny Board held on 17th February 2025 and Finance and Budget Working Group held on 18th February 2025.

In doing so, Cabinet was informed the Board had pre-scrutinised the Local Development Scheme report due to be considered at this meeting, however there had been no recommendations made as a result of this pre-scrutiny.

It was confirmed however, that following detailed scrutiny of the Poverty Truth Commission (PTC) at several Finance and Budget Working Group meetings, Members felt that funding for the PTC should not be allocated as part of the Medium-Term Financial Plan 2025 – 2026 to 2027 – 2028. It was discussed that some of the areas which the PTC covered such as

working with young people, were also dealt with by other organisations, that provided a similar service. Therefore, to allocate £40,000 to the project would not provide value for money for the residents of Bromsgrove. It was also stated that as a new Local Government structure was currently in the process of being decided upon, providing funding at this time would not be appropriate.

Cabinet were in agreement with this opinion and a recommendation to Council would be included in the Medium-Term Financial Plan when the report was considered later at this meeting at Minute No 77/24. Members noted that Officers and The Bromsgrove Partnership, who were to provide non-financial support for this project, would be notified of this decision by the relevant Cabinet Members.

The Leader thanked Councillor McDonald and the Board for the robust pre-scrutiny carried out in this area over the previous meetings of both the Board and the Finance and Budget Working Group.

75/24

LOCAL DEVELOPMENT SCHEME

The Cabinet Member for Planning, Licensing and Worcestershire Regulatory Services (WRS) presented the Local Development Scheme report for Members' consideration.

Members were informed that this report dealt with the new timetable for the development of the Local Plan as a result of the new National Planning Policy Framework (NPPF) published in December 2024. It was noted that it had been necessary to implement the timetable within a specific deadline as communications had been received from Central Government which stated, '*areas must commit to timetables for new plans within 12 weeks of the updated NPPF or ministers will not hesitate to use their existing suite of intervention powers to ensure plans are put in place*'.

The timetable included the consultation process which, it was noted, was due to take place in Summer 2025. Members would also be consulted on this process during Strategic Planning Steering Group meetings scheduled to take place throughout the year.

It was explained the overall process would take thirty months in total and result in the adoption of the Local Plan in 2028.

Members queried what the land supply currently was in Bromsgrove. Officers stated that it was 1.92 years, however, they would confirm this figure for Members following the meeting.

In proposing the recommendations, it was noted that there had been a slight amendment to those published in the main agenda. These updated recommendations appeared in the supplementary papers one pack and reflected that '*authority be delegated to the Assistant Director of Planning and Leisure Services, following consultation with the Cabinet Member for Planning, Licensing and WRS, to approve updates to the Local Development Scheme as required*'. It was explained that this was in line with Bromsgrove District Council's Constitution in that decisions were made as a collective rather than by individual Members. These updated recommendations would be considered at the Council meeting due to take place later that day.

Therefore, it was

RECOMMENDED that

- 1) Bromsgrove District Council Local Development Scheme 2025 be approved as the Council's programme for plan-making, effective as of 19th February 2025;
- 2) Delegated authority be granted to the Assistant Director for Planning and Leisure Services, following consultation with the Cabinet Member for Planning, Licensing and WRS, to approve updates to the Local Development Scheme as required.

76/24

COUNCIL TAX RESOLUTIONS (REPORT TO FOLLOW)

The Deputy Chief Executive and Section 151 officer presented the Council Tax Resolutions 2025 – 2026 for the consideration of Cabinet. It was explained that the report authorised the collection of Council Tax from Bromsgrove residents at the correct amount. Prior to the consideration of the report, it was noted that updated version of Schedules One and Two contained within the report had been re-issued for Members consideration. This was due to a rounding error which had been identified in the previous version.

It was stated that Council Tax included elements from the following:

- Worcestershire County Council
- Bromsgrove District Council

Agenda Item 17

Cabinet
19th February 2025

- Police and Crime Commissioner for West Mercia
- Hereford and Worcester Fire Authority
- Precepts from nineteen Parish Councils

Members were informed that Hereford and Worcester Fire Authority had met earlier on that day to agree their precept for 2025 – 2026 and it was confirmed that this had been agreed as detailed within the report.

Therefore, it was stated that the precepts for 2025 2026 were as follows:

	£
Worcestershire County Council	61,978,474.00
Police and Crime Commissioner for West Mercia	11,181,910.85
Hereford and Worcester Fire Authority	3,921,149.04
Bromsgrove District Council	9,876,907.05
Parish Precepts	1,373,801.44
Total	88,332,242.38

It was highlighted that all precepting authorities had increased their charges by the maximum amount for the year 2025 – 2026 as follows:

- Worcestershire County Council – an increase of 4.99 per cent
- Bromsgrove District Council – an increase of 2.99 per cent
- Police and Crime Commissioner for West Mercia – an increase of 5.05 per cent
- Hereford and Worcester Fire Authority – an increase of 5.14 per cent
- Parish Councils - an average increase of 11.18 per cent.

