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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

TUESDAY 10TH DECEMBER 2024

AT 2.00 P.M.

**COMMITTEE ROOM 2, PARKSIDE, MARKET STREET, BROMSGROVE,
WORCESTERSHIRE, B61 8DA**

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

AGENDA

**PLEASE NOTE THAT THE APPENDICES FOR AGENDA ITEMS 3, 6, 7 AND 9
HAVE BEEN INCLUDED IN THE SUPPLEMENTARY AGENDA PACK**

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

To invite Councillors to declare any Disclosable Pecuniary Interests or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.

3. Bromsgrove Local Heritage List (Pages 7 - 16)
4. Homelessness Prevention Grant and Domestic Abuse Grant (Pages 17 - 26)
5. Low Cost Housing Capital Receipts (Pages 27 - 56)
6. Carbon Reduction Strategy and Implementation Plan (Pages 57 - 62)
7. Bromsgrove Draft Air Quality Action Plan (Pages 63 - 70)
8. District Heat Network Revisions (Pages 71 - 80)
9. Bromsgrove Play Audit and Investment Strategy (Pages 81 - 90)
10. Medium Term Financial Plan - Tranche 1 Budget Including Fees and Charges (prior to consultation) (Pages 91 - 152)
11. Quarter 2 Revenue and Performance Monitoring 2024/2025 (Pages 153 - 206)
12. Shareholders Committee Report (Pages 207 - 228)
13. To consider any urgent business, details of which have been notified to the Assistant Director of Legal, Democratic and Property Services prior to the commencement of the meeting and which the Chairman, by reason of special circumstances, considers to be of so urgent a nature that it cannot wait until the next meeting.
14. To consider, and if considered appropriate, to pass the following resolution to exclude the public from the meeting during the consideration of items of business containing exempt information:-

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

<u>Item No.</u>	<u>Paragraph</u>
15	3
16	3

15. Minutes of the meeting of Cabinet held on 21st October 2024 (Pages 229 - 236)
16. Minutes of the meetings of the Overview and Scrutiny Board held on 17th October and 19th November 2024 (Pages 237 - 262)

Sue Hanley
Chief Executive

Parkside
Market Street
BROMSGROVE
Worcestershire
B61 8DA

2nd December 2024

**If you have any queries on this Agenda please contact
Pauline Ross
Democratic Services Officer**

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GUIDANCE ON FACE-TO-FACE MEETINGS

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

GUIDANCE FOR ELECTED MEMBERS AND MEMBERS OF THE PUBLIC ATTENDING MEETINGS IN PERSON

Meeting attendees and members of the public are encouraged not to attend a Committee if they have if they have common cold symptoms or any of the following common symptoms of Covid-19 on the day of the meeting; a high temperature, a new and continuous cough or a loss of smell and / or taste.

Notes:

Although this is a public meeting, there are circumstances when the Cabinet might have to move into closed session to consider exempt or confidential information. For agenda items that are exempt, the public are excluded.



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- You can inspect agenda and public reports at least five days before the date of the meeting.
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- Meeting Minutes
- The Council's Constitution

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Bromsgrove Local Heritage List

Relevant Portfolio Holder	Councillor Kit Taylor
Portfolio Holder Consulted	Yes
Relevant Head of Service	Ruth Bamford
Report Author Mary Worsfold	Job Title: Principal Conservation Officer Contact email:m.worsfold@bromsgroveandredditch.gov.uk Contact Tel: 01527 881329
Wards Affected	All wards
Ward Councillor(s) consulted	Yes
Relevant Strategic Purpose(s)	Economic Regeneration and Environment
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Cabinet RECOMMEND that: -

- 1.1 The Local Heritage List at Appendix 1 for the following parishes is adopted.
 Alvechurch
 Beoley
 Belbroughton and Fairfield
 Dodford with Grafton
- 1.2 The wording of the Officer Scheme of Delegations for the Local Heritage List be updated as set out in Appendix 2.
- 1.3 The amended Local Heritage List Strategy set out at Appendix 3 be approved.

2. BACKGROUND

- 2.1 This report updates Members the task being undertaken by the Conservation Team to prepare the Bromsgrove Local Heritage List (LHL). Work on the lists for the Parishes of Alvechurch, Beoley, Belbroughton and Fairfield and Dodford with Grafton has been completed and Members are being asked to recommend to Council that the final version of the list which covers these areas be approved.

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The report also gives an update on progress for other areas of the District.

- 2.2 In preparing this report the governance and decision making background for approval of the LHL has been re-visited. This has resulted in the need for some adjustments as set out in paragraphs 3.16 to 3.20. The changes are around ensuring the final list is approved by the correct decision making arm of the Council, and do not affect the consultation process itself or the day to day work being carried out by the Conservation Team.

3. OPERATIONAL ISSUES

- 3.1 Cabinet approved a revised Local Heritage List Strategy in March 2024. The Strategy can be summarised as follows;
- Local lists identify heritage assets which are valued by local communities and contribute to the character and local distinctiveness of an area.
 - The use of local lists is promoted by the National Planning Policy Framework (NPPF)
 - The Bromsgrove District Plan (2017) acknowledges the importance of adopting a local list to formerly identify the locally important heritage assets within the district,
 - Heritage assets on the Local Heritage List will not have the same protection as those on the statutory list, although the Historic Environment policies in the District Plan support the retention of heritage assets on the list. Assets identified on a local list will merit consideration in the planning process.
 - The more robust the process for adding a heritage asset to the local list, particularly in terms of the selection criteria, the greater the weight for protecting the asset.
 - Inclusion of a heritage asset on the list will provide clarity to owners, developers and the local planning authority allowing all parties to consider the significance of the asset at an early stage.
 - Criteria for inclusion on the Local Heritage list have been identified, and include Age, Authenticity and Rarity, Architectural Interest, Historic Interest and Townscape/Villagescape/Landscape interest. Candidates need to satisfy the first criteria and at least one other.
 - The LHL will be prepared on a parish by parish basis. The conservation team will consider all nominations and will also survey the area to identify further properties which meet the criteria. They will then prepare a draft list.
 - Following a period of public consultation, including with the owners of these properties, a final report will be prepared for Cabinet with the

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proposal that the Parish LHL is adopted and becomes a material consideration in the planning process.

- 3.2 Heritage assets on the local list do not attract additional consent requirements, unlike statutory listed buildings where listed building consent is required for all alterations, over and above those required for planning permission.
- 3.3 Heritage assets identified on a local list, are recognised by the local authority as having heritage significance, and therefore will merit consideration in planning matters. When considering planning applications which impact on heritage assets on the local list, the LPA is required to take a balanced judgement having regard to the scale of any harm or loss and the significance of the heritage asset, in determining the application.
- 3.4 There is no appeal procedure if an owner believes their property should not be included on the list. The statutory listing process similarly has no appeal process.
- 3.5 The revised Strategy incorporated an amended consultation process to improve public engagement.
- 3.6 Draft lists for Alvechurch, Beoley, Belbroughton and Fairfield, and Dodford with Grafton Parishes, were compiled earlier this year, ready for consultation. These lists add 140 properties to the draft LHL, and cover a diverse range of properties including houses, schools, village halls, places of worship and canal infrastructure.
- 3.7 A six-week consultation period commenced on Monday 27th May. Letters were sent to all owners/occupiers providing information about the consultation, including the listing for their property. This included a description and information on how the building met the LHL criteria. It also detailed the consultation event to be held in each parish as well as other ways of contacting the Conservation Team to discuss. Comments were invited. Parish councils and ward members were also notified. The LHL page on the Conservation Section of the BDC website also provided details of the consultation, links to all relevant documents as well as the draft lists by parish. The BDC Comms team also promoted the consultation using social media.
- 3.8 Conservation officers held conservation events in the village hall in each parish. Information on the LHL was available and conservation officers answered questions. Attendance was as follows;

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Alvechurch	12
Beoley	14
Belbroughton and Fairfield	6
Dodford with Grafton	20

Approximately 5 telephone calls were also received, as well as written comments.

- 3.9 The majority of people who contacted officers were happy for their properties to be included on the LHL. Most were seeking clarification on the implications of their property being on the list. Some provided additional information or queried information in the descriptions, which allowed descriptions to be amended.
- 3.10 Seven objections were received. The Conservation Team considered the objections and reconsidered the properties. In all cases it was considered that the properties met the criteria and should be included on the list, although descriptions and reasons for inclusion were amended in light of the comments and the re-examination.
- 3.11 Five further nominations were submitted. Of these, two are supported by the Conservation Team, one had already been considered and rejected, one is listed so cannot be included, and the Wiggins Memorial Park in Alvechurch will be considered when we consider parks and gardens as a separate category within the LHL. The owners of the two supported nominations have been consulted.
- 3.12 Following completion of the Consultation process and having considered all the comments received, the LHL for each parish has now been finalised, and can be found at Appendix 1. We are asking members to approve the LHL list for these parishes which will then become a material consideration in the planning process.

Further Local List update

- 3.13. As requested by the Overview and Scrutiny Board officers are also in a position to update on overall progress with the LHL as follows. Work continues on the lists for Bromsgrove Town, and the parishes of Lickey and Blackwell and Wythall. In relation to Bromsgrove Town a meeting was held with the History Group of the Bromsgrove Society and copies of our working spreadsheet made available to them in June. They are

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going to look at whether they can add to the information that we have already put together and nominate additional properties which they considered meet the criteria. We are still awaiting their feedback.

- 3.14. Since the previous Cabinet Report one member of the Conservation Team left in May, this was reported to the Overview and Scrutiny Board in our July report to them. A replacement has been recruited and started work in late September. The vacancy has impacted on the progress to date. In addition, the admin processes required to set up and carry out the consultation process took longer than expected. We have already begun to redesign this part of the process; we have brought in extra resource from within the team to manage the project leaving the conservation officers to focus on the technical assessment work. Additionally, we have also looked at better use of the GIS and databases to digitise as much of the process as possible again to help not only speed things up but also to pre-empt changes likely to flow from the corporate GIS strategy. We are currently in the process of rationalising the way data from the Historic Environment Record is moved over onto our database to avoid the duplication of backroom processes.
- 3.15 The new conservation officer has made a start on Bournheath Parish. The work on Wythall and Bromsgrove, subject to the input from the Bromsgrove Society is nearer completion. Work on Lickey and Blackwell has been delayed due to the Principal Conservation Officer responding to the consultation on the first four parishes. We should be in a position to go out to consultation on the next four parishes in the early part of next year. We will then move onto preparing another tranche of draft lists.

Governance implications for final approval of the Local Heritage List

- 3.16 Further consideration of the final sign off process has highlighted that the decision maker for approval of the Local Heritage List should be Council. The original report to Members on developing the LHL in November 2013 identified this as the decision making route and introduced delegations from Council to the Head of Planning to achieve this.
- 3.17 By way of further explanation, Members are asked to note that the broad rules about decision making for different arms of the Council on different topics are set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000. In particular Schedule 3 deals with functions that “are not to be the sole responsibility of the

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authority's executive". The list of strategies and plans in that section includes development plan documents. As Members are aware, the LHL is closely aligned to Bromsgrove District Plan Policy 20 Managing the Historic Environment and as such advice from officers is that final approval should be from Council.

- 3.18 Having now worked through a complete cycle of drafting local lists, publication, consultation and re-drafting final lists, as can be seen from this report the process in terms of staff input has been quite intensive. The consultation phase seems to have been well received and there has been good engagement with the local communities and property owners. Members have been able to have input through Overview and Scrutiny and progress is now being made to move on to consulting on further areas in the District. It has been identified that there are potential data protection issues associated with publishing the consultation comments in a report that would be publicly available and officers are proposing to amend this part of the process.
- 3.19 Taking all that into account, together with the updated advice on where the decision making sits, officers have suggested amendments to the delegations set out in the Constitution. Attached at Appendix 2 is the current set of delegations for the Local Heritage List taken from the Officer Scheme of Delegations. Some changes to the wording are being suggested for clarity.
- 3.20 Members are therefore asked to approve the amendments to the Scheme of Delegations as set out in Appendix 2 and the consequential updates to the Local Heritage List Strategy as set out at Appendix 3.

4 FINANCIAL IMPLICATIONS

- 4.1 There are no direct financial implications arising out of this report.

5. LEGAL IMPLICATIONS

- 5.1 The use of local lists is promoted by the NPPF, which advises local planning authorities in Paragraph 190 to 'set out in their local plan a positive strategy for the conservation and enjoyment of the historic environment'. It is emphasised that 'they (LPAs) should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance'. In light of the NPPF, the Bromsgrove District Plan (2017) acknowledges the importance of adopting a local list to formally identify the locally important heritage

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assets within the District. (See paras BDP 20.12, BDP 20.13 & BDP20.14)

- 5.2 Schedule 3 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 refers to functions that “are not to be the sole responsibility of the authority’s executive”. The list of strategies and plans in that section includes development plan documents The LHL is closely aligned to Bromsgrove District Plan Policy 20 Managing the Historic Environment and as such final approval of the LHL should be from Council, or alternatively another decision maker to which Council has made a delegation.

6. OTHER IMPLICATIONS

Relevant Strategic Purpose

- 6.1 Economic Development and Environment

The identification and inclusion of local heritage assets on the LHL will help to ensure that the local distinctiveness of Bromsgrove will be maintained and managed further, making the area an attractive place to locate and do business whilst at the same protecting the environment.

Climate Change Implications

- 6.2 It is not considered that the proposed action will have any climate change implications.

Equalities and Diversity Implications

- 6.3 There are not considered to be any customer/equality or diversity implications. The consultation will be carried out in line with established consultation processes the planning department frequently use.

7. RISK MANAGEMENT

- 7.1 The following risks have been identified in relation to this report : -
- Failure to ensure that approval of the LHL is made by the correct decision maker within the Council could lead to future planning decisions made in reliance on the contents of the list being subject to legal challenge.

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- Failing to progress efficiently with the overall process of developing the LHL may undermine the identification and preservation of heritage assets.
- The Council is taking steps to update the process to ensure that there is no risk of personal information being released.

8. APPENDICES and BACKGROUND PAPERS

- Appendix 1 Local Heritage List for Alvechurch, Beoley, Belbroughton and Fairfield and Dodford with Grafton Parishes
- Appendix 2 Extract from Officer Scheme of Delegations
- Appendix 3 Local Heritage List Strategy Document

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Kit Taylor	
Lead Director / Head of Service	Ruth Bamford – Assistant Director Planning and Leisure Services	
Financial Services	Pete Carpenter - Director of Resources/Deputy Chief Executive	
Legal Services	Claire Felton – Assistant Director Legal Democratic & Property Services	
Policy Team (if equalities implications apply)	N/A	N/A
Climate Change Officer (if climate change implications apply)	N/A	N/A

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Homelessness Prevention Grant and Domestic Abuse Grant Allocation for 2025/26

Relevant Portfolio Holder	Councillor Shirley Webb
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Willis Assistant Director Community and Housing Services
Report Author	Job Title: Amanda Delahunty Contact email: a.delahunty@bromsgroveandredditch.gov.uk Contact Tel: 01527 881269
Wards Affected	All
Ward Councillor(s) consulted	Not Applicable
Relevant Strategic Priorities(s)	Housing
Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Cabinet RESOLVE that:-

- 1.1 That the initiatives in 3.5 be approved to receive an allocation of funding 2025/26.
- 1.2 That delegated authority be granted to the Assistant Director Community and Housing Services following consultation with the Portfolio Holder for Strategic Housing to use any unallocated Grant during the year or make further adjustments as necessary to ensure full utilisation of the Grants for 2025/26 in support of existing or new schemes.

2. BACKGROUND

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

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during 2025/26 on schemes to prevent homelessness and assist those who become homeless.

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

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

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

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

3. FINANCIAL IMPLICATIONS

3.1 In addition to the annual Homelessness Grant £112,000, the Council is expecting to be awarded by the Ministry of Housing and Local Government (MHCLG), Homelessness Prevention Grant £260,432 and £35,298 Domestic Abuse New Burdens funding. This report sets out how the Council intends to utilise this funding to create a package of support and services to prevent homelessness and support those who become homeless.

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

3.3 The Council has agreed a budget of £112,000 for the 2025/26 Homelessness Grant allocation in addition to the MHCLG grant award.

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- 3.4 The Council therefore has the following for Homelessness Prevention and Domestic Abuse Services and Housing Options in 2025/26 as follows:

Grant	2025/26
Homelessness Grant	£112,000
Homelessness Prevention Grant	£260,342
Carry Forward	£23,986
Sub Total	£396,328
Domestic Abuse Grant	£35,298
Grant Total Grant Available	£431,626

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

Homelessness Grant Allocation	2025/26 £ (up to £396,328)
BDHT Housing Agency Agreement Top Up	52,475
St Basils Young Persons Pathway Worker – support to prevent homelessness for under 25’s and Crash Pad to provide a unit of emergency accommodation for young people.	40,316
Worcestershire Strategic Housing Partnership Co-ordinator – contribution towards county-wide development and delivery of housing initiatives in partnership with other agencies	7,500
CCP Single Person and Childless Couples Homelessness Prevention Service	18,347
NewStarts - Provide Furniture and Volunteering Opportunities for Ex-Offenders – supports tenancy sustainment and provides future employment opportunities/reduces risk of reoffending	10,000
GreenSquare Accord Housing Related Support – helping ex-offenders remain housed/seek employment	26,227
St Basils Foyer – provides stable accommodation/support for young people - 14 units – fully occupied during last financial year	48,616
St Basils Crash pad – provides emergency temporary accommodation for 16 and 17 year olds	16,596

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Maggs Rough Sleeper outreach and prevention service targeting rough sleepers and those at risk of rough sleeping.	34,302
North Worcestershire Basement Project - Support for young people at risk of homelessness	24,541
Step Up – Private Tenancy Scheme	23,000
BDHT - Sunrise Project intensive support	45,300
Revenue Funding for an Additional 4 Static Temporary Accommodation units	30,688
Mental Health Link Worker (part funded)	6,800
CAB – Affordability Assessments	5,490
Spend to Save Top Up	6,130
Total committed expenditure	£396.328
Underspend	£0

Domestic Abuse Grant Allocation	2025/26 Up to £35,298
County Domestic Abuse Co-ordinator	4,813
County Domestic Abuse Research and Intelligence Officer	4,426
Top up to DA Housing Options Officer	5,600
NewStarts Furniture Project	5,000
Basement Project	15,459
Total committed expenditure	£35,298
Underspend	£ 0

- 3.6 With the exception of BDHT, these are voluntary organisations and without this funding it is unlikely this support would be offered or available which in turn would lead to an increase in direct revenue costs for the council. Their prevention role is crucial in helping people remain in their existing accommodation wherever possible. This is even more relevant due to affordability issues in all sectors. In addition, there has been less churn in social housing, so fewer properties are becoming available and social housing options are very limited.

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- 3.7 An element of the grant supplements the cost of the Housing Agency Agreement 5 year contract with BDHT.
- 3.8 The Council has received two applications to provide a rough sleeper outreach and support service. The CCP service which has been funded across Bromsgrove and Redditch since 2017/18 and has in the past provided a good service and supported many individuals to end their rough sleeper lifestyle. However, this service is no longer providing value for money. This is in some part due to recruitment issues where CCP have been unable to recruit a project manager. The two outreach officers are being managed remotely by two existing CCP managers and this has resulted in a reduction in the number of individuals receiving support and little opportunity to develop the service to meet current needs. The application from Maggs offers a good quality service and value for money with a proposal to support a larger cohort than the current CCP service. The Maggs service will provide two officers and one manager who will deliver the service including carrying out twice weekly assertive outreach. They have strong links with accommodation providers and take a staged approach to their support flexing it to meet needs. They expect officers to hold a caseload of 20 clients each and have an ethos based upon never giving up on the person, even if they have 'failed the system' often. The Maggs Service is more cost effective. It is therefore recommended that the application from Maggs is approved. The application from CCP is not being put forward for approval. We will be working with both providers over the coming months to ensure a smooth transition from one service to another, with service users continuing to receive support where required. We would like to thank CCP officers for their hard work in providing this service.
- 3.9 Delegated authority be granted to the Assistant Director Community and Housing Services following consultation with the Portfolio Holder for Housing to use any unallocated Grant during the year or make further adjustments to current initiatives as necessary to ensure full utilisation of the Grant for 2025/26.

4. LEGAL IMPLICATIONS

- 4.1 The Council has statutory duty under the Housing Act 1996 (as amended) to assist those who are threatened with homelessness or experiencing actual homelessness and has placed additional duties on the Council regarding preventing and relieving homelessness.

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- 4.2 The Homelessness Prevention Grant has been ring fenced to homelessness prevention and tackling homelessness by the Ministry of Housing, Communities and Local Government.
- 4.3 The Domestic Abuse New Burdens Grant has been provided to ensure that councils comply with the requirements of the Domestic Abuse Act 2021.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Priorities

- 5.1 Homelessness Prevention Grant and Domestic Abuse Grant supports the Council's priority of Housing. It allows the Council to support a range of holistic services to help prevent or tackle homelessness and rough sleeping in the District.
- 5.2 The combination of practical support such as furniture compliment those services that provide outreach support to help clients access accommodation, sustain tenancies, manage budgets, engage in positive activities and access employment.

Climate Change Implications

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

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

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

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become homeless and need support to set up a new home and recover from their experience, many of whom are women.

Operational Implications

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

7. RISK MANAGEMENT

- 7.1 If the recommended schemes are not approved there is a risk that more households who are threatened with homelessness, or who are in housing need, will have limited alternative options. There is also therefore the risk that they may have to make a homeless approach and this could consequently lead to the following negative outcomes:

- Increased B&B costs with 80% having to be picked up by the local authority.
- Increased rough sleeping in the District
- Impacts on physical and mental health, educational achievement, ability to work and similar through increased homelessness.

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

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 Outcomes Monitoring Table

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Shirley Webb Portfolio Holder Strategic Housing	30/10/24
Lead Director / Head of Service	Judith Willis Assistant Director Community and Housing Services	30/10/24
Financial Services	Peter Carpenter, Interim Deputy Section 151 Officer	30/10/24
Legal Services	Claire Felton, Assistant	06/11/24

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	Director of Legal, Democratic and Property Services	
Policy Team (if equalities implications apply)	Not applicable	N/A
Climate Change Officer (if climate change implications apply)	Matt Eccles, Climate Change Manager	30/10/24

Agenda Item 4

Appendix 1

Bromsgrove Homelessness Grant Performance Monitoring Quarter 1 2024/25

QUARTER 1

CATEGORY		Basement	CABR	CCP	GSA	Crash Pad	YPPW	Foyer	
Clients	B/F CASES	69	0	4	12	1	24	15	125
	NEW APPLICATIONS	11	3	7	2	2	25	2	52
	APPLICATIONS CLOSED	15	0	4	0	2	32	3	56
	C/F CASES	65	3	7	14	1	17	14	121
Support to access	Benefits	8		0	2	2	2	0	14
	ID/Bank Acc/etc	5		3	1	1	12	0	22
	Mental health services	2		0	0	0	0	0	2
	Substance Misuse services	0		0	0	0	0	0	0
	GP services	1		0	0	0	0	0	1
	Voluntary Services	6		0	1	0	0	0	7

QUARTER 2

CATEGORY		Basement	CABR	CCP	GSA	Crash Pad	YPPW	Foyer	
Clients	B/F CASES	65	3	7	14	1	17	14	121
	NEW APPLICATIONS	15	0	3	2	1	24	0	45
	APPLICATIONS CLOSED	5	0	4	3	1	21	0	34
	C/F CASES	75	3	5	13	1	20	14	131
Support to access	Benefits	5		0	2	1	5	0	13
	ID/Bank Acc/etc	14		2	2	0	16	0	34
	Mental health services	5		1	0	0	0	0	6
	Substance Misuse services	1		0	0	0	0	0	1
	GP services	2		0	0	0	0	0	2
	Voluntary Services	10		0	1	0	0	0	11

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BROMSGROVE LOW COST HOUSING SCHEME CAPITAL RECEIPTS AND INCREASING THE SUPPLY OF ACCOMMODATION

Relevant Portfolio Holder		Councillor Shirley Webb
Portfolio Holder Consulted		Yes
Relevant Assistant Director		Judith Willis Assistant Director Community and Housing Services
Report Author	Job Title: Amanda Delahunty Contact email:a.delahunty@bromsgroveandredditch.gov.uk Contact Tel: 01527 881269	
Wards Affected		All
Ward Councillor(s) consulted		Not Applicable
Relevant Council Priority		Economic Development Housing Environment Infrastructure
Non Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

Cabinet is asked to RESOLVE that;

- 1) The Supply and Demand of Temporary Accommodation report is noted; and

Cabinet is asked to RECOMMEND that

- 2) the low cost housing receipts are used to purchase existing properties, flip shared ownership into social or affordable rented accommodation or invest in new build developments with bdht to increase the supply of affordable housing and temporary accommodation to meet the growing demand.
- 3) delegated authority be granted to the Assistant Director Community and Housing Services following consultation with the Portfolio Holder for Strategic Housing 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 are brought forward.

2. BACKGROUND

- 2.1 Bromsgrove District Council launched a low cost housing scheme approximately 27 years ago. Through this scheme the Council currently holds a 30% share in each of the 111 remaining low cost housing properties.
- 2.2 A report was taken to Cabinet on the 1st February 2017 and Members resolved that:
- “As and when these properties are offered for sale, so far as possible the Council’s share should also be sold and;
- That any Capital receipt be ring-fenced to provide funding to assist the Council in meeting its Strategic Purpose “Help me find somewhere to live in my locality”
- 2.3 The capital receipts received from this decision amount £547,912.26, and to date none of this capital money has been spent. This report asks members to approve a plan to increase the supply of affordable housing to support its homelessness function through the use of these capital receipts in partnership with Bromsgrove District Housing Trust (BDHT).
- 2.4 The Council has carried out research into the causes of the upward trend in homeless approaches and the spiralling cost of temporary accommodation. Working in partnership with BDHT, the Modelling the Supply and Demand of Temporary Accommodation document in Appendix 1 was developed. It established that there is an increase in homeless households and there has also been a sustained reduction in affordable housing availability. It is anticipated that by utilising Low Cost Housing Receipts in a variety of ways, a new supply of affordable and temporary accommodation can be made available to mitigate the impact of this, through new build and reconfiguring existing stock. Options include:
- the development of garage sites to replace with new dwellings
 - the purchase of existing satisfactory dwellings from the open market to include Section 106 sites
 - Re-purchasing any of the low cost housing that is determined to provide good value
 - Flipping of new build shared ownership into social housing.
- 2.5 These properties will be utilised as Temporary Accommodation to: avoid the use of B&B; or offered to those in the highest priority on the housing register; or facilitate a move for an existing tenant to a more suitable property, with the resulting void being made available to a homeless

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household or the housing register. This will support the council in meeting its duties under the Housing Act 1996 and the Homelessness Reduction Act 2017. It is intended that this will impact positively on temporary accommodation costs as it is anticipated that households will be moved on from temporary accommodation more quickly.

- 2.6 The Council has seen a significant reduction in the number of affordable housing units becoming available since Covid. Some of this is due to households not being able to afford to move. It is also due to a shortage of new build developments in the District.
- 2.7 The cost of B&B has increased significantly over this period. This is not unique to Bromsgrove. According to analysis of the Local Government Association’s (LGA) revenue account data, the total amount spent by councils on temporary accommodation has soared by more than £733m since 2015/16. According to the LGA, temporary accommodation bills present a growing risk to councils.
- 2.8 The increase is in part due to more homeless households being placed into B&B accommodation, which increased from 34 in 22/23 to 46 in 23/24 which is a 35.29% increase. This is forecast to increase again in 2024/25 to 50 (8.7%). In addition, the length of stay is in TA overall is also increasing year on year suggesting that the supply of accommodation is an issue. With the number of households in TA for 6 + weeks being 2021/22 32, 2022/23 48 (50% increase) and 2023/24 53 (10% increase) overall a 66% increase over the whole period.

Year	Budget	Expenditure
2018/19	£12,387	£8,784.95
2019/20	£12,387	£11,837.24
2020/21	£12,387	£24,971.50
2021/22	£12,387	£19,311.49
2022/23	£12,387	£59,903.55
2023/24	£12,387	£87,441.26

- 2.9 The forecast for B&B spend without any increasing the supply of temporary accommodation or permanent accommodation is:

- 2024/25 £99,917.51
- 2025/26 £114,323.84

- 2.10 The increase in B&B use is directly related to the decrease in the supply of affordable housing. In the three years prior to the Covid-19 pandemic the Council would have expected around 462 units to become available per annum either through re-lets of social housing or new build stock. This is in part due to the cost of living crisis and the

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new affordable housing need target of 92 units per annum not being met.

Previous 3 year average 17/18- 19/20	20/21	21/22	22/23	23/24
462	352	304	330	321

3. OPERATIONAL ISSUES

- 3.1 The additional resource required to implement this initiative will be absorbed by the Housing Development Officer posts.

4. FINCANCIAL IMPLICATIONS

- 4.1 The low cost housing receipts currently stand at £547,912.26. These are utilised to bring forward more affordable housing and temporary accommodation. The consequence of this should help to mitigate the increase in B&B costs anticipated in the Modelling document.
- 4.2 The percentage of any grant based on the open market value of the property will be registered with the Land Registry so that in the event of its sale the Council would recover its funding based on the percentage of the current value of the property. This could be re-invested to provide more affordable housing.

5. LEGAL IMPLICATIONS

- 5.1 The percentage of any grant based on the open market value of the property will be registered with the land registry so that in the event of its sale the Council would recover its funding based on the percentage of the current value of the property.
- 5.2 The proposals detailed in this report will support the council in meeting its duties under the Housing Act 1996 and the Homelessness Reduction Act 2017. In addition, B&B is not deemed to be suitable accommodation for pregnant women and families with children, and for this reason is unlawful if used beyond 6 weeks as set out in the 2003 Bed and Breakfast Order. Longer term use of B&B puts the local authority at risk of legal challenge, reputational damage and/or a 'maladministration' finding by the Ombudsman.

6. OTHER IMPLICATIONS

Relevant Council Priority

- 6.1 Economic Development – a greater supply of housing supports economic development by providing work for builders and tradesmen and through occupiers using their purchasing power to furnish their homes.

Housing – the receipts will provide more housing for those in housing need in the District.

Environment – where properties are new build they will be energy efficient and where they are made available through the purchase of existing satisfactory dwellings they will, where required, be brought up to a more energy efficient standard.

Infrastructure – new build housing will be very small sites and impact on infrastructure will be minimal.

Climate Change Implications

- 6.2 This initiative to increase the supply of affordable housing and temporary accommodation aligns with Bromsgrove District Council's commitment to environmental sustainability and climate change mitigation. While the report emphasises energy efficiency in new builds, further consideration of the broader climate change impacts is essential. The increasing frequency and severity of extreme weather events and the growing cost-of-living crisis, exacerbated by climate change, contribute to rising homelessness. By providing secure and affordable housing, this initiative will help protect vulnerable households from the direct and indirect impacts of climate change. Furthermore, the emphasis on sustainable building practices, potentially incorporating renewable energy sources and green spaces, will contribute to reducing carbon emissions and enhancing community resilience. This initiative offers a valuable opportunity to integrate climate change considerations into housing development and create a more sustainable and equitable future for all residents of Bromsgrove.

Equalities and Diversity Implications

- 6.3 The delivery of more housing will have a positive impact on those who are homeless and registered for housing through Home Choice Plus.

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4. RISK MANAGEMENT

- 4.1 Unless the supply of affordable accommodation is increased across the District the council will be unable to meet its obligations in respect of homeless families and costs of extended periods in B&B and temporary accommodation will continue to rise.
- 4.2 Placing families in B&B where facilities are shared with vulnerable adults and with households not known to the placing authority creates additional safeguarding risks.

6. APPENDICES and BACKGROUND PAPERS

Appendix 1 - Modelling the Supply and Demand of Temporary Accommodation in Bromsgrove 2024/25

Cabinet Report Dated 1st February 2017

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Shirley Webb	31 st October 2024
Lead Director / Assistant Director	Judith Willis; Assistant Director Community and Housing	1 st November 2024
Financial Services	Pete Carpenter, Director of Resources and Deputy Chief Executive Officer	1 st November 2024
Legal Services	Claire Felton, Assistant Director Legal, Democratic and Property Services	19/11/2024
Policy Team (if equalities implications apply)	Not Applicable	Not Applicable

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Climate Change Team (if climate change implications apply)	Matt Eccles	1/11/2024

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Appendix 1

Modelling the Supply and Demand of Temporary Accommodation in Bromsgrove 2024/25

1. Summary

The purpose of the evaluation is to identify the contributing factors to the rapid increase in the use of Temporary Accommodation and associated costs in Bromsgrove and put in place a strategy for better meeting the needs of homeless households and reducing the burden on council budgets.

The analysis draws on a number of sources such as HClic returns, Lettings data from the LAHS, Data relating to the delivery of affordable housing.

The supply and demand for temporary accommodation model can be summarised as follows:

- Incoming placements into Temporary Accommodation
- Outgoing placements from Temporary Accommodation
- Anticipated Homelessness Placements for the coming year
- Increases in the supply of accommodation
- Net requirement for temporary accommodation 24/25

Overall, using this model we have worked on:

1. the supply level where the number of temporary accommodation units to meet the number of homeless TA was manageable and people were able to move through to permanent accommodation in a reasonable time
2. The increase in demand over the last three years and how this has also impacted on our ability to move people through TA.

We have identified that there needs to be a greater number of temporary accommodation units available to avoid excessive use of B&B; and that we need to increase the supply of permanent accommodation. We plan to achieve this by:

- Converting or purchasing 4 additional family units for Static Temporary Accommodation
- Piloting Block booking around 6 units of B&B for a 6 month period.
- Increasing the number of social housing lettings from existing stock to Priority band.
- Ensure all prevention options are considered in partnership with others such as the Basement mediation service, Sanctuary Scheme, Preventing Eviction panel with RP's.
- Increasing the supply affordable housing through our enabling role.

Agenda Item 5

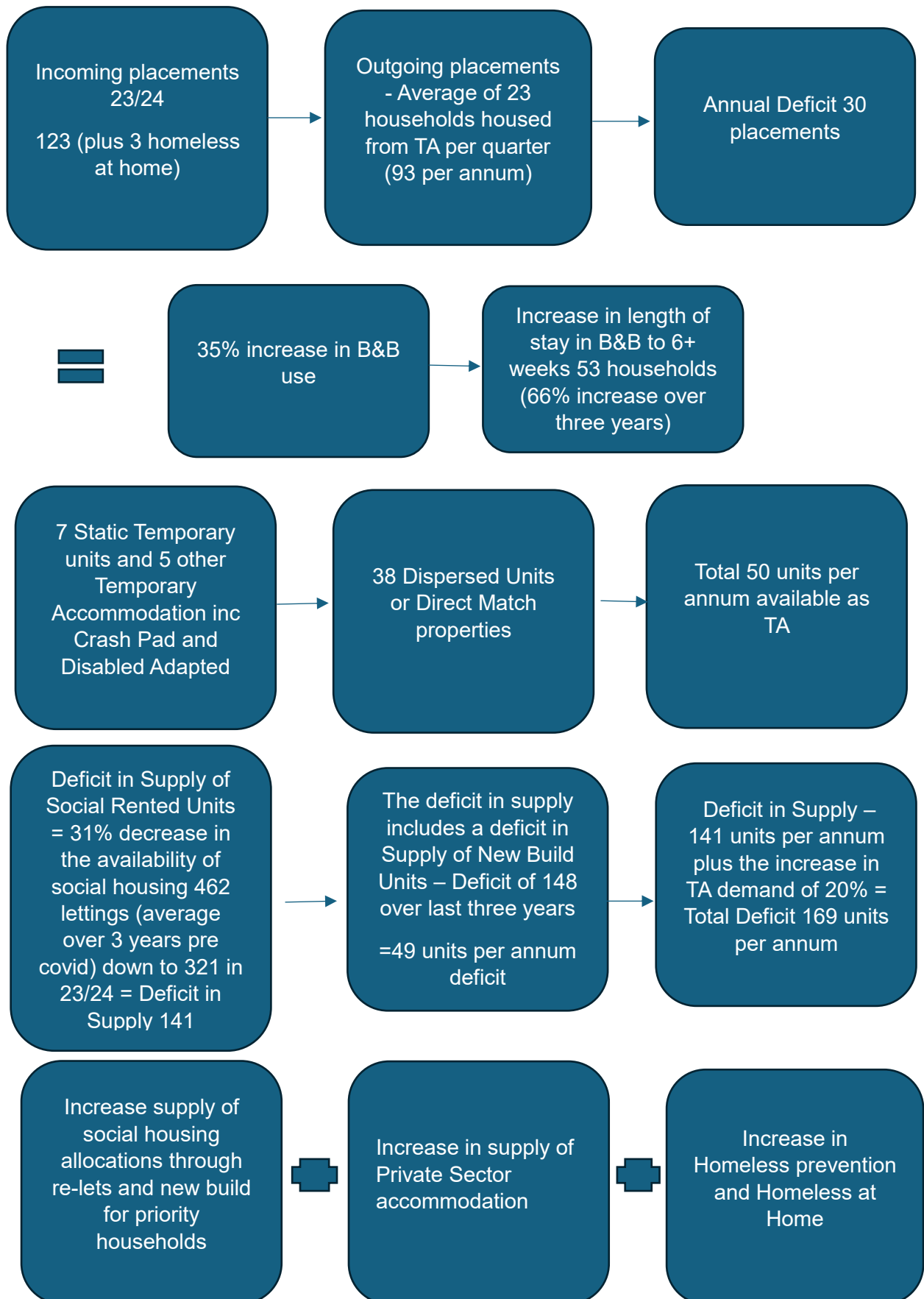
- Provide incentives to private landlords to enable greater access to the private sector.