It was noted that the Parish Council precepts were determined at a local level and were dependent on the services provided and numbers of residents within that Parish. Members noted that Parish Councils were subject to scrutiny of their accounts and annual Statement of Accounts were published on the website or independently audited depending on income and turnover.

The total amount generated from the collection of Council Tax was £11,250,708.49 which was the combined total of Bromsgrove District Council's amount of precept of £9,876,907.05 and parish precepts of £1,373,801.44.

Members attention was drawn to the following areas contained within the report:

Agenda Item 17

Cabinet
19th February 2025

- 1) For the year 2025 - 2026, Worcestershire County Council, Police and Crime Commissioner for West Mercia, and Hereford and Worcester Fire Authority had issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act for each category of dwelling in the Council's area as indicated below:

	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Worcestershire County Council	1,077.14	1,256.66	1,436.19	1,615.71	1,974.76	2,333.80	2,692.85	3,231.42
Police and Crime Commissioner for West Mercia	194.33	226.72	259.11	291.50	356.28	421.06	485.83	583.00
Hereford and Worcester Fire Authority	68.15	79.50	90.86	102.22	124.94	147.65	170.37	204.44

- 2) That the Director of Resources was authorised to make payments under section 90(2) of the Local Government Finance Act 1988 from the collection fund by ten equal instalments between April 2025 to March 2026 as detailed below:

	Precept (£)	Surplus/Deficit on Collection Fund (£)	Total to Pay (£)
Worcestershire County Council	61,978,747.00	417,276.00	62,395,750.00
Police and Crime Commissioner for West Mercia	11,181,910.85	75,243.70	11,257,154.55
Hereford and Worcester Fire and Rescue Authority	3,921,149.04	26,361.05	3,947,510.09

- 3) That the Director of Resources was authorised to make transfers under section 97 of the Local Government Finance Act 1988 from the collection fund to the general fund the sum of £11,250,708.49 being the Council's own demand on the collection fund (£9,876,907.05) and parish precepts (£1,373,801.44) and the distribution of the surplus/deficit on the collection fund (£76,521.40).
- 4) That the Director of Resources was authorised to make payments from the general fund to parish councils the sums listed on **Schedule 3** by two equal instalments on 1st April 2025 and 1st October 2025 in respect of the precept levied on the Council.

- 5) That the above resolutions to be signed by the Chief Executive for use in legal proceedings in the Magistrates' Court for the recovery of unpaid council taxes.

Members were informed that due to the legislation connected to this report, it would be necessary for the Cabinet Member for Finance to read out all recommendations contained within the report at the Council meeting due to be held later that day.

On being put to the vote it was

RESOLVED that

at its meeting on 25th January 2025 Cabinet approved the calculated Council Tax base 2025/26 as:

- (a) for the whole council area as 38,359.9 [item T in the formula in section 31B of the Local Government Finance Act 1992, as amended (the "Act")]; and
- (b) for dwellings in those parts of its area to which a parish precept relate the amount as shown in column 5 of the attached schedule 1.

RECOMMENDED that

1.2.1 The calculation for the council tax requirement for the council's own purposes for 2025/26 (excluding parish precepts) as **£9,876,907.05**

1.2.2 That the following amounts be calculated for the year 2025/26 in accordance with sections 31 to 36 of the Act:

- a) £48,010,187.83 being the aggregate of the amounts which the council estimates for the items set out in section 31A(2) of the Act (taking into account all precepts issued to it by Parish Councils) (i.e., gross expenditure)
- b) £36,759,479.34 being the aggregate of the amounts which the council estimates for the items set out in section 31A(3) of the Act. (i.e gross income).
- c) £11,250,708.49 being the amount by which the aggregate of 1.2.2(a) above exceeds the aggregate of 1.2.2(b) above, calculated by the council, in accordance with section 31A(4) of

- the Act, as its council tax requirement for the year. (Item R in the formula in section 31B of the Act).
- d) £293.29 being the amount at 1.2.2(c) above (Item R), all divided by Item T (1.1(a) above), calculated by the council, in accordance with section 31B of the Act, as the basic amount of its council tax for the year (including parish precepts).
 - e) £1,373,801.44 being the aggregate amount of all special items (parish precepts) referred to in section 34(1) of the Act (as per the attached **schedule 3**)
 - f) £257.48 being the amount at 1.2.2(d) above less the result given by dividing the amount at 1.2.2(e) above by Item T (1.1 (a) above), calculated by the council, in accordance with section 34(2) of the Act, as the basic amount of its council tax for the year for dwellings in those parts of its area to which no parish precept relates.
 - g) The amounts shown in column 4 of **schedule 1**. These are the basic amount of council tax for the year for dwellings in those parts of the council's area shown in column 1 of the schedule respectively to which special items relate, calculated by the council in accordance with section 34(3) of the Act. (District and parish combined at band D).
 - h) The amounts shown in columns 7 to 14 of **schedule 1** being the amount given by multiplying the amount at 1.2.2(g) above by the number which, in the proportion set out in section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number of dwellings listed in valuation band D, calculated by the council, in accordance with section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.
- 1.2.3 It is to be noted that for the year 2025/26, Worcestershire County Council, Police and Crime Commissioner for West Mercia, and Hereford and Worcester Fire Authority have issued precepts to the council in accordance with section 40 of the Act for each category of dwelling in the council's area as indicated below:



	Valuation Bands							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Worcestershire County Council	1,077.14	1,256.66	1,436.19	1,615.71	1,974.76	2,333.80	2,692.85	3,231.42
Police and Crime Commissioner for West Mercia	194.33	226.72	259.11	291.50	356.28	421.06	485.83	583.00
Hereford and Worcester Fire Authority	68.15	79.50	90.86	102.22	124.94	147.65	170.37	204.44

1.2.4 That having calculated the aggregate in each case of the amounts at 1.2.2(h) and 1.2.3 above, that Bromsgrove District Council in accordance with sections 30 and 36 of the Local Government Finance Act 1992 hereby sets the amounts shown in **schedule 2** as the amounts of council tax for 2025/26 for each part of its area and for each of the categories of dwellings.

1.2.5 The Director of Resources be authorised to make payments under section 90(2) of the Local Government Finance Act 1988 from the collection fund by ten equal instalments between April 2025 to March 2026 as detailed below

	Precept (£)	Surplus/Deficit on Collection Fund (£)	Total to Pay (£)
Worcestershire County Council	61,978,747.00	417,276.00	62,395,750.00
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Hereford and Worcester Fire and Rescue Authority	3,921,149.04	26,361.05	3,947,510.09

1.2.6 The Director of Resources be authorised to make transfers under section 97 of the Local Government Finance Act 1988 from the collection fund to the general fund the sum of £11,250,708.49 being the council's own demand on the collection fund (£9,876,907.05) and parish precepts (£1,373,801.44) and the distribution of the surplus/deficit on the collection fund (£76,521.40).

1.2.7 That the Director of Resources be authorised to make payments from the general fund to parish councils the sums listed on

Schedule 3 by two equal instalments on 1st April 2025 and 1st October 2025 in respect of the precept levied on the council.

1.2.8 That the above resolutions to be signed by the Chief Executive for use in legal proceedings in the Magistrates' Court for the recovery of unpaid council taxes.

1.2.9 Notices of the making of the said council taxes signed by the Chief Executive are given by advertisement in the local press under section 38(2) of the Local Government Finance Act 1992.

77/24

MEDIUM TERM FINANCIAL PLAN - TRANCHE 2 BUDGET INCLUDING FEES AND CHARGES (FOLLOWING CONSULTATION)

The Deputy Chief Executive and Section 151 Officer presented the Medium-Term Financial Plan (MTFP) - Tranche 2 Budget including Fees and Charges (following consultation) report for the consideration of Cabinet.

In doing so, Members were reminded that an updated MTFP had been issued for this meeting as a result of discussions that had taken place at the Overview and Scrutiny Board meeting held on 11th February 2025 and Cabinet meeting held on 12th February 2025. There had been some amendments made to the recommendations contained within the Strategic Parking Review report which had resulted in the following:

- a) An additional £85,000 be added to parking budgets, allocated as follows:
 - i) Additional funding of £70,000 for increased numbers of Civil Enforcement Officers (CEOs)
 - ii) £15,000 for maintenance of an Automatic Number Plate Recognition (ANPR) system
- b) £100,000 added to the Capital Budget in 2025/26 for ANPR systems to Recreation Road South, St Johns and Windsor Street car parks

Further amendments to the previous report also reported to members included:

- 1) Paragraph 3.19 of the MTFP report was discussed in detail and the wording amended to ensure:

- District infrastructure schemes were prioritised
 - That General Fund balances did not reduce below £5million.
- 2) A risk added to the Risk Section within the report following correspondence from Birmingham City Council regarding access to Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) funding during the 2025/26 financial year.
 - 3) Inclusion of Appendix A to the report which contained draft Departmental Budgets.
 - 4) Revenue bottom line changed from a £167k deficit to a £252k deficit for 2025 - 2026.
 - 5) Revenue bottom line changed from a £1,030k deficit to a £1,115k deficit for 2026 – 2027.
 - 6) Revenue bottom line changed from a £399k deficit to a £484k deficit for 2027 – 2028.
 - 7) Support from Reserves rose from £1,596k to £1,851k.
 - 8) General fund balances reduced from £12,781m to £12.526m.
 - 9) Capital spending in 2025/26 increased from £8.017m to £8.117m.