We have been working with the specialist adviser at MHCLG to learn from good practice as almost 60 other local authorities are experiencing challenges in finding suitable temporary accommodation for the number of families presenting as homeless.

We have developed an action plan with MHCLG to identify additional areas of focus to reduce and manage our use of temporary accommodation and improve our pathway planning into more permanent accommodation, including making greater use of the private rented sector. We have also been advised to use an alternative descriptor to B&B for our shared temporary accommodation with three family rooms and access to their own bathrooms, but sharing a kitchen and lounge area for the purposes of HClic reporting.

The bdht Housing Options Team of 10 officers with decades of experience have held an 'away day' to focus on improving personal housing plans and the temporary accommodation referral form and creating a triage form to ensure that the service is proactive in its approach to homelessness.

Summary of the Demand and Supply of Temporary Accommodation



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The position regarding the limited supply of accommodation and the increasing demand from homeless households resulting in a reliance on temporary accommodation looks set to continue unless some significant interventions are put in place.

In order to avoid the excessive use of B&B the Council needs to increase the number of static temps and could do this by asking bdht to provide 4 additional family units or by the utilisation of homelessness grant for existing stock or capital income (received due to the ad hoc sale of Low Cost Housing scheme properties) which could provide a contribution to bdht for the purchase of existing satisfactory dwellings (including flipping shared ownership) with a percentage claw back should they be sold. There is a need for these to be aimed at larger families and the capital receipts could provide at least 6 family properties.

The budget for static temps for 24/25 is £53,704 when divided by 7 existing units the cost per unit per annum is £7,672. For an additional 4 units would require a revenue budget of £30,688 but would provide TA for around 3 households per unit per annum and would save the Council 6 weeks in B&B at a minimum of £50 per night (£2,100 per household multiplied by 12 households) is £25,200 per annum. Without additional static temporary accommodation it is unlikely that we will be able to meet the requirement to not have families in B&B for more than 6 weeks.

Block booking of good quality B&B could also provide a saving of £10 - £15 per room per night. At £35 per room per night for 6 months for 6 rooms this would require £38,220 budget to enable to work with a provider and secure these units. This would save £16,380 on the usual cost of £50 per room for the same period (£54,600). An alternative approach could involve using the some capital receipt and working with an RP or Spadesbourne Homes to invest and re-model an existing dwelling to provide these units at a nightly rate fee for occupation.

Social housing lettings made to those in Priority Band and Gold Plus Homeless accounted for an average of 32% of all lettings over the last three years of which could be increased through local lettings plans and increase properties made available to this cohort.

During 23/24 the Step Up Private Sector officer and bdht were able to place 16 households into the Private Rented Sector. The LHA rates were reviewed and increased by central government in April 2024 and could provide more opportunities to secure accommodation into the private sector for these households.

Bed and Breakfast Spend

Year	Budget	Expenditure
2018/19	£12,387	£8,784.95
2019/20	£12,387	£11,837.24
2020/21	£12,387	£24,971.50

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2021/22	£12,387	£19,311.49
2022/23	£12,387	£59,903.55
2023/24	£12,387	£87,441.26

The expenditure on B&B rose by 210% from 2021/22-2022/23 and then rose again by another 45% the following year.

This is in part due to an increase in placements in B&B, which increased from 34 in 22/23 to 46 in 23/24 which is a 35.29% increase. This is forecast to increase again in 2024/25 to 50 (8.7%). The aggregated difference between 2022/23 and 2025/26 is 47%. In addition, the length of stay in TA overall is also increasing year on year suggesting that the supply of accommodation is an issue. With the number of households in TA for 6 + weeks being 2021/22 32, 2022/23 48 (50% increase) and 2023/24 53 (10% increase) overall a 66% increase over the whole period.

Whilst B&B costs per room have remained relatively static, there has been an increase of families in B&B, some of whom may require two rooms which also result in additional B&B costs.

The Council's hostel was decommissioned on the 17th August 2020 and whilst it was replaced with 7 static temporary accommodation units, the subsequent increase in B&B seems to indicate an adverse impact due to the loss of this accommodation, possibly due to it being less desirable than the static temps, though the extent of this negative impact is difficult to quantify.

Continuing with the status quo in dealing with homeless households is forecast below with and increase in both placements and costs.

Table 1

	Timeline	Values	Forecast
B&B Placements (incoming)	21/22	35	
	22/23	34	
	23/24	46	
	24/25		50
	25/26		55

Table 2

	Date Period	Values	Forecast
All TA Placements (incoming)	21/22	70	
	22/23	88	
	23/24	126	
	24/25		151
	25/26		179

Table 3 Cost of B&B

Period	Spend	Forecast
31/03/2019	£8,784.95	
31/03/2020	£11,837.24	
31/03/2021	£24,971.50	
31/03/2022	£19,311.49	
31/03/2023	£59,903.55	
31/03/2024	£87,441.26	
31/03/2025		£99,917.51
31/03/2026		£116,323.84

Table 4 -Households with Children in TA by Duration

HOUSEHOLDS WITH CHILDREN - TA Placement ended, by duration	2021/22	2022/23	2023/24	3 Year Average		% increase from 21/22 to 23/24
Up to 7 Days	0	0	4	1	4%	N/A
8 - 21 Days (2 - 3 Weeks)	3	1	3	2	8%	0%
22 - 42 (3 - 6 Weeks)	5	3	7	5	16%	40%
43 - 84 Days (6 - 12 Weeks)	1	6	19	9	28%	1800%
85+ Days (Over 12 Weeks)	9	15	17	14	44%	89%
TOTAL:	18	25	50	31		

Table 5 - Incoming Placements into TA

	2021/22	2022/23	2023/24	% difference	3 Year Average
Homeless Households owed a duty	216	384	347	61%	316

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TA Placements made	70	88	126	80%	95
% Requiring TA	32%	23%	36%	13%	31%
43+ Days (6+weeks)	32	48	53	66%	44

The number of placements in TA has risen year on year since 2021/22. From 70 in 2021/22 to 88 in 22/23 (28.6% increase) and 126 in 23/24 (43.18% increase) and an increase of 80% over the whole period.

Use of B&B increased from 34 in 22/23 to 46 in 23/24 a 35.29% increase.

The Housing Options Team with bdht have been working to ensure alternatives to temporary accommodation are fully explored, encouraging people where they can find their own temporary solutions. This was a successful approach for 19 households in 23/24. In addition, bdht are utilising Homeless at Home for those where remaining at home is safe and appropriate in the short term, and where they still achieve homeless priority through the housing register.

Where the increase in homeless households exceeds the available TA there is a reliance on B&B to meet needs. If we increase the number of static units and dispersed units by 35% and ensure that there is an increase in the supply of accommodation through social housing lettings, the private rented sector and new supply we may be able to reduce our reliance on B&B.

Table 6 - Households Placed in Temporary Accommodation and those who are Homeless at Home

	Placed in TA	Homeless at Home	Total
2021/22	70	0	70
2022/23	88	0	88
2023/24	123	3	126

Table 7 Outgoing TA Placements

2021/22

TA Placement ending in quarter by duration	Q1	Q2	Q3	Q4	TOTAL:	
Up to 7 Days	2	4	1	2	9	13%
8 - 21 Days (2 - 3 Weeks)	2	2	2	5	11	16%
22 - 42 (3 - 6 Weeks)	6	2	4	3	15	22%

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43 - 84 Days (6 - 12 Weeks)	1	1	4	6	12	18%
85+ Days (Over 12 Weeks)	5	10	2	3	20	30%
TOTAL:	16	19	13	19	67	
No. of households with more than 1 placement	1	1	0	2	4	6%

Table 8 – Outgoing TA Placements 2022/23

TA Placement ending in quarter by duration	Q1	Q2	Q3	Q4	TOTAL:	
Up to 7 Days	2	2	2	3	9	12%
8 - 21 Days (2 - 3 Weeks)	3	4	2	0	9	12%
22 - 42 (3 - 6 Weeks)	3	0	2	6	11	14%
43 - 84 Days (6 - 12 Weeks)	2	4	5	8	19	25%
85+ Days (Over 12 Weeks)	7	8	7	7	29	38%
TOTAL:	17	18	18	24	77	
No. of households with more than 1 placement	1	0	0	1	2	3%

Table 9 Outgoing TA Placements - 2023/24

TA Placement ending in quarter by duration	Q1	Q2	Q3	Q4	TOTAL:	
Up to 7 Days	4	5	1	2	12	13%
8 - 21 Days (2 - 3 Weeks)	5	3	4	2	14	15%
22 - 42 (3 - 6 Weeks)	4	2	6	2	14	15%
43 - 84 Days (6 - 12 Weeks)	7	5	7	3	22	24%
85+ Days (Over 12 Weeks)	4	8	7	12	31	33%
TOTAL:	24	23	25	21	93	
No. of households with more than 1 placement	5	2	5	1	13	14%

The length of stay is increasing year on year suggesting that supply of accommodation is an issue. With the number of households in TA for 6 + weeks being 2021/22 32, 2022/23 48 (50% increase) and 2023/24 53 (10% increase) overall a 66% increase.

Table 10 - The average length of stay of families in TA

	TA Placement ended, by duration	2021/22	2022/23	2023/24	3 Year Average	
Outgoing TA placements (homeless households) FAMILIES IN STATIC TEMP	Up to 3 months (91 days)	2	2	3	2	21%
	3 - 6 months (92 - 183 days)	5	7	4	5	47%
	6 - 9 months (184 - 274 days)	0	3	7	3	29%
	9 - 12 months (275 - 365 days)	0	0	1	0	3%
	12+ Months (366 days)	0	0	0	0	0%
	TOTAL:	7	12	15	11	
	Avg duration in days	112	142	177	144	

On average 23 households were re-housed from TA per quarter, but there was a need to provide 31.5 households with temporary accommodation during that quarter which is a shortfall of 8.5 units per quarter.

Table 11: Units of Temporary Accommodation Currently Available

7 Static Temps including 2 safe units of accommodation, 38 DU's, 1 disabled adapted static temp, 3 units Spring House prioritising domestic abuse)

Address	Client group	No of units	Facilities
Static Temporary accommodation	General needs	7	7 self contained multiple occupancy units (including two safe accommodation units)
New Rd Rubery	Disabled	1	1 bed self-contained Unit (adapted)
Crash Pad St Basils, New Rd, Aston Fields Bromsgrove	Priority for 16/17 year olds but can be used for vulnerable adults up to 23 years	1	1 self-contained unit
Dispersed Units in BDHT stock drawn down as required	General needs and older people	38	Various
Spring House Lickey End, Bromsgrove	Priority for domestic abuse hate crime etc	3	2 x 1 bed units plus 1 bedsit

Table 12 Temporary Accommodation Rents and Charges

Address	9a, 9b, 9C Springhouse	2 Ivy House	30 Kempton Court	171 Austin Road
Rent	£104.04	£104.04	£102.20	£91.68
S/C	£7.06	£15.17	£10.70	£2.16
Ineligible Utilities	£27.50	£27.50	£27.50	£27.50
Total	£138.60	£147.75	£140.40	£121.34

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Address	171a Austin Road	17 Fininstall Road	31 Humphrey Avenue	340 Lyttleton Ave
Rent	£90.47	£129.95	£108.75	£98.24
S/C	£2.16	0	£2.00	£10.65
Ineligible Utilities	£27.50	£27.50	£27.50	£27.50
Total	£120.13	£157.45	£138.25	£136.39

Address	19 Talbot Road	Guest Room	B&B* 1 Adult	B&B* 2 Adult
Rent	£98.24	£70.00	£19.52	£20.14
S/C	£4.89			
Ineligible Utilities	£27.50	£22.48 Extra Care and Lifeline	Breakfast £3.10 Adult £2.602 Child	Breakfast £3.10 Adult £2.602 Child
Total	£103.63			

*If more than 1 person and 1 room an additional 0.62p per person.

Table 13 - Households Placed in Temporary Accommodation and those who are Homeless at Home

	Placed in TA	Homeless at Home	Total
2021/22	70	0	70
2022/23	88	0	88
2023/24	123	3	126

Table 14 - Social Housing Lettings 2023/24 (LAHS)

Previous 3 year average	20/21			
	17/18-19/20	21/22	22/23	23/24
	462	352	304	330
			330	321

Prior to the Covid pandemic the Council would have ordinarily expected to see around 462 lettings per annum. The Covid pandemic meant that less people were able to move, and subsequently there have been less opportunities to move due to supply issues and cost of living issues.

**Table 15 - Percentage of lettings to Priority Band and Gold Plus Homeless.
(Civica/Abritas Report Sept 2024)**

Lettings Data:	2021/22	2022/23	2023/24	3 Year Average	
Total Lettings Accepted	318	313	323	318	
BDHT	273	259	214	249	78%
Other	45	54	109	69	22%
To verified Homeless cases	93	109	104	102	32%
% of lettings allocated to Homeless Cases	29%	35%	32%	32%	32%
Of which:					
Priority	36	50	51	46	45%
Gold Plus	53	58	53	55	54%

The number of lettings to homeless households (who may or may not be in temporary accommodation) has increased by 12% over the last three years. The lettings to priority homeless who are more likely to have been in temporary accommodation has increased by 42% over the last three years.

Table 16 - Direct Matches

36 direct matches were made in 23/24. There is no historical data to compare this to previous years and there are currently 6 Dispersed Units in use.

Table 17 - New Units of Affordable Housing

2021/22	36
2022/23	9
2023/24	83
Grand Total	128

The affordable housing need is 92 properties per annum. The council has fallen short on this requirement and over the last 3 years this has resulted in a deficit of 148 affordable housing units from the 276 required in the HEDNA.

Bdht Estimated affordable housing completions within BDC for 2024/25:

Shared Ownership: 22
 Social Rent: 64
Total: 86

This means that there will be another deficit of a further 6 properties for 24/25.

BDHT stock

Bdht owns 4,236 properties (some of which are static temps and leaseholders).

55 maisonettes, 1972 Houses (53 one bed houses, 655 two beds, 1182 three beds, 80 four beds, two five beds. 1733 flats 468 bungalows, 8 bedsits.

Table 18 - Reasons for Approach in Relief

Reason for Loss of Settled Home (Relief Duty owed)	2021/22	21/22%	2022/23	22/23%	2023
Blank/Unkown	0.00	0%	0.00	0%	
Departure from insitution: Custody	0.00	0%	3.00	2%	
Departure from institution: Hospital (general)	0.00	0%	0.00	0%	
Departure from institution: Hosptial (psychiatric)	1.00	1%	0.00	0%	
Domestic abuse - alleged perpetrator excluded from property	2.00	2%	1.00	1%	
Domestic Abuse - victim	24.00	26%	30.00	23%	
End of private rented tenancy - assured shorthold tenancy	7.00	8%	24.00	19%	
End of private rented tenancy - not assured shorthold tenancy	3.00	3%	0.00	0%	
End of social rented tenancy	2.00	2%	3.00	2%	
Eviction from supported housing	4.00	4%	0.00	0%	
Family no longer willing or able to accommodate	16.00	17%	30.00	23%	
Friends no longer willing or able to accommodate	3.00	3%	10.00	8%	
Home no longer suitable due to disability / ill health	1.00	1%	8.00	6%	
Left HM Forces	0.00	0%	0.00	0%	
Left institution with no accommodation available	2.00	2%	0.00	0%	
Mortgage repossession	0.00	0%	0.00	0%	
Non-racially motivated / other motivated violence or harrassment	2.00	2%	5.00	4%	
Other	15.00	16%	0.00	0%	
Property disrepair	3.00	3%	1.00	1%	
Racially motivated / other motivated violence or harrassment	0.00	0%	1.00	1%	
Relationship with partner ended (non-violent breakdown)	6.00	7%	12.00	9%	
Required to leave accommodation provided by Home Office as asylum support	1.00	1%	0.00	0%	
Total	92.00	1.00	128.00	1.00	1

Reasons for Approach in Relief

The highest reasons for approach is from victims/survivors of Domestic Abuse. The Domestic Abuse Act 2021 has provided an improved response to those victims and survivors of domestic abuse requiring accommodation. The investment in a specialist officer and support service has seen the number of domestic abuse cases rise due to better identification of cases with many households accessing from out of area such as Birmingham and Dudley, both of which border the Bromsgrove District Council boundary.

The second highest reason for approach is being asked to leave by family and friends. It would be helpful to explore whether there are more opportunities to support these individuals and families to remain at home for longer. A consultation piece around this could identify the triggers for this and help to direct prevention funding to reduce these numbers.

Other Emerging Pressures

The Asylum Seeker Dispersal Scheme will require Bromsgrove to provide more housing for asylum seekers and asylum claims are being assessed and eligibility decisions are being made which will put more pressure on services.

Access to the Private Rented Sector

Local Housing Allowance Rates were increased in April 2024 which may enable more households who rely on benefits or are on low incomes, to access this tenure.

Table 19 - LHA Rates

LHA RATES 2024 / 2025								
	Worcs North		Birmingham		Black Country		Solihull	
	WEEKL Y	MONTHL Y	WEEKL Y	MONTHL Y	WEEKL Y	MONTHL Y	WEEKL Y	MONTHL Y
Share d	75.91	328.94	78.61	340.64	73.64	319.11	94.93	411.36
1 bed	118.52	513.59	159.95	693.12	113.92	493.65	161.10	698.10
2 bed	149.59	648.22	172.60	747.93	143.84	623.31	189.86	822.73
3 bed	172.60	747.93	189.86	822.73	172.60	747.93	230.14	997.27
4 bed	228.99	992.29	253.15	1096.98	212.88	922.48	316.44	1371.24

Savings on Storage

There are further savings that could be made by not furnishing TA. This could lead to a saving on storage and only by exception providing furniture – eg beds from IKEA and other furniture from NewStarts. Otherwise allowing households to take their own furniture rather than using storage.

Storage budget is £3,500 and in 23/24 £16,320 was spent on storage. The income is included in the rent collection process by bdht and currently cannot be offset against the spend. This system of accounting is being reviewed and improved.

Link to LGA report

<https://inews.co.uk/news/more-council-bankruptcies-fear-temporary-housing-costs-billion-3135919>

Table 20 - UK Housing Crisis Data

The housing crisis in numbers

	2004	2024
Backlog of households who need homes	950,000	3.7 million
Young adults (age 20 to 35) living with parents	11.7 million (22%)	12.9 million (28%)
Proportion of households (age 25 to 34) owning their own home	58.60%	44.70%
Proportion of all households owning their own home	70.70%	64.80%
Proportion of households privately renting	11%	19%
Ratio of median house prices to median earnings	5.1	8.3
Average price of a home	£192,000	£360,000
Average age of a first-time buyer	31.4	33.5
Households in temporary accommodation (such as hostels)	94,000	113,000
Overcrowded households	486,000 (2.4%)	708,000 (2.9%)

Table: The Times and The Sunday Times • Source: HBF, ONS, MHCLG

Action Plan

Bromsgrove Temporary Accommodation Action Plan 2024

	Action	Outcome	Benefits	Ownership	Timescales
1.	Increase Static Temps by 4 units either from existing bdht stock or the purchase of existing satisfactory dwellings form the open market.	4 additional Static Temp Units	Better quality accommodation for families and reduced B&B costs to the Council.	Strategic Housing/bdht	Dec 2025
2.	Increase the supply of accommodation through enabling more new build and flipping shared ownership.	Additional supply of family accommodation available to homeless households	Swifter move through TA and into permanent accommodation for households.	Strategic Housing/bdht	Dec 2005
3.	Increase the number of social rented properties let to homeless families by agreement with bdht and the use of Local Lettings Plans.	Increase in accommodation available for homeless households.	Swifter move through TA and into permanent accommodation for households	Strategic Housing/bdht	March 2025
4.	Review and improve Personal Housing Plans	To improve these plans for households to understand housing pressures and look at other	Better understanding of housing supply issues and alternative tenures	Bdht Housing Options Team	Sept 2024

		housing options.			
5.	Review and improve Temporary Accommodation Referral form and process to ensure sign off by Temporary Accommodation Officer for any placements.	Ensure temporary accommodation is used as a last resort where other suitable housing is available.	Reduce number of households requiring Temporary Accommodation	Bdht Housing Options Team	Sept 2024
6.	Provide a triage form for reception to utilise to prioritise approaches and ensure that opportunities to prevent and relieve homelessness are maximised.	Understand presenting needs and proactively supporting households to understand the process and work to find solutions from day one.	Reduce the number of households requiring temporary accommodation and acting quickly to prevent homelessness from occurring wherever possible.	Bdht Housing Options Team	Sept 2024
7.	Consider pilot block booking 6 B&B units for a 6 month period to achieve a better daily rate.	Improved B&B offer and reduced cost to the Council	Better B&B accommodation with cooking facilities for families and reduced costs for the Council.	Strategic Housing/bdht	March 2025

8.	Learn from Homes 4 Ukraine and improve Access to PRS by working more pro-actively with landlords.	Additional supply of family accommodation available to homeless households	Swifter move through TA and into permanent accommodation for households	Strategic Housing/bdht	Dec 2024
9.	Increase Spend to Save budget to support households into the private sector including lodging to provide deposits and rent in advance.	BDC to provide additional HPG	More housing options available.	Strategic Housing	Dec 2024
10.	Continue to promote Sanctuary Scheme to victims/survivors of domestic abuse, where safe to do so.	Reduction in Homelessness due to Domestic Abuse	Households are able to remain at home and retain support and social networks. Children are able to remain in school.	Strategic Housing/bdht	Sept 2024
11.	Create Affordable Housing Development Group with Planning. Legal and Finance to create a greater understanding of supply and demand issues and work jointly towards improving supply.	Additional supply of family accommodation available to homeless households	Swifter move through TA and into permanent accommodation for households	Strategic Housing	Sept 2024
12.	Work with RP's to ensure that supply of affordable housing is increased particularly in respect of larger family houses.	Additional supply of family accommodation available to	Swifter move through TA and into permanent accommodation for households	Strategic Housing/bdht	Dec 2024

		homeless households			
13.	Work pro actively with Spadesbourne Homes to access accommodation for those who are working or able to afford private rents.	Additional supply of family accommodation available to homeless households	Swifter move through TA and into permanent accommodation for households	Strategic Housing/bdht	Sept 2024
14.	Consider Private Sector Leasing Opportunities that present to the Council	Additional supply of family accommodation available to homeless households	Swifter move through TA and into permanent accommodation for households	Strategic Housing	Dec 2024
15.	Continue to support Homelessness Prevention Services.	Homeless is prevented wherever possible.	Fewer households becoming homeless.	Strategic Housing/bdht	Sept 2024
16.	Hold regular RP Homeless Prevention Panel meetings	Work with RP's to prevent eviction and avoid homelessness wherever possible.	Fewer households becoming homeless.	Strategic Housing/bdht	March 2025
17.	Continue to encourage more households to remain homeless at home	Work with households to utilise Homeless at Home whilst	Fewer households becoming homeless.	bdht	Sept 2024

		retaining their homeless banding on the housing register.			
18.	Utilising YPPW and trained mediators with Basement project for young people to support them to remain in their home where it is safe and appropriate for them to do so.	Work with young people to help them to remain at home where it is safe and appropriate for them to do so.	Fewer households becoming homeless.	Bdht and partners	Dec 2024
19.	Ensure that support is in place for all clients where they need it either through 360 support, Basement or Rooftop specialist support for Domestic Abuse	Help households to sustain accommodation where it is appropriate and safe for them to do so. Help to achieve planned moves into alternative accommodation where possible.	Fewer households becoming homeless. Using the Housing Allocations Policy to support access to affordable housing wherever possible.	Bdht, Basement Project, Rooftop.	Ongoing
20.	Carry out research into why people are being asked to leave by family and friends and what measures might have prevented or delayed this.	Understand the causes of homelessness	Fewer households	R&I Officer and partners	March 2025

		better from this cohort.	becoming homeless		
21.	Utilise HClic and Housing Register Data to monitor success	Ensure that regular monitoring is in place to review the success of this action plan.	A continual review process is in place to keep track of homelessness and the use of TA.	Strategic Housing	Dec 2024

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Carbon Reduction Strategy Annual Review

Relevant Portfolio Holder		Councillor Bernard McEldowney
Portfolio Holder Consulted		Yes
Relevant Head of Service		Judith Wills
Report Author	Job Title: Climate Change Manager Contact email: matthew.eccles@Bromsgrove@Redditch.gov.uk Contact Tel: 07816112073	
Wards Affected		All
Ward Councillor(s) consulted		All
Relevant Strategic Purpose(s)		All
Non-Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Cabinet **RECOMMEND** that:-

1) Endorse the findings of this annual review of the Carbon Reduction Strategy (Appendix 2)

2. BACKGROUND

- 2.1 In 2022 Bromsgrove District Council issued a Carbon Reduction Plan to assist the district achieve Net Zero by 2040. This report is to provide an update on progress against the identified actions on the Carbon Reduction Plan. (See Appendix 1 for Copy of Carbon Reduction Plan)
- 2.2 Globally, governments have committed to keep within a 1.5°C increase in temperature to avoid catastrophic impacts from climate change. The UK Government has committed to Net Zero by 2050.
- 2.3 Bromsgrove District Council has a significant role to play in taking and influencing action on climate change due to the services it delivers, the regulatory functions, strategic functions, procurement powers and responsibilities as a major employer. Evidence supports that Bromsgrove District Council should make carbon reduction key to what it does as a council to support national, regional & local targets.
- 2.4 Bromsgrove District Council declared a climate emergency at Council on 24th July 2019. On declaration of a climate emergency, an LA is affirming that it will place the Climate Emergency at the centre of its decision-making process. LA's are then expected to develop carbon

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reduction targets and action plans to assist in the reduction of carbon emissions, from their own council functions and, using their sphere of influence.

- 2.5 Each of the council's service areas have contributed to the Carbon Reduction Strategy and Action Plan (attached as Appendix 1) in order to produce 'carbon reduction pathways. Through this approach carbon reduction will become 'business as usual' and truly embedded throughout the organisation.

3. OPERATIONAL ISSUES

- 3.1 The proposals set out in the Action Plan will require changes to or new ways of working and operating by service areas. Any operational changes brought about as a consequence will be considered in the business case for each project and as part of any project planning.
- 3.2 This Strategy and Action Plan will be our route map to 'net zero' for our internal activities. It also highlights where we are trying to influence the reduction of carbon emissions from other places outside the council's activities.
- 3.3 This plan will be refreshed every 3 years and reviewed annually. Progress against targets will be reviewed twice a year and by the Cabinet Surgery Leisure and Climate Change and annually by Cabinet.
- 3.4 The key actions of the strategy and action plan will provide the focus, steer and priority for the Climate change Panel for the next 3 years.
- 3.5 Of the key actions outlined in the strategy and action plan there were 11 key actions identified with 6 actions where work has started or is underway and 4 actions identified to be started in 2024.

4. FINANCIAL IMPLICATIONS

- 4.1 The strategic objectives and projects outlined in the strategy and action plan will require financial and resource investment to be made to achieve carbon reduction. In some instances, this may lead to longer term savings e.g., reduction in energy consumption costs.
- 4.2 All projects and proposals detailed in the action plan that are not currently resourced and which have financial implications, will be subject to business plans which including all of the financial requirements (staffing costs and all revenue and capital resources)

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which will be considered and require endorsement via the appropriate decision-making processes.

5. LEGAL IMPLICATIONS

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

6. OTHER - IMPLICATIONS

Relevant Strategic Priorities

- 6.1 The Strategy and Action Plan support the Council's priorities of Environment, Housing and Infrastructure, and carbon reduction measures are contained with the Council Plan In addition, it supports the delivery of achieving carbon reduction across council services.
- 6.2 It is recognised that the Council needs to concentrate on areas of work that will deliver the highest levels of carbon reduction. The strategy and action plan detail these areas but also acknowledges other actions of lower importance from a carbon reduction point of view, but which contribute to the overall greening of the authority.
- 6.3 In addition to the Strategic purposes, the Council's Plan also sets out its organisational priorities, and within a sustainability framework a requirement on any review of services to understand how we can adapt to climate change. The development of this Strategy supports this action.

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Climate Change Implications

- 6.5 This Strategy is specifically to achieve carbon reduction and net zero for our internal activities across all service areas. Further, the Strategy also identifies our influencing role in supporting the reduction of carbon emissions from other organisations e.g., our contractors.
- 6.6 The Section on Measuring and Setting Emissions Targets in the Strategy outlines the targets to be achieved to ensure net zero by 2040. The Strategy is key to addressing Climate Change. The Strategy and action plan seek to deliver a 50% reduction by 2030 and 100% by 2040. As part of our current work to establish a figure for the council's activities we have arrived at an estimated figure of 1,746 tonnes of carbon emissions per year for 2021.
- 6.7 The Council was able to achieve radical change in response to a pandemic by the many actions taken and so there is every opportunity to respond and develop our actions in response to global warming and biodiversity collapse.

Equalities and Diversity Implications

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

7. RISK MANAGEMENT

- 7.1 The Strategy sets out the Council's plan to achieve net zero by 2040. This target will only be achieved if all services deliver on the actions set out in the Strategy over the next three years and beyond.
- 7.2 To ensure the actions are implemented the Strategy will be co-ordinated and reviewed a by the Climate Change Manager and the Cabinet Surgery Leisure and Climate Change will receive regular reports on progress and at least twice yearly.
- 7.3 Failure to provide adequate resources will mean an increased risk that the strategy and action plan will not be delivered.

8. APPENDICES and BACKGROUND PAPERS

- 8.1 Carbon Reduction Strategy.
- 8.2 Carbon Reduction Strategy Review.

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Bernard McEldowney, Portfolio Holder Leisure and Climate Change	30 October 2024
Lead Director / Head of Service	Judith Willis, Head of Community & Housing Services	30 October 2024
Financial Services	Debra Goodall of Finance & Customer Services	23 October 2024
Legal Services	Claire Felton, Head of Legal & Property Services	23 October 2024
Policy Team (if equalities implications apply)	N/A	N/A
Climate Change Team (if climate change implications apply)	Matthew Eccles Climate Change Manager	23 October 2023

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Draft Air Quality Action Plan 2025-2030

Relevant Portfolio Holder		Councillor Kit Taylor
Portfolio Holder Consulted		Yes
Relevant Assistant Director		Judith Willis, Community & Housing
Report Author	Job Title: Adrian Allman Contact email: adrian.allman@worcsregservices.gov.uk Contact Tel: 01562 738064	
Wards Affected		All wards
Ward Councillor(s) consulted		N/A
Relevant Council Priority		Environment
Key Decision		
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Cabinet **RESOLVE** that:-

- 1.1 the Draft Air Quality Action Plan 2025-2030 is approved;
- 1.2 a Consultation on the Plan is undertaken for 2 months from Mid-December to February 2025: and
- 1.3 authority is delegated to the Assistant Director Community & Housing, in consultation with the Portfolio Holder for Planning, Licencing & Worcestershire Regulatory Services, to approve the final Plan following the consultation, and for submission to DEFRA by April 2025.

2. BACKGROUND

- 2.1 Under section 83(1) the Environment Act 1995, three Air Quality Management Areas have been declared in the District:
 - 2.1.1 Worcester Road declared 24th October 2011
 - 2.1.2 Redditch Road declared 17th February 2010
 - 2.1.3 Lickey End declared 26th July 2001
- 2.2 The declarations were because of breaches of the nitrogen dioxide (NO₂) annual mean value at several hotspot areas. Details of

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declaration and plan of the AQMA can be found on the following pages of Worcestershire Regulatory Services (WRS)

website: <https://www.worcsregservices.gov.uk/all-services/pollution/air-quality/air-quality-management-area-declarations/>.

- 2.3 Section 83A of the Environment Act 1995 requires Local Authorities (in response to declaring an AQMA) to prepare a written Air Quality Action Plan (AQAP). This must set out how the local authority and other stakeholders will take the necessary measures to secure the achievement, and maintenance, of air quality standards and objectives in the area to which the plan relates, and must in relation to each measure specify a date by which it will be carried out and how it will be reviewed
- 2.4 In 2013, WRS produced a countywide Air Quality Action Plan (AQAP) for Worcestershire which was adopted by Bromsgrove District Council (WFDC) on 2nd October 2013. WRS have produced two updates to the AQAP, the latest in September 2016. For details of all measures completed, in progress or planned, please refer to the 'Air Quality Action Plan Progress Report for Worcestershire April 2015-2016'. A copy of this, the previous update, and the AQAP, is available to view or download at: <https://www.worcsregservices.gov.uk/all-services/pollution/air-quality/local-air-quality-reporting/bromsgrove-district-council/>
- 2.5 In August 2022, DEFRA published the Local Air Quality Management (LAQM) Statutory Policy Guidance 2022 and introduced a new warning process for overdue AQAPs which came into effect on 30 June 2023. If AQAP submission requirements are missed, the enforcement approach sets out an escalation process, ultimately end as a Section 85 Secretary of State direction to the relevant Local Authority Chief Executive specifying action.
- 2.6 In September 2023 officers contacted DEFRA raising concerns regarding the process and requesting an alternative timetable for submission of AQAPs for four Worcestershire districts including Bromsgrove District Council. A revised timetable for submission of an AQMA was agreed and submission of a final AQAP is due to be submitted by April 2025.
- 2.7 LAQM Technical Guidance (LAQM.TG22) advises local authorities should only consider revocation of AQMAs following five years below the Air Quality Objectives and Standards or three consecutive years of annual mean NO₂ concentrations being lower than 36µg/m³ (i.e. within

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10% of the annual mean NO₂ objective) due to the inherent uncertainty associated with diffusion tube monitoring.

- 2.8 The last exceedance of NO₂ in Worcester Road AQMA was recorded in 2018 but measured concentrations were within 10% of the annual objective in 3 of the last 5 years (the other 2 years, 2020-21, being impacted by the COVID-19 pandemic).

- 2.9 The last exceedance of NO₂ or measured concentrations within 10% of the annual objective within the Redditch Road and Lickey End AQMAs were recorded in 2016. Due to the number of years they have not exceeded the annual objective Bromsgrove District Council are required to undertake the work to revoke both of these AQMAs following completion of this AQAP. Following discussions with the Defra LAQM team in May 2024 it was confirmed an AQAP is required for the Worcester Road, Bromsgrove AQMA only.

- 2.10 In May 2024, a Steering Group consisting of officers from the Council, WRS representatives, Worcestershire County Council (Highways) and NHS was established to consider a range of possible measures that could be undertaken to reduce the levels of nitrogen dioxide.