This updated MTFP report had also been considered at the Finance and Budget Working Group (FBWG) meeting held on 18th February 2025. The Leader invited Councillor P. McDonald, in his role as Chairman of the FBWG, to inform Members what discussions had taken place during consideration of this report. It was noted that the FBWG Members felt that £1000,000 for an ANPR system was a significant cost. It was also noted that legal work needed to be carried out in respect of installation of ANPR in order to comply with any regulations involved in implementing such a system.

The Chairman of the FBWG also reported that there had been some discussion regarding Electric Vehicle (EV) chargers within the District at this meeting. It was noted that the current contract provider and the Council were in a profit share agreement and that profits would not be likely for approximately eight to ten years. Councillor McDonald expressed that after some research he had discovered that there were more beneficial models available when working with EV contractors and that this be looked at by the Council. Members queried the amount of time left on the contract with the current provider and Officers undertook to provide this information and to ascertain whether there were any 'break' clauses contained within the current contract.

As this seemed to be an area of interest for Members it was suggested that the Overview and Scrutiny Board scrutinise EV chargers in further

detail. The Chairman of the Board agreed and undertook to make the necessary arrangements in order for the Board to consider this at a future meeting.

As discussed earlier at this meeting, Members recommended that the £40,000 funding allocated to the Poverty Truth Commission be removed from the MTFP.

Therefore, it was

RESOLVED that

- 1) Members understand and accept the implications set out in the Section 151 Officer's Robustness (Section 25) Statement of this 2025/26 to 2027/28 Medium Term Financial Plan in moving the Council to financial sustainability.
- 2) The need for accelerated business cases to be worked up to enable upgrades of infrastructure to the District for consideration in line with work set out in paragraph 3.19 of the Appendix for completion prior to vesting day.

RECOMMENDED that

- 1) The updated MTFP following discussions at Overview and Scrutiny Committee on 11th February and amendments agreed at Cabinet on 12th February, as detailed in the Cabinet minute 69/24, is approved.
- 2) Subject to incorporating the changes detailed in recommendation 1 above, the MTFP Recommendations made in the report to Cabinet on 12th February are approved.
- 3) The funding of £40,000 from Reserves allocated to the Poverty Truth Commission project be removed from the Medium-Term Financial Plan.

78/24

TO CONSIDER ANY URGENT BUSINESS, DETAILS OF WHICH HAVE BEEN NOTIFIED TO THE ASSISTANT DIRECTOR OF LEGAL, DEMOCRATIC AND PROCUREMENT 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.

79/24

**TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING
OF THE CABINET HELD ON 12TH FEBRUARY 2025**

The minutes of the meeting of Cabinet held on 12th February 2025 were submitted.

RESOLVED that the minutes of the Cabinet meeting held on 12th February 2025 be approved as a true and correct record.

The meeting closed at 1.39 p.m.

Chairman

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

WEDNESDAY 26TH MARCH 2025, AT 6.00 P.M.

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

Observers: Councillor S.T. Nock

Officers: Mr P. Carpenter, Mrs. H. Mole, Mrs. R. Green, Ms. G. Harris and Mrs J. Gresham

80/24 **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies for absence from Members on this occasion.

81/24 **DECLARATIONS OF INTEREST**

Councillor K. May declared an Other Disclosable Interest in respect of Minute Item 84 – UK Shared Prosperity Fund (UKSPF) 2025 – 2026, on the basis that, as Leader of the Council, she would be required to sign off the final allocations of the UK Shared Prosperity Funding. Councillor May remained present for the consideration of the report and took part in the vote thereon.

There were no other Declarations of Interest.

82/24 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE CABINET HELD ON 19TH FEBRUARY 2025**

The minutes of the Cabinet meeting held on 19th February 2025 were submitted for Members' consideration.

RESOLVED that the minutes of the Cabinet meeting held on 19th February 2025 be approved and signed as a true and accurate record.

83/24 **DATA STRATEGY (INCL DATA STANDARDS POLICY)**

The Business Improvement Manager – Business Transformation, presented the Data Strategy (including Data Standards Policy) report for Members' consideration.

During the presentation of the report, it was highlighted that this Policy provided the foundation and guidance for effective data governance to help safeguard the Council's data assets. It would ensure that data was high quality, accurate and consistent across the organisation. It also provided guidance in respect of legal and regulatory requirements to ensure compliance with the relevant legislation such as UK General Data Protection Regulation (UKGDPR). The following areas were also included in the policy to help provide a robust framework in the future:

1. Data Security
2. Efficiency
3. Interoperability
4. Trust and Transparency

The Governance structure of this Policy consisted of the System and Data (SAD) Governance Group, which met on a regular basis. This Group reported back to the SAD Governance Board, led by the Deputy Chief Executive and Section 151 Officer, who met on a quarterly basis. There were also regular updates provided to the Senior Leadership and Corporate Leadership Teams.

An assessment had been carried out using the Local Government Association (LGA) assessment tool in respect of Data Maturity. This was undertaken by a group of fourth tier managers across the organisation. The results of this assessment indicated a Data Maturity score of 2.7, which meant that the Council was currently working at Level Three and were 'developing their capacity and capabilities in terms of their data'. Ideally, the Council would be at least at Level Four. This Policy would provide the framework in order to attain this level.

There were three projects currently underway that would increase the Data Maturity level the Council was working at. These were as follows:

1. **Data Standards** – there were five systems across the Organisation that held ninety percent of the Council's data. These systems needed to be reviewed, and organisational rules implemented on how to input consistent and accurate data. A Data Dictionary would also be developed as part of this project. In order for this project to progress successfully, there would need to be £50,000 allocated to look at the systems more closely by system providers. This allocation equated to £10,000 per system.
2. **Data Stewards** – Data Stewards would have an in-depth knowledge and understanding of data collected and contained

within the systems. They would be responsible for the quality of the data and undertake regular audits in order to ensure that the data contained within the systems remained accurate and of a high quality.

3. **Systems Procurement** – This project would ensure regulation around the procurement of new systems and due diligence in respect of the numbers of system procured.

These were long term projects and would be carried out over two years.

Following the presentation of the Data Strategy (including Data Standards Policy), the Deputy Chief Executive and Section 151 Officer explained that this Policy provided useful preparatory work prior to the Local Government Reorganisation, currently taking place. It would result in standardisation of the data contained within the Council's data systems and, just as importantly, 'kept clean' going forward. Members welcomed this Policy, as it had been reported that some Local Authorities who had undergone recent reorganisation had not undertaken this type of process. This had resulted in significant issues in respect of the non-alignment of data.

Members queried whether the financial allocation of £50,000 requested within the report had been included in the Medium-Term Financial Plan 2025/2026 to 2027/2028 (following consultation). Members were advised that it had not been included as this part of the approval process needed to be undertaken first. The allocation would be monitored in the Outturn reports going forward.

It was also queried whether there were any shared systems across both Redditch and Bromsgrove Councils. It was confirmed that this was the case. It had been agreed at the Executive Committee meeting that took place at Redditch Borough Council on 11th March 2025 that the funding allocation of £60,000 be approved in order to look at the systems. It was explained that the extra £10,000 allocated in Redditch was as a result of the Housing Revenue Account (HRA) system which was not used at Bromsgrove.

In addition to this, Cabinet was advised that Worcestershire County Council (WCC) were also due to implement the TechOne finance system in December 2025. This was the same finance system used by Bromsgrove District Council.

Members queried the control of information and what this meant in terms of cyber security in the future. It was noted that a report would be

considered early in the next municipal year regarding the use of Artificial Intelligence (AI) across the Council.

Following consideration of this report, Members extended their best wishes and thanks to the Assistant Director Business Transformation, Organisational Development and Digital Services who was due to retire at the end of March 2025.

RESOLVED that the proposed Data Standards Policy be agreed and implement guidance policy for all employees and Members.

84/24

UK SHARED PROSPERITY FUND 2025 - 2026

The UK Shared Prosperity Fund Manager presented the UK Shared Prosperity Fund (UKSPF) 2025 – 2026 report for the consideration of Cabinet.

In doing so, the background to the UKSPF was explained to Members and that previously the funding had been for three years from 2022 to 2025. The scheme had been extended for one year (2025 to 2026) and the funding allocated to the Council for this period was £917,878.

The UKSPF would continue to focus on three investment priorities of Communities and Place, Supporting Local Businesses and People and Skills. Previously there had been more than fifty interventions which described the intention of the investment priorities. These interventions had been replaced with five themes and twelve sub-themes. Any scheme that had previously been eligible for funding would remain so under the new guidelines.