- 2.11 The highest concentration of NO₂ recorded across the monitoring network in 2023 was 36.6µg/m³ at location WR, 14 Hanover Street, Bromsgrove (within the Worcester Road AQMA). As this was within the 10% of the legal level the Council are required to put in place an Air Quality Action Plan. The required level of reduction for the air quality management area is shown below;

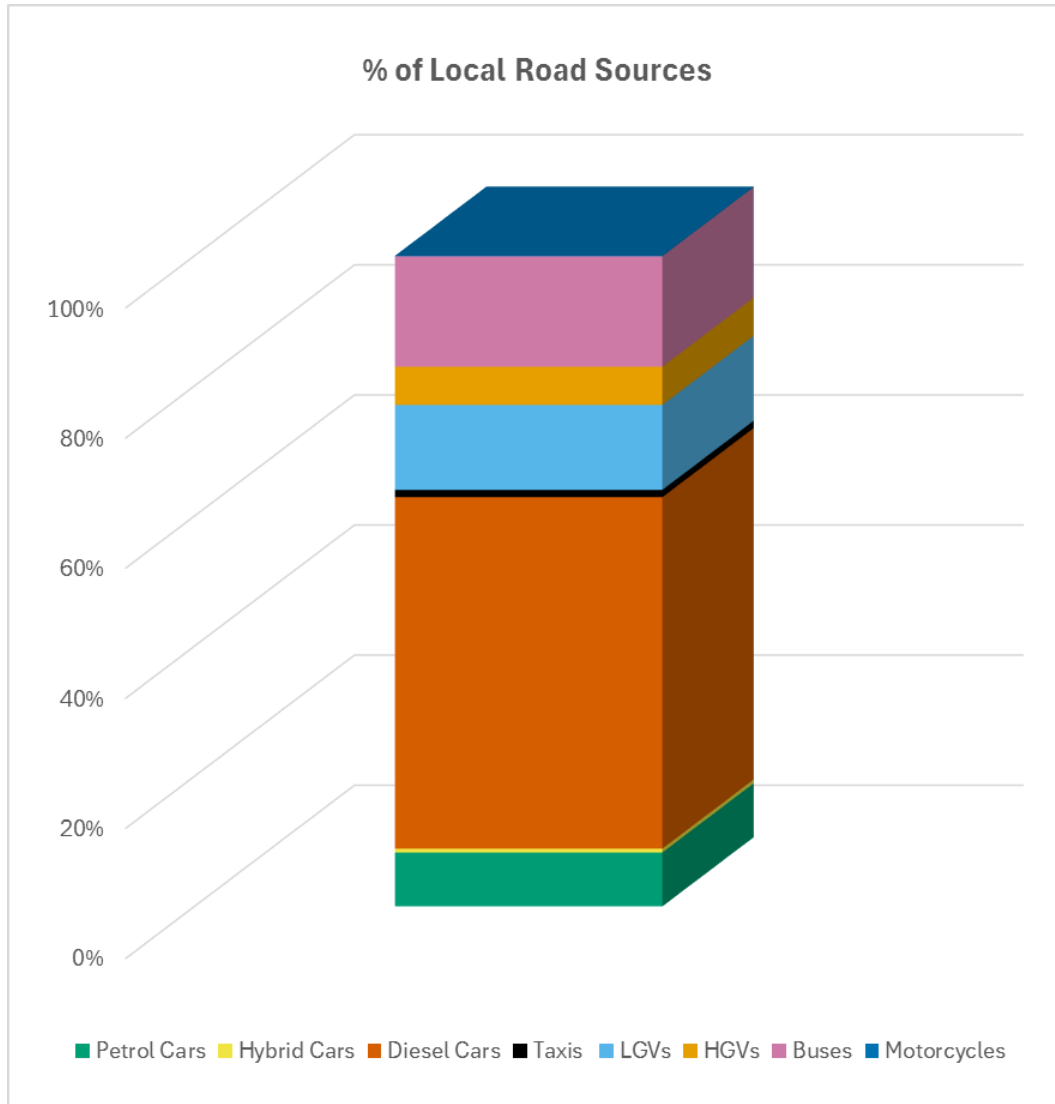
Location	Emission Reductions Required to Meet -10% Objective (NO ₂)	All Vehicle Reduction to Meet - 10% Objective (NO _x)	Highest Roadside Contributor	2nd Roadside Contributor	Single Vehicle Reduction to Achieve Objective
Worcester Road, Bromsgrove	1.58	3.05%	Diesel Cars – 57.08%	LGV – 13.81%	Cars 5% or LGVs/Buses 25%

- 2.12 The data shows the source apportionment for NO₂ and this is shown in the bar chart below:

Local Road NO_x proportions by vehicle type in Worcester Road AQMA

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2.13 The plan outlines significant projects that have already had a positive impact on air quality including implementation of the Ultra-Low Emission Taxi Infrastructure Scheme, the A38 Bromsgrove Route Enhancement Programme (BREP) Major Scheme and Strategic Active Travel Network Investment Programme. These are shown in executive summary.

2.14 The Steering Group met over several months to consider what measures could be brought forward to be included in the action plan. The draft Air Quality Action Plan 2025-2030 is shown at Appendix One. These measures are described in section five of the action plan and shown in full in table 5.1 of the action plan. Actions are focussed around four key priorities;

- Priority 1 - Reducing Emissions from Transport

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- Priority 2 - Public Health and Well-being
- Priority 3 – Sustainable Travel and Transport
- Priority 4 – Planning for Future Development

2.15 The actions coming out of these priorities include the installation of electric vehicle charge points on council owned car parks, the provision of Local Electric Vehicle Infrastructure (LEVI) for residential off-street parking and wider improvements to the road network, public and active transport.

2.16 Measures have been considered that have subsequently been discounted and these are shown in full in Appendix A of the action plan. The reasons for discounting measures includes that the measure itself won't have a discernible impact on the air quality management area, that the measure hasn't been supported by the relevant organisation, that the measure can't be delivered in the lifetime of the plan or that funding can't be identified at this stage.

2.17 Once the public and DEFRA consultations have been completed, the final Air Quality Action Plan must be updated accordingly and submitted to DEFRA by 1st April 2025.

3. OPERATIONAL ISSUES

3.1 The proposals set out in the Action Plan does not require any further change to operations in the Council. However, any significant deviation from the plan could result in the expected emission reduction targets identified in the plan to be missed.

3.2 Compliance with the Action Plan will be sufficient for the Council to achieve compliance with the National Air Quality Objective for Nitrogen Dioxide emissions.

4. FINANCIAL IMPLICATIONS

4.1 The costs of adopting the plan for the Council have already been identified in the AQAP, with the exception of the potential options for the Council Depots which will be subject to the production of separate business case(s). Other measures have minimal costs and mostly relate to staff time. These will be met by existing budgets.

5. LEGAL IMPLICATIONS

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- 5.1 Section 83A of the Environment Act 1995 requires Local Authorities (in response to declaring an AQMA) to prepare a written Air Quality Action Plan (AQAP).

6. OTHER - IMPLICATIONS

Relevant Council Priority

- 6.1 Improving Air Quality will lead to improved health and wellbeing of the population by breathing cleaner and safer Environment and quality of life for all.

Climate Change Implications

- 6.2 Climate change and air pollution are some of the most pressing global challenges of our time. They are also closely related, and there are substantial benefits to tackling both together. By reducing harmful emissions the Council can not only contribute to global efforts to combat climate change but also deliver more immediate local health benefits that come from improved air quality.

- 6.3 Not every climate change measure has a net positive effect on improving air quality and visa versa. The Royal Society have assessed the interaction of these two policy areas in the Policy Briefing paper "Effects of Net Zero and Climate Change on Air Quality" available at <https://royalsociety.org/news-resources/projects/air-quality-climate-change/>

Equalities and Diversity Implications

- 6.4 The AQAP will help to improve equality amongst Bromsgrove residents particularly by tackling areas of poor air quality in Bromsgrove, for example, that have fuel poverty and/or active travel measures.
- 6.5 Targeted actions to improve air quality in areas of social deprivation will have a disproportionately positive health impact. Improving Air Quality will be positive for all, but some of the more vulnerable groups will see added benefit, for example children and adults with underlying cardiovascular health conditions.

7. RISK MANAGEMENT

- 7.1 The Air Quality Action Plan sets out how the Council will achieve compliance with the air quality objectives for Nitrogen Dioxide.

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7.2 The Plan will be reviewed for compliance on an annual basis in line with the Statutory Reporting requirements to DEFRA by Worcestershire Regulatory Services in the period May to July each year.

8. APPENDICES and BACKGROUND PAPERS

8.1 A copy of the draft Air Quality Action Plan 2025-2029 is attached as Appendix A.

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Cllr Kit Taylor, Planning, Licencing & Worcestershire Regulatory Services	25 October 2024
Lead Director / Assistant Director	Judith Wills, Assistant Director Community & Housing Services	25 October 2024
Financial Services	Debra Goodall, Assistant Director Financial & Customer Services	30 October 2024
Legal Services	Claire Felton Assistant Director Legal & Democratic Services	30 October 2024
Policy Team (if equalities implications apply)	Becky Green, Policy Manager	30 October 2024
Climate Change Team (if climate change implications apply)	Matthew Eccles, Climate Change Manager	30 October 2024

DISTRICT HEAT NETWORK REVISIONS

Relevant Portfolio Holder	Councillor Bernard McEldowney
Portfolio Holder Consulted	Yes
Relevant Head of Service	Judith Wills
Report Author	Name: Matthew Eccles Job Title: Climate Change Manager Contact email: matthew.eccles@bromsgroveandredditch.gov.uk Contact Tel: 07816112073
Wards Affected	All
Ward Councillor(s) consulted	N/A
Relevant Strategic Priority(s)	Environment and Infrastructure
Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. RECOMMENDATIONS

The Cabinet **RECOMMEND** that: -

- 1) **Approve the revised approach to deliver the Bromsgrove District Heat Network.**
- 2) **Approve the exploration of alternative locations for phase one of the Bromsgrove District Heat Network.**

2. BACKGROUND

2.1 **Heat Networks and Decarbonisation:** Heat networks are crucial for reducing carbon emissions from heating. They offer the potential to leverage larger-scale renewable and recovered heat sources, leading to lower consumer energy bills and contributing to a more dynamic energy system. The UK government's Clean Growth Strategy emphasizes the vital role of heat networks in long-term decarbonisation.

2.2 **Bromsgrove District Heat Network Project:** Bromsgrove District Council is developing a zero-carbon heat network project to supply clean heat to homes, businesses, and public buildings in Bromsgrove Town Centre, with potential for future expansion to Bromsgrove Town. A feasibility study conducted in 2019 identified a low-carbon district heating network based on an open loop aquifer ground source heat pump as the preferred technology. However, the project's original approach, which included a natural gas-fired combined heat and power

plant, is no longer aligned with current government decarbonisation targets.

2.3 **Project Development and Government Support:**

- **Detailed Project Design (DPD):** The feasibility study concluded that the project would deliver significant economic, environmental, and social benefits. Therefore, the Council proceeded with the Detailed Project Design (DPD) stage, which will refine the business case, prepare project specifications, and pave the way for procurement.
- **Funding:** The Council has already secured £247,500 in funding for the project in 2020. This includes £227,500 from the Department of Business, Energy & Industrial Strategy (BEIS) Heat Network Delivery Unit (HNDU) and contributions from Bromsgrove School £10,000 and Worcestershire Health and Care NHS Trust £10,000. . In addition, the council matched the funding with a contribution of £112,500.
- **Government's Evolving Approach:** The government's approach to heat network development has evolved since the feasibility study, with a focus on:
 - **Phased out of Combined Heat and Power:** Combined heat and power plants are to be phased out for new heat networks by 2025, with a transition to low-carbon sources for all existing networks by 2040.
 - **Heat Network Zoning:** The government is promoting the use of "heat network zones" where Planning Authorities can encourage both existing and new developments to connect to the network. This is crucial for scaling up heat network deployment across the UK.
 - **Green Heat Network Fund (GNHF):** The GNHF has replaced the previous Heat Networks Improvement Project (HNIP) funding scheme, offering increased support for the development and deployment of low-carbon heat networks.

2.4 **Concession Route:** The Council is proposing to adopt a concession route for delivering the district heat network. This means that a private sector partner, selected through a competitive procurement process, would be responsible for the construction, ownership, and operation of the network. The Council will retain strategic oversight and ensure the project aligns with its objectives.

2.5 **Alternative Locations for Phase 1:** Recognising the importance of maximizing the initial impact of the project, the Council proposes to explore alternative locations for Phase 1 of the heat network within the Bromsgrove Town Centre area. This process will ensure that the initial

implementation is strategically sound, cost-effective, and delivers the most significant environmental benefits. Additionally, this will assist with securing public support for the district heat network and minimise the impact on traffic movement through the town accounting for the current highways works that are ongoing in the town.

3. OPERATIONAL ISSUES

- 3.1 **Partnership Strategy:** Bromsgrove District Council recognises that it does not currently have the internal expertise and knowledge to fully deliver a district heat network project. Therefore, the Council is actively seeking a strong and experienced partner organisation to collaborate with.
- 3.2 **Partner Selection Criteria:** Key criteria for partner selection include:
- **Proven track record:** Demonstrated experience in developing, constructing, and operating successful heat networks.
 - **Financial strength and stability:** A solid financial standing to support the project's long-term viability.
 - **Commitment to sustainability:** A commitment to delivering low-carbon heat solutions and aligning with the project's environmental goals.
 - **Community engagement:** A willingness to engage with local communities and stakeholders throughout the project lifecycle.
- 3.3 **Risk Management:** The Council acknowledges the risks associated with a district heat network project, including:
- **Technological challenges:** Ensuring the chosen technology is reliable, efficient, and meets future decarbonisation goals.
 - **Financial risk:** Managing the project's budget and ensuring a sustainable financial model.
 - **Market volatility:** Responding to changes in the energy market and regulations.
- 3.4 **Risk Mitigation Strategies:** The Council will implement a comprehensive risk management plan, including:
- **Detailed feasibility studies and engineering assessments:** To ensure the project's technical viability and cost-effectiveness.
 - **Robust procurement processes:** To select a reliable and capable partner organization.
 - **Ongoing monitoring and evaluation:** To track the project's progress, identify potential challenges, and adapt strategies as needed.

4. FINANCIAL IMPLICATIONS

4.1 **Cost Breakdown:** The proposed revised approach for delivering the Bromsgrove District Heat Network, utilising the concession route, will involve significant upfront investment by the private sector partner. The Council will not be directly responsible for the capital expenditure associated with the construction and development of the network.

4.2 **Funding Sources:**

- **Current Funding:** The Council has already secured £247,500 in funding for the project in 2020. This includes £227,500 from the Department of Business, Energy & Industrial Strategy (BEIS) Heat Network Delivery Unit (HNDU) and contributions from Bromsgrove School £10,000 and Worcestershire Health and Care NHS Trust £10,000. These funds will be used to support the detailed project design (DPD) phase and advance the project towards procurement. There is currently £247,500.00 held in reserve for this project. In addition, the council matched the funding with a contribution of £112,500.
- It is proposed that the funds would be used to undertake further work on establishing whether an alternative site to start the heat network from is viable, and to develop the procurement specification and contractual documents required for the proposed routeway to deliver the district heat network.
- There is also other funding sources described below which are available for BDC to bid for, for further development of the project.
- **Green Heat Network Fund (GNHF):** The project is eligible for funding from the GNHF, which provides grants to support the development and deployment of low-carbon heat networks.
- **Private Sector Investment:** The selected private sector partner will be responsible for the majority of the capital investment, leveraging their own resources or seeking additional financing from private investors.
- **Potential for Other Funding:** The Council will explore additional funding opportunities, such as:
 - Local authority grants (if applicable)
 - Private sector partnerships (e.g., energy companies interested in supporting clean energy initiatives)

4.3 **Financial Risk Mitigation:**

- **Robust Business Case:** The Council will ensure a comprehensive business case is developed, outlining the project's financial viability, including projected revenue streams, operating costs, and return on investment.
- **Clear Contractual Agreements:** Contractual agreements with the private sector partner will clearly define the financial responsibilities, risk sharing mechanisms, and performance targets.
- **Ongoing Financial Monitoring:** The Council will monitor the project's financial performance, ensuring it remains on track and adheres to agreed-upon budgets and financial plans.

4.4 **Financial Benefits:** The project is expected to generate significant financial benefits, including:

- **Reduced Energy Costs:** Businesses and residents connected to the heat network are expected to experience lower energy costs compared to traditional heating systems.
- **Economic Growth:** The project will create jobs during construction and operation, stimulating economic activity in the local area.
- **Increased Property Values:** Connecting to a low-carbon heat network is likely to increase the value of properties, making them more attractive to potential buyers and renters.

5. LEGAL IMPLICATIONS

5.1 **Climate Change Emergency Declaration:** Bromsgrove District Council declared a Climate Emergency at a Council meeting held on July 24, 2019. This declaration highlights the Council's commitment to reducing greenhouse gas emissions and transitioning to a low-carbon economy.

5.2 **Legal Framework for Decarbonisation:** The development of the Bromsgrove District Heat Network project is underpinned by the following key legislation:

- **Climate Change Act 2008:** This act sets the UK's legally binding target to reduce greenhouse gas emissions by at least 100% of 1990 levels (net zero) by 2050.
- **Localism Act 2011:** This act empowers local authorities like Bromsgrove District Council to play an active role in implementing the government's climate change targets at the local level.

5.3 **Government Support for Heat Network Development:** The project aligns with the government's policies and funding schemes aimed at promoting the development and deployment of low-carbon heat networks. Specifically:

- **Green Heat Network Fund (GNHF):** The GNHF provides grants to support the development and deployment of low-carbon heat networks. The Council will actively seek funding from this source to offset a portion of the project costs.
- 5.4 **Heat Network Regulations:** The project will be developed and operated in accordance with the relevant heat network regulations, ensuring compliance with safety, performance, and consumer protection standards.
- 5.5 **Concession Agreements:** The concession route will involve the Council entering into a legally binding concession agreement with the private sector partner. This agreement will clearly define the rights and responsibilities of each party, including:
- **Construction, ownership, and operation of the network.**
 - **Financial responsibilities, including funding, revenue sharing, and risk allocation.**
 - **Performance targets and monitoring mechanisms.**
 - **Dispute resolution procedures.**
- 5.6 **External Legal Advice:** The Council has sought legal advice on the legal framework for concession agreements and potential procurement pathways for the District Heat Network project. This expert advice has ensured that the project is structured in accordance with relevant regulations and best practices, minimising legal risk and maximising the project's success. This support would be on going through the continued development of the project.

6. OTHER - IMPLICATIONS

Relevant Strategic Priority

- 6.1 The provision of a zero-carbon heat network that is built, owned and operated by a private company under the strategic guidance of the Council can have wider reaching social, economic and environmental co-benefits that echo the Councils own strategic priorities:
- Environment
 - Infrastructure
 - Housing

Heat networks enable business and residential properties to be connected to sustainable low carbon energy that are decoupled from the mass utility energy market.

This efficient and secure energy can allow business and individuals to better plan finances, and priorities spend in other areas that will bring benefits to them.

- It also supports health and well being:
The presence of a low carbon network can significantly reduce the need for localised individual energy generation such as biomass, solid wood fuel and on a national level burning fossil fuels at large scale energy generation sites. This will have significant positive impact on air quality which is a major cause of circulatory, respiratory and heart issues.

Climate Change Implications

- 6.2 The adoption of the concession route to market itself does not necessarily bring any positive or negative climate change implications. However, securing any energy company through a concession route may bring an increased interest in the project as a more viable option and thus, a competitive market should ensure more favourable options for the network resulting in potentially better efficiency of the technology

Equalities and Diversity Implications

- 6.3 There are no equality and diversity implications arising directly from this report; however, the focus on quality of life and wellbeing, articulated through the vision, is designed to empower officers to meet the needs of our diverse communities, which would include specific issues relating to equality and diversity.

7. RISK MANAGEMENT

- 7.1 **Key Risks:** The concession route for delivering the Bromsgrove District Heat Network project presents both opportunities and challenges. The following key risks need to be carefully assessed and mitigated:
- **Partner Selection Risk:** Selecting a partner organization with inadequate experience, financial stability, or commitment to sustainability could lead to project delays, cost overruns, and potentially compromised environmental outcomes.
 - **Technology Risk:** The chosen technology for the heat network may not perform as expected, leading to inefficiencies, increased operating costs, and difficulty meeting performance targets.
 - **Market Volatility Risk:** Fluctuations in energy prices, changes in government policies, or evolving consumer preferences could negatively impact the project's financial viability and operational efficiency.

- **Community Acceptance Risk:** Lack of community engagement or concerns regarding the project's potential impacts could lead to resistance and delays.
- **Construction and Operational Risk:** Challenges during construction or unexpected issues during the operational phase could lead to delays, cost overruns, and performance disruptions.

7.2 **Risk Mitigation Strategies:** The Council will implement a comprehensive risk management plan to address these challenges:

- **Rigorous Partner Selection Process:** The Council will develop a thorough and transparent partner selection process, including:
 - Detailed due diligence investigations.
 - References and case studies to assess past performance.
 - Financial audits and risk assessments.
 - Competitive bidding and contract negotiation.
- **Comprehensive Technology Assessment:** The Council will conduct a comprehensive technology assessment, considering:
 - The latest technological advancements in heat network design and operation.
 - The long-term reliability, efficiency, and cost-effectiveness of the chosen technologies.
 - Potential for future upgrades and adaptation.
- **Financial Risk Management:** The Council will:
 - Develop a robust business case with detailed financial projections and risk assessment.
 - Negotiate clear and comprehensive contractual agreements with the partner, including risk-sharing mechanisms and performance guarantees.
 - Monitor the project's financial performance closely, adjusting plans as necessary.
- **Active Community Engagement:** The Council will:
 - Engage with local communities, residents, businesses, and stakeholders throughout the project lifecycle.
 - Provide regular updates and opportunities for feedback.
 - Address concerns and address potential negative impacts.
- **Project Monitoring and Evaluation:** The Council will:
 - Establish a comprehensive project monitoring and evaluation framework.
 - Track key performance indicators related to cost, schedule, performance, and environmental impact.
 - Conduct regular reviews to identify and address any potential issues.

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Bernard McEldowney	31/10/2024
Lead Director / Head of Service	Judith Wills	30/10/24
Financial Services	Peter Carpenter	04/11/2024
Legal Services	Claire Felton, Head of Legal, Democratic and Property Services	06/11/2024
Policy Team (if equalities implications apply)	Rebecca Green, Policy Manager	N/A
Climate Change Team (if climate change implications apply)	Matthew Eccles, Climate Change	29/10/2024

Report title : Bromsgrove District Play Audit and Investment Strategy

Relevant Portfolio Holder		Councillor B. McEldowney
Portfolio Holder Consulted		Yes
Relevant Head of Service		Ruth Bamford
Report Author	Job Title: Ishrat Karimi Fini Contact email: ishrat.karimifini@bromsgroveandredditch.gov.uk Contact Tel: 01527 881204	
Wards Affected		All
Ward Councillor(s) consulted		
Relevant Strategic Purpose(s)		Communities which are safe, well maintained and green Living Independent, Active and Healthy Lives The Green Thread
Key Decision / Non-Key Decision.		Non-Key Decision
If you have any questions about this report, please contact the report author in advance of the meeting.		

1. RECOMMENDATIONS

The Cabinet RESOLVE that:-

- 1) The approach to improve the accessibility of equipped children’s play as presented in the Bromsgrove Play Assessment (Appendix1) is adopted**
- 2) That the approach to capital investment as presented in, The Bromsgrove Play Audit and Investment Strategy (Appendix 2) is accepted and that officers are requested to prepare bids for capital funding, as applicable, to be considered in due course and in the context of other funding bids**

2. BACKGROUND

2.1 Responding to the recommendations in the Leisure and Culture Strategy for Bromsgrove, a detailed Play Audit and Investment Strategy now been completed. This is presented as Appendix 1, The recommendations from Appendix 1 have been costed as part of the development of a Play audit and Investment Strategy and this is presented as Appendix 2.

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- 2.4 An accessibility assessment of existing play found that currently 81.7% of households in the district have access to some form of equipped children's play within a walking time of up to 10 to 15 minutes.
- 2.5 Whilst this headline figure is positive, gaps in accessibility were noted in some wards, particularly the south-east of Lowes Hill Ward, the south of Norton Ward and the south of Rock Hill Ward within Bromsgrove Town. Of the 'larger settlements', there are gaps present in Lickey Hills ward and in Wythall East and Wythall West Wards. In addition, there are further gaps in the 'smaller settlements' where there are small villages or 'isolated' residential properties, namely Alvechurch South, Perryfields, Tardebigge and Belbroughton & Romsley Wards.
- 2.6 Play areas and associated provision needs to comply with British Standards (including Playground Equipment & Surfacing – BS EN 1176 & 1177). Play areas within the district are inspected regularly by the inhouse team providing up to date information about compliance and condition. This is supplemented by an annual external inspection of all play spaces by an accredited play inspector.
- 2.7 There are currently 85 play areas across the district. A total of 40 of these are owned and managed by Bromsgrove District Council, the other 45 are owned / managed by other organisations including parish councils, community associations, and private management companies. The Bromsgrove Play Audit which considers the accessibility of play provision takes into account the contribution of all 85 play spaces. The Bromsgrove Play Investment Strategy is focused on those 40 play spaces for which Bromsgrove District Council has responsibility. Council Officers provide advice and support to parish councils and community organisations about play area maintenance, suppliers and procurement. Planning gain through section 106 funding can be made available to these organisations where there is need for investment in play spaces related to new development.
- 2.8 Of the 40 play spaces owned and managed by Bromsgrove District Council, five require urgent investment (in the next 12 months), six have an expected lifespan of up to three years, a further five of up to 5 years, and 21 up to 10 years (assuming regular maintenance is carried out).
- 2.9 A further six play areas are in deteriorating condition and will need to be reviewed as they start to approach 'end of life' . Ward Members have been consulted about the future of play provision at Boleyn Road and the proposal to remove the equipment is supported. At Foxglove Way residents and Ward Members have been consulted over the future of the play spaces and there is consensus that play provision

should be retained at this site. Four options have been considered and the preferred option now needs to be agreed.

- 2.10 The Strategy recommends that the remaining four play spaces are reviewed and further feasibility work including local consultation with residents is carried out at these open spaces to identify the optimal solution for each space, based on the year of improvements are scheduled. Options to be considered could include informal and / or naturalistic play, equipped play and landscape and environmental improvements. An assessment has been carried out which shows that if these open spaces were to include only informal play provision there would be little impact on the overall accessibility of equipped play spaces within a 10 to 15 minute walking time. This approach to localised feasibility work is one that Members have requested through informal consultation on the strategy.
- 2.11 This process has already commenced
- 2.12 The play audit has laid a foundation for enhancing accessible, high-quality play provision across wards, with a strategic focus on inclusivity, safety, and sustainability. This audit considers national standards while prioritising effective resource allocation. Key aspects include:
- Improved Accessibility: Ensuring that all wards, where feasible, have high-access play spaces, enhancing community-wide reach.
- Quality-Driven Prioritisation: Assessing sites for play value, location suitability, maintenance feasibility, and vulnerability to vandalism or anti-social behaviour. Sites with lower play value or higher maintenance challenges are scheduled for review as part of the prioritisation framework.
- Flexible Solutions: Developing diverse options for sites needing upgrades or reconfiguration, aligning with strategic objectives to optimise play spaces in line with community needs and financial sustainability.
- 2.13 The Play Audit and Investment Strategy sets out an approach that will improve the accessibility of play provision so that 82.5% of households (baseline 81.7%) in the district have access to a play space within a walking time of up to 10 to 15 minutes.
- 2.14 The Play Audit and Investment Strategy proposes achieving this by:

- Agreeing the preferred option for Foxgrove Way (2024-25) since the play area is in poor condition and approaching 'end of life';
 - Urgent investment in Charford Recreation Ground (Neighbourhood) and Kinver Drive Play Area (Local) and Upland Grove Play Area (Local) (2025-26)
 - Urgent removal of one local play spaces (Boleyn Road) that is near 'end of life' (2025-26);
 - Upgrading 1 play space in Wythall East ward from Local to Neighbourhood level provision (2026/27) allowing 398 households to have improved access to play;
 - Urgent upgrade to one Neighbourhood play space (Swan's Length in 2026/27);
 - Upgrading 4 Neighbourhood play spaces and significant repairs and maintenance to one Local play space (2027/28);
 - Local consultation to explore the options for 4 existing play spaces that are expected to be 'end of life' (2028/29). Open spaces to be retained but consideration given to the options to for play provision and whether this is informal, natural or equipped play alongside landscape improvements;
 - Upgrading a further 3 Neighbourhood play spaces (2029/30);
 - Investing in a further 21 play spaces, that are currently in good condition but will need upgrading in the future (2030/31 onwards).
- 2.15 The play audit and Investment strategy includes a prioritised list of enhancements based on a set of principles that improves the overall accessibility of play spaces, followed by investment to address deteriorating condition and quality.
- 2.16 The investment proposals have been costed using recent cost data from play area improvements and ongoing repairs and maintenance in the district.
- 2.17 The table below summarises the estimated costs over a ten-year period. There may be scope to bring investment forward for those spaces that are proposed to receive investment in years 7 to 10, subject to finances being available.

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	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31 - 2034/35	Total
No. of play spaces	1	4	2	5	4	3	21	39
Cost	£15,000	£161,400	£150,666	£207,242	£60,000	£134,351	£1,135,000	£1,848,659
Inflation @ 3%	£0	£4,842	£9,176	£19,217	£7,531	£21,399	£260,907	£156,828
Total	£15,000	£166,242	£159,841	£226,459	£67,531	£155,749	£1,395,907	£2,005,487

2.18 In addition there could be further costs related to four small play areas where there will be local consultation about replacing equipment or possible repurposing to create a community garden/orchard or deliver other landscape improvements.

3. OPERATIONAL ISSUES

- 3.1 There is inequality in the access to play provision across the district and this has now been assessed in detail through analysis using computer-based mapping (GIS).
- 3.2 Play areas and associated provision needs to comply with National Standards in order to satisfy risk management procedures and to comply with the requirements of the Council's insurers.
- 3.3 Outdoor equipped play provision typically has a lifespan of 10 to 20 years. Within the next five years, eighteen play spaces require partial or full replacement to achieve national standards.
- 3.4 There is significant pressure on existing revenue budgets for ongoing inspections and repairs and maintenance. The recent Play Audit has identified the opportunity to rationalise play provision, with the potential to reduce the overall Bromsgrove District Council play stock from 40 equipped play spaces to 34 (reduction of six) whilst improving accessibility levels. This would be subject to feasibility and local consultation to identify the preferred option for these open spaces.
- 3.5 Discussion with Parish Councils has confirmed that all will continue to provide their play spaces for the foreseeable future. Council Officers will continue to work with parish councils and provide advice about maintenance, procurement and external funding opportunities. It is recognised that Parish Councils may need to be able to bid for capital funds to sustain and enhance their existing play spaces.

4. FINANCIAL IMPLICATIONS

4.1 The Play Investment Strategy sets out costs for the proposed approaches over a ten-year period. This will be subject to review and to budget bids for council consideration.

The proposed capital programme, if no other funding were available and assuming a life of 20 years, would see additional revenue costs of Circa £1k in year one, rising at roughly £20k. In year 10 this would result in an ongoing £215k a year cost to finance the work. These costs are rounded as programmes and interest rates will change over time. A 5.50% interest rate is used for initial modelling.

	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Investment	15	166	159	226	67	156	279	279	279	279	279
Interest @ 5.50%	1	10	19	31	35	43	59	74	89	105	120
MRP (20 yrs)	0	1	9	17	28	32	39	53	67	81	95
Total debt charges	1	11	28	48	63	75	98	127	157	186	215

These sites will require maintenance. This will be met within the existing maintenance budget. The 2024/5 MTFP set out estimated debt charges for the first 3 years of £10k, £20k and £50k.

5. LEGAL IMPLICATIONS

5.1 Play provision is required to achieve national safety standards for the Council to meet its risk management and insurance liabilities.

6. OTHER - IMPLICATIONS

Relevant Strategic Purpose

6.1 The Council has recently adopted the Leisure and Culture Strategy for Bromsgrove. This strategy recognises the value of equipped children’s play in providing spaces where children can play, be active and spend time outdoors. Play provision is also an important part of safe, well maintained and green neighbourhoods.

6.2 The Parks and Open Spaces Strategy, forming part of the Leisure and Culture Strategy recommended that the authority carry out an audit of the value, quality and accessibility of equipped children’s play across the district.

Climate Change Implications

- 6.2 The play audit and Investment strategy seeks to address deficiencies in play provision across the district. Allowing all households, where reasonably practicable, to have access to good quality play spaces within walking times of up to 10 to 15 minutes. This supports the development of neighbourhoods where local facilities can be accessed on foot or through active travel.

Equalities and Diversity Implications

- 6.3 The play audit and Investment strategy proposes addressing deficiencies in the accessibility of play provision across the district, providing children and young people, and their families, with access to play provision within walking distance of home.
- 6.4 Investment and upgrading of play spaces will allow inclusive design principles to be followed and there would be consultation locally around the opportunities to improve the play provision at each site.

7. RISK MANAGEMENT

- 7.1 Ongoing investment is required to keep play spaces in a condition that meets national standards and reduces the frequency and scale of insurance claims.

- 7.2 Not investing in play spaces will mean that some play areas will be decommissioned once they reach the end of their working life or become uneconomic to repair. If this is not managed in a strategic manner this will adversely affect the equality of access to play provision across the district.

- 7.3 It should be noted that a significant number of the supply of play areas within the district are not under the direct control of the district council. This reliance on external bodies or organisations to manage certain parks presents a potential vulnerability, as changes in their management arrangements, priorities, or resources could impact the availability and quality of these spaces.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 - Bromsgrove Play Assessment (November 2024)
Appendix 2 – Bromsgrove Play Investment Strategy (December 2024)

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor B. McEldowney	13.09.24
Lead Director / Head of Service	Ruth Bamford	13.09.24
Financial Services	Peter Carpenter.	24.10.24
Legal Services	Nicola Cummings Claire Felton	13.09.24

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Policy Team (if equalities implications apply)	Commitment to working with Equalities moving forward including Equality Impact Assessments	13.09.24
Climate Change Team (if climate change implications apply)	Matthew Eccles	13.09.24

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BROMSGROVE DISTRICT COUNCIL

CABINET

10th December 2024

MEDIUM TERM FINANCIAL PLAN 2025/6 TO 2027/8 – Tranche 1

Relevant Portfolio Holder	Cllr. Steve Colella, Finance Portfolio Holder
Portfolio Holder Consulted	Yes
Relevant Head of Service	Debra Goodall
Report Author	Job Title: Head of Finance & Customer Services email:debra.goodall@bromsgroveandredditch.gov.uk Contact Tel:
Wards Affected	N/A
Ward Councillor(s) consulted	N/A
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	

1. SUMMARY OF PROPOSALS

- 1.1 The Council will set its budget in two Tranches this year as it did in the 2023/4 and 2024/5 Medium Term Financial Plan (MTFP) processes. The initial Tranche will be published in the Autumn with approval of options sought at Council in January, with a second Tranche to be considered in January once final settlement figures are known with final budget approval sought in February.

2. RECOMMENDATIONS

Cabinet are asked to Note that:

- 1 They endorse the inputs into the Council’s Medium Term Financial Plan as at the start of October, and the associated risks and opportunities.
- 2 These inputs have been used, along with the 2024/25-26/27 Medium Term Financial Plan (MTFP) agreed by Council in February 2024, to project an initial “gap” to be closed.
- 3 An initial Tranche of savings proposals, as set out in Section 3.25 and the associated Savings Proposal Document in Appendix A, will be published on the 12th November and any feedback will be considered by Cabinet in January 2025 prior to seeking approval at Council in January 2025.
- 4 Tranche 2 of this process will add further information such as the Provisional Local Government Settlement to give a final financial position for the Council.

3. Background

Introduction

3.1 The Council sets a 3-year Medium Term Financial Plan every year, with the final Council Tax Resolution being approved by Council in February. This year's process takes account of the following factors:

- The starting point from the 2024/5 MTFP is positive with respective neutral balances at the starting points for both years.
- That this is the first budget of a new National Government and will be for only 1 year in duration. The Government have indicated that resources are tight in the Chancellor of the Exchequers initial briefing on the 30th July 2024.
- The present cost of living crisis which continues to impact our most vulnerable residents.
- Three years accounts (2020/21 to 2022/23) where the Council has/will receive a disclaimer opinion (like many other Councils). In plain terms, a disclaimer means that the External Auditors have been unable to form an opinion. In this instance, the reason for this will be the limitation of scope imposed by statute (not by the local authority). A disclaimer due to the backstop does not of itself indicate a local authority failing.
- The continued uncertainty of the existing movement of the Government to funding projects for specific outcomes and the movement of this from a bidding process to an "allocations" process. This includes the time limited nature of these funds and the pressure this puts on other deliverables.
- Uncertainty over the final mode of working for the Council and what will be required by the new Government, our residents and our Members.
- Loss of key personnel, present vacancies rates (although only half the national average), and staff retention – linked to the Workforce Strategy.
- Business Rates and Council Tax Income – and associated collection rates and reliefs linked to the "cost of living" crisis and C-19 grants working their way through our system.
- Inflation is now moving back to the Government target of 2%.

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

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

3.2 This report will set out:

- The starting position for the 2025/26 MTFP.
- The emerging national picture including expected settlement dates.
- Council Priorities
- Strategic Approach
- The Council's Base Assumptions including Inflation and Grants
- Fees and Charges update.
- Impact on Reserves and Balances.
- Capital Programme.
- Robustness Statement
- Consultation Details.

The Starting Position for the 2025/26 MTFP

3.3 The Council set a three year MTFP 2024/25 to 2026/27 in February 2024. The plan moved the Council to a sustainable budget position over the three year planning horizon with minimal support from reserves to achieve this.