Potential areas of investment had been discussed by Members at the Cabinet Advisory Group (CAG) meeting held in December 2024. The Investment Plan was then developed with these discussions in mind. It was also reported that the Investment Plan aligned with the Council's priorities as detailed within the Bromsgrove District Council Plan approved in July 2024. The results of the recent Community Survey had also been considered when shaping the Investment Plan.

The areas included within the Investment Plan included infrastructure, buildings, open spaces, cost of living (including fuel poverty) and local centres. There was also support for local businesses and for the upskilling of young people and provision of support in order for them to enter the workforce.

The Bromsgrove Partnership, in its role as Local Partnership Group, for the UKSPF had been consulted on the strategic fit and deliverability of the Investment Plan. For the most part, the Partnership was supportive of the Plan, however there had been some recommendations made following discussions at a meeting held on 12th March 2025.

The Partnership expressed some concern in respect of the allocation of funding for the subtheme 'bringing communities together'. They recommended that the funding should be a forty to fifty per cent revenue allocation rather than a capital allocation. However, it was noted by Officers that there was some flexibility for revenue funding to be used as capital funding under the grant conditions, however capital must be spent on capital expenditure. This meant that the funding as detailed within the Investment Plan for this sub theme could be varied depending on demand and who was likely to need it.

A further recommendation was suggested by the Partnership that capital funding for high streets and town centre improvements should not include Bromsgrove Town Centre as there was already funding available for this location. Officers were not supportive of this recommendation.

The third recommendation was in respect of the funding of County wide projects to avoid a 'postcode lottery' of support. It was confirmed that this was already the approach taken as part of the Investment Plan. However, Members were assured that in taking this approach value for money for Bromsgrove residents had been considered and that all funding allocations benefitted Bromsgrove residents only.

The final recommendation from the Partnership had been in relation to organisations that delivered support across a common theme, such as skills, be encouraged to work in a joined-up way in order to avoid duplication of services. This was already the approach taken when the Investment Plan was developed to ensure cohesion.

Finally, the UK Prosperity Fund Manager advised Members that the second Officer recommendation contained within the report was in order to ensure greater flexibility to re-allocate any outstanding funding that had not been spent towards the end of the scheme.

Members considered the recommendations made by the Bromsgrove Partnership and felt that with the potential exception of the recommendation made in respect of the public realm funding, the Investment Plan as presented captured priority areas of investment effectively and appropriately.

There were some discussions in respect of Economic Development following the Local Government Reorganisation. At this stage there was a significant number of unknowns in this area and that it would need to be considered when decisions were made as part of the Local Government Reorganisation process going forward.

Members queried access to the support for local businesses. It was felt that the Worcestershire Growth Hub website was difficult to navigate and that businesses might not be able to ascertain where to find information on support that was available. The UK Shared Prosperity Fund Manager explained that this had been raised previously. There was an advisor, with specific local knowledge, available who could consult with businesses to provide advice on this matter. Businesses could either contact the advisor directly or contact the UK Shared Prosperity Fund Manager for further information.

RESOLVED that

- 1) The Investment Plan be approved.
- 2) Authority to vary the Investment Plan, in order to maximise the use of the grant, be delegated to the Assistant Director Regeneration & Property following consultation with the Portfolio Holder for Economic Development and Regeneration.

85/24

FINANCE RECOVERY PROGRAMME REPORT

The Deputy Chief Executive and Section 151 Officer presented the Finance Recovery report for the consideration of Members.

It was explained that this report was presented to Members on a regular basis, following the issuing of the Section 24 Notice in November 2023. A version of this report was also considered at the Audit, Standards and Governance Committee meetings throughout the municipal year.

The report included any Key Deliverables, Treasury Indicators and updates on the VAT returns.

Members were informed that the Statement of Accounts for the financial years 2020 – 2021, 2021 – 2022, 2022 – 2023 had been completed and Disclaimer Opinions received and approved. The draft accounts for financial year 2023 – 2024 were out for consultation with some public consultation comments being received, which was positive. It was

reported that there were potential difficulties likely to arise in terms of the Disclaimer Options that had been issued to Councils nationally and the effect these would have on external audits in the future. It was felt that there was a disconnect between the understanding of Disclaimer Opinions between Central Government and auditors and whether time should be spent on 'old' accounts. It was suggested that as long as the opening balances, amount of reserves and grant funding were known this was hopefully sufficient to provide accurate accounts in future years. Furthermore, there was a level of assurance around these balances in that returns were checked and submitted on a yearly basis.