Table 1 – Opening MTFP Position

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	2023/24	2024/25	2025/26	2026/27
	£000	£000	£000	£000
Base Budget Position 22/23 MTFP				
Expenditure	11,948	12,077	12,347	12,347
Funding	-10,360	-10,864	-10,724	-10,724
Net	1,588	1,213	1,623	1,623
Revised Gap 22/23 MTFP	1,588	1,213	1,623	1,623
Phase 1 Savings 2023/24 MTFP	-1,625	-1,847	-1,748	-1,748
Revised Position	-37	-634	-125	-125
Phase 1 Pressures 2023/24 MTFP	1,602	1,608	1,769	1,769
Phase 1 2023/24 MTFP Position	1,565	974	1,644	1,644
Local Government Settlement	-1715	-1200	-1200	-1200
Additional Savings (Phase 2)	-707	-707	-707	-707
Additional Pressures - Phase 2	1107	889	694	694
Final 2023/24 MTFP Position	250	-44	431	431
Known Changes - Tranche 1 24/5				
23/4 Pay Award - 4% More than planned		770	770	770
Utilities Increases running at 60% - 40% Savings		-140	-140	-140
Existing Inflation Budget (Unallocated)		-188	-194	-194
Inflation on Contracts - additional 5%		90	90	90
Additional 1% on 24/5 Pay Award - to 3%		154	154	154
7% Additional Fees and Charges Income		-273	-273	-273
Additional 2% Pay Award for 26/7				308
Quarter 1 23/4 Overspend position	788			
Use of 23/4 Utilities Reserve	-351			
2% Council Tax 2025/6			-191	-191
2% Council Tax 2026/7				-195
Year 2 Fees and Charges Income at 2%			-101	-101
Year 3 Fees and Charges Income at 2%				-101
Increase in number of Properties (Ctax Income)		-36	-84	-121
Government Grant at 23/4 Levels		-515	-515	-515
Draft Opening Position	437	-182	-53	-78
Service Adjustments				
Reduction in Benefits Overpayments Target		200	200	200
Use of HVO Fuel by 100% of Fleet		30	30	30
Increase in HR Establishment		10	10	10
PRA Housing Licence Costs		15	15	15
NW/M Increased Charges		39	39	39
Interest Charges on Updated Capital Programme		35	36	36
MRP Increases on Capital Programme		24	46	48
Revised Tranche 1 Position	437	172	323	300
Council Tax - Increase to 3%		-91	-91	-91
Planning Income (Base Budget £580k) at 25%		-145	-145	-145
Parking Income		-100	-100	-100
Actual Impact on budgets of Pay Award		-125	-125	-125
Business Rates adjustment		-427	-350	-350
WRS Additional Food Safety Officer		33	33	33
Parking SLA Increase		60	60	60
Planning and Environmental Enforcement		85	85	85
Play Audit - Revenue Implications		10	30	50
Housing Strategy Report		71	71	71
Additional Committee Services		40	40	40
NWedR Back in House		73	73	73
Changes in other Central Grants		30	30	30
IPR Recommendation		33	33	33
Citizens Advice Funding		10	10	10
Parking Review		50	0	0
1% Increase to Pay Awards in 24/5 to 4%		154	154	154
Provisional Funding Announced on 23rd January		-126	-126	-126
Regeneration Reserve		150	0	0
Landlord Capital Requirement of Artix at £20k a year		1	3	5
Updated Position Tranche 2		-42	8	7

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The emerging national picture including expected Settlement Dates

- 3.4 Local Government is in uncharted territory. C-19 has changed significantly the way Councils and the people they serve work, or expect to be served, and this needs to be reflected in Service Plans and associated budgets.
- 3.5 The War in Ukraine has still not been resolved. This has led to Inflationary increases that initially reached levels not seen since that late 1980's although they are now reducing to almost pre War levels. This has however had a significant impact on our customers and stakeholders and is now labelled a "cost of living" crisis.
- 3.6 Councils have declared "Climate Emergencies" and have challenging carbon reduction targets to deliver by 2030, 2040 and 2050. At the moment plans are within existing budgets, but as the Council moves through the next three-year period there will be the requirement for the prioritisation of resources and approval of additional funding on a scheme by scheme basis. These will need to be taken account of in future budgets, although a significant part of this budget spend will be Capital in nature.
- 3.7 The previous Government made 2 key changes in 2023, both of which will significantly affect budgeting.
- Following the launch of the Office for Local Government in 2023, with a change in Government their remit might change and move away from looking at Council data to assess performance and try to predict if Councils are getting into difficulty.
 - The second was a movement from a bidding process for Funds to that of an allocation's method using data to inform those decisions. It is now key that all Council returns are made thinking about this point and our records that are accessed by the Government are as up to date as possible.
- 3.8 There are a number of other significant factors in looking at the 24/5 budget which are linked to the Local Government Finance Market. Presently:
- There are a number of Local Authorities who have now issued S114 Statements, including the largest Council in the Country Birmingham. Given the number of Council in financial distress there is a possibility that the Government might be far more prescriptive than in previous years in its funding allocations.
 - Bromsgrove will have 3 years of accounts that will have a Disclaimer Opinion issued by the External Auditor. Although issues highlighted in previous years MTFP reports have been resolved, it is unclear how these "Disclaimer Opinions" will impact on Councils and indeed upon the 2023/4 Audit process.
 - That in the Local Government sector, there were still circa 700 Audits up to 2022/23 that are still not Audited at this time across Councils in England.

- 3.9 The Chancellors Autumn Statement was made on the 30th October had the following impacts on Council budgets:
- A 3.2% real-terms increase in Core Spending Power (CSP) for the whole sector in 2025-26. This will include £1.3b additional grant funding, of which at least £600m will be directed to social care.
 - The Budget was silent on council tax referendum limits, but the DCN expectation is that referendum principles will stay at 2.99% for districts.
 - £233m new funding for homelessness prevention. This will be in addition to the £1.3b grant funding mentioned above.
 - £1b to extend the Household Support Fund and Discretionary Housing Payments into 2025-26.
 - £1.1b new funding through implementation of the Extended Producer Responsibility scheme for recycling.
 - Right to Buy: councils will be permanently allowed to retain 100% of receipts locally and discount levels will revert to pre-2012 levels from 21st November.
 - Business Rates support to the retail, hospitality and Leisure sector, although it is not known the route of compensation yet for Councils.
 - A £500m increase to the Affordable Homes Programme in 2025-26.
 - UK Shared Prosperity Fund has been extended for 2025-26 at a reduced level of £900m, a 40% decrease on the current year. It is not yet clear whether this funding will continue.
 - to be allocated directly to district councils in two-tier areas.
- 3.10 It is good news that the sector will get a real-terms funding increase, **but it is not yet clear how this increase will be distributed** and whether it will mean district council spending power rises in real terms. We will have to wait until the provisional Local Government Finance Settlement for more detail. The changes to business rates in relation to Public Schools was already announced in the July Statement.
- 3.11 The Government signalled it will reform the local government funding system after 2025-26 and will carry out a broader redistribution of funding to better reflect local need (previously known as Fair Funding) through a multi-year settlement from 2026-27. It has also signalled its intention to embark on local government reorganisation to deliver “efficiency savings”. It will set out more detail in the English Devolution White Paper, likely to be published in late 2024.
- 3.12 The Government is expected to publish a finance policy statement in mid/late November to set out the key decisions and principles for the provisional Local Government Finance Settlement. The provisional Local Government Finance Settlement is still anticipated in mid-December. This will set out the detail of funding allocations for individual councils.
- 3.13 On the cost side, as an employer there are the following additional costs;

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- Employer national insurance (NI) contributions will increase by 1.2% to 15% from April 2025. The threshold for paying this will decrease to £5k per year. The expectation of the DCN is that councils (and other public sector employers) will be compensated for the cost of employer NI increase but confirmation is awaited. The impact of this on Bromsgrove if this was not funded is £144k.
- The National Living Wage will increase by 6.7% to £12.21. Minimum wage for 18- to 20-yearolds will increase by 16% to £10 per hour. We are assessing this impact of this.

3.14 This year's Local Government Settlement will be a single year but the next years settlement after consultation in the spring will be multi year. This gives the following timetable for the 2025/6 process:

- 29th October – Chancellors Announcement
- 30th October – Phase 1 Budget and Fees and Charges to CMT
- **6th November - Phase 1 Budget and Fees & Charges approved at CWG**
- 20th November – Phase 1 Budget and Fees & Charges approved for Consultation by Cabinet
- 11th December – Phase 1 Budget and Fees & Charges Consultation Responses/Updates at CWG
- 18th December – Estimated Provisional Local Government Settlement Date
- 7th January - Phase 1 Budget and Fees & Charges approved by Cabinet
- 8th January – Phase 2 Budget approved by CMT
- 15th January – Phase 2 Budget approved by CWG
- 22nd January – Phase 1 Budget and Fees & Charges Approved by Council
- 12th February – Phase 2 Budget approved by Cabinet
- 19th February – Phase 2 budget and Council Tax Resolution approved by Council

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

Council Strategic Priorities

3.15 With the change of the Councils political leadership following the 2023 Elections a new set of Strategic Priorities has been set linked to a new Council Plan. This were approved at Cabinet and Council in July 2024. The development of the Council Plan had taken place over a number of months and had begun with some sessions supported by the Local Government Association (LGA). Once key priorities had been identified, there were two further workshops with Cabinet Members and the Corporate Management Team (CMT) to progress further the key priorities that had previously been identified.

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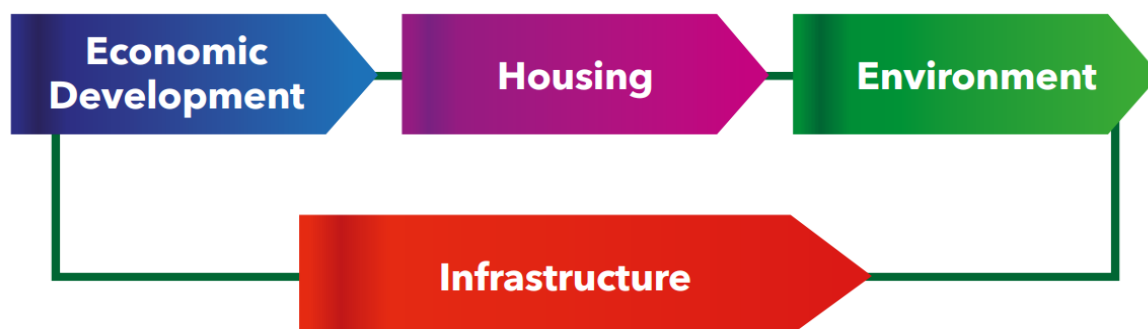
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3.16 The final Council Plan provided an overarching vision for the District with the four new priorities as follows:

- Economic Development
- Housing
- Environment
- Infrastructure

'We aspire to create a welcoming environment that prioritises quality of life, where residents and businesses feel a deep sense of belonging and connection.'



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

"A green thread runs through the Council plan. Climate change and carbon reduction are key issues within the plan and the relevant measures identified to evaluate performance will help the Council to understand both activities and progress in this area".

3.18 Opportunities and Challenges highlighted in the plan include:

The opportunities include:

- The location of Bromsgrove for business; with Worcestershire, regionally and beyond.
- The entrepreneurial and community spirit within Bromsgrove District.
- Keeping businesses in the district when they grow.
- The amazing natural environment of the district.
- The creative options provided through new technologies to enhance our services and our customers experiences.

The challenges include:

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- The ongoing financial challenge- to both the organisation but also our communities and residents through the real pressures presented by cost of living and the housing market.
- Continuing to support those who are most vulnerable, and manage the increasing costs.
- Keeping businesses in the District when they grow.
- Understanding the different community needs across the district
- The need for enhanced digital and physical connectivity.

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

Strategic Approach

3.20 The Council has come into the 2025/6 budget process in a relatively stable position but with some key underlying issues. These include:

- A balanced budget over the 2024/25 to 2026/27 period.
- Good levels of General Fund Reserves.
- An underlying issue with the Waste Collection fleet which has an ongoing cost of over £500k a year.
- The requirement to fund the 24/5 pay award if it is over the 4% assumed in the Council's budget.
- Increases in Council Tax are limited at 2% or £5, which is significantly lower than the present rates of inflation.
- The implications of the 2026 Triennial revaluation of the Pension Fund. The 2023 revaluation saw a budget reduction of circa £1m, however with "live" numbers reducing it is possible this cost will rise from 2026/27.

3.21 The Council has moved to medium-term financial stability, the 2024 MTFP achieved this. It is critical that the Council is financial sustainable for it to operate at maximum efficiency for its stakeholders and residents. The level of reserves and balances presently held suggest that the Council is in a strong financial position, but ongoing budget sustainability is key to delivering this over the long term.

3.22 As such, the strategy must be to continue to keep the Council financial sustainability in the medium and long terms by setting balanced ongoing budgets. To remain in this position there will be the need for investment, efficiencies and possibly the requirement to fund redundancy (both from reserves and balances). These requirements will be outputs from the Council having to implement changes to the way it operates to continue to become a viable entity going forward.

3.23 As set out later in the Robustness Statement, in compiling Tranche1 of the budget, assumptions have been made based on the best information held now. Issues the Council is facing are not unique, they are being faced by almost all Councils. Tranche 2 of the budget will adjust for any funding that the Government will provide and also look at other options to close any deficit should the Government settlement not bridge any resultant gap. Initiatives that will be assessed in Tranche 2 (as more time is required to analyse these individual options) include:

- Ensuring Grants are maximised.
- Ensuring Agency work reflects the income provided for its delivery.
- Reviewing the effectiveness of the Council's largest Contracts.
- Reviewing the location and effectiveness of our Depot
- Assessing the Council's leisure and cultural strategy in terms of affordability
- Reviewing recharging mechanisms between the Councils for appropriateness
- Rationalisation of Back Office services as we embrace technology.

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

- Documentation of Processes
- Investment in automation and robotic processes
- Cleansing of master data (including its importance in procurement and maintenance of contracts)
- Possible redundancy – through restructures

The Council's Base Assumptions including Inflation and Grants

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

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

- Council Tax – Figures assume the full 1.99% allowable increase over all years of the 3 year MTFP. The Local plan has housing increases of 457 and 338 in the first two years of the MTFP. For prudence, at the moment it is assumed that increases of 200 and 150 over these years.
- Business Rates Increases – business rates assume growth based on Pooling with the other Districts and the County Council.
- New Homes Bonus – It is assumed to be none in 25/6 onwards.
- Services Grant - It is assumed that Central Government Grants are at similar levels to previous years (as was the case in 2023/4 and 2024/5)

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- 3.27 Grant support assumptions are as follows (Revenue and Capital). It should be noted that these are budgeted figures and final grant figures will not be confirmed until the time of the final Local Government Settlement.
- The main Revenue Grants are:
 - S31 Grant - £1.126m
 - Housing Benefit Administration Grant - £0.148m
 - Housing Benefit Grant - £11.0m
 - Revenue Cost of Collection Grant - £0.119m
 - The Council has £14.492m of Levelling Up Grant to be spent by April 2025, with Market Hall spending extended to September 2025, which is match funded by £1.610m of Council funding.
- 3.28 There are significant pressures mounting on the Council. At Q2 the overall revenue financial position is a £344k overspend position. This position is set out in detail in an additional report to this Committee today. The significant area of overspend is the maintenance costs of the fleet and clarity on its purchase date, and how far it impacts 2025/26, is required before it is added to this analysis. The remainder of salary based issues are part of the Corporate Adjustment section.
- 3.29 Corporate Changes include for Tranche 1 2025/26 are:
- The Pay Award is increased from 2% to 3% for 25/6. This would be an additional £154k cost. In her Statement on the 30th July, the Chancellor did say that Government would accept acceptance the recommendations of the independent Pay Review Bodies for public sector workers' pay. If a 3% pay award is agreed then it would follow that the Council should receive £450k of funding for that award. However, until this is agreed, nothing will be assumed for associated funding. The Chancellors Statement on the 30th October spoke of a 3.2% increase of core spending power, but we need to see the detail to be sure.
 - Pension Fund Actuarial Triennial Revaluation. The Council did very well in the revaluation which came into effect for the 2023/4 financial year and which finishes in the 2025/6 financial year. Overall the Council had circa £1m of savings on the payments for each year. Although the fund continues to perform well we are concerned on the reducing numbers of live members in the scheme and so have included an amount from 2026/7 of £200k as a potential risk.
 - Fees and Charges assumed an increase of 2%. However, given 50% of fees and charges costs link to staff costs and these possibly will increase at 5% for the 2024/5 financial year. Therefore, to keep pace this this increase of costs it is proposed that 3%, 4% and 5% increases are looked at. These amounts to additional income of the following for each scenario:

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- 3% Increase - £100k
- 4% Increase - £200k
- 5% Increase - £300k

It should be noted that at the recent WRS Board, other Board Members were looking to increase Fees and Charges tariffs by at least 3%. WRS numbers are not included pending discussions across members of the level of increases.

- Until more information is understood in the detailed Local Government Settlement in December, it is assumed that Grant levels will remain at present levels.
- The largest change however will link to upcoming Waste Requirements. The Council is required to implement these proposals from April 2026, which the Council challenging present Government Funding allocations. The impact on Council budgets is significant in terms of both Revenue and Capital:
 - There is the requirement for additional Capital Investment, over and above any Grant, of £540k. It assumes that this is required to be spent in 2025/6 and costs apportioned accordingly.
 - At present PWLB rates of 5.00% for 8 years debt this would be a yearly interest charge of £27k a year from 2025/6.
 - For MRP purposes this would be an additional cost of £68k a year from 2026/7.
 - At the present time, additional revenue costs are estimated to be circa £950k a year.
 - There is also programme implementation costs of circa £200k which is expected to be split across both Councils at £100k each.
- Bromsgrove School loses its Business Rates reliefs as part of the Budget. Presently, circa £600k of business rates are charged against the school to which it receives 80% relief. This relief of circa £500k would become part of the collection fund calculation with for planning purposes circa 50% coming to the Council and 50% going back to the Government.
- Additional Artrix Costs. The Council are responsible for the Health and Safety of the buildings and there is funding of £20k capital a year. If the Artrix was to be empty, the Council would be responsible for the buildings including the Empty Business rates which amount to £31k (Therefore it is proposed that this would be the limit of any Council funding which is included in the proposals).

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- Additional inflation of 5% on contract is included at 5% which is £90k. It should be noted that 5% has also been included in the 24/5 year and this will be allocated in this financial year as and when it is required.
 - A review has been undertaken of Corporate Budgets (Council Tax/Business Rate, Investment Income and Debt) against expected numbers and due to a number of factors there is a positive position.
 - The Council had 4% in to cover staff inflation in 2024/5. This pay award is now circa 5% and so this adjustment has also been made in the corporate budgets.
 - As set out in section 3.9 the Chancellors Statement on the 30th September set out significant additional grant funding. The allocation of these grants will not be known until December and the Provisional Local Government Finance settlement.
 - The Capital Programme at the moment has limited change but does include the changes that have been made to the Fleet as per the 24/5 Monitoring Reports.
 - Adjustments, following the establishment review will need to be made across both Councils to account for the £1m in-balance between pay budgets and recharges across both Councils.
 - By the middle of November Accounts will be closed up to the 22/23 financial year. This will impact reserves and this will need to be reflected in the reports.
 - Analysis will be undertaken on Benchmarking data as well – as this will inform areas where further savings, if required, will be initially looked at.
- 3.30 Corporate pressures are summarised in the following table and amount to a surplus of £329k in 2025/6 changing to an ongoing deficit of £851k in 2026/7 and £637k from 2027/8.

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Year	2025/6 £000	2026/7 £000	2027/8 £000
Opening Position	8	7	7
Changes			
Increase Pay Award to 3%	154	154	154
Pension Revaluation (addn costs)		200	200
Increase Fees and Charges to 4%	-200	-200	-200
Increased Waste Interest costs	27	27	27
Increased Waste MRP costs		68	68
Waste Project costs (capitalised)		20	20
Increased Waste Revenue costs		950	950
School Business Rates	-250	-250	-250
Artrix Maximum Costs	31	31	31
Contract Inflation	90	90	90
Improvements in Corporate Budgets	-343	-393	-607
1% Additional 24/5 Payoll cost over Budget	154	154	154
Net additional Costs	-337	851	637
Updated Position	-329	858	644

- 3.31 Departmental pressures were requested to be returned by the 24th October. These are attached in **Appendix A** and cover both revenue and capital pressures. These departmental changes result in an overall £1.387m revenue pressure in the 2025/6 financial year and then £938k by 2027/8. This is summarised in the following table:

Year	2025/6 £000	2026/7 £000	2027/8 £000
Position after Corporate Items	-329	858	644
Departmental Items	1,387	976	938
Position after Departmental Items	1,058	1,834	1,582

- 3.32 This results in an ongoing pressure of circa £1m rising to £1.5m. It should be noted that if the Council gets the full 3.2% Core Spending Power increase set out in the 2024 Chancellors budget, then this will result in circa £490k of additional funding, reducing the gap to circa £500k in 2025/26 and £1m by 2027/8. It should be noted that there will also be political pressures as well.

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- 3.33 Another key factor in balancing the budget will be the allocation methods for Grants set out in para 3.9 as they impact a number of the “pressure areas. This will not be known until the Provisional Local Government Finance Settlement.
- 3.34 To meet strategic priorities, the Council requires more funding. For Tranche 2 it needs to review a number of areas as set out in 3.23. Other areas where there are potential pressures or initiatives that are being evaluated for Tranche 2 include
- Reviewing overall planning costs given the changes in charging rules in 2024 to assess deliverability

Fees and Charges update

- 3.35 The section, looks at the impact of proposed Fees and Charges increases for the 2025/26 Financial year. These increases are shown in detail by service in the Fees and Charges Report which is shown as **Appendix B**. The table below highlights the possible increase of income if a 3% to a 5% increase was applied across the board. The 4% has been applied to Contributions and Fees and Charges (not parking) budgets and not on SLA Income or lifeline, where charges are set statutorily, and charges across more than one area. WRS increases will be agreed at the WRS Board Meeting in early November.

	2025/26	2026/27
Existing Budget	-3,791,000	-3,791,000
3% Increase 25/6	-100,000	-100,000
4% Increase 25/6	-200,000	-200,000
5% Increase 26/7	-300,000	-300,000

Table 4 Fees and Charges Increases

- 3.36 As has been noted in previous budgets, almost 50% of costs relate to staffing costs at the Council. Staffing budgets went up in 23/4 by on average by 5% and the settlement for this year 2024/5 is over 4%. The increases in fees and charges link to the previous year pay award and so just to keep pace with the increases in costs a level of 4% would be a minimum requirement.
- 3.37 The Transformation Team have looked at Income and fees/charges levels for:
- Its deliverability in 2023/4 and 24/5
 - Views on if additional % increases will be deliverable
 - Bereavement costs have been updated to ensure they are rounded to pounds as per legislation.

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- 3.38 The outcome of that high level analysis was that:
- A blanket % increase on all controllable fees and charges and budgets would not be advisable, as this will just increase the rolling year variances in specific areas. Those budgets need adjusting to the correct base (both up and down).
 - Car parking, given the changes in 2024/5 should not be increased and allowed to stabilize at the new rates and take account of the full VAT implications.
 - Knowledge of the full extent of what is or is not Vatable in income lines also needs to be clarified – so the right budgets are set.
 - Garden and trade waste and cesspools are all areas where above inflation increases could be variable with previous years and current forecasting showing promise.
- 3.39 Fees and Charges now include both Planning and Parking at higher levels than in the past although in 2025/6 parking fees will not be increased (due to the changes in rates delivered in 2024/5).

Impact on Reserves

- 3.40 The existing 24/25 MTFP saw general fund balances increase by £27k over the three year period as the original plan moved the Council towards sustainability. Now that the 2020/21 and 2021/22 accounts have been closed and we have far clearer positions on the 2022/23 and 2023/4 outturn positions a stronger reserves position is reflected in **Appendix C**.

Capital Programme

- 3.41 The Council over the past number of years has not spent its capital programme allocations in year. A review has been carried out of
- All schemes that have not started (both from 22/23 and from previous years)
 - Schemes that have started
- To assess deliverability and links to revised strategic priorities.
- 3.42 Present rationale is for any scheme not yet started (unless grant or S106 funded) to rebid for funds as part of the 2024/25 budget process. Carry forward positions as set out in the Q2 Monitoring Report are £7.565m for the Council. Significant amounts of this relate to Grant Funded schemes.
- 3.43 **Appendix D** sets out the present capital programme as agreed at Council in February. Spend to date at Q2 is £1.993m.
- 3.44 The table below highlights the present Capital programme position to 2029/30 rolling forward the “Rolling Budgets” for an additional year.

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Year	Total Programme	Council Funded	Grant Funded
2024/5	6,159,671	3,424,500	2,735,171
Carry Fwd	7,565,431		
2025/6	2,666,377	1,866,377	800,000
2026/7	2,288,000	1,488,000	800,000
2027/8	1,468,000	668,000	800,000
2028/9	1,468,000	668,000	800,000
2029/30	1,468,000	668,000	800,000

3.45 Additional Capital programme items totalling are set out in the following table for approval:

ICT		2025/26 £	2026/27 £	2027/28 £	2028/29 £
Parkside Firewall, Internal Firewall	Parkside Firewall, Internal Firewall. These devices will no longer be supported from 2026	9,750			
Laptops for new starters and to replacements	To provide Laptops for new starters and to replace the ongoing devices that are no longer supported. This project will deliver a replacement for 128 Laptops and 10 Desktops over 4 years.	25,000	25,000	25,000	25,000
	Total	34,750	25,000	25,000	25,000

An Initial Risk Assessment

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

3.47 As per the Risk Reports that are reported to Audit, Standards and Governance Committees these are:

- Resolution of the approved budget position.
- Financial process rectification.
- Decisions made to address financial pressures and implementing new projects that are not informed by robust data and evidence.
- Adequate workforce planning.
- The next Pension fund re-valuation which will impact 2026/7 figures.

3.48 The core risks of implementation

- Any savings proposal must pass the S151 Officers tests for robustness and delivery. If items are not deliverable or amounts not obtainable, they cannot be included.
- Implementation of savings to time and budget – there must be full implementation processes documented to ensure implementation within timescales.

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- Non delivery is a high risk - Savings tracking and ensuring implementation happens based on the plans and the assumptions will become part of the Council's core processes
- Loss of key personnel will be crucial in a number of proposals and mitigation plans will need to be drawn up
- Change of corporate direction/priorities

Robustness Statement

- 3.49 For Tranche 1, the opinion of the Interim Director of Finance is that the 2025/26 budget estimates contain considerable risk due to the level of uncertainty in the Council's operating environment, making it problematic to develop meaningful assumptions.
- 3.50 The revenue budget and capital programme have been formulated having regard to several factors including:
- Funding Available.
 - Inflation.
 - Risks and Uncertainties.
 - Priorities.
 - Service Pressures.
 - Commercial Opportunities.
 - Operating in a Post C-19 environment.
- 3.51 The MTFP highlights that the current financial position is potentially untenable without some form of intervention or further substantial savings and this will become clearer with the Provisional Local Government Settlement in December. Whilst a balanced budget for 2024/25 was approved in February 2024, the Council is currently forecasting a £0.3m overspend in 2024/25 due to the additional demands placed on it due to maintenance costs of the fleet and the pay award.
- 3.52 Given all the uncertainty which encapsulates this MTFP, the assumptions have been based on the best available information to the Council at this time. Work will continue in validating all assumptions, robustly challenging estimates, ensuring the delivery of existing saving plans. Updates will be included in Tranche 2 of the MTFs and balanced budget setting process.

Tranche 1 Feedback

- 3.53 Tranche One is the first Phase of the 2025/26 budget process. There will be consultation via the quarterly "Customer Survey" to see if more stakeholders can be reached. This will happen over November and December.

4. IMPLICATIONS

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Financial Implications

- 4.1 Financial implications are set out in section 3.

Legal Implications

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

Service / Operational Implications

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

Customer / Equalities and Diversity Implications

- 4.4 The implementation of the revised fees and charges will be notified in advance to the customer to ensure that all users are aware of the new charges and any concessions available to them.
- 4.5 Initial Equalities Impact Assessments will be taken where required.

5. RISK MANAGEMENT

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

6. APPENDICES

Appendix A – Savings Proposal Document
Appendix B – Fees and Charges by Service
Appendix C - Reserves
Appendix D – Existing Capital Programme

6. BACKGROUND PAPERS

None.

CABINET

10th December 2024

7. KEY

None

BROMSGROVE DISTRICT COUNCIL

CABINET Appendix A Savings Proposal Document

10th December 2024

		2025/26 £	2026/27 £	2027/28 £	2028/29 £
Environmental Services					
Increased Fleet Fuel Costs	Last year there was in ES an overall £139k overspend principally covering Domestic and Commercial Waste and the Place team	139,000	139,000	139,000	139,000
Abavus software subscription	This extra budget request has been estimated increase in the costs of Abavus Software subscription package when fully implimented from 1 April 2025. The software contract is to be tendered in November 2024 for the next 4 years. The sum is calculated from an Abavus quotation for the service. A saving is identified from stopping the use of the current PDMS software package from 1st April 2026. The current ICT budget for BDC is 24/25 ££50.2k and will increase to £68.4k for 25/26. The current ICT budget for RBC for 24/25 is £62.4k and this will increase to £68.4k 25/26	18,000	0	0	0
Regeneration & Property Services					
Furtherting a BID in Bromsgrove	Progressing a Business Improvement District was detailed in the Centres Strategy as a piority and approved by members in 2023. Through the Centres Manager networks businesses have requested the feasibility and impementation work get uderway and a business has come forward to champion this and start a steering group to work alongside the Centres Manager. Using the additional expenditure will enable the feasibility and planning of the business imperovement area. Subject to the amount of BID to be collected it will then move forward to implement stage. The BID if succssful will bring a level of income in that can be reinvested into the town centre with priorties set by the businesses themselves.	60,000			
Economic Develoment Budget shortfall - to deliver Council priorities	Economic Development has been brought back in house from NWEDR. While some staffing resource has been made available the working budget available is unclear and the staffing budget may be insufficient to deliver identified priorities. Priorities identified by each Council currently include: Supporting our businesses Upskilling the workforce Enabling growth and innovation Supporting entrepreneurship and job creation Keeping businesses in the District when they grow In addition, there are high expectations in terms of support to town and local centres, particularly in Bromsgrove, that are not adequately resources.	100,000	100,000	100,000	100,000

BROMSGROVE DISTRICT COUNCIL

CABINET Appendix A Savings Proposal Document

10th December 2024

		2025/26	2026/27	2027/28	2028/29
		£	£	£	£
Legal and Democratic Services					
Member Training	Extra training required has been identified by Members. Better trained Elected Members will lead to more streamlined working and a better service to their electors.	5,000	5,000	5,000	5,000
Community and Housing Services					
Temporary Accommodation	The Council has a Bed and Breakfast budget for Temporary Accommodation of £12k. It is expected that costs this year will be £114k - this moves the budget in line with activity.	100,000	100,000	100,000	100,000
ICT					
Replacement of Corporate Telephony System	Mitel (the manufacturers of the equipment) have stated this equipment is no longer supported beyond 2028. This will be a major cyber security issue if it is not replaced before that time. The new service will be required 24 months before support ends to deliver the project.	90,000	55,000	55,000	55,000
Workforce Planning Apprentice Role - for sustainable ICT service		15,000	15,000	15,000	15,000
ICT Applications Support Post to cover rise in new systems (to keep Council compliant)	The Systems & Data Group has gathered 18 requests for the new ICT systems in the past 3 months. To enable these to be implemented successfully, and then supported on a permanent basis, a new ICT Application Support post is required.	25,000	25,000	25,000	25,000
VMWare cost increases and possible move to Microsoft (migration)	VMWare have increased their license costs considerably (10 times) and this bid is to account for this. VMWare have been acquired by a new owner and the license charge has now been increased across all sectors including public sector. There is an option to move away from VMWare to use a solution provided by Microsoft which is currently included in their fee's at no further cost. This is a complex item of work but could provide a cheaper alternative moving forward. There is a risk however that if enough authorities do this, that Microsoft will also increase their costs for this.	125,000	125,000	125,000	125,000
Added security of Staff Internet site	The Staff Intranet site has been moved to the cloud as the onsite version was made redundant by Microsoft. Whilst this has been implemented successfully it now requires further security and functional improvements (including integration into Power Bi).	2,500	3,500	3,000	3,000
Idox contract cost increases	The Idox Uniform system has been used for many years throughout the Authority and when the contract was last renewed the price increase. This bid is to match the budget to that increase. Enables the use of the Idox Uniform system throughout the Authority. This enables the Authority to deliver legislative obligations including those from Planning and Legal.		5,000	5,000	5,000

BROMSGROVE DISTRICT COUNCIL

CABINET Appendix A Savings Proposal Document

10th December 2024

		2025/26 £	2026/27 £	2027/28 £	2028/29 £
Technical changes in Cloud authentication	A technical design change is required to our cloud authentication model (security design). This is a one-off item of work that requires specialist knowledge and skillset. Enables the secure use of our ICT systems to deliver all Corporate Strategic Purposes.	10,000			
eMail and Web Security Upgrades	The existing Email and Web security devices are over ten years old and require replacing with new technology that may be cloud based. This is an enabler for all Strategic Purposes.	11,000	11,000	11,000	11,000
Finance & Customer Services					
Upgrading TechOne and 24/5 Accounts finalisation	<p>1. Accountancy Services - Efficiency saving will not be achieved. Implementation of Techone system anticipated efficiency savings within the Team as a result of the implementation of the system. Until the ECR system has been properly implemented, staff savings are unlikely to be realised in 2025/26.</p> <p>2. Insurance Commission - This service provision ceased early 23-24 so no longer achievable.</p> <p>3. Techone system - system costs we not included within the finance budget. Some of the costs were being met from within existing IT budgets but this may not be sustainable on an ongoing basis</p> <p>4. Techone system - AMS support</p>	289,000			
Civica Revs and Benefits Upgrade	Civica - Revenues & Benefits system, a new system was introduced a few years ago and budget was originally held in IT, however licence and annual support costs have increased and budget provision not sufficient.	350,000	350,000	350,000	350,000
Public Access Platform	Evidenced by enquiries from neighbours, conultees and members requesting this facility be provided. Idox quote has been provided (Idox Quotation Reference: Opp24.78600) dated 04.11.24. Bid is for £6,400 till Sept 2027 with £825 support and maintance each year there after.	6,400	825	825	825

BROMSGROVE DISTRICT COUNCIL

CABINET Appendix A Savings Proposal Document

10th December 2024

		2025/26 £	2026/27 £	2027/28 £	2028/29 £
General					
Youth Council	There has been a gap in our ability to engage with younger people, to both understand their views and to help them understand the democratic processes. There has also been a wider level of disenfranchisement within the wider community, with residents not always feeling like they can influence decisions. This has also been highlighted by elected members who are very keen to involve younger people in the democratic process and would pre-empt the proposed national policy of votes for 16 year olds. Continuing the development of an externally delivered but internally supported youth council project, over a period of three years, would help to build this capacity and interest, developing a central youth council whilst also reinforcing or starting middle and high school level school councils across the district (where schools engage), to feed in different opinions and disseminate questions and projects.	5,000	5,000	5,000	5,000
Waste					
EPR Responsibilities	In November, the Department for Environment, Food and Rural Affairs (Defra) will share indicative estimates of their Year 1 Extended Producer Responsibility (EPR) for packaging payments via email to council chief executives, covering the financial year from April 2025 to March 2026 (the Assessment Notification). The Assessment Notification will include the indicative payment estimates, the payment schedule, and details on how the estimates were calculated. Guidance on the payment calculation method will be provided in a separate document attached to the email. The first payments will be made by November 2025	tbc	tbc	tbc	tbc
Policy and Performance					
	Data Improvement Advisor (1) Grade 8 (initially for two year contract) and Data Insight Officer (1) Grade 6 (initially two year contract) to implement the data project across both Councils to streamline data (split across both Councils)	37,000	37,000	0	0
Total		1,387,900	976,325	938,825	938,825

BROMSGROVE DISTRICT COUNCIL

2025/6 Increases

Increases 24/5	7%
WRS Increase	7%
Parking Increases 24/5	0%

General Increase	4%
Planning Increase	4%
Parking Income	0%
WRS Increases	3%

Business Transformation and Organisational Development

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	% Change	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £	Charge Increase 25/6	Proposed Charge 25/6 £
<u>New & Existing Properties</u>									
Naming a Street	554.10	5.00%	581.80	10%	639.98	7%	684.80	4%	712.20
Additional charge for each new premise on a street	130.00	5.00%	136.50	10%	150.15	7%	160.70	4%	167.10
Naming and numbering of an individual premise	274.00	5.00%	287.70	10%	316.47	7%	338.60	4%	352.10
Additional charge for each adjoining premise (eg Blocks of flats)	77.00	5.06%	80.90	10%	88.99	7%	95.20	4%	99.00
Confirmation of address to solicitor/conveyancer/ occupier or owner	53.60	5.04%	56.30	10%	61.93	7%	66.30	4%	69.00
Additional charge including naming of building	138.00	5.00%	144.90	10%	159.39	7%	170.50	4%	177.30

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BROMSGROVE DISTRICT COUNCIL

Chief Executive

Roundings to the nearest 10p.

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £	Charge Increase 25/26	Proposed Charge 25/6 £
Venue hire additional services								
Feature on official social media & website	Please contact us £30-£100	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Place your promotional material in reception	10.00	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Print your materials	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Full design & print services:								
Luxury roll-up banner - Flat rate	102.50	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	51.30	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Vinyl banner	51.30	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	25.60	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Posters (10)	25.60	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Leaflets (500)	51.30	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- any additional	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Printing up to A0 size, with a range of finishing options on papers and cards. Tiny labels to large banners, binding and laminating, booklets, copies, reports, posters, duplicate pads, brochures, leaflets, flyers, & more. Integrated in-house Design team services also available.	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Your bespoke requirements	Request a quote	Request a quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
PLUS								
Boost your event with our simple options:-								
• Promotional services -								
o Reach the local community with our official social media								
o Show up on Google with our special website options								
o Promote your event in our busy public spaces								
• Design services -								
o Stand out								
o Bespoke for you, from our professional design team								
• Printing services-								
o All your printing needs in one place								
o Signs, flyers, agendas, welcome banners, and more								
Packages available from as little as £30.								
To find out more contact 01527 881296 or venues@bromsgrove.gov.uk.								
www.bromsgrove.gov.uk/venues								

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BROMSGROVE DISTRICT COUNCIL								
Community & Housing Services								
Roundings are generally rounded to the nearest 10p.								
Service Category	Charge 1st April 2020 £	Charge from April 2021 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £	Charge Increase 25/26	Proposed Charge 25/6 £
STRATEGIC HOUSING								
Bed and breakfast								
- Single room	16.10	16.10	10%	17.71	7%	18.90	4%	19.70
- Two single rooms	32.50	32.50	10%	35.75	7%	38.30	4%	39.80
- Double room	16.10	16.10	10%	17.71	7%	18.90	4%	19.70
- More than one double room per room	21.00	21.00	10%	23.10	7%	24.70	4%	25.70
- Breakfast								
- adult	2.50	2.60	10%	2.86	7%	3.10	4%	3.20
- child	2.10	2.20	10%	2.42	7%	2.60	4%	2.70
- Storage of effects (per night)	2.60	2.70	10%	2.97	7%	3.20	4%	3.30
- Right to Buy (RTB) Plan Preparation for BDHT	119.70	125.70	10%	138.27	7%	147.90	4%	153.80
- Late Consents to transfer (shared ownership and low cost properties)	250.00	262.50	10%	288.75	7%	309.00	4%	321.40
Private Sector Housing								
Housing Fitness Inspections	150.00	150.00	10%	165.00	7%	176.60	4%	183.70
First Homes Application	0.00	0.00	New	150.00	7%	160.50	4%	166.90
Registration of housing in multiple occupation:								
per occupant	122.00	128.10	10%	140.91	7%	150.80	4%	156.80
Service and Administration of Improvement	34.00	35.70	10%	39.27	7%	42.00	4%	43.70
Provision, Hazard Awareness or Emergency Measures Notices * under Housing Act 2004, per hour								
	Actual + 10% Admin fee	Actual + 10% Admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Enforcement of Statutory Notices, Supervision of Work in Default etc.								
Mobile Home Park Licencing - New Licence Application Fee		326.67	10%	359.34	7%	384.50	4%	399.90
- Licence Amendment Application Fee		256.67	10%	282.34	7%	302.10	4%	314.20
- Licence Transfer Application Fee		186.67	10%	205.34	7%	219.70	4%	228.50
Mobile Home Park - Annual Site Inspection Charge -Band A (2-10 units)		256.67	10%	282.34	7%	302.10	4%	314.20
-Band B (11-30 units)		274.17	10%	301.59	7%	322.70	4%	335.60
- Band C (31-70 units)		385.00	10%	423.50	7%	453.10	4%	471.20
- Band D (71 + units)		420.00	10%	462.00	7%	494.30	4%	514.10
Mobile Home Park Statutory Registration or amendment of Park Home Rules		99.17	10%	109.09	7%	116.70	4%	121.40
- Valuation Fee (relating to properties of 30% ownership)	225.00	300.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
*Based on salary of employee								
LIFELINE								
- Installation Fee	52.00	52.00	0%	52.00	7%	55.60	4%	56.00
- Lifeline (per week)	4.25	4.50	5%	4.70	0%	0.00	4%	0.00
	Cost of product + 17% admin fee	Cost of product + 17% admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- Replacement Pendant								
	Manufacturers cost + 17% admin fee	Manufacturers cost + 17% admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- Key Safe								

- GSM Alarm Hire	5.50	5.50	0%	5.50	0%	5.50	4%	5.70
- GPS Tracker Hire	7.00	7.40	-25%	5.50	0%	5.50	4%	5.70
- Daily Living Activity Equipment	7.00	7.40	0%	7.40	7%	7.90	4%	8.00
HIRE PRODUCTS								
Hire of smoke alarm per week (hard wired, serviced smoke alarm)	1.40	1.50	0%	1.50	4%	1.55	4%	1.60
CO2 Detector per week	1.40	1.50	0%	1.50	4%	1.55	4%	1.60
Bogus Caller Panic Button	1.40	1.50	0%	1.50	4%	1.55	4%	1.60
Flood Detector	1.40	1.50	0%	1.50	4%	1.55	4%	1.60
Falls Detector	1.40	1.50	0%	1.50	4%	1.55	4%	1.60
Additional pendant	1.40	1.50	0%	1.50	4%	1.55	4%	1.60
Temperature extreme sensor	1.40	1.50	10%	1.65	4%	1.55	4%	1.60

BROMSGROVE DISTRICT COUNCIL

Environmental Services

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £	Charge Increase 25/26	Proposed Charge 25/6 £
CEMETERY								
The following charges would be subject to 25% plus or minus in year adjustment facility delegated to Bereavement Services Manager or Head of Service to allow for supplier increases such as utilities or memorial suppliers etc								
Interments in a grave								
- children aged under 1 year	No Charge	No Charge						
- children aged under 1 year (non resident)	114.00	119.70	10%	131.67	7%	140.90	4%	147.00
- children aged 1 year - 17 years	No Charge	No Charge						
- children aged 1 year - 17 years (non resident)	166.00	174.30	10%	191.73	7%	205.20	4%	213.00
- persons aged 18 and over	636.00	667.80	10%	734.58	7%	786.00	4%	817.00
Interment in a bricked grave								
Interment of cremated remains	211.00	221.55	10%	243.71	7%	260.80	4%	271.00
Interment of Cremated Remains (under 17 years non residents only)	78.00	81.90	10%	90.09	7%	96.40	4%	100.00
Scattering cremated remains in grave	89.00	93.45	10%	102.80	7%	110.00	4%	114.00
Exclusive rights of burial (75-year grants)								
- adult grave space	1,603.00	1,683.15	10%	1,851.47	7%	1,981.10	4%	2,060.00
- child grave space	292.00	306.60	10%	337.26	7%	360.90	4%	375.00
- cremated remains plot	612.00	642.60	10%	706.86	7%	756.30	4%	787.00
Renewal of expired deed (single fee charged in all cases)								
Burial	457.00	479.85	10%	527.84	7%	564.80	4%	587.00
Cremated remains	179.00	187.95	10%	206.75	7%	221.20	4%	230.00
Ashes grave purchased in reserve	733.00	769.65	10%	846.62	7%	905.90	4%	942.00
- Full grave purchased in reserve	1,969.00	2,067.45	10%	2,274.20	7%	2,433.40	4%	2,531.00
- Disinterment of Remains - Cremated Remains	557.00	584.85	10%	643.34	7%	688.40	4%	716.00
- Wooden cremated remains casket	97.00	101.85	10%	112.04	7%	119.90	4%	125.00
Memorials								
	104.00	109.20	10%	120.12	7%	128.50	4%	134.00
Bench with 10 year lease & top rail engraving (max 40 letters) - £800.00	863.00	1,188.00	10%	1,306.80	7%	1,398.30	4%	1,454.00
Bench with 10 year lease & standard silver plaque (max 60 letters) - £760.00	820.00	1,130.00	10%	1,243.00	7%	1,330.00	4%	1,383.00
Bench replacement plaque - £110.00	118.00	163.40	10%	179.74	7%	192.30	4%	200.00
-Assignment / Transfer of Exclusive Right of Burial	104.00	109.20	10%	120.12	7%	128.50	4%	134.00
Exhumation Ground works	211.00	221.55	10%	243.71	7%	260.80	4%	271.00
New Container	97.00	125.00	10%	137.50	7%	147.10	4%	153.00
Officer time	216.00	226.80	10%	249.48	7%	266.90	4%	278.00
Cremator usage	33.00	34.65	10%	38.12	7%	40.80	4%	42.00
Certified copy of entry	23.00	24.15	10%	26.57	7%	28.40	4%	30.00
Bird bath memorial								
5 Year Lease								
- size 1 (small)	210.00	222.60	10%	244.86	7%	262.00	4%	273.00
- size 2	234.00	247.80	10%	272.58	7%	291.70	4%	303.00
- size 3	258.00	273.00	10%	300.30	7%	321.30	4%	334.00
- size 4	280.00	297.20	10%	326.92	7%	349.80	4%	363.00
- size 5 (large)	304.00	322.40	10%	354.64	7%	379.50	4%	395.00
10 Year Lease								
- size 1 (small)	327.00	346.50	10%	381.15	7%	407.80	4%	424.00
- size 2	351.00	371.70	10%	408.87	7%	437.50	4%	455.00
- size 3	373.00	396.90	10%	436.59	7%	467.20	4%	486.00
- size 4	397.00	421.10	10%	463.21	7%	495.60	4%	515.00

- size 5 (large)	421.00	444.20	10%	488.62	7%	522.80	4%	544.00
20 Year Lease								
- size 1 (small)	444.00	470.40	10%	517.44	7%	553.70	4%	576.00
- size 2	467.00	495.60	10%	545.16	7%	583.30	4%	607.00
- size 3	490.00	520.80	10%	572.88	7%	613.00	4%	638.00
- size 4	514.00	545.00	10%	599.50	7%	641.50	4%	667.00
- size 5 (large)	538.00	570.20	10%	627.22	7%	671.10	4%	698.00
Motif	117.00	124.00	10%	136.40	7%	145.90	4%	152.00
Memorial Vaults								
Double unit - 20 year lease in first interment and casket	1,310.00	1,390.20	10%	1,529.22	7%	1,636.30	4%	1,702.00
2nd interment of remains including casket	181.00	191.10	10%	210.21	7%	224.90	4%	234.00
Inscribed tablet of upto 80 letters	147.00	155.40	10%	170.94	7%	182.90	4%	190.00
Additional letters (per letter)	4.20	4.50	10%	4.95	7%	5.30	4%	6.00
Standard Motif	105.00	111.30	10%	122.43	7%	131.00	4%	136.00
Photo of 1 person	126.00	133.40	10%	146.74	7%	157.00	4%	163.00
Photo of 2 people	199.00	211.10	10%	232.21	7%	248.50	4%	258.00
Photo of 3 people	257.00	272.00	10%	299.20	7%	320.10	4%	333.00
Other items are available but quoted individually	QUOTED INDIVIDUALLY	QUOTED INDIVIDUALLY	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Memorial Posts								
Memorial plaque - 3 year lease	251.00	266.70	10%	293.37	7%	313.90	4%	327.00
Motif	47.00	50.40	10%	55.44	7%	59.30	4%	62.00
Replacement Plaque	126.00	133.40	10%	146.74	7%	157.00	4%	163.00
Private Memorial Garden								
Including memorial - 20 year lease	1,678.00	1,778.70	10%	1,956.57	7%	2,093.50	4%	2,177.00
Additional Inscription on Plaque	147.00	154.35	10%	169.79	7%	181.70	4%	189.00
REFUSE COLLECTION								
Bulky Household Waste								
Proposed Charges								
The Bulky Service operates based on a standard unit price based on size and weight, with collection from the								
	9.00	9.50						
Bulky collection - single unit*			Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
*Depending on size items maybe charged for as a multiple of units								
Items that are classed by WCC as non domestic waste	Quotation	Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Items not on the boundary of the property	Quotation	Quotation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Litter and Dog Bins (Yearly Charge)								
High Usage Site First Bin	850.00	850.00	10%	935.00	7%	1,000.50	4%	1,040.50
High Usage Site Additional Bins (each)	350.00	350.00	10%	385.00	7%	412.00	4%	428.50
Medium Usage Site First Bin	425.00	425.00	10%	467.50	7%	500.20	4%	520.20
Medium Usage Site Additional Bins (each)	175.00	175.00	10%	192.50	7%	206.00	4%	214.20
Low Usage Site First Bin	210.00	210.00	10%	231.00	7%	247.20	4%	257.10
Low Usage Site Additional Bins (each)	90.00	90.00	10%	99.00	7%	105.90	4%	110.10
Parish Lengthsman Work								
Hourly Rate	15.75	15.75	10%	17.33	7%	18.50	4%	19.20
High Hedge Complaints								
High Hedge Complaints - reduced for people on benefits	595.10	624.90	10%	687.39	7%	735.50	4%	764.90
	237.60	249.50	10%	274.45	7%	293.70	4%	305.40

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Investigation of Abandoned Vehicles on Private Land								
Per Vehicle	60.00	60.00	10%	66.00	7%	70.60	4%	73.40
Mechanically Sweep Private Road / Car Park - Sweeper per Hour + disposal costs	50.00	50.00	10%	55.00	7%	58.90	4%	61.30
Garden Waste Collection Service (2021/23)	46.00	46.00	10%	50.60	7%	54.10	4%	56.30
Re-issue of service	40.00	40.00	10%	44.00	7%	47.10	4%	49.00
Road Closures								
New Charge - £80 per Road closure plus VAT				80.00	7%	85.60	4%	89.00

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BROMSGROVE DISTRICT COUNCIL

Environmental Services

Roundings are generally rounded to the nearest 10p.

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

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



Charge Increase 25/26	Proposed Charge 25/6 £
0%	0.40
0%	0.80
0%	1.60
0%	2.40
0%	3.00
0%	0.40
0%	0.80
0%	1.60
0%	2.40
0%	5.00
0%	0.40
0%	0.80
0%	1.60
0%	2.40
0%	5.00
0%	0.40
0%	0.80
0%	1.60
0%	2.40
0%	5.00
0%	0.40
0%	0.80
0%	1.60
0%	2.40
0%	5.00

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0%	0.40
0%	0.80
0%	1.60
0%	2.40
0%	3.20
0%	4.00
0%	6.40
0%	8.80
0%	11.20
0%	0.50
0%	1.00
0%	2.00
0%	0.50
0%	1.00
0%	2.00
0%	3.00
0%	320.00
0%	80.00
0%	215.00
0%	53.80
0%	250.00
0%	62.50
Stat	70.00
Stat	35.00
Stat	50.00
Stat	25.00
Stat	70.00
Stat	35.00
Stat	50.00
Stat	25.00

BROMSGROVE DISTRICT COUNCIL**Financial and Customer Service**

Roundings are generally rounded to the nearest 10p.

SERVICE CATEGORY	Charge 1st April 2021	Charge from April 2022	Charge Increase 23/24	Charge 1st April 2023	Charge Increase 24/25	Proposed Charge 24/5	Charge Increase 25/26	Proposed Charge 25/6
	£	£		£		£		£
LOCAL TAX COLLECTION								
	67.50	67.50	10%	74.25	7%	79.40	4%	82.60
- Council Tax Court Costs (includes Magistrates Court fee of 50p)	97.50	97.50	10%	107.25	7%	114.80	4%	119.40
- NNDR Court Costs (includes Magistrates Court fee of 50p)	0.50	0.50	10%	0.55	7%	0.60	4%	0.60
- Magistrates' court fee (added to both council tax and NNDR Summons)								

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BROMSGROVE DISTRICT COUNCIL

Legal, Democratic and Property Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £	Charge Increase 25/26	Proposed Charge 25/6 £
ELECTORAL REGISTRATION								
Register Sales*								
In data form								
- basic fee	20.00	20.00	Stat	20.00	Stat	20.00	Stat	20.00
- for each 1,000 names or part thereof	1.50	20.00	Stat	20.00	Stat	20.00	Stat	20.00
In printed form								
- basic fee	10.00	10.00	Stat	10.00	Stat	10.00	Stat	10.00
- for each 1,000 names or part thereof	5.00	5.00	Stat	5.00	Stat	5.00	Stat	5.00
Marked Election Register Sales*								
In data form								
- basic fee	10.00	10.00	Stat	10.00	Stat	10.00	Stat	10.00
- for each 1,000 names or part thereof	1.00	1.00	Stat	1.00	Stat	1.00	Stat	1.00
In printed form								
- basic fee	10.00	10.00	Stat	10.00	Stat	10.00	Stat	10.00
- for each 1,000 names or part thereof	2.00	2.00	Stat	2.00	Stat	2.00	Stat	2.00
Copy of return of Election expenses plus 20p per sheet, per side.	5.00	5.00	Stat	5.00	Stat	5.00	Stat	5.00
Miscellaneous Charges								
* Address labels printed	13.50	13.50	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
* - for each 1,000 properties or part thereof	6.80	6.80	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
- street list	13.50	13.50	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
* - Data Property Addresses	24.50	13.50	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
* - For each 1,000 properties or part thereof	1.90	1.90	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
LEGAL								
- Legal work (per hour)	146.80	155.60	10%	171.16	7%	183.10	4%	190.40
- Legal Consent - Admin Fee	26.10	27.70	10%	30.47	7%	32.60	4%	33.90
- RTB	205.10	217.40	10%	239.14	7%	255.90	4%	266.10
- Consent for proposed works	161.20	170.90	10%	187.99	7%	201.10	4%	209.10
- Retrospective Consent	169.60	179.80	10%	197.78	7%	211.60	4%	220.10
Garden License	249.80	264.80	10%	291.28	7%	311.70	4%	324.20
Wayleave Agreement	374.70	397.20	10%	436.92	7%	467.50	4%	486.20
Deed of Grant or Easement	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
License to Assign	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
Rent Deposit Deed	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
Authorised Guarantee Agreement	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
License for Alterations	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
License to Sublet	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
Deed of Variation	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
Grant of Lease	531.10	563.00	10%	619.30	7%	662.70	4%	689.20
Extended Lease	531.10	563.00	10%	619.30	7%	662.70	4%	689.20
Deed of Surrender	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
Tenancy at Will	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
Renewal of Lease	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
Section 106:								
- Private Owner	548.70	581.60	10%	639.76	7%	684.50	4%	711.90
- Each additional unit added (up to a maximum of £1,650)	73.50	77.90	10%	85.69	7%	91.70	4%	95.40
- Affordable housing schemes	1,030.10	1,091.90	10%	1,201.09	7%	1,285.20	4%	1,336.60

- Deed of Variation	391.50	415.00	10%	456.50	7%	488.50	4%	508.00
- Fee for agreeing a unilateral undertaking	391.50	415.00	10%	456.50	7%	488.50	4%	508.00
Other Fees								
- Fees for sale of property under Low Cost Housing Scheme	269.90	286.10	10%	314.71	7%	336.70	4%	350.20
- Fees for purchase of additional 30% Share	176.10	186.70	10%	205.37	7%	219.70	4%	228.50
- Fees for preparation of Deed of postponement	115.00	121.90	10%	134.09	7%	143.50	4%	149.20
- Administration fee for the grant of licences for more than 12 months	64.60	68.50	10%	75.35	7%	80.60	4%	83.80
- Issuing of consents (transfer of mortgage)	76.20	80.80	10%	88.88	7%	95.10	4%	98.90
Minor land sales up to £10,000	515.70	546.60	10%	601.26	7%	643.30	4%	669.00
Major Land sales £10,000+ 2.75% of purchase price with a minimum charge of £500	Fixed Fee	Fixed Fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Major Land sales £50,000+ 2.75% of purchase price with a minimum charge of £750	Fixed Fee	Fixed Fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Deed of Release of Covenant	392.70	416.30	10%	457.93	7%	490.00	4%	509.60
- Footpath Diversion Orders	2,189.60	2,299.10	10%	2,529.01	7%	2,706.00	4%	2,814.20
LAND SEARCHES								
Single Con29 Question								
Official Certificate of Search (LLC1) only	29.20	N/A						
CON29R Enquiries of Local Authority (2016)								
- Residential	111.60	111.60	10%	122.76	7%	131.40	4%	136.70
- Commercial	156.30	156.30	10%	171.93	7%	184.00	4%	191.40
Standard Search Fee: LLC1 and CON 29R combined								
- Residential	142.90	N/A						
- Commercial	188.90	N/A						
CON 290 Optional enquiries of Local Authority (2007)								
(Questions 5,6,8,9,11,15) per question	13.50	14.20	10%	15.62	7%	16.70	4%	17.40
(Questions 7,10,12,13,14,16-21) per question	6.80	7.10	10%	7.81	7%	8.40	4%	8.70
(Question 22)	30.00	30.00	10%	33.00	7%	35.30	4%	36.70
Extra written enquiries (Refer to Worcestershire County Council for Highways enquiries)	52.70	55.30	10%	60.83	7%	65.10	4%	67.70
Question 4	15.80	15.80	10%	17.38	7%	18.60	4%	19.30
Each additional parcel of land (LLC1 and CON29R)	24.70	N/A						
Expedited (within 48 hrs)	33.70	35.40	10%	38.94	7%	41.70	4%	43.40
PARKSIDE SUITE								
Per Hour (Suggest min Hire of 2hrs)								
Main Room								
Community Group	23.00	24.00	10%	26.40	7%	28.20	4%	29.30
Regular Hire	35.00	36.50	10%	40.15	7%	43.00	4%	44.70
Commercial Hire	46.00	48.00	10%	52.80	7%	56.50	4%	58.80
Committee Room								
Community Group	13.00	13.60	10%	14.96	7%	16.00	4%	16.60
Regular Hire	19.00	19.80	10%	21.78	7%	23.30	4%	24.20
Commercial Hire	25.50	26.60	10%	29.26	7%	31.30	4%	32.60
Committee Room 2 – Full Day								
Community Group	75.00	0.00						
Regular Hire	88.00	0.00						
Commercial Hire	106.00	0.00						
Committee Room 2 – Half Day								
Community Group	45.00	0.00						
Regular Hire	60.00	0.00						
Commercial Hire	72.00	0.00						
Committee Room 2 – per hour (min 2Hours)								
Community Group	17.00	17.00	10%	18.70	7%	20.00	4%	20.80
Regular Hire	22.00	22.00	10%	24.20	7%	25.90	4%	26.90
Commercial Hire	30.00	30.00	10%	33.00	7%	35.30	4%	36.70
Combined								
Community Group	31.00	32.50	10%	35.75	7%	38.30	4%	39.80

Regular Hire	49.00	51.00	10%	56.10	7%	60.00	4%	62.40
Commercial Hire	67.50	70.50	10%	77.55	7%	83.00	4%	86.30
Half Day up to 5pm (max 4hrs)								
Main Room								
Community Group	86.00	90.00	10%	99.00	7%	105.90	4%	110.10
Regular Hire	105.00	110.00	10%	121.00	7%	129.50	4%	134.70
Commercial Hire	172.50	180.00	10%	198.00	7%	211.90	4%	220.40
Committee Room								
Community Group	38.00	39.60	10%	43.56	7%	46.60	4%	48.50
Regular Hire	52.00	54.30	10%	59.73	7%	63.90	4%	66.50
	65.00	68.00						
Commercial Hire			10%	74.80	7%	80.00	4%	83.20
Combined								
Community Group	105.00	109.50	10%	120.45	7%	128.90	4%	134.10
Regular Hire	150.00	156.50	10%	172.15	7%	184.20	4%	191.60
	215.00	224.00						
Commercial Hire			10%	246.40	7%	263.60	4%	274.10
Full Day Up to 5pm								
Main Room								
Community Group	160.00	167.00	10%	183.70	7%	196.60	4%	204.50
Regular Hire	200.00	208.70	10%	229.57	7%	245.60	4%	255.40
	280.00	292.00						
Commercial Hire			10%	321.20	7%	343.70	4%	357.40
Committee Room								
Community Group	65.00	67.80	10%	74.58	7%	79.80	4%	83.00
Regular Hire	78.00	81.50	10%	89.65	7%	95.90	4%	99.70
Commercial Hire	96.00	100.00	10%	110.00	7%	117.70	4%	122.40
Combined								
Community Group	205.00	214.00	10%	235.40	7%	251.90	4%	262.00
Regular Hire	260.00	271.00	10%	298.10	7%	319.00	4%	331.80
	345.00	360.00						
Commercial Hire			10%	396.00	7%	423.70	4%	440.60
	345.00	360.00	10%	396.00	7%	423.70	4%	440.60
Combined Evening Commercial Hire, Fridays and Saturday's, 5pm - Midnight								
Only half day and full day rates allowed for weekends. No hourly rates.								
All day rate for weddings £720** (day and evening to include kitchen and set up) 9am – 12 midnight								
Sunday hire rates by negotiation.								
Room 54(Training Room) - Any internal county organisations whom wish to use this room will be charged £25.00 per hour.								
Customer Services								
Interview rooms (based at the service centre)								
- Per Full day (9am - 5pm)	44.40	46.30	10%	50.93	7%	54.50	4%	56.70
- Per Half day (9am-1pm/1pm-5pm)	27.80	29.00	10%	31.90	7%	34.10	4%	35.50
	9.50	9.90						
- Per hour (1Full hour only)			10%	10.89	7%	11.70	4%	12.20
Bromsgrove Markets								
3 x 3 Market Stall (per day)								
Tuesday Regular Trader	26.50	27.30	10%	30.03	7%	32.10	4%	33.40

Tuesday Casual Trader	28.50	29.40	10%	32.34	7%	34.60	4%	36.00
Each additional stall requested	11.50	11.85	10%	13.04	7%	13.90	4%	14.50
Friday Regular Trader	30.50	31.40	10%	34.54	7%	37.00	4%	38.50
Friday Casual Trader	32.50	33.50	10%	36.85	7%	39.40	4%	41.00
Each additional stall requested	11.50	11.85	10%	13.04	7%	13.90	4%	14.50
Saturday Regular Trader	32.50	33.50	10%	36.85	7%	39.40	4%	41.00
Saturday Casual Trader	34.50	35.50	10%	39.05	7%	41.80	4%	43.50
Each additional stall requested	12.00	12.35	10%	13.59	7%	14.50	4%	15.10
Catering Van								
Tuesday Regular Trader	25.50	26.25	10%	28.88	7%	30.90	4%	32.10
Tuesday Casual Trader	30.00	30.90	10%	33.99	7%	36.40	4%	37.90
Friday Regular Trader	29.50	30.40	10%	33.44	7%	35.80	4%	37.20
Friday Casual Trader	34.00	35.00	10%	38.50	7%	41.20	4%	42.80
Saturday Regular Trader	31.50	32.45	10%	35.70	7%	38.20	4%	39.70
Saturday Casual Trader	36.00	37.10	10%	40.81	7%	43.70	4%	45.40
All 3 days (Annual booking per week) - Charge to be deleted	78.00	0.00	10%	0.00	7%	0.00	4%	0.00
All 3 days (Casual booking per week) - Charge to be deleted	83.60	0.00	10%	0.00	7%	0.00	4%	0.00
Table only booking for Craft Markets (only available in good weather)								
First two 5ft tables	15.00	15.45	10%	17.00	7%	18.20	4%	18.90
each additional table	5.00	5.15	10%	5.67	7%	6.10	4%	6.30
Electric								
Regular 3 day traders	9.20	9.50	10%	10.45	7%	11.20	4%	11.60
Casual/Single day traders per day	5.00	5.15	10%	5.67	7%	6.10	4%	6.30
Trade Waste Collection								
Regular 3 day traders	2.60	2.70	10%	2.97	7%	3.20	4%	3.30
Casual/Single day traders	5.00	5.15	10%	5.67	7%	6.10	4%	6.30
Other Market Charges - New Charges								
Vintage, Craft and Food Markets								
Single Stall	20.00	20.60	10%	22.66	7%	24.20	4%	25.20
Additional stalls	10.00	10.30	10%	11.33	7%	12.10	4%	12.60
Catering units/pitch	15.00	15.45	10%	17.00	7%	18.20	4%	18.90
Sunday Food Festival Markets								
Price by negotiation to include staff on cost and overtime	price on negotiation	price on negotiation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Seasonal Traders								
Seasonal supplement per stall for seasonal adhoc traders in December	5.00	5.20	10%	5.72	7%	6.10	4%	6.30
Market Hire								
Hiring cost of providing a market to Parish Councils or other organisations	700.00	721.00	10%	793.10	7%	848.60	4%	882.50
Trader Incentive Scheme								
New traders attending the market on a Tuesday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	14.25	14.70	10%	16.17	7%	17.30	4%	18.00
New traders attending the market on a Friday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	15.25	15.70	10%	17.27	7%	18.50	4%	19.20
New traders attending the market on a Saturday will be charged 50% rent fee for 4 weeks continuous weeks only (based on a 3m x 3m stall)	17.25	17.80	10%	19.58	7%	21.00	4%	21.80
Property Services - New Charges								
Minor Land Sales Request for Information	52.90	72.00	10%	79.20	7%	84.70	4%	88.10
Minor Land Sales Full Application	387.35	492.00	10%	541.20	7%	579.10	4%	602.30
Advertising - Estimated Fee	657.30	NIL						
Advertising - Estimated Fee per Advert (new charge based on cost per advert	0.00	360.00	10%	396.00	7%	423.70	4%	440.60
Surveyors Fees - Estimated Fee	528.25	NIL						

Surveyors Fees - Estimated Fee (new charge based on an hourly cost)	0.00	90.00	10%	99.00	7%	105.90	4%	110.10
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BROMSGROVE DISTRICT COUNCIL

Planning, Regeneration and Leisure Services

Roundings are generally rounded to the nearest 10p.

Service Category	Charge 1st April 2021 £	Charge from April 2022 £	Charge Increase 23/24	Charge 1st April 2023 £	Charge Increase 24/25	Proposed Charge 24/5 £	Charge Increase 25/26
Development Management							
Pre Application Fee							
Residential Development/ Development Site Area/Proposed Gross Floor Area							
Householder Development	103.00	109.00					
1* Dwelling	222.00	234.00	10%	119.90	7%	128.29	4%
2-4 Dwellings	333.00	350.00	10%	257.40	7%	275.42	4%
5-9 Dwellings	666.00	700.00	10%	385.00	7%	411.95	4%
10 - 49 Dwellings	1,333.00	1,400.00	10%	770.00	7%	823.90	4%
50 - 99 Dwellings	2,443.00	2,566.00	10%	1,540.00	7%	1,647.80	4%
100 - 199 Dwellings	3,333.00	3,500.00	10%	2,822.60	7%	3,020.18	4%
200+ Dwellings	4,443.00	4,665.00	10%	3,850.00	7%	4,119.50	4%
* includes one-for-one replacements				5,131.50	7%	5,490.71	4%
Non-residential development (floor space)							
For area is measured externally							
Less than 500sqm	308.00	324.00	10%	356.40	7%	381.35	4%
500 - 999sqm	556.00	584.00	10%	642.40	7%	687.37	4%
1000 - 1999sqm	1,111.00	1,167.00	10%	1,283.70	7%	1,373.56	4%
2000 - 4999sqm	2,221.00	2,332.00	10%	2,565.20	7%	2,744.76	4%
5000 - 9999sqm	2,777.00	2,916.00	10%	3,207.60	7%	3,432.13	4%
10,000sqm or greater	3,333.00	3,500.00	10%	3,850.00	7%	4,119.50	4%
Non-residential development (site area) where no building operations are proposed							
Less than 0.5ha	334.00	351.00	10%	386.10	7%	413.13	4%
0.5 - 0.99ha	666.00	700.00	10%	770.00	7%	823.90	4%
1 - 1.25ha	1,111.00	1,167.00	10%	1,283.70	7%	1,373.56	4%
1.26 - 2ha	2,221.00	2,332.00	10%	2,565.20	7%	2,744.76	4%
2ha or greater	3,333.00	3,500.00	10%	3,850.00	7%	4,119.50	4%
Variation/removal of conditions and engineering operations (flat fee)	205.00	216.00	10%	0.00	7%	0.00	4%
Recovering Costs for seeking specialist advice in connection with Planning proposals	205.00	216.00	10%	237.60	7%	254.23	4%
	Full recovery cost	Full recovery cost	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Monitoring Fees to be applied to Planning Obligations.							
Obligations where the Council is the recipient							
All contributions (financial or non-monetary) - PER OBLIGATION	298.00	313.00	10%	344.30	7%	368.40	4%
Pre-commencement trigger - PER OBLIGATION	103.00	109.00	10%	119.90	7%	128.29	4%
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	154.00	162.00	10%	178.20	7%	190.67	4%
Other obligations (eg. Occupation restrictions or removal of Permitted Development rights) - PER CLAUSE	123.00	130.00	10%	143.00	7%	153.01	4%
Obligations for another signatory (eg. Worcestershire County Council)							
All contributions (financial or non-monetary) - PER OBLIGATION	180.00	189.00	10%	207.90	7%	222.45	4%
Pre-commencement trigger - PER OBLIGATION	62.00	66.00	10%	72.60	7%	77.68	4%
Other Triggers (Phased Payments/Provision of Infrastructure) - PER TRIGGER POINT	92.00	97.00	10%	106.70	7%	114.17	4%
Ongoing Monitoring of large sites	410.00	431.00	10%	474.10	7%	507.29	4%

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Fee Concessions

Some pre-application advice will still be provided free of charge. For example where the development is for the direct benefit of a disabled person (and as such there would be no fee incurred to make the planning application) or where works relate to a listed building.

Some advice is provided at a reduced or concessionary rate. If the proposal is being submitted by or is for the benefit of a Parish Council or other Local Authority, then the appropriate fee is reduced by 50%. In addition if the scheme relates to a solely affordable housing scheme, the Applicant is a Registered Social Landlord or Housing Association the fee for pre application advice would also be reduced by 50%.

BUILDING CONTROL -2021 - VAT AT 20%

Explanatory notes

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

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

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

3 Exemptions and reductions in charges.

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

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

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

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

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

Other information

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

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

Bromsgrove 01527 881402

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Service Category	charge 1st April 2020 £	Proposed charge from 2021 £					
TABLE A: Standard Charges for the Creation or Conversion to New Housing							
Application Charge	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Regularisation Charge	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Additional Charge	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
TABLE B: Domestic Extensions and alterations to a Single Building (please contact us)							
Application Charge - New	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Regularisation Charge - New	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Additional Charge - New	Please Ring for Quote	Please Ring for Quote	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Garage Conversion to habitable room							
Application Charge	375.00	375.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
	450.00	450.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Regularisation Charge			Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Additional Charge	Please contact us	Please contact us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Electrical works by non-qualified electrician							

Application Charge	Please contact us	Please contact us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Regularisation Charge Additional Charge	Please contact us N/A	Please contact us N/A	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Renovation of thermal element							
Application Charge	231.00	231.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
	275.00	275.00					
Regularisation Charge Additional Charge	N/A	N/A	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Installing steel beam(s) within an existing house							
Application Charge	225.00	225.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Regularisation Charge Additional Charge	270.00 N/A	270.00 N/A	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Window replacement							
Application Charge	225.00	225.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
	270.00	270.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Regularisation Charge Additional Charge	N/A	N/A					
Installing a new boiler or wood burner etc.							
Application Charge	440.00	440.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
	530.00	530.00	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Regularisation Charge Additional Charge	N/A	N/A					
TABLE C: All Other works - Alterations and new build							
Application Charge	Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Regularisation Charge	Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost

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

These charges have been set on the following basis:

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

Building Control – Supplementary Charges

If you are selling a property that has been extended or altered, you need to provide evidence to prospective purchasers that any relevant building work has been inspected and approved by a Building Control Body. That evidence is in the form of a Building Regulations Completion / Final Certificate and / or an Approval or Initial Notice (called the 'authorised documents' in the Home Information Pack Regulations). Legal entitlement to a Completion Certificate is subject to conditions. In cases where the Council is not told that building work is completed, or the building is occupied without addressing outstanding Building Regulation matters, a certificate is not issued. Despite the best efforts of the Council's Building Control Surveyors, many home owners who undertake building works fail to obtain a Completion Certificate and their application is archived. A fee is payable to re-open archived building regulations applications for the purposes of issuing a completion certificate.

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

ARCHIVED APPLICATIONS						
Process request to re-open archived building control file, resolve case and issue completion certificate (Administration Fee)	55.40	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
Each visit to site in connection with resolving archived building control cases (Per Site Visit)	72.30	72.30	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
WITHDRAWN APPLICATIONS						
Process request	55.40	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery
<u>With additional fees of:</u>						
Withdraw Building Notice application where no inspections have taken place	refund submitted fee less admin fee	refund submitted fee less admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery

Withdraw Building Notice application where inspections have taken place	refund submitted fee less admin fee, less £72.30 per site visit made	refund submitted fee less admin fee, less £72.30 per site visit made	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Withdrawn Full Plans application without plans being checked or any site inspections being made	refund submitted fee less admin fee	refund submitted fee less admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Withdraw Full Plans application after plan check but before any inspections on site	refund inspection fee (where paid up-front) less admin fee	refund inspection fee (where paid up-front) less admin fee	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Withdraw Full Plans application after plan check and after site inspections made	refund any paid inspection fee less admin fee, less £72.30 per site inspection made	refund any paid inspection fee less admin fee, less £72.30 per site inspection made	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
RE-DIRECT INSPECTION FEES / ISSUE COPY DOCUMENTS							
Process request to re-invoice inspection fee to new addressee or issue copies of previously issued Completion Certificates, Plans Approval Notices or Building Notice acceptances.	55.40	55.40	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Optional Consultancy Services	Please Contact Us	Please Contact Us	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Charges Note							

Under the Building (Local Authority Charges) Regulations 2010 local authority building control is not permitted to make a profit or loss. The service is to ensure full cost recovery and no more. Any surplus or loss made against expenditure budgets is to be offset against the following years fees and charges setting. In addition, the level of competition from the private sector needs to continually defended against therefore it is proposed to curtail both the extent of fee categories published and to make extensive use of the fact that legislation now allows local authorities to offer site specific quotations for building regulations applications. In addition expenditure of the service has reduced since the creation of a shared service resulting in a reduction in the hourly rate charged by the service. Inspection fees equate to 70% of the total fee payable for a project.