Ernst & Young had been confirmed as the Council's External Auditors. The Deputy Chief Executive and Section 151 Officer thanked Members for their speedy return of the disclosure information that had been provided to the auditors. This was usually a process that might take six to eight months. However, the Council had completed their disclosure information within four months. Due diligence was currently being undertaken by Ernst & Young including looking at Council press releases. It was thought that this process would be completed within four weeks from the time of the meeting. Members were interested to learn that this was part of the due diligence process, and it highlighted the necessity and importance to continue to make decisions in a robust manner following complete analysis.

The Key Deliverables included within the report were as follows:

1. The Accounting Policies report was now considered at each Audit, Standards and Governance Committee.
2. The TechOne system had been upgraded to version 24B in February 2025
3. The approval of the Medium-Term Financial Plan 2025 – 2026 to 2027 – 2028 on 19th February 2025
4. The consultation on the Medium-Term Financial Plan 2025 – 2026 to 2027 – 2028
5. Changes implemented to the Procurement processes
6. Updated Prudential Indicators had been completed.

It was reported that Central Government had announced that capital receipts could be used to fund redundancies as part of the Local Government Reorganisation. Information in respect of this would be circulated to Members following the meeting.

Members queried what the allocation would be from Central Government in order to carry out the Local Government Reorganisation. It was

reported that information had been received that £6.7million had been allocated across Worcestershire for this purpose. At the time of the meeting, it was unknown as to how these funds would be distributed and whether this would be equally or be dependent on the size and complexity of the Council.

Although the Local Government Reorganisation was inevitably at the forefront of Members' and Officers' minds it was imperative that 'business as usual' continued within the Council and that services still needed to be delivered. As highlighted earlier in the meeting there were processes underway in terms of data and other areas in order to leverage improvements during and following the Local Government Reorganisation. Several models of Local Government could be considered as part of the reorganisation. There had been recent examples of Local Government Reorganisation such as at Peterborough City Council and Cambridgeshire County Council. The Deputy Chief Executive and Section 151 Officer undertook to provide Members with the public documentation available in respect of this matter following the meeting.

It was noted that there would be pressures in terms of pensions, and this would need to be considered in detail as part of the reorganisation process.

Although the Local Government Reorganisation was due to be implemented by April 2028, it was thought that the process would take significantly longer to embed and consolidate following vesting day.

Following consideration of the report, Members thanked and stated that the Deputy Chief Executive and Section 151 Officer had breathed 'fresh air' into the Finance Recovery reports. It was noted that they would be included in a Forward Plan currently being developed in the future to ensure transparency.

RESOLVED that the following be **NOTED**

- 1) Progress made on the financial recovery including:
 - a) Delivery of the Statutory Accounts
 - b) Delivery of Statutory Financial Returns
 - c) Improvements in the Control Environment

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

86/24

QUARTER 3 REVENUE AND PERFORMANCE MONITORING 24-25

The Deputy Chief Executive and Section 151 Officer presented the Quarter Three Revenue and Performance Monitoring 24-25 for Members' consideration.

It was noted that this report along with the Finance Recovery report, also considered at this Cabinet meeting, had been pre-scrutinised by the Finance and Budget Working Group (FBWG) at its meeting that took place on 21st March 2025.

During consideration of this report, Members were informed of the following:

- Currently the Council was forecasting an underspend of £53,000 at Quarter Three which was an improvement of £397,000 reported at Quarter Two. Details of variations of any underspend and overspends were provided and the reasons for these variations were highlighted for Members.
- As of 31st December 2024, the Council had no long-term borrowing and £6million worth of investments.
- The spend on the Capital Programme was currently £2.284million versus a budget of £7million. There was no debt as a result of the Capital Programme as it was funded solely by the Council.
- The Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) funding could not be accessed until the 2026 – 2027 financial year. These funds would be utilised for the Market Hall project.
- There had been an increase in costs at the Windsor Street site due to further remediation works being identified. This increase had been covered within the contingency budget. It was noted that this site would be ready for development very soon.
- There were £12.8million in General Fund Reserves and £9.534million in earmarked Reserves (this included the £40,000 which had previously been allocated to the Poverty Truth Commission).
- Members Wards Budget allocations continued to be monitored and currently there had been £46,700 spent of this budget which meant that £15,300 was still to be allocated prior to the end of the financial year.

- The impact of the Local Government Reorganisation and the impact this increase of workload would have on the workload of Senior Officers within the Council.
- The Procurement Pipeline which included details of contracts expected to be reprocured and procured in the future. It was noted that there were currently seventeen contracts between the old key decision threshold of £50,000 and the new key threshold of £200,000, ten contracts over the key decision threshold of £2000,000 and four contracts procured by Redditch Borough Council on behalf of Bromsgrove. Any contracts over the new key decision threshold would be included in the Forward Plan.