SPORTS DEVELOPMENT							
Community exercise class	3.50	3.70	10%	4.07	7%	4.35	4%
Specialised health class	3.50	3.70	10%	4.07	7%	4.35	4%
Primary Sports Project (Standard Curriculum)	30.00	NIL					
Primary Sports Project (Specialist Curriculum)	35.00	NIL					
Inclusive activities (hourly rate)	3.30	3.50	10%	3.85	7%	4.12	4%
Inclusive activities (90 minute rate)	3.80	4.00	10%	4.40	7%	4.71	4%
Inclusive activities (2 hour rate)	4.40	NIL					
Multi Skills clubs	4.00	NIL					
Community Gymnastics	4.00	4.20	10%	4.62	7%	4.94	4%
Couch 2 5k	1.00	1.00	10%	1.10	7%	1.18	4%
PSI Falls Prevention	3.50	3.70	10%	4.07	7%	4.35	4%
SANDERS PARK							
Tennis Courts (per court per Hour)							
- Adult	7.55	7.95	10%	8.75	7%	9.36	4%
- Adult & Junior	6.60	6.95	10%	7.65	7%	8.18	4%
- Junior/Senior Citizen	5.05	5.30	10%	5.83	7%	6.24	4%
Tennis Courts (per court per 1 and 1/2 Hour)							
- Adult	11.00	11.50	10%	12.65	7%	13.54	4%
- Adult & Junior	9.50	10.00	10%	11.00	7%	11.77	4%
- Junior/Senior Citizen	8.50	8.80	10%	9.68	7%	10.36	4%
Bowls							
- Adult (per hour)	8.00	8.40	10%	9.24	7%	9.89	4%
- Junior (per hour)	4.20	4.40	10%	4.84	7%	5.18	4%
- Senior Citizen (per hour)	5.50	5.80	10%	6.38	7%	6.83	4%
- Adult (season ticket)	53.50	55.00	10%	60.50	7%	64.74	4%

- Junior (season ticket)	29.00	30.00	10%	33.00	7%	35.31	4%
- Senior Citizen (season ticket)	39.00	40.00	10%	44.00	7%	47.08	4%
Hire of Bowls Green Pavillion - half day (4 hours) - new charge	NEW	60.00	10%	66.00	7%	70.62	4%
Hire of Bowls Green Pavillion - full day - new charge	NEW	90.00	10%	99.00	7%	105.93	4%
OTHER RECREATION GROUNDS AND OPEN SPACES							
Football							
SENIOR 11 a side with changing							
Match games	55.00	58.00	10%	63.80	7%	68.27	4%
SENIOR 11 a side without changing							
Match games	40.00	42.50	10%	46.75	7%	50.02	4%
JUNIOR 9 or 11 a side with changing							
Match games	30.00	32.00	10%	35.20	7%	37.66	4%
per season (x 12 games)	360.00	384.00	10%	422.40	7%	451.97	4%
JUNIOR 9 or 11 a side without changing							
Match games	22.50	24.00	10%	26.40	7%	28.25	4%
per season (x 12 games)	270.00	288.00	10%	316.80	7%	338.98	4%
MINI FOOTBALL 5 or 7 a side							
Match games	16.50	17.50	10%	19.25	7%	20.60	4%
per season (x 12 games)	198.00	210.00	10%	231.00	7%	247.17	4%
ALLOTMENTS							
- Rent per acre equivalent to 0.404685 hectares	1,173.10	NA					
- Rent per 3/4 acre equivalent to 0.303514 hectares	787.80	NA					
- Rent per 1/2 acre equivalent to 0.202342 hectares	467.50	NA					
- Rent per 1/4 acre equivalent to 0.101171 hectares	214.80	NA					
- Rent per 1/16 acre equivalent to 0.25529 hectares	49.40	68.60	10%	75.46	7%	80.74	4%
- Rent per 1/32 acre equivalent to 0.01264 hectares	34.60	45.80	10%	50.38	7%	53.91	4%
Events, Open Spaces and Civic Spaces Hire							
£250 - £1500 Bond Payable							
Events							
Commercial Rates							
Small Attendance = 0 to 99							
Per half day	155.00	160.00	10%	176.00	7%	188.32	4%
Per Day	282.00	290.00	10%	319.00	7%	341.33	4%
Medium Attendance = 100 to 499							
Per half day	220.00	225.00	10%	247.50	7%	264.83	4%
Per Day	378.00	385.00	10%	423.50	7%	453.15	4%
Large Attendance = 500 to 1999							
Per half day	280.00	290.00	10%	319.00	7%	341.33	4%
Per Day	472.00	485.00	10%	533.50	7%	570.85	4%
Community Rates							
Small Attendance = 0 to 99							
Per half day	65.00	66.00	10%	72.60	7%	77.68	4%
Per Day	106.00	107.50	10%	118.25	7%	126.53	4%
Medium Attendance = 100 to 499							
Per half day	80.00	81.00	10%	89.10	7%	95.34	4%
Per Day	134.50	136.00	10%	149.60	7%	160.07	4%
Large Attendance = 500 to 1999							
Per half day	95.00	96.00	10%	105.60	7%	112.99	4%
Per Day	166.00	167.00	10%	183.70	7%	196.56	4%
Charities / Not For Profit Organisations							
Small Attendance = 0 to 99							
Per half day	45.00	45.00	10%	49.50	7%	52.97	4%
Per Day	74.00	74.00	10%	81.40	7%	87.10	4%
Medium Attendance = 100 to 499							
Per half day	54.00	54.00	10%	59.40	7%	63.56	4%

Per Day Large Attendance = 500 to 1999	89.50	89.50	10%	98.45	7%	105.34	4%
Per half day	65.00	65.00	10%	71.50	7%	76.51	4%
Per Day	118.30	118.30	10%	130.13	7%	139.24	4%
Fairs & Circuses Min of 3 day Hire							
Small Attendance = 0 to 99 Per Day	440.20	450.00	10%	495.00	7%	529.65	4%
Medium and large attendance more than 99 per day (new Charge)	NEW	480.00	10%	528.00	7%	564.96	4%
Boleyn Road, Frankley							
- fairs (per day)	473.80	473.80	10%	0.00	7%	0.00	4%
- deposit	2,166.70	2,166.70	10%	521.18	7%	557.66	4%
			10%	2,383.37	7%	2,550.21	4%
Market Street Recreation Ground							
- fairs (per day)	477.35	477.35	10%	525.09	7%	561.84	4%
- deposit	2,187.75	2,187.75	10%	2,406.53	7%	2,574.98	4%
<p>One free day is allowed for each of the above bookings by fairs/circuses. Other hiring's – charge to be decided at the time of application. Football pitches and parks are not available for any organised football activity during the period June 1st to July 15th. This is to allow the pitches a rest period and for maintenance work to take place. After this date any organised football training must be paid for at a cost of £10 per session for one team and a negotiated price for more than one team. Please contact the Parks Team to book this, pitches will be allocated at our discretion.</p>							
Ø Set up and Clearance charged @ 50% of applicable rate							
Ø Any event in excess of 1999 attendees is STN							
Event - Officer Support for event (per hour)	NEW	£50.00 per hour	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Power and Water Supply Additional Charges	NEW	Negotiation	Full cost	Full Cost Recovery	Full cost	Full Cost Recovery	Full cost
Additional Costs for Outdoor Fitness Space:							
Ø Set up and Clearance charged @ 50% of applicable rate							
Outdoor Fitness Session							
Commercial Rates (Per Day)							
Summer Fee (Apr to Sept) One day maximum usage per week	400.45	415.00	10%	456.50	7%	488.46	4%
Summer Fee (Apr to Sept) Two days maximum usage per week	650.00	670.00	10%	737.00	7%	788.59	4%
Summer Fee (Apr to Sept) Three days maximum usage per week	700.00	725.00	10%	797.50	7%	853.33	4%
Winter Rates (Per Day)							
Winter Fee (Oct to Mar) One day maximum usage per week	200.00	207.00	10%	227.70	7%	243.64	4%
Winter Fee (Oct to Mar) Two days maximum usage per week	400.00	415.00	10%	456.50	7%	488.46	4%
Winter Fee (Oct to Mar) Three days maximum usage per week	600.00	620.00	10%	682.00	7%	729.74	4%
Annual Rates (Per Day)							
Annual Fee One day maximum usage per week	520.00	540.00	10%	594.00	7%	635.58	4%
Annual Fee Two days maximum usage per week	850.00	880.00	10%	968.00	7%	1,035.76	4%
Annual Fee Three days maximum usage per week	1,000.00	1,050.00	10%	1,155.00	7%	1,235.85	4%
Community Rates (Per Day)							
Summer Fee (Apr to Sept) One day maximum usage per week	200.00	205.00	10%	225.50	7%	241.29	4%
Summer Fee (Apr to Sept) Two days maximum usage per week	300.00	307.00	10%	337.70	7%	361.34	4%
Summer Fee (Apr to Sept) Three days maximum usage per week	350.00	360.00	10%	396.00	7%	423.72	4%
Winter Rates (Per Day)							
Winter Fee (Oct to Mar) One day maximum usage per week	80.00	82.00	10%	90.20	7%	96.51	4%
Winter Fee (Oct to Mar) Two days maximum usage per week	200.00	205.00	10%	225.50	7%	241.29	4%
Winter Fee (Oct to Mar) Three days maximum usage per week	300.00	307.00	10%	337.70	7%	361.34	4%
Annual Rates (Per Day)							
Annual Fee One day maximum usage per week	250.00	255.00	10%	280.50	7%	300.14	4%
Annual Fee Two days maximum usage per week	450.00	460.00	10%	506.00	7%	541.42	4%
Annual Fee Three days maximum usage per week	500.00	512.00	10%	563.20	7%	602.62	4%
Trial fee (1 day per week - MAX 4 week trial)	100.00	105.00	10%	115.50	7%	123.59	4%
The Bird Box - NEW CHARGE							
Use of Power connection	1.60	1.70	10%	1.87	7%	2.00	4%

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Proposed Charge
25/6
£

133.40
286.40
428.40
856.90
1,713.70
3,141.00
4,284.30
5,710.30

Page 143

396.60
714.90
1,428.50
2,854.60
3,569.40
4,284.30

429.70
856.90
1,428.50
2,854.60
4,284.30
0.00
264.40

Full Cost Recovery

383.10
133.40
198.30
159.10

231.40
80.80
118.70

527.60

Full Cost Recovery
Full Cost Recovery
Full Cost Recovery
Full Cost Recovery
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4.50
4.50
4.30
4.90
5.10
1.20
4.50
9.70
8.50
6.50
14.10
12.20
10.80
10.30
5.40
7.10
67.30

36.70
49.00
73.40
110.20

71.00

52.00

39.20

470.00

29.40

352.50

21.40

257.10

84.00

56.10

195.90

355.00

275.40

471.30

355.00

593.70

80.80

131.60

0.00

99.20

166.50

117.50

204.40

55.10

90.60

66.10

109.60
79.60
144.80
550.80
587.60
0.00
580.00
2,652.20
584.30
2,678.00
Full Cost Recovery
Full Cost Recovery
508.00
820.10
887.50
253.40
508.00
758.90
661.00
1,077.20
1,285.30
250.90
375.80
440.70
100.40
250.90
375.80
312.10
563.10
626.70
128.50
2.10

Appendix C – Reserves Position

	Balance at 31/3/20	Transfers In 2020/21	Transfers Out 2020/21	Balance at 31/3/21	Transfers In 2021/22	Transfers out 2021/22	Balance at 31/3/22	Transfers In 2022/23	Transfers out 2022/23	Re-baseline 2022/23	Balance at 31/3/23	Transfers in 2023/24	Transfers out 2023/24	Balance at 31/3/24	Transfers in 2024/25	Transfers out 2024/25	Balance at 31/3/25	Transfers in 2025/26	Transfers out 2025/26	Balance at 31/3/26	Transfers in 2026/27	Transfers out 2026/27	Balance at 31/3/27
	£000	£000	£000	£000																			
General Fund Reserve	4,402	50		4,452	297		4,749		(956)	2,682	6,475	351	(854)	5,972	702	(337)	6,337		(8)	6,329		(7)	6,322
General Fund Earmarked Reserves:																							
Building Control Other	7	0	0	7	0	0	7			(7)	0			0			0			0			0
Building Control Partnerships	69	34	(21)	82	0	0	82				82			82			82			82			82
Commercialism	10	0	(10)	0	0	0	0				0			0			0			0			0
Community Services	41	251	(21)	271	0	0	271				271		(125)	146	(125)		21			21			21
Economic Regeneration	1,343	157	(152)	1,348	0	0	1,348			(600)	748	50		798			798			798			798
Election Services	96	5	(50)	51	0	0	51				51			51			51			51			51
Environmental Services	2	47	0	49	0	(22)	27				27			27			27			27			27
Financial Services	3,146	1,299	0	4,445	320	(60)	4,705		(150)	(1,411)	3,144	638		3,782			3,782			3,782			3,782
Housing Schemes	476	157	(145)	488	433	(57)	864	75			939			939			939			939			939
Human Resources							0	75			75			75			75			75			75
ICT/Systems	204	0	(7)	197	0	0	197				197			197			197			197			197
Leisure/Community Safety	291	160	(121)	330	72	(251)	151				151			151			151			151			151
Local Neighbourhood Partnerships	16	0	0	16	0	0	16				16			16			16			16			16
Other	115	0	(7)	108	0	(41)	67			(64)	3			3			3			3			3
Planning & Regeneration	108	25	0	133	0	0	133				133			133			133			133			133
Regulatory Services (Partner Share)	34	12	0	46	27	0	73				73			73			73			73			73
Shared Services (Severance Costs)	311	0	0	311	0	0	311			(311)	0			0			0			0			0
Utilities Reserve							0			1,053	1,053		(351)	702		(702)	0			0			0
Regeneration Reserve															150		150			150			150
Ward Budget Initiative															234	(78)	156		(78)	78		(78)	0
Covid-19 (General Covid Grant)	0	766	0	766	0	0	766			(766)	0			0			0			0			0
Covid-19 Sales Fees and Charges				0	0	0	0			(576)	(576)			(576)			(576)			(576)			(576)
Covid-19 (Collection Fund)	0	4,789	0	4,789	0	0	4,789		0		4,789		0	4,789			4,789			4,789			4,789
Total General Fund	6,269	7,702	(534)	13,437	852	(431)	13,858	150	(150)	0	11,176	688	(476)	11,388	384	(905)	10,867	0	(78)	10,789	0	(78)	10,636

Appendix D – Existing Capital Programme Rolled Forward

Cap Proj	Description	Department	Funding detail	Carried Fwd to 24/5	2024/25 Total £	Spend 24/5	2025/26 Total £	2026/27 Total £	2027/28 Total £	2028/29 Total £	2029/30 Total £	Council 24/25 £	Council 25/26 £	Council 26/27 £	Council 27/28 £	Council 28/29 £	Council 29/30 £	3rd Party 24/25 £	3rd Party 25/26 £	3rd Party 26/27 £	3rd Party 27/28 £	3rd Party 28/29 £	
	Large Schemes																						
	Levelling Up Fund Fund																						
	- Government Funded	Planning, Regeneration & Leisure	Grant Funding					0	0	0	0							0	0				
200072	Market Hall (LUF)	Planning, Regeneration & Leisure	Levelling Up Fund	7,134,965		1,921,799		0	0	0	0												
200073	EF - Fire Station - Council Funded	Planning, Regeneration & Leisure	Levelling Up Borrowing	789,541		77,300		0	0	0	0	0	0										
	UK Shared Prosperity Fund - Capital Element	Planning, Regeneration & Leisure	Grant Funding					0	0	0	0							0	0				
	- Revenue Element	Planning, Regeneration & Leisure	Grant Funding					0	0	0	0							0	0				
	- Remainder (to be allocated)	Planning, Regeneration & Leisure	Grant Funding	607,001	1,784,215			0	0	0	0							1,784,215	0				
								0	0	0	0												
								0	0	0	0												
200006	Schemes Agreed to Continue Burcot Lane	Financial & Customer Services	Public works loan board and grant homes england	-927,642	0	-915,914	0	0	0	0	0	0	0										
200007	CCTV	Community & Housing GF Services	Capital Receipts/Borrowing		0		0	0	0	0	0	0	0										
200008	Funding for DFGs	Community & Housing GF Services	Grant income	70,224	913,000	567,033	800,000	800,000	800,000	800,000	800,000							913,000	800,000	800,000	800,000	800,000	800,000
200009	Home Repairs Assistance	Community & Housing GF Services	Long Term Debtors	69,690	50,000		50,000	50,000	50,000	50,000	50,000	50,000	50,000										
200010	Energy Efficiency Installation	Community & Housing GF Services	Capital Receipts/Borrowing		110,000		0	0	0	0	0	50,000	50,000	50,000	50,000	50,000	50,000						
200011	Energy Efficiency	Community & Housing GF Services	Grant finance		0		0	0	0	0	0	110,000	0					0	0				
200015	Cemetery Extension infrastructure at at North Bromsgrove Cemetery Phase	Environmental Services	Capital Receipts/Borrowing		0		0	0	0	0	0												
200016	New Finance Enterprise	Financial & Customer Services	Capital Receipts		20,000		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000						
200017	OLEV ULEV Taxi infrastructure scheme	Community & Housing GF Services	Grants & Contributions		0		0	0	0	0	0												
200019	Fleet Replacemnet new line		Borrowing					0	0	0	0	0	0					0	0				
				9,400	2,180,000	13,860	1,265,000	820,000	0	0	0	2,180,000	1,265,000	820,000	0	0							

Cap Proj	Description	Department	Funding detail	Carried Fwd to 24/5	2024/25 Total £	Spend 24/5	2025/26 Total £	2026/27 Total £	2027/28 Total £	2028/29 Total £	2029/30 Total £	Council 24/25 £	Council 25/26 £	Council 26/27 £	Council 27/28 £	Council 28/29 £	Council 29/30 £	3rd Party 24/25 £	3rd Party 25/26 £	3rd Party 26/27 £	3rd Party 27/28 £	3rd Party 27/28 £	3rd Party 28/29 £
200022	Replacement Parking machines and Upkeep of Sites	Environmental Services	Capital Receipts/Borrowing	-116,270	125,000	85,003	100,000	100,000	100,000	100,000	100,000	125,000	100,000	100,000	100,000	100,000	100,000						
200030	Wheeler Bin Purchase	Environmental Services	Capital Receipts/Borrowing	-48,195	60,000	88,272	120,000	120,000	120,000	120,000	120,000	60,000	120,000	120,000	120,000	120,000	120,000						
New	Footpaths	Environmental Services	Borrowing	-408	75,000	54,926	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000						
New	Buildings	Legal and Property	Borrowing	100,000	100,000	780	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000						
200040	Bittell road recreation ground	Planning, Regeneration & Leisure Services	S106 B/2011/0741 - Land at Fieri Hill, Barnet Green / 18k balances		0		0	0	0	0	0							0	0				
200044	Salix	Legal, Democratic and property services	Grants & Contributions		0		0	0	0	0	0							0	0				
200045	Greener Homes	Community & Housing GF Services	Grants & Contributions	-197,505	0	6,125	0	0	0	0	0												
200057	Hagley Scouts	Planning, Regeneration & Leisure Services	Capital Receipts/Borrowing		0		0	0	0	0	0	0	0					0	0				
200026	Rubery Redevelopment works					821		0	0	0	0												
200048	Bromsgrove Sporting		Loan					0	0	0	0							0	0				
200061	Car Park Improvements - Oakalls							0	0	0	0												
	Woodrush High Schools refurb							0	0	0	0							0	0				
200026	Rubery Redevelopment Works	Planning, Regeneration & Leisure Services	Capital Receipts/Borrowing		0		0	0	0	0	0	0	0										
200029	Sanders Park dda play provision	Planning, Regeneration & Leisure Services	S106 14/0755 Kidderminster Road and S106 13/0422 Meadows first school		0		0	0	0	0	0							0	0				
200082	New Digital Service	Community & Housing GF Services	Borrowing		0		0	0	0	0	0	0	0										

Cap Proj	Description	Department	Funding detail	Caried Fwd to 24/25	2024/25 Total £	Spend 24/25	2025/26 Total £	2026/27 Total £	2027/28 Total £	2028/29 Total £	2029/30 Total £	Council 24/25 £	Council 25/26 £	Council 26/27 £	Council 27/28 £	Council 28/29 £	Council 29/30 £	3rd Party 24/25 £	3rd Party 25/26 £	3rd Party 26/27 £	3rd Party 27/28 £	3rd Party 28/29 £	3rd Party 29/30 £	
200033	Bus Shelters	Environmental Services	Borrowing		18,000	19,180	18,000	18,000	18,000	18,000	18,000	0	0											
200034	Fleet Management Computer System	Environmental Services	Borrowing		0		0	0	0	0	0	18,000	18,000	18,000	18,000	18,000	18,000							
200035	Environmental Services Computer System	Environmental Services	Borrowing		0		0	0	0	0	0	0	0											
200069	Cisco Network Update	Business transformation & Organisational Development	Borrowing	11,574	0		34,877	50,000	50,000	50,000	50,000	0	34,877	50,000	50,000	50,000	50,000							
200070	Server Replacement Est(Exact known Q2 2022)	Business transformation & Organisational Development	Borrowing	-91,201	177,500		18,500	60,000	60,000	60,000	60,000	177,500	18,500	60,000	60,000	60,000	60,000							
200071	Laptop Refresh	Business transformation & Organisational Development	Borrowing	13,458	150,000	18,152	5,000	30,000	30,000	30,000	30,000	150,000	5,000	30,000	30,000	30,000	30,000							
200074	Install Solar panel and Upgrade lighting	Legal, Democratic and property services	Borrowing		0		0	0	0	0	0													
200075	Sanders Park	Planning, Regeneration & Leisure Services	S106	-33,027	0	8,550	0	0	0	0	0	0	0											
	Fleet Replacement Costs				0		15,000	0	0	0	0		15,000											
	Wheely Bin Increases				0		0	0	0	0	0													
	Wild Flower Machinery				0		0	0	0	0	0													
	Initial Play Audit Requirements				364,000		0	0	0	0	0	364,000												
	Movement of ICT Cyber Capital Works Forward				-50,000		0	0	0	0	0	-50,000												
	New ongoing Cyber security budget				25,000		25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000							
200076	Play Area, PDS and Sport improvements at Lickey End Recreation Ground in accordance with the S106 Agreement	Planning, Regeneration & Leisure Services	S106 19/0137/FUL	-8,842	37,956	30,000	0	0	0	0	0							37,956	0					
200082	New Digital Service			33,668																				
200105	Initial Play Audit Requirements			87,000																				
	Wild Flower Machinery			62,000																				
200002	BDC Combined FPPath & Cycle	Environmental Services	Grants & Contributions		0		0	0	0	0	0							0	0					
	Barnt Green Millenium Park - Toilet	Planning, Regeneration & Leisure Services	S106 B/2011/0741 - Land at Fiery Hill, Barnt Green / 18k balances		0		0	0	0	0	0							0	0					
	Artrix - Landlord Obligations				20,000	17,587	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000							
	Total			7,565,431	6,159,671	1,993,474	2,666,377	2,288,000	1,468,000	1,468,000	1,468,000	3,424,500	1,866,377	1,498,000	668,000	668,000	668,000	2,735,171	800,000	800,000	800,000	800,000	800,000	800,000

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10th December 2024

Q2 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 Business Improvement Manager H.Mole@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 overspend position of £344k and actions the Council are taking to mitigate this position is noted.
- 2) The current Capital spending of £1.99m against a budget of £7.07m is noted.
- 3) The Ward Budget allocation position to date is 13 approved allocations at £5,759.
- 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 Q2 Performance data for the Period July to September 2024 be noted.

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

- 6) Council approve the £40,000 from the Community Hub earmarked reserves be allocated to contribute to a Poverty Truth Commission in Bromsgrove.
- 7) That the Balance Sheet Monitoring Position for Q2 is noted – which is the Treasury Monitoring Report and required to be reported to Council.
- 8) The £50,000 is transferred to earmarked Reserves from the General Fund for Planning Appeal costs.

2. **BACKGROUND**

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

- The Council's forecast outturn revenue monitoring position for 2024/25 based on data to the end of Quarter 2.

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- The position in respect of balance sheet monitoring as requested by the Audit, Governance and Standards Committee.
- The spending as of Q2 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 2, 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.

Service Description	2024-25 Approved Budget	2024-25 Approved Q2 Budget	Q2 Adjusted Spend	Q2 Budget Variance	Full Year Forecast	Full Year Budget Variance
Business Transformation and Organisational Development	1,792,618	875,308	1,010,785	135,477	1,894,935	102,317
Community and Housing GF Services	1,159,987	579,993	328,431	-251,562	918,164	-241,823
Corporate Services	994,465	497,232	151,678	-345,554	1,112,949	118,484
Environmental Services	3,798,721	1,899,360	3,057,883	1,158,522	4,390,282	591,561
Financial and Customer Services	1,441,300	720,650	-1,823,513	-2,544,163	1,748,555	307,255
Legal, Democratic and Property Services	1,563,913	781,956	1,070,366	288,410	1,505,717	-58,195
Planning, Regeneration and Leisure Services	1,365,472	682,736	1,216,209	533,472	1,728,083	362,610
Regulatory Client	397,337	198,669	146,259	-52,410	578,970	181,633
Starting Well	0	0	29,747	29,747	0	0
Grand Total	12,513,813	6,235,906	5,187,844	-1,048,062	13,877,655	1,363,842
Service Description	2024-25 Approved Budget	2024-25 Approved Q2 Budget	Q2 Adjusted Spend	Q2 Budget Variance	Full Year Forecast	Full Year Budget Variance
Corporate Financing	-12,513,813	-6,331,906	-4,143,598	-1,096,526	-13,533,745	-1,019,932
Grand Total	-12,513,813	-6,331,906	-4,143,598	-1,096,526	-13,533,745	-1,019,932
TOTALS	0	-96,001	1,044,246	-2,144,588	343,910	343,910

Budget Variances

- 3.3 The draft position is set out in the above table. As this is expenditure at Q2 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 Q2 actual.

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The above profiles have assumed support services and grant are adjusted to budgetary levels and accruals are netted out of the figures.

- 3.4 In addition to this, it is also important to note that the Council is yet to close its accounts for 2022/23 and 2023/24 financial years. This could therefore result in adjustments to the actual expenditure/income and forecast outturn positions as reported in the table above. Further updates will be provided to Members throughout the financial year (this work is being led by the Audit Standards and Governance Committee).
- 3.5 Overall, the Council is currently forecasting a full year revenue overspend of £344k at Quarter 2. This is mainly due to the additional fleet costs described below and also the pay award yet to be ratified. 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 £102k overspend

Within Business Transformation & Organisational Development there is an overspend due to £32k on professional fees on Commercialism, shared service recharges in Business Transformation and Policy amounting to £92k, offset by salary savings within Equalities of £22k.

Community and Housing GF Services £242k underspend

Within Community and Housing GF Services there is a projected underspend due to additional grants received (342k) offset by expenditure on professional fees (£22k) temporary accommodation (£78k).

Corporate Services £118k overspend

There are a number of variances within Corporate Services:

- Overspend in Communications of £21k on salaries
- A saving in Libraries of £50k
- An overspend of £33k on external audit fees within Corporate Expenses
- An underspend of £32k on professional fees and charges in Treasury Management and Bank Fees
- An overspend of £146k due to council pension costs.

Environmental Services £592k overspend

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

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- Bromsgrove Domestic Waste Collection service is forecast to overspend by £447k due to additional staff and agency costs of £190k, vehicle hire of £165k and fleet maintenance of £92k.
- Bromsgrove Place Teams is forecast to overspend by £226k due to additional staff and agency costs of £179k, redundancy fees of £18k, insurance £9k and an income shortfall of £20k on bulky waste.
- Car Parking is forecast to have reduced income of £136k income, electricity and business rates are overspending by £24k plus consultancy fees of £72k.
- There is a significant increase in income in Cesspool Emptying (£116k) linked to new contracted work on behalf of Solihull Council.
- Tree Team is showing savings of £131k on salaries due to vacant posts.
- There is an increase of £66k in shared service recharges.

Financial and Customer Services £307k overspend

Within Finance and Customer Services there are overspends in Finance due to agency staff amounting to £290k together with £17k in unachieved efficiency savings within Customer Services.

Legal, Democratic and Property Services £58k underspend

Legal, Democratic and Property Services are forecast to underspend £58k due to additional elections income of £260k, offset by £191k in general expenditure including postage, printing and photocopying. There is an underspend of £49k in Legal due to vacancies. Offset against this are overspends on Artrix of £47k due maintenance and electricity, salaries with Registration of £13k.

Planning, Regeneration and Leisure Services £363k overspend

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

- Building Control income is forecast to exceed budget by £113k
- Development Management is forecast below budget at £20k
- Sports Development is overspending by £59k due to agency costs
- Arts Projects are overspending by £12k due to professional fees
- There are additional UKSPF costs amounting to £385k.

Regulatory Client £182k overspend

Within Regulatory Client, there is an overspend due to Envirocrime and Planning Enforcement (£173k). This overspend will be rectified in Q3 by actioning virements from Planning and Environment Services which will move the overspend to those services as

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agreed by Council. There is a projected shortfall in taxi licensing income (£29k) while there is additional BDC income recharge for support services to WRS amounting to £19k.

- 3.6 The above overspends (£1.364m) are offset by additional income (£1.02m) in Corporate Financing from additional grant income together with increased investment interest receivable and lower interest payable.

3.7 Cash Management

Borrowing

- As of the 30th September 2024, there was no short-term borrowings. The Council has no long-term borrowings.

Investments

- On 30th September 2024 there were £4.5m short-term investments held.

Capital Monitoring

- 3.8 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.
- 3.9 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.

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

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

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- The two Levelling Up schemes – Old Fire Station and Market which are funded via £14.5m of Government Funding, and the Council is funding £1.6m of works.
 - With Market Hall, the Council agreed the final works contract with Kier in October. A report went to Cabinet in September to approve the overall budget for the works. The Council do have a 6-month extension until the 30th September 2025 to “spend” government funding on this project. After this point it will become the Council’s responsibility for the payment.
 - The Windsor Street demolition tender has been awarded to City Demolition and they are now on site starting the demolition process.
 - Public Realm work is under way and expected to be completed before the end of the calendar year.

The report in September set out 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. 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.

- 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.

- 3.11 The outturn spend is £1.994m 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

- 3.12 The updated position, taking account of the now submitted draft accounts for 2020/21 and 2021/22 as well as the reported outturn positions for 2022/23 and 2023/4 are set out in **Appendix B**. As part of the MTFP all reserves were thoroughly reviewed for their requirement and additional reserves set up for inflationary pressures such as utility increases. At the 30th June 2024, the Council holds £10.867m of Earmarked Reserves.
- 3.13 The Bromsgrove Partnership has agreed to progress a Poverty Truth Commission (PTC) in Bromsgrove **District**. A PTC works with residents who have experience of poverty, and directly involves them in decision making
- 3.14 The first task is to recruit approximately 15 community **commissioners** willing to share their experience and be part of the commission. This group **will** meet regularly for about 6 months to build relationships, share their experiences and wisdom, and prepare to

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engage in the commission. Only once they are a strong enough community, do the civic and business commissioners join in. A Poverty Truth Commission focusses on learning together about the causes and symptoms of poverty. It encourages change within the organisations and communities that the commissioners come from.

- 3.15 At the Bromsgrove Partnership, offers of support were given from partners, including offers of financial contribution from Public Health and West Mercia Police. NewStarts are also looking at other funding streams including from the Poverty Truth Network, National Lottery and Joseph Rowntree Fund. It is proposed that the work would be over a 3 year period, with the last 12 months implementing what has been heard that needs to change and embed. The work will require Facilitators and would build on the work of the Asset Based Community Development initiative.
- 3.16 Cabinet are asked to consider allocating £40,000 from the earmarked reserves to support community hubs (following the recent allocation to support Cost of Living initiatives there is £50,000 remaining in this reserve. The Poverty Truth Network, which offers free support to Poverty Truth Commissions, advises the total cost will be around £120,000 to £150,000 over that period – and it is proposed that this is funded approximately a third by the Council, a third from other partners and a third via VCS funding bids. A PTC is operating in Malvern Hills District Council, with a £50k contribution from the Council.
- 3.17 In addition, there have been a number of planning decisions where applicants have successfully appealed against Planning Decisions. IT is proposed that £50,000 is transferred from the General Fund to a specific Earmarked Reserve for this purpose.

Ward Budgets

- 3.18 This report is the first 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 rules of the Scheme which were approved by Council in February. To date, there have been 13 approved applications totalling £5,579. 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 Q2 Treasury Report which is attached as **Appendix D**. This report sets out the Council's debt and borrowing position for Q2 2024/5. Included in this is how the Council is using its working capital as well as measurement of the Council's Prudential Indicators. It should be noted that one indicator is not compliant. This was a short term loan between Redditch and Bromsgrove undertaken at year end which was repaid at the start of Quarter 2 2024/5. As reporting on

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the half yearly treasury position is a Statutory Requirement, 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 will need to be within the next 12 Months and over £200k will need to be put on the forward Plan. The pipeline will be refreshed quarterly.

- There are 16 contracts between the old threshold of £50k and the new threshold of £200k.
- There are 7 contracts that are over the key decision threshold of £200k
- There are no new contracts procured by Redditch Bromsgrove on behalf of Bromsgrove.

Performance

3.22 The first section of this report shows the organisations performance against the strategic priorities outlined in the Council Plan Addendum. Additional comments and updates have been provided for the success measures to explain progress/activity. The final section of the report includes some operational measures to demonstrate how the council is delivering its services to customers. This is Quarter 2 of a new financial year, and as this year moves forward these indicators will link to business plans and the requirements of the new Council Plan which was approved at Cabinet and Council in July.

3.23 The process of performance reporting will develop iteratively; however, this document is a snapshot in time and very much a temperature check of the organisation, the layout comprises:

- Strategic Priorities – success measures
- Operational Measures – by service area
- Financial Data (separate report on this occasion)
- Corporate Projects (by exception)

These measures are the same as what was reported in the 2023/4 financial year and are shown in **Appendix F**.

3.24 New performance indicators required by the Council Plan approved in July are set out in **Appendix G** for reference. These will be incorporated into the Q3 Performance Report along with updated performance measures from departmental business plans.

4. Legal Implications

4.1 No Legal implications have been identified.

5. Strategic Purpose Implications

Relevant Strategic Purpose

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

Climate Change Implications

- 5.2 The green thread runs through the Council plan. 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 The financial monitoring is included in the corporate risk register for the authority.

8. APPENDENCES

Appendix A – Capital Outturn
Appendix B – Reserves Position
Appendix C – Ward Budget Position
Appendix D – Treasury Management Position
Appendix E – Procurement Pipeline
Appendix F – Performance Indicators
Appendix G – Performance Indicators linked to the New Corporate Plan.

AUTHOR OF REPORT

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Appendix A - Capital Outturn

Cap Proj	Description	2023/24 Total £	23/24 Spend £	diff	2024/25 Total (Original) £	2024/25 Total (incl CIF'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
200073	- Ex-Fire Station/Windrar Street	805,133	15,592	789,541	0	789,541	77,300
UK Shared Prosperity							
200086	- Remainder (to be allocated)	680,988	73,987	607,001	1,784,215	2,391,216	0
Other Schemes							
200006	Burcot Lane	0	927,642	-927,642	0	-927,642	-915,914
200008	Funding for DFGr	913,000	842,776	70,224	913,000	983,224	567,033
200009	Home Repair Assistance	50,000	-19,690	69,690	50,000	119,690	0
200010	Energy Efficiency Installation	0	0	0	110,000	110,000	0
200015	Cemetery Extension infrastructure at North	0	0	0	0	0	0
200016	New Finance Enterprise system	0	0	0	20,000	20,000	0
200017	OLEV ULEV Taxi infrastructure scheme	0	0	0	0	0	0
200019	Fleet Replacement new line	441,000	865,561	-424,561			
200019	Fleet Replacement 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			
200026	Rubery Redevelopment Works	0	0	0	0	0	821
200030	Wheellie 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
200044	Salix	0	0	0	0	0	0
200045	Greener Homes	0	197,505	-197,505	0	-197,505	6,125
200069	Circa 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
200074	Install Solar panel and Upgrade lighting	0	24,707	-24,707	0	0	0
200075	Sanders Park	0	33,027	-33,027	0	-33,027	8,550
200076	Play Area, POS and Sport improvements at Lickey End	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
200100	Movement of ICT Cyber Capital Works Forward	50,000	0	50,000	-50,000	0	0
200104	Building	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 Cybersecurity budget	0	0	0	25,000	25,000	0
200107	Arrix - 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		11,959,723	3,978,969	7,980,754	7,962,671	14,667,192	1,924,174

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Appendix B - Earmarked Reserves

	Balance at 31/3/20	Transfers In	Transfers Out	Balance at 31/3/21	Transfers In	Transfers out	Balance at 31/3/22	Transfers In	Transfers out	Re-baseline	Balance at 31/3/23	Transfers in	Transfers out	Balance at 31/3/24	Transfers in	Transfers out	Balance at 31/3/25	Transfers in	Transfers out	Balance at 31/3/26	Transfers in	Transfers out	Balance at 31/3/27	Transfers in	Transfers out	Balance at 31/3/27	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
General Fund Reserve	4,402	50		4,452	297		4,749		(956)	2,682	6,475	351	(854)	5,972	702	(337)	6,337		(8)	6,329		(7)			6,322		
General Fund Earmarked Reserves:																											
Building Control Other	7	0	0	7	0	0	7			(7)	0			0			0			0						0	
Building Control Partnerships	63	34	(21)	62	0	0	62				62			62			62			62						62	
Commercialism	10	0	(15)	0	0	0	0				0			0			0			0						0	
Community Services	41	251	(23)	271	0	0	271				271			146		(125)	146			21						21	
Economic Regeneration	1,343	157	(152)	1,348	0	0	1,348			(600)	748	50		798			798			798						798	
Election Services	96	5	(50)	51	0	0	51				51			51			51			51						51	
Environmental Services	2	47	0	49	0	(22)	27				27			27			27			27						27	
Financial Services	3,146	1,298	0	4,444	320	(60)	4,705		(150)	(1,411)	3,144	638		3,782			3,782			3,782						3,782	
Housing Schemes	476	157	(145)	488	433	(57)	864	75			939			939			939			939						939	
Human Resources																											
IT Systems	204	0	(7)	197	0	0	197	75			272			272			272			272						272	
Leisure/Community Safety	291	160	(12)	330	72	(25)	377				377			377			377			377						377	
Local Neighbourhood Partnerships	18	0	0	18	0	0	18				18			18			18			18						18	
Other	116	0	(7)	109	0	(4)	105			(64)	3			3			3			3						3	
Planning & Regeneration	108	25	0	133	0	0	133				133			133			133			133						133	
Regulatory Services (Partner Share)	34	6	0	40	27	0	67				67			67			67			67						67	
Shared Services (Sewerage Costs)	311	0	0	311	0	0	311				311			311			311			311						311	
Utilities Reserve											1,053			1,053		(35)	1,018			702						702	
Regeneration Reserve																											
Ward Budget Initiative																											
Covid-19 (General Covid Grant)	0	756	0	756	0	0	756			(756)	0			0			0			0						0	
Covid-19 Sales Fees and Charges											(576)			(576)			(576)				(576)						(576)
Covid-19 (Collection Fund)	0	4,789	0	4,789	0	0	4,789				4,789			4,789			4,789			4,789						4,789	
Total General Fund	6,263	7,702	(634)	13,437	852	(431)	13,858	150	(150)	0	11,176	688	(476)	11,388	384	(905)	10,867	0	(78)	10,789	0	(78)	0	(78)	10,636		

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Appendix C - Ward Budget Spending Q2 - Funds Allocated

Councillor	Application	Amount £
Cllr Sam Ammar	BDHT - Activity	350.00
Cllr Alan Bailes	The Feeding Trust - New sign	400.00
Cllr Anita Dale	Books for Lickey Hills Primary School, The Wendy House Day Nursery Blackwell Montessori Nursery	114.00
Cllr Esther Gray	Rubery in Bloom - Flower Boxes	200.00
Cllr Peter McDonald	Rubery in Bloom - Flower Boxes	200.00
Cllr Peter McDonald	Stroke Group - Boat Trip	295.00
Cllr Shirley Webb	Catshill in Bloom - Catshill Community Events	2000.00
Cllr Sam Ammar	Unity Sport Club - Football kits	580.00
Cllr Peter McDonald	Rubery Judo Club - Equipment	300.00
Cllr Esther Gray	Rubery Library - New Carpet for Children area	300.00
Cllr Rob Hunter	North Worcestershire Autism Parents Support Group	420.00
Cllr Peter McDonald	Rubery Swop Shop	300.00
Cllr Esther Gray	Rubery Swop Shop	300.00

Appendix D - Treasury Management Position

1. SUMMARY

The purpose of this report is to set out a half yearly 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 Q2 of the financial year 24/25.**
- **Note the position in relation to the Council's Prudential indicators.**

3. BACKGROUND

Introduction

- 3.1 The Authority has adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Authority to approve, as a minimum, treasury management semi-annual and annual outturn reports.
- 3.2 This half yearly 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:** UK headline consumer price inflation remained around the Bank of England (BoE) target later in the period, falling from an annual rate of 3.2% in March to 2.0% in May and then rebounding marginally to June to 2.2% in July and August, as was expected, due to base effects from energy prices. Core and services price inflation remained higher at 3.6% and 5.6% respectively in August.
- 3.4 The UK economy continued to expand over the period, albeit slowing from the 0.7% gain in the first calendar quarter to 0.5% (downwardly revised from 0.6%) in the second. Of the monthly figures, the economy was estimated to have registered no growth in July.
- 3.5 Labour market data was slightly better from a policymaker perspective, showing an easing in the tightness of the job market, with inactivity rates and vacancies declining. However, a degree of uncertainty remains given ongoing issues around the data collected for the

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labour force survey by the Office for National Statistics. Figures for the three months to July showed the unemployment rate fell to 4.1% (3mth/year) from 4.4% in the previous three-month period while the employment rate rose to 74.8% from 74.3%.

- 3.6 Over the same period average regular earnings (excluding bonuses) was 5.1%, down from 5.4% in the earlier period, and total earnings (including bonuses) was 4.0% (this figure was impacted by one-off payments made to NHS staff and civil servants in June and July 2023). Adjusting for inflation, real regular pay rose by 2.2% in May to July and total pay by 1.1%.
- 3.7 With headline inflation lower, the BoE cut Bank Rate from 5.25% to 5.00% at the August Monetary Policy Committee (MPC) meeting. The decision was finely balanced, voted by a 5-4 majority with four members preferring to hold at 5.25%. At the September MPC meeting, committee members voted 8-1 for no change at 5.00%, with the lone dissenter preferring Bank Rate to be cut again to 4.75%. The meeting minutes and vote suggested a reasonably hawkish tilt to rates, with sticky inflation remaining a concern among policymakers.
- 3.8 The latest BoE Monetary Policy Report, published in August, showed policymakers expected GDP growth to continue expanding during 2024 before falling back and moderating from 2025 to 2027. Unemployment was forecast to stay around 4.5% while inflation was shown picking up in the latter part of 2024 as the previous years' energy price declines fell out of the figures before slipping below the 2% target in 2025 and remaining there until early 2027.
- 3.9 Arlingclose, the authority's treasury adviser, maintained its central view that Bank Rate would steadily fall from the 5.25% peak, with the first cut in August being followed by a series of further cuts, with November 2024 the likely next one, taking Bank Rate down to around 3% by the end of 2025.
- 3.10 The US Federal Reserve (the Fed) also cut interest rates during the period, reducing the Federal Funds Rate by 0.50% to a range of 4.75%-5.00% at its policy meeting in September. The forecasts released at the same time by the central bank suggested a further 1.00% of easing is expected by the end of the calendar year, followed by the same amount in 2025 and then a final 0.50% of cuts during 2026.
- 3.11 Having first reduced interest rates in June, the European Central Bank (ECB) held steady in July before cutting again in September, reducing its main refinancing rate to 3.65% and its deposit rate to 3.50%. Unlike the Fed, the ECB has not outlined a likely future path of rates, but inflation projections remain in line with the central bank's previous forecasts where it will remain above its 2% target until 2026 on an annual basis.

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- 3.12 **Financial markets:** Sentiment in financial markets continued to mostly improve over the period, but the ongoing trend of bond yield volatility remained. The general upward trend in yields in the early part of the period was reversed in the later part, and yields ended the half-year not too far from where they started. However, the volatility in response to economic, financial and geopolitical issues meant it was a bumpy ride for bond investors during that time.
- 3.13 Over the period, the 10-year UK benchmark gilt yield started at 3.94% and ended at 4.00% but hit a high of 4.41% in May and a low of 3.76% in mid-September. While the 20-year gilt started at 4.40% and ended at 4.51% but hit a high of 4.82% in May and a low of 4.27% in mid-September. The Sterling Overnight Rate (SONIA) averaged 5.12% over the period to 30th September.
- 3.14 **Credit review:** Arlingclose maintained its advised recommended maximum unsecured duration limit on all banks on its counterparty list at 100 days.
- 3.15 Having had its outlook increased by Fitch and ratings by S&P earlier in the period, Moody's upgraded Transport for London's rating to A2 from A3 in July.
- 3.16 Moody's also placed National Bank of Canada on Rating Watch for a possible upgrade, revising the outlook on Standard Chartered to Positive, the outlook to Negative on Toronto Dominion Bank, and downgrading the rating on Close Brothers to A1 from Aa3.
- 3.17 S&P upgraded the rating on National Bank of Canada to A+ from A, and together with Fitch, the two rating agencies assigned Lancashire County Council with a rating of AA- and A+ respectively.
- 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 was also generally more muted compared to previous periods.
- 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 £10.09m 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.

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Table 1: Balance Sheet Summary

	31.3.24	31.3.25
	Actual	Forecast
	£m	£m
General Fund CFR	32.65	33.77
Total CFR	32.65	33.77
Less: *Other debt liabilities <i>(if any)</i>	0	0
Borrowing CFR	32.65	33.77
Less: External borrowing**	-7.5	-10.20
Internal borrowing	25.15	23.57
Less: Usable reserves	-11.96	-11.72
Less: Working capital	-3.1	-3.1
Net borrowing	10.09	8.75

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

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

3.21 The treasury management position at 30th September and the change over the first six months of 24/25 is shown in Table 2 below.

Table 2: Treasury Management Summary

	31.3.24		30.9.24	30.9.24
	Balance	Movement	Balance	Rate
	£m	£m	£m	%
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	4.5	4.5	4.94%
Total investments	0.0	4.5	4.5	
Net investments	-7.5	12.0	4.5	

Borrowing Strategy and Activity

- 3.22 As outlined in the treasury strategy, the Authority's chief objective when borrowing has been to strike an appropriately 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. At the present time short term interest rates are higher than long term interest rates.
- 3.23 After substantial rises in interest rates since 2021 many central banks have now begun to reduce rates, albeit slowly. Gilt yields were volatile over the 6-month period and have reduced slightly between April and September 2024. Much of the downward pressure from lower inflation figures was counteracted by upward pressure from positive economic data. Data from the US continues to impact global bond markets including UK gilt yields.
- 3.24 The PWLB certainty rate for 10-year maturity loans was 4.80% at the beginning of the half year and 4.79% at the end. The lowest available 10-year maturity rate was 4.52% and the highest was 5.18%. Rates for 20-year maturity loans ranged from 5.01% to 5.57% during the half year, and 50-year maturity loans from 4.88% to 5.40%.
- 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 the month, as expected shorter-term rates reverted to a more normal range and were generally around 5.00% - 5.25%.
- 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 September the Authority held no loans.

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Table 3: Borrowing Position

	31.3.24 Balance £m	Net Movement £m	30.9.24 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.
- 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 £6.0 million due to timing differences between income and expenditure. The investment position is shown in table 4 below.

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Table 4: Treasury Investment Position

	31.3.24 Balance £m	Net Movement £m	30.9.24 Balance £m	30.9.24 Income Return %	30.9.24 Weighted Average Maturity days
Banks & building societies (unsecured)					
Banks & building societies (secured deposits)					
Covered bonds (secured)					
Government					
Local authorities and other govt entities					
Corporate bonds and loans					
Money Market Funds	0.0	4.5	4.5	4.94%	1
Total investments	0.0	4.5	4.5		

- 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 with short term interest rates largely being around this level. The rates on DMADF deposits also reduced from 5.19% to 4.94%.

Non-Treasury Investments

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- 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).
- 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	4.5	0.0	4.5			
				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

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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.

Table 6: Investment Limits

	2024/25 Maximum	30.9.24 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	£4.5m	£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.

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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.

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

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	31.3.24	31.3.25	31.3.26	31.3.27
	Actual	Forecast	Forecast	Forecast
Loans CFR	32.645	33.772	34.543	35.401
Less: Balance sheet resources	-15.55	-14.823	-14.241	-14.16
Net loans requirement	17.59	18.949	20.302	21.241
Plus: Liquidity allowance	0.2	0.2	0.2	0.2
Liability benchmark	17.79	19.149	20.502	21.441
Existing borrowing	7.5	10.20	12.54	14.84

3.43 Following on from the medium-term forecast above, the long-term liability benchmark assumes capital expenditure funded by borrowing of £14.8m, 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:

	Upper Limit	Lower Limit	30.6.24 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

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

	2024/25 Target	30.9.24 Actual	Complied?
Portfolio average credit rating	A	UK Govt	Yes

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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.

	30.9.24 Actual	2024/25 Target	Complied?
Total cash available within 3 months	£4.5m	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	30.9.24 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:

	<u>31/3/24</u>	<u>30/9/24</u>
Bank Rate	5.25%	5.00%
1-year PWLB certainty rate, maturity loans	5.36%	4.95%
5-year PWLB certainty rate, maturity loans	4.68%	4.55%
10-year PWLB certainty rate, maturity loans	4.74%	4.79%
20-year PWLB certainty rate, maturity loans	5.18%	5.27%
50-year PWLB certainty rate, maturity loans	5.01%	5.13%

- 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.

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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.

6. APPENDICES

None

7. BACKGROUND PAPERS

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

AUTHOR OF REPORT

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Appendix E - Procurement Pipeline

Between £50k and £200k

	Contract Title	Contract Description	Department	Contract Commencement Date
Bromsgrove				
Bromsgrove	Server/SAN Replacement	Replacement of Key Infrastructure devices to ensure Security and Support	ICT	31/12/2024
Bromsgrove	VMware License & Support	Virtual Server VMware License & Support	ICT	14/01/2025
Bromsgrove	Laptop Refresh	Replacement of Laptops to Support latest security patches and Windows 11	ICT	31/12/2024
Bromsgrove	out of hours dog warden services	framework agreement to provide out of hours dog warden services for Worcestershire Regulatory Services.	WRS	01.01.2025
Bromsgrove	Automation/Robotics	Uipath Licenses via HTE ComIT 2 (Complete IT Solutions) Framework	ICT	26/08/2025
Bromsgrove	Cisco Network Maintenance	Annual Cisco Network Maintenance	ICT	18/01/2025
Bromsgrove	Web security subscription (Ironport)	Cloud-based web security service subscription	ICT	06/07/2026
Bromsgrove	GIS System	Corporate GIS System	ICT	01/04/2025
Bromsgrove	Web Filter	Cisco Web Security XaaS Subscription via CCS	ICT	06/06/2026
BDC	Community Transport	Provision of community transport in the Bromsgrove area	Community Services	01/05/2025
Bromsgrove	Digital Transformers	Bespoke training to businesses and employees to support digital adoption	UK Shared Prosperity Fund	01/09/2024
Bromsgrove	Digital Forms	WRS Automation project for submission of digital forms	WRS	26.11.2024
Bromsgrove	IDOX Software	BDC-Call-off contract to support and maintenance for Idox Uniform and DMS solution	WRS	01.03.2029
Bromsgrove	Logic Monitor	Network and Infrastructure Monitoring	ICT	28/03/2027
Bromsgrove	Street Naming and Numbering	Street Naming and Numbering system VIA CCS RM1557 (StatMap)	ICT	31/05/2025
Bromsgrove	Cloud Storage	Acronis Cloud Storage via HTE Framework	ICT	06/06/2025

Over £200k

	Contract Title	Contract Description	Department	Contract Commencement Date
Bromsgrove				
Bromsgrove	Replacement Parking Machines	Replacement Parking Machines	Engineering & Design	
Bromsgrove	PROVIDE Kennelling of Dogs	FRAMEWORK AGREEMENT TO PROVIDE Kennelling of Dogs FOR WORCESTERSHIRE REGULATORY SERVICES.	WRS	30.04.2025
Bromsgrove	Microsoft Licenses	Licenses to use Microsoft Office	ICT	01/07/2025
Bromsgrove	Planning/GIS/Gazetteer	Supply of Idox Uniform via CCS RM3821 Lot 2b	ICT	19/09/2027
Bromsgrove	Pest Control	Framework Agreement for provision of pest control services	WRS	24/10/2024
Bromsgrove	Air Quality Analysers	Provision of Air Quality Analysers and data management	WRS	asap
Bromsgrove	Data Access Services	Data Access Services WAN supply	ICT	01/09/2026

Redditch Relating to Bromsgrove

None

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Appendix F BROMSGROVE Strategic & Operational Performance Measures

Quarter 2, 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 available, they have been included in this report.

2. Strategic Priorities and Performance Measures

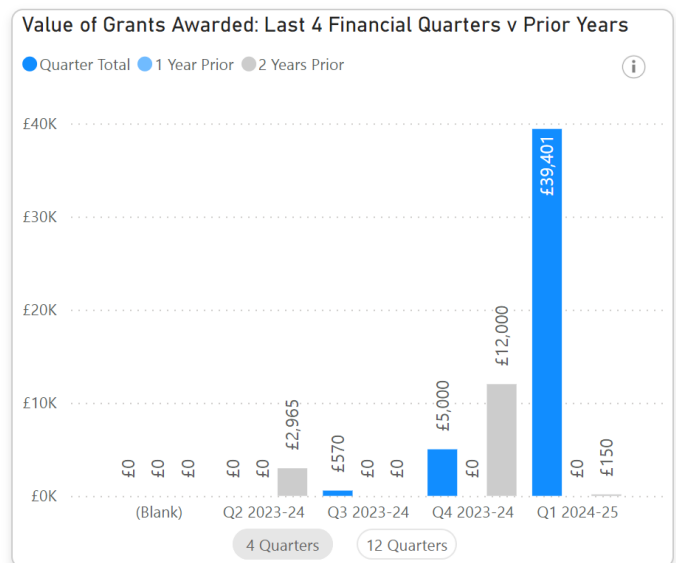
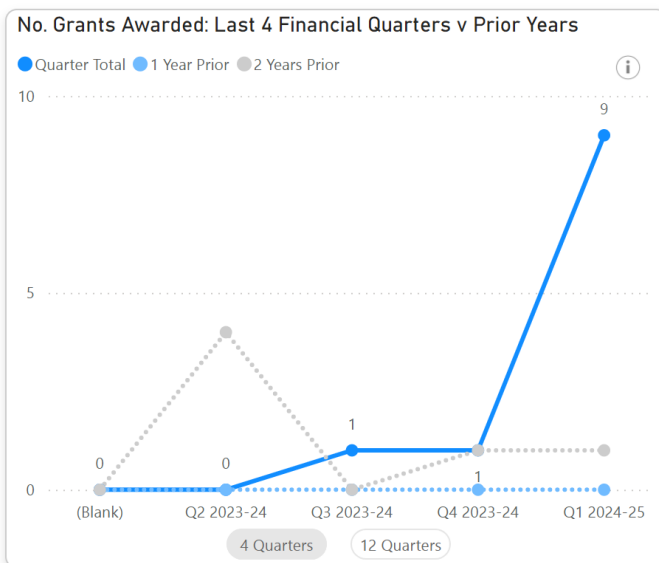
The measures shown in the next section are structured around the Council Plan, but also includes previous data sets as we transition to a new set of comprehensive performance measures.

2.1. Economic Development

Performance measure:

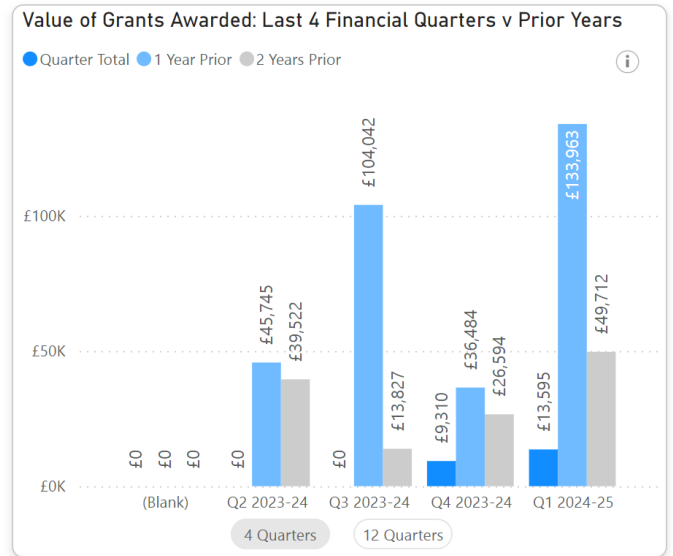
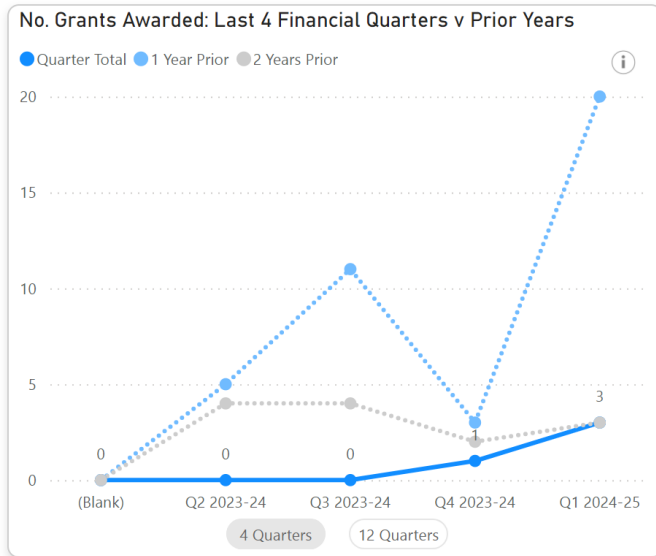
- Take-up of start-up business grants and creativity grants programme (up to 1 period lag)

Start-up Grants



Update: 9 grants were awarded this quarter: 8 from the Enterprising Worcestershire Programme and 1 Centre Enhancements Grant. The recipient businesses include retailers, financial services, professional services, hospitality, manufacturing and software development. All of the businesses supported are in their first 3 years of trading.

Growth Grants



Update: Grants awarded this quarter were from the Bromsgrove Centres Enhancement grant programme and the Elevate Worcestershire programme. Businesses supported include a retailer, personal services and commercial flooring supplier.

Performance Measure:

- Number of jobs created (UKSPF)

These are the jobs created that are reported to us by UKSPF project deliverers; the numbers all relate to full time equivalents which is around 36 hours per week (this can vary by business).

2023/24 Q1	Q2	Q3	Q4	2024/25 Q1
0	11.5	5	0	5

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Performance Measure:

- Former Market Hall Project

This measure will now be provided through other reporting routes.

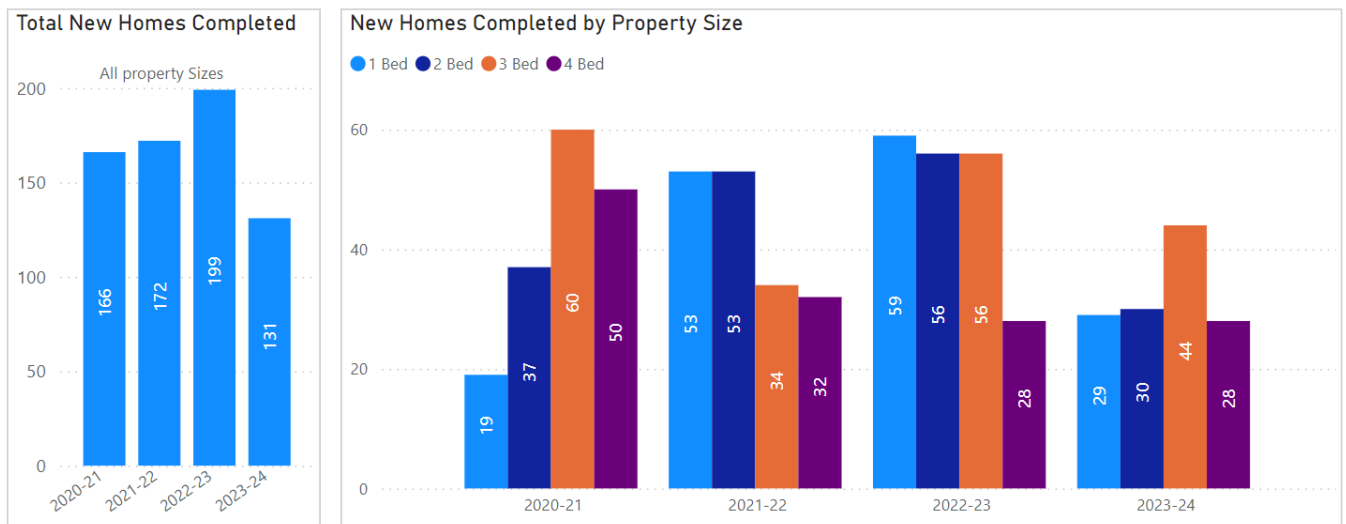
- Windsor Street Project

This measure will now be provided through other reporting routes.

2.2 Housing

Performance measure:

- Number of new homes built - total and affordable (annual measure)



The final data for the 2023/24 is:

- Total Homes Built (including affordable) -131 (net)
- Total affordable homes built - 51 (net)

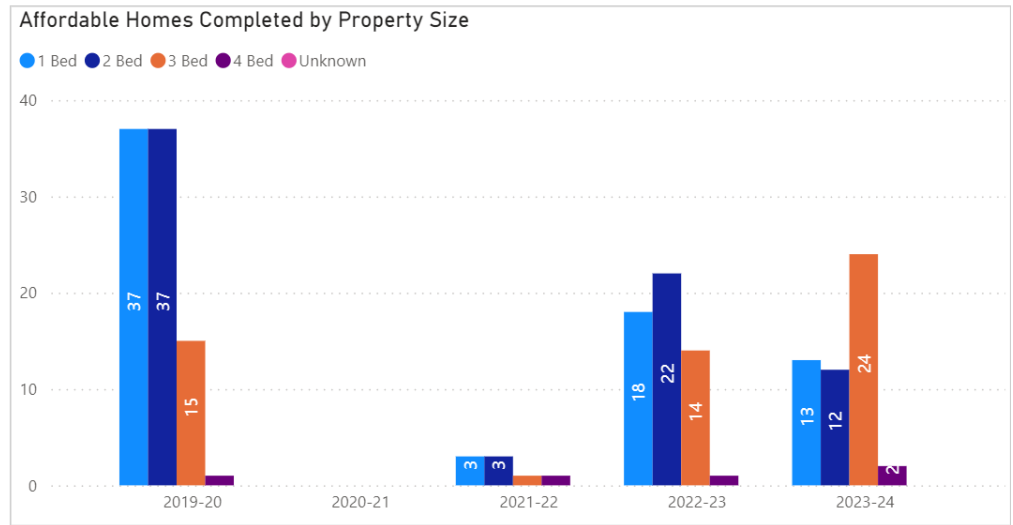
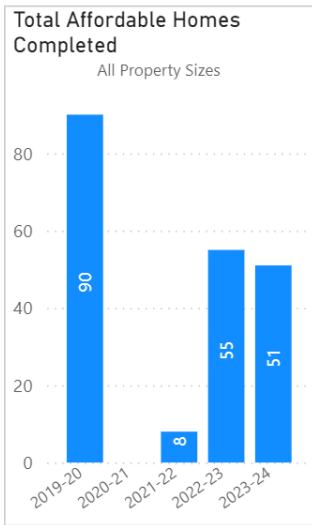
Performance measure:

- Affordable Homes Completed (annual measure)

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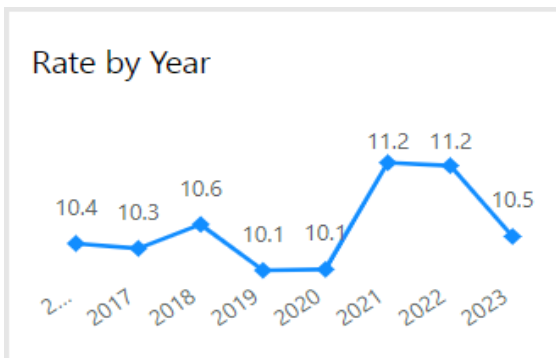
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There are 601 affordable housing commitments as of 1 April 2024, reflecting the number of strategic sites which have gained consent but not started construction or just started construction. A small but not insignificant number of these commitments are from the redevelopment of former garage sites across the District which have yet to be started.

Performance measure:

- Local housing affordability rate (annual, calendar year, 1 year lag- ONS)



	Rate
Bromsgrove	10.46
Worcestershire	8.63
England	8.26

Update: The affordability ratio relates to workplace-based income which uses the median earnings of those employed in Bromsgrove District, which rose from £29,285 to £32,993, a 12.66% increase. The median house price in the district rose from £327,000 to £345,000, a 5.5% increase. Bromsgrove District has the second highest in the West Midlands, despite the small drop in the ratio.

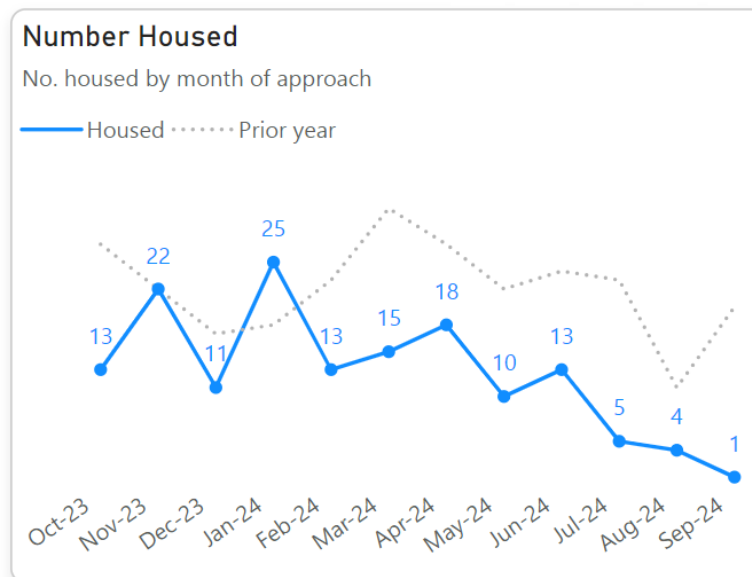
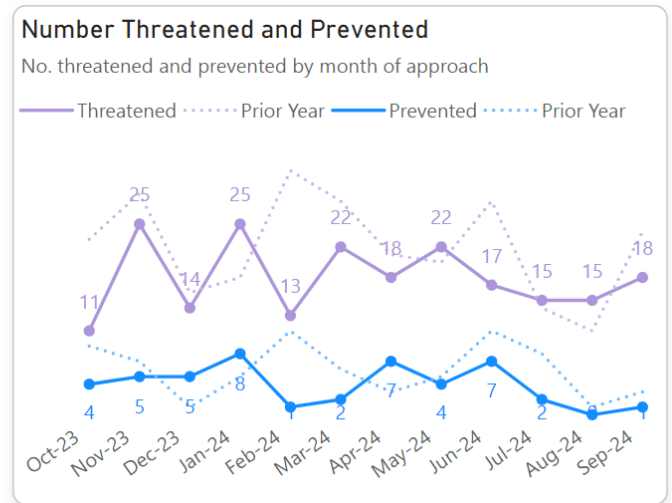
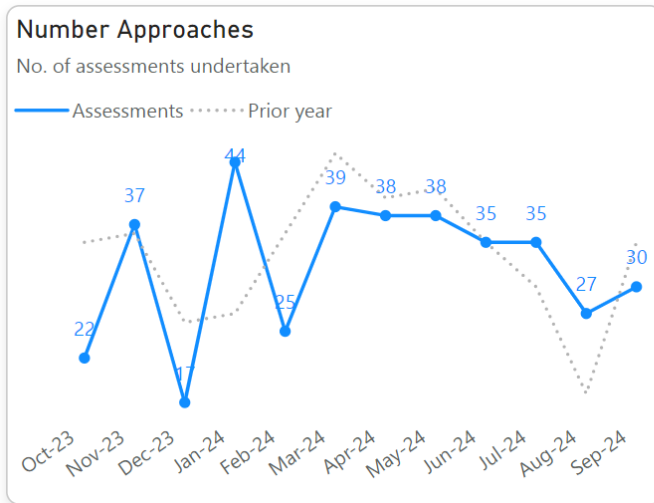
Performance measure:

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- Number of homeless approaches
- Number of threatened with homelessness preventions
- Number of homeless applicants housed



Update:

Approaches remain slightly higher than last year but continue to follow the trend meaning fewer approaches over the summer period.

The figures show the difficulty being experienced around the Country in preventing homelessness given the current issues with the Housing Market which in term impacts on the provision of temporary accommodation.

The ability to house homeless applicants remains difficult. There has been a lack of new build affordable housing and the number of void properties within the current stock base has reduced as fewer people

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are moving on from social housing due to the current market conditions. Officers are undertaking more in depth work into homelessness to formulate an action plan to increase numbers of affordable housing available and reduce temp accommodation needs.

2.3. Environment

Performance Measure:

- Have an agreed and funded plan and capital replacement programme for the Council’s fleet subject to any budget constraints.

Update: The current Capital Replacement Programme has been approved for 2024/25, but it has been identified that amendments are needed to maintain service provision. The existing capital replacement plan is currently being reviewed for BDC across all services to address this, and ensure services have the right assets to deliver on our duties across the district. Amendments to domestic waste service were approved in Q1 and additional changes to the programme will be submitted for consideration during Q3 of the 2024/25 financial year where required.

Performance Measure:

- Reduce carbon emissions arising from the councils’ vehicles

Update:

Hydrotreated Vegetable Oil (HVO) has replaced 1/3 of the Diesel used across the Environmental Services Fleet in 2024/25, with no mechanical problems. Every 1,000ltrs will reduce our carbon output by approx. 2.52 tonnes in comparison with Diesel. Proposals to increase the investment in this will be included in the budget setting process for 2025/26.

Performance measure

- Households supported by the Council’s energy advice service



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Update: Act On Energy’s activity for Q2 highlights the continued impact of the service on residents in Bromsgrove. In July, August and September, AOE received a significant number of calls for help, totaling 291, slightly 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.

Domestic Waste Collection

Performance Measure

- Percentage of Household Waste sent for re-use, recycling & composting.

Update: This is a National Indicator measuring the percentage of household waste arisings which have been sent by the Authority for reuse, recycling, and composting, and is used in the national league tables ranking Local Authority performance. In 2022/23 Bromsgrove was ranked 176th, 1 place lower than in 2021/22 (2023/24 results not published yet).

Our performance this year to date is 0.08% less than 2023/24, 0.31 less than 2022/23. This may be a byproduct of less working from home, as it mirrors a downwards trend in residual waste tonnages per household over the last three years.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
2019/20	48.67	45.17	46.72	48.41	54.12	50.03	46.64	41.77	32.63	39.05	34.74	45.16
2020/21	29.19	55.98	55.73	59.33	51.32	48.46	44.04	48.03	48.60	42.55	42.03	43.26
2021/22	44.40	49.24	59.99	57.58	49.75	48.45	36.71	50.72	50.87	39.59	33.89	42.89
2022/23	46.69	55.59	57.51	55.97	45.18	46.41	49.69	50.63	46.41	33.70	37.34	43.16
2023/24	50.74	57.40	54.66	48.13	47.01	48.01	51.06	46.29	37.54	28.15	33.31	43.86
2024/25	53.12	60.42	54.39	45.31	44.82	47.37						

Performance Measure

- Residual Waste per household (kg)

Update: This measures non-recyclable waste thrown away per household and shows a marginal increase in waste per household over the first 6 months of this year, although continues a downward trend in context over the last 5 years.

Residual Waste per Household (Kg)

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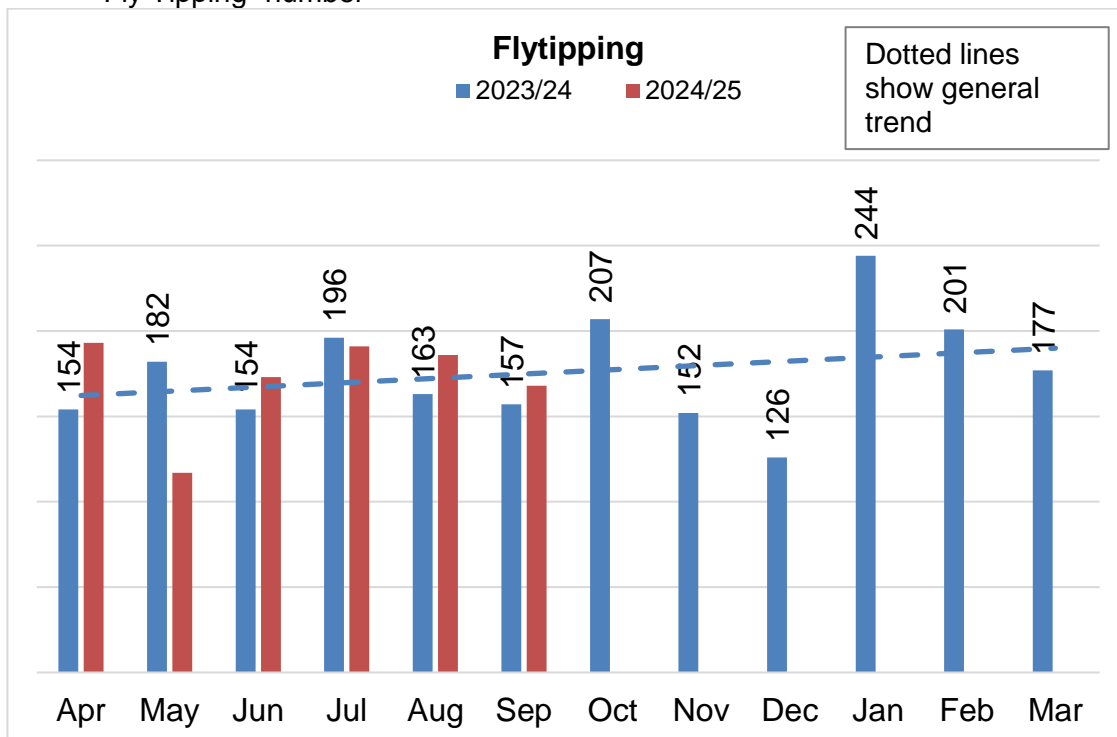
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	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March
2019/20	40.70	47.92	48.80	38.18	38.07	39.47	42.75	48.99	39.38	46.96	38.77	38.89
2020/21	51.01	46.30	40.02	39.05	36.92	46.96	46.74	41.06	40.23	40.36	37.78	50.06
2021/22	50.01	38.81	39.35	38.16	40.89	45.06	41.50	39.36	35.86	39.86	35.58	49.26
2022/23	42.43	37.22	37.28	31.36	41.03	42.83	34.20	39.64	32.76	41.78	32.59	42.08
2023/24	32.75	35.28	34.05	34.15	45.88	36.42	34.48	36.52	32.32	45.00	38.38	37.01
2024/25	35.39	35.01	33.92	43.92	41.87	33.41						

Performance Measure

- Fly Tipping- number



Update: Worcester Regulatory Services (WRS) as of the 1st June 2024 took over the work for Bromsgrove; they are now fully staffed and are conducting enforcement activities across the District. A monthly update on fly tipping is sent to the Leader and Portfolio Holder.