The Policy Manager presented the performance monitoring information contained within the Quarter Three Revenue and Performance Monitoring 2024 – 2025. It was reported that the suite of measures were aligned with the Council Plan. The information looked different to previous reports as there had been a change to the format following requests received from Members. There were some measures still to be included such as Freedom of Information and Subject Access Request data. This was a result of projects currently being carried out in these areas. They would however appear in future versions of these reports.

Members access to these measures would increase over the coming months due to the introduction of the Power BI system, which would provide up to date and more dynamic data. This software also allowed greater interrogation of the data included in the system and a summary sheet would also be available in order to see where there were any trends in particular areas. This would ensure that any areas of positive or negative change could be identified more easily and quickly.

The performance measures not only aligned with the Council Plan they were linked to the Service Business Planning process which had recently been undertaken by Officers. It was hoped that this approach would provide greater clarity on how the Council was performing versus the Council Plan.

The Deputy Chief Executive and Section 151 Officer explained that at the meeting of the FBWG on 21st March 2025, Members had some queries and areas to look at further in future reports. These included:

- Information on the direction of travel from Quarter to Quarter in order to better understand what the issues were prior to them becoming more serious.

- The timeline of the inclusion of all measures in future reports. This was identified as being in September 2025.
- Workforce Strategy was identified as an area of significant concern particularly the high 10 days of lost time per Full Time Equivalent (FTE)
- More information to be provided on Enforcement including action taken by Environmental Services and Worcestershire Regulatory Services (WRS).
- A full reconciliation of the Market Hall project.

Members expressed that this was a really good report, and the data was presented was much improved and more transparent way.

Concerns were raised regarding the increased number of new houses that needed to be built within the District per annum in line with the new National Planning Policy Framework.

Members requested that further information be provided in future reports such as:

1. Disability Facilities Grants – the average length of the process from the first enquiry to the delivery of the project.
2. Enforcement – how long enforcement cases had taken and the outcomes of any enforcement, whether there had been no further action or if the enforcement had resulted in a prosecution.
3. Number of lost telephone calls to the Council because of long waiting times.

Members were interested in the process regarding the GBSLEP monies and whether Birmingham City Council had the authority to withhold monies in this way until the 2026 – 2027 financial year. It was stated that there had been a bid submitted to access these funds, and the outcome of the submission would be known over the coming months.

Following the presentation of the report Members thanked the Deputy Chief Executive and Section 151 Officer for all his hard work over his time with the Council and wished him every success in the future.

RESOLVED that

- 1) The current Revenue underspend position of £53k and actions the Council were taking to mitigate this position be noted.

- 2) The current Capital spending of £2.284m against a budget of £7.070m be noted.
- 3) The Ward Budget allocation position to date is 23 approved allocations at £33,137.
- 4) The updated procurements position, with any new items over £200,000 to be included on the forward plan.
- 5) The Quarter Three Performance data for the period October to December 2024 be noted. This is in the new format.
- 6) The Council submit a bid for £2.425m to Birmingham City Council for funding allocated to Bromsgrove by the former Greater Birmingham & Solihull Local Enterprise Partnership (GBSLEP) to support the completion of the Market Hall regeneration initiative.

RECOMMENDED that

- 7) That the Balance Sheet Monitoring Position for Quarter Three be noted – which is the Treasury Monitoring Report and required to be reported to Council.
- 8) In the event that the bid be successful, the budget be amended to reflect that the GBSLEP funding was being applied to the Market Hall development.

87/24

MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 11TH FEBRUARY 2025 AND 17TH FEBRUARY 2025

The minutes of the meetings of the Overview and Scrutiny Board held on 11th February 2025 and 17th February 2025 were submitted for the Cabinet's consideration. It was noted that there were no outstanding recommendations contained within these minutes.

RESOLVED that the minutes of the meetings of the Overview and Scrutiny Board held on 11th February 2025 and 17th February 2025 be noted.

88/24

TO CONSIDER ANY URGENT BUSINESS, DETAILS OF WHICH HAVE BEEN NOTIFIED TO THE ASSISTANT DIRECTOR OF LEGAL, DEMOCRATIC AND PROCUREMENT SERVICES PRIOR TO THE COMMENCEMENT OF THE MEETING AND WHICH THE CHAIRMAN, BY REASON OF SPECIAL CIRCUMSTANCES, CONSIDERS TO BE OF

Agenda Item 17

Cabinet
26th March 2025

SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING

There was no Urgent Business on this occasion.

The meeting closed at 7.39 p.m.

Chairman

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