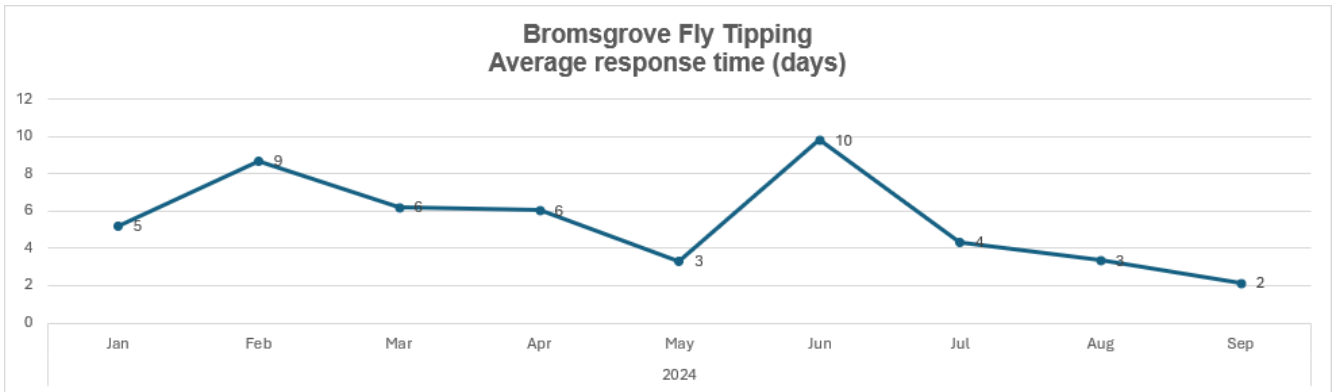
Performance Measure

- Fly Tipping- time taken

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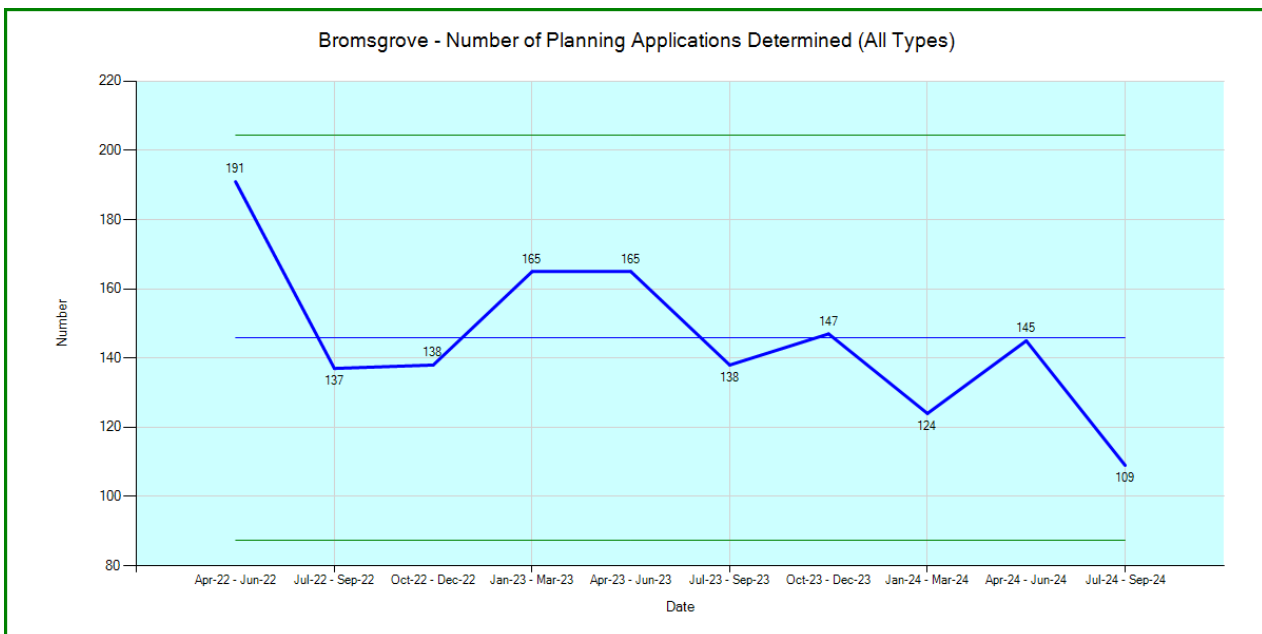


Update: There has been an improvement in response times from the last quarter and during Q2; this reduction has occurred as the new working arrangements with WRS have been embedded.

2.4. Infrastructure

Performance measure

- Total number of planning applications determined in quarter (all types)



Update: Rates have been reducing, but last quarter saw a more significant drop to 109. This period the previous year also saw a drop, but not to this extent. There is no clearly identifiable reason for this reduction.

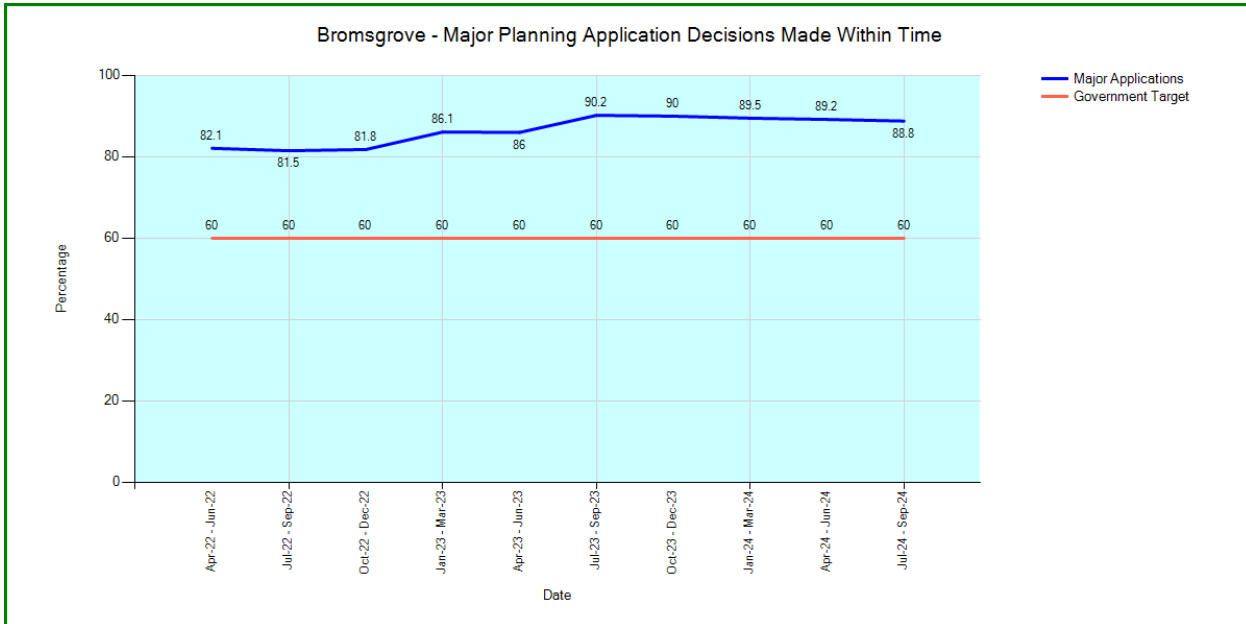
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Performance measure

- Speed of decision making for 'major applications' (over a rolling 2-year period) (Governmental targets for determining applications in time (or within an agreed extension of time) on major applications is 60%)



Update: The speed of determination of major applications remains well in excess of government targets and is stable.

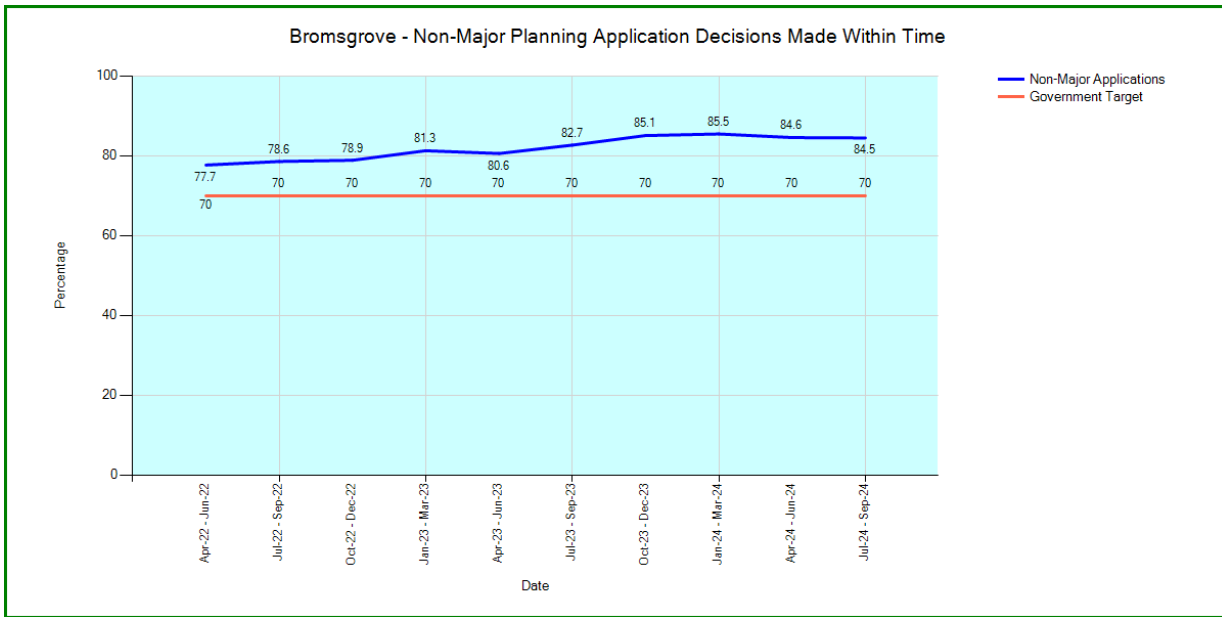
Performance measure

- Speed of decision making for 'non-major applications' (over a rolling 2-year period) (Governmental targets for determining applications in time (or within an agreed extension of time) on non-major applications is 70%)

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Update: The speed of determination for non-major applications remains well in excess of targets and is stable.

Performance measure

- Quality of Major Planning Decisions

The threshold for designation for the relevant assessment period of 24 months is 10% or more of an authority’s decisions on applications for major development made during the assessment period, including those arising from a 'deemed refusal', being overturned at appeal.

Period of assessment	Result	Gov.uk last updated
April 2020 - March 2022	18.5%	June 2023
July 2020 - June 2022	20%	October 2023
Oct 2020 – Sept 2022	10.7%	Also October 2023
Jan 2021 – Dec 2022	9.1%	March 2024
April 2021 – March 2023	5.7%	Also March 2024
July 2021- June 2023	4.8%	June 2024
Oct 2021 - Sept 2023	Awaiting information	Awaiting information

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Performance measure

- Quality of Non-Major Planning Decisions

The threshold for designation for the relevant assessment period of 24 months is 10% or more of an authority's decisions on applications for non - major development made during the assessment period, including those arising from a 'deemed refusal', being overturned at appeal.

Period of assessment	Result	Gov.uk last updated
April 2020 - March 2022	1.4%	June 2023
July 2020 - June 2022	1.4%	October 2023
Oct 2020 – Sept 2022	1.5%	Also October 2023
Jan 2021 – Dec 2022	1.8%	March 2024
April 2021 – March 2023	1.8%	Also March 2024
July 2021- June 2023	2.1%	June 2024
Oct 2021 - Sept 2023	Awaiting information	Awaiting information

Performance measure

- Deliver improved outcomes from the actions in the Leisure Strategy

Update:

Recommendation	Update
Develop an environmental management strategy for parks and environmental services.	Project lead identified to progress strategy. Working towards 2025/26 completion.
Develop a volunteer plan and a clear approach to working with Friends groups tied to its aspirations for Green Flag Award across its priority parks.	Green flag award successful for Sanders Park and Lickey End Park for 2024, working on recommendations for 2025 submission and scheduled awards over the next 4 years.
Develop a rolling programme of applications to the Green Flag Award.	Working on annual applications for awards for Sanders Park, Lickey End Park, King Georges Recreation Ground and St Chads Park.

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Engage more regularly with potential partners at a county wide level.	Officers working with partners to maximise potential of offers within parks and open spaces.
Develop a better understanding of the biodiversity value of the district's green assets.	Biodiversity plan established, focus and priorities, developing a Biodiversity Network with Planning, County Council and 3 rd Sector. Commencement 2025/26.
Develop a clear marketing plan for green spaces that includes new web pages, social media, and targeted work with key audiences.	Work started on website development and modernisation. Social media use improved to promote, biodiversity, events, and mental health in respect of Parks and Green Spaces.
Carry out a feasibility study to establish a roadmap for the self-management of allotment sites across the district.	Action plan implemented: new tenancy agreements with legal, service level agreements for new formed associations, website information, management of day-to-day issues, bills

Improved Integrated Transport (Bromsgrove)

Performance measure:

- Increased number of sustainable transport projects being progressed or implemented across the district.

Update: Officers are working with Worcestershire County Council to establish a full pipeline of sustainable schemes. To better inform the list of schemes funding has been secured by WCC for a Local Cycling and Walking infrastructure Plan (LCWIP), the inception meeting has now taken place and work is ongoing.

Actions: Will be liaising with WCC appointed consultants. Work is progressing with draft reporting to be discussed as soon as possible.

3. Wider performance

3.1 Community Safety

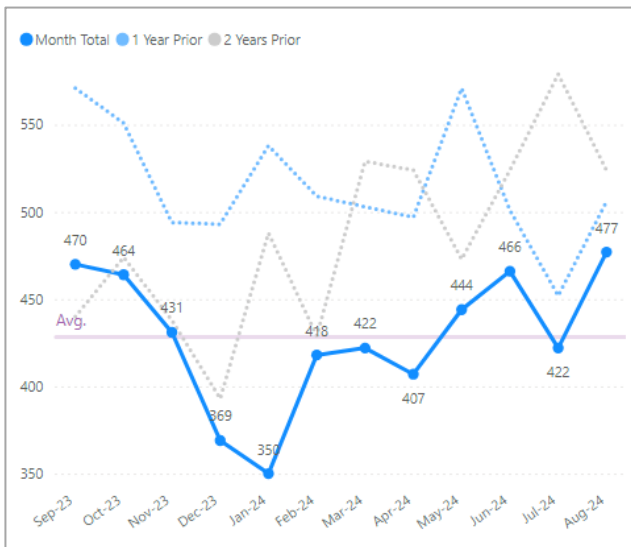
Performance measure

- Levels of crime. (Data extracted from 'data.police.uk' below – there is a lag in data reporting)

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Crime Type	Total	% of Total	v 1 Mth Prior	v 1 Yr Prior	12 Mth. Avg.
Violence and sexual off...	2,073	40.3%	5 ↑	-363 ↓	172.8
Shoplifting	532	10.4%	26 ↑	-104 ↓	44.3
Vehicle crime	496	9.6%	1 ↑	-22 ↓	41.3
Criminal damage and a...	467	9.1%	5 ↑	-113 ↓	38.9
Other theft	444	8.6%	16 ↑	-183 ↓	37.0
Public order	391	7.6%	-1 ↓	-107 ↓	32.6
Burglary	359	7.0%	2 ↑	-60 ↓	29.9
Other crime	138	2.7%	-9 ↓	-3 ↓	11.5
Drugs	118	2.3%	5 ↑	-18 ↓	9.8
Possession of weapons	44	0.9%	-4 ↓	-30 ↓	3.7
Robbery	43	0.8%	7 ↑	-22 ↓	3.6
Bicycle theft	21	0.4%	3 ↑	-12 ↓	1.8
Theft from the person	14	0.3%	-1 ↓	-9 ↓	1.2
Total	5,140	100.0%	55	-1,046	428.3

Update:

Across North Worcestershire there was an +8% (n=352) increase in reported crime during Q1 2024/25 compared to the previous quarter of the year. However, there was a 13% decrease (n=714) when compared to the same quarter of the previous year. Overall, each of the districts in NW showed a decrease during Q1 2024/2025 when compared to the same quarter of the previous year. The largest decrease of recorded offences when compared to Q1 of previous year 23/24 was in Bromsgrove District (-20%, n=293). When compared to the previous quarter (Q4 23/24), the largest increase was in Wyre Forest (+12%, n=201). Bromsgrove showed a +5% increase (n=60) on the previous quarter and Redditch showed a +7% increase (n=91). The offence category showing the largest change when compared to the same quarter in the previous year was Burglary of a Business and Community property (+45%, n=41), this was the highest recorded percentage increase and had also increased by +58% (n=6) compared to the previous quarter (Q4 23/24).

Locally, Sanders Park Ward recorded the largest volume of offences in the most recent quarter Q4 2023/24 (n=152) and is consistently the ward that records the largest volume of offences. There has been no change in the number of recorded offences compared to the same quarter in the previous year. Charford Ward recorded the biggest decrease in offences compared to the previous year (-51%, n=64). Two wards recorded a joint second largest percentage decrease in offences compared to the same quarter last year Lowes Hill Ward (-57%, n=37), Catshill North Ward (-57%, n=36). Rubery South Ward recorded the largest percentage increase compared to the previous year (+40%, n=23).

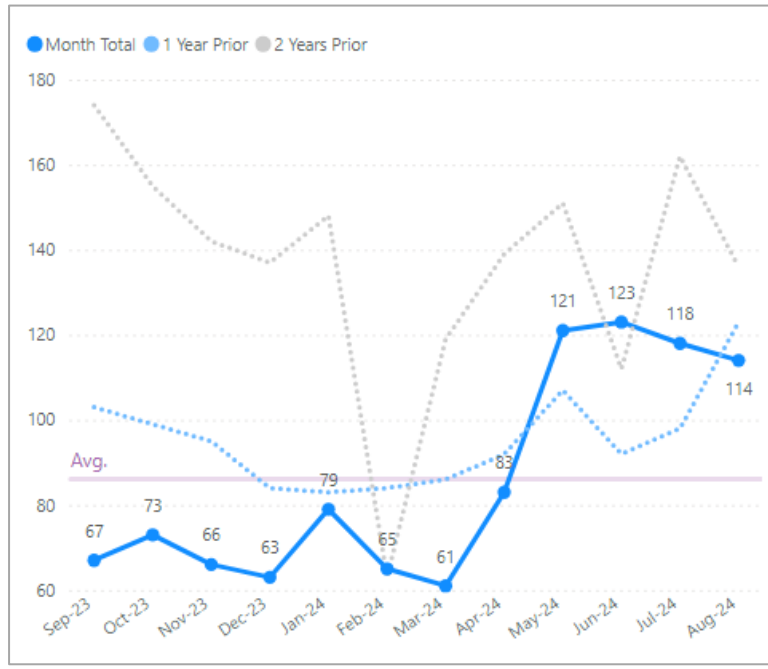
Performance measure

- **ASB** (Data extracted from 'data.police.uk' below – there is a lag in data reporting)

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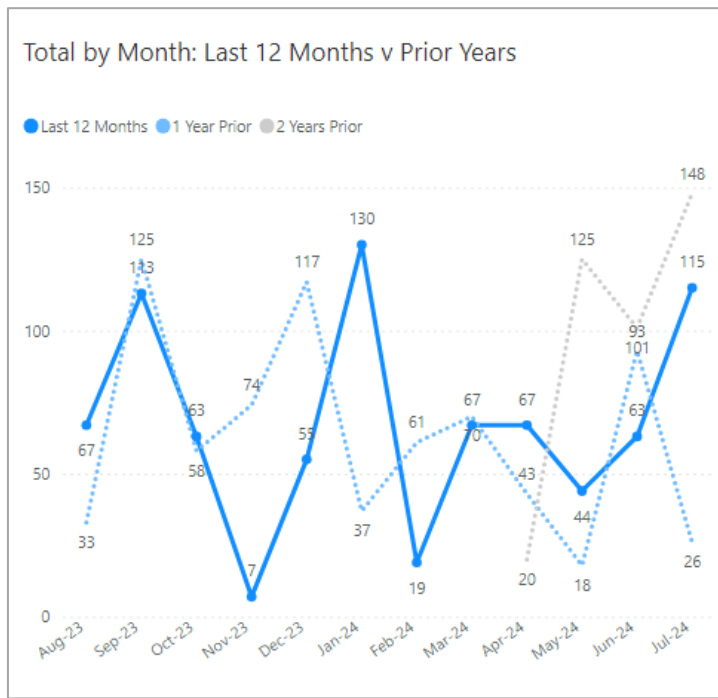
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Update: Unfortunately, due to changes in Partnership Analysis support ASB data analysis continues to be unavailable for reporting.

Performance measure

- Number of young people engaged through Detached/Outreach youth work.



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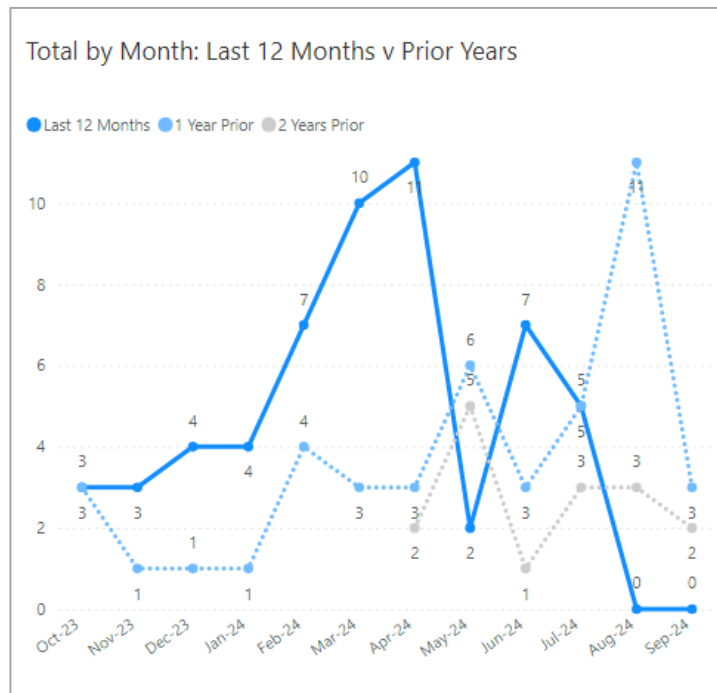
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Update: Routine outreach patrols were carried out in Bromsgrove Town Centre and Sanders Park. Youth workers spoke to YP in the Bus Station and also engaged with groups who were from out of area. Some YP spoke about rumours of an altercation planned in the Bus Station later in the evening, so youth workers provided safety advice and encouraged the young people to leave the area and access existing youth provision. Youth workers also engaged with group of young people on scooters who were causing a disturbance in the Town Centre. The YP were engaged and a diverted to Sanders Park. Youth Workers also engaged with YP playing in the Brook. They were provided with Water Safety advice and diverted to existing youth provision.

Performance measure

- Number of crime risk surveys carried out



Update: In July, detailed crime prevention recommendations provided for a planning application for a 437-dwelling development in Perryfields and also for an application for a new apartment block of 28 dwellings in Rubery North. A crime risk site visit was conducted following issues of unauthorised access to an allotment in Sanders Park Ward. A home security assessment was carried out for an elderly resident receiving multiple visits from a potential rogue trader. This was also in Sanders Park War; door-step crime prevention advice was provided, and the resident also signed up to the Nominated Neighbour Scheme.

For August and September, information is not available due to staff absence.

3.2 SLM Leisure (Everyone Active)

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Update: For SLM Leisure there is a lag in the data; Q1 data and comments can be found below; Q2 information will be available for the Q3 report.

The number of visits for the 1st quarter of 2024/25 were down -5% compared to the same quarter of 2023/24. With Easter being earlier this year, this will have impacted the amount of casual footfall throughout April 2024, whilst the decrease in swim lesson heads on scheme will also impact total attendance. Our gym membership base has remained stable with only a slight change, down -124 on Q1 2023/24. We have maintained a strong yield on our fitness memberships, which shows that the members we have are happy with the facilities available. Swimming lessons remain an area of concern with numbers having decreased, and we currently sit -228 children down compared to last year, which will also account for the drop in footfall across the quarter. The expected recovery on swimming has not been as expected, however, Phoebe has made a positive start to influencing the growth of the scheme and we expect to begin growing throughout the end of Q2 and into the beginning of Q3 for 2024/25. Throughout the first quarter we have held strategic meetings with the wider EA team to support the growth of swimming lessons at Bromsgrove Sport and Leisure Centre. Through these meetings we have increased awareness of lessons within Bromsgrove by using site specific artwork, by sending a digital swim lesson update to our scheme members and a royal mail leaflet drop across 15,000 addresses in the Bromsgrove area. We have also invested heavily in new equipment for our scheme to help our wonderful teachers provide the best lessons possible.

Category	Quarter Total	Same Quarter Previous Year	Difference
Total no. of visits including EA cards and non-card holders	102572	107496	-4,924
EA Cards added in this period	1489	1398	91
Total EA Cards to date	74691	68441	6,250
No. of Gym members	2747	2871	-124
Swimming Lessons – children enrolled on scheme	1269	1497	-228
Swim Lesson Occupancy	78%	88%	-10%
RIDDOR Reportable Events	0	0	0

3.3. Council Tax & NDR

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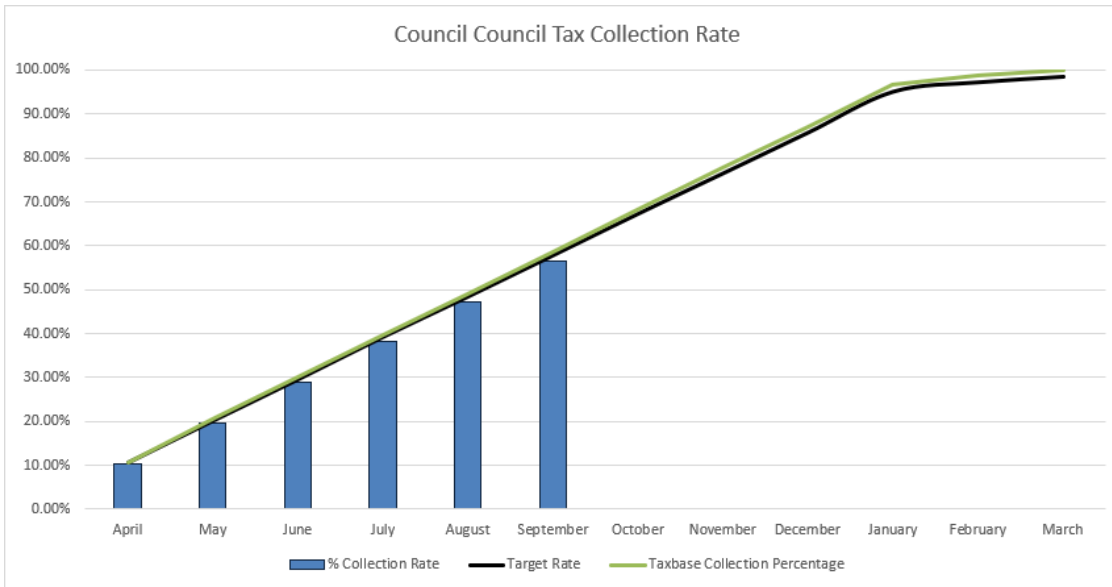
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Performance measure

- Council Tax Collection Rate

The collection rate percentage has been very close to the target rate this quarter.



Performance measure

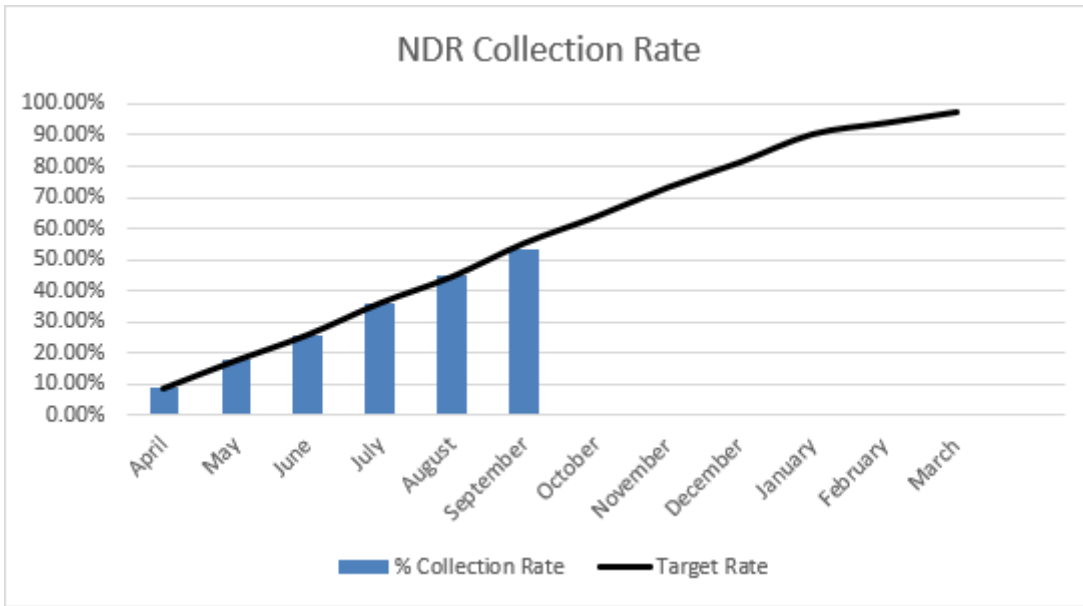
- NDR Collection Rate

The collection rate percentage dropped slightly below fin September.

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3.4. Financial Inclusion

Performance measure

- Number of Financial Independence Team client contacts. This measure records the number of FI Team cases opened.

Update: the top five referral reasons (where a value has been provided) for the last 12 months are:

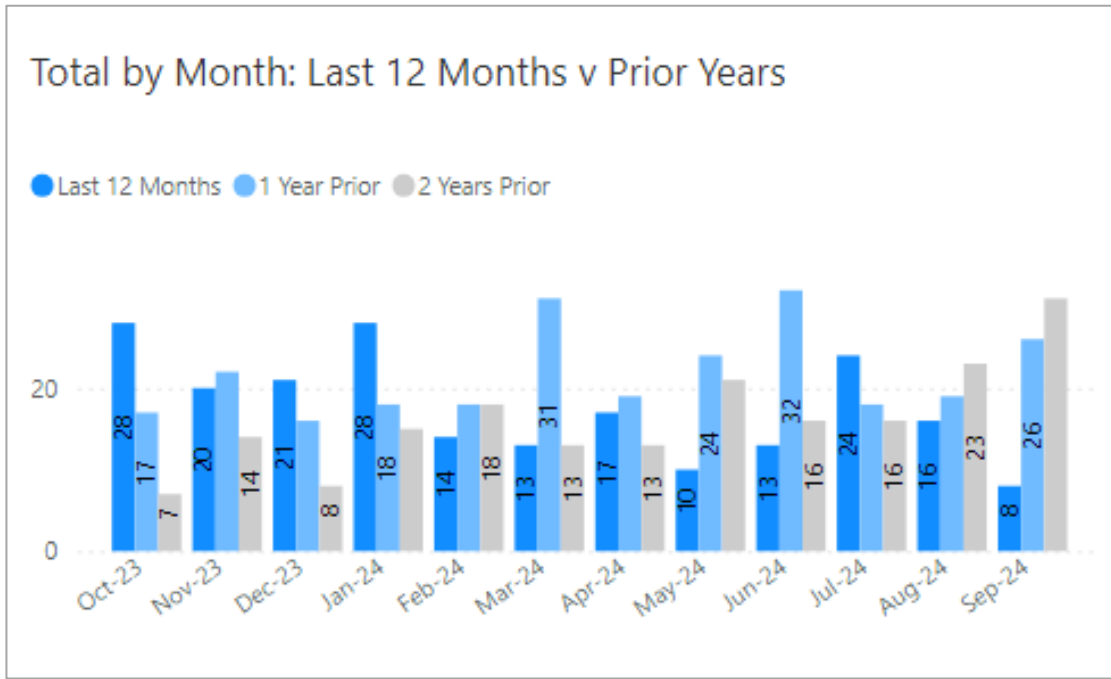
- 'Under occupancy charge' (42)
- 'Rent advance/deposit' (34)
- 'Debt' (25)

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- 'Budgeting issues' (19)
- 'Other' (16)



For Q2, 2024/25, the top 4 referral reasons were:

- 'Under occupancy charge' (9)
- 'Rent advance/deposit' (7)
- 'Budgeting issues' (7)
- 'Other' (7)

The Financial Inclusion Team continue to assist residents in the current cost of living crisis. We are always looking for the best way to support residents, be this through internal work or signposting to partners to help maximise income and budgets. We are also working alongside Citizens Advice to distribute the Household Support Fund payments.

4. Organisational priorities

4.1. Financial Stability

Council resources will continue to be constrained. We will continue to work on ensuring our people, assets and financial resources are focused on the priorities and activities that most effectively deliver wellbeing and progress for our population.

Performance measure (included as an earlier section of this Report)

- Financial performance – actuals consistent with budget (overspend mitigated)
- Levelling Up Fund Project delivered within budget.

4.2. Wider organisational measures

The Council will work to maximise the use of digital infrastructures, including cloud technologies, to enhance its support for customers. Ensuring the Council's infrastructure can securely process the increased demand placed on it by the expanding use of Internet of Things devices will be key to its digital success.

Performance measure

- Number of corporate measures accessible through the dashboard.

Update: The organisation continues to move from the legacy dashboard to a new Power BI dashboard. Power BI is an interactive data visualisation software product with a primary focus on business intelligence. We have undertaken a review of all the data currently held on the two dashboards and are working on a programme for moving all relevant measures over to PBI, in line with the priorities and measures identified in the new Council Plan. There are currently 43 measures and associated measures available on PBI (including complaints and accidents) but planning measures are being built during October and the number will increase during Q3 as wider reviews of data and performance continue.

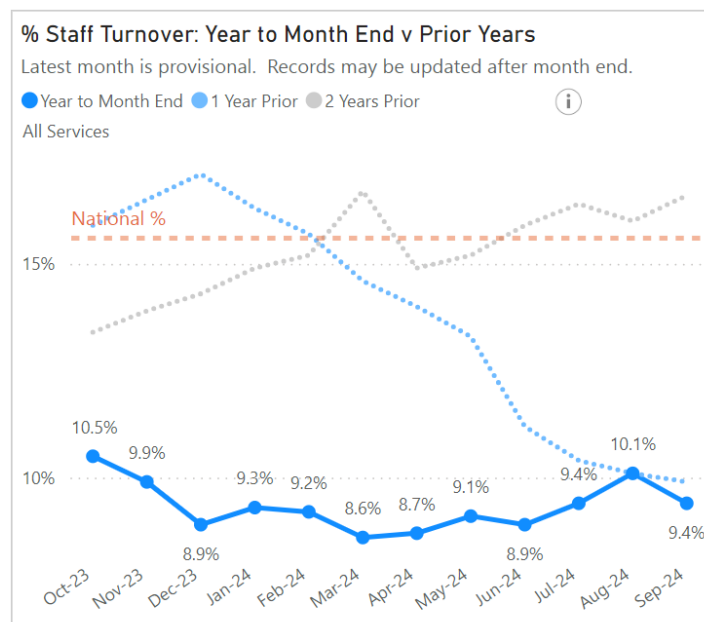
Performance measure

- % of staff able to work in an agile way (annual measure – first reported Q3, 2023/24)

Update: The current overall percentage of staff able to work in an agile way is 56%. This measure is aligned with the ongoing agile project.

Performance measure

- Staff turnover rates in relation to national rates



Update: Since July 2023, it can be seen there has been a downward trend, showing an improvement in turnover rates, with the authority remaining under the national average. The exit interview process continues which we are continuing to monitor and promote.

Performance measure

- Customer satisfaction with service delivery, measured through the Community Survey.

The percentage of respondents who say they are satisfied with service delivery is:

Year	Satisfied
2021	47.4%
2022	38.6%
2023	35.5%

Update: Data is extracted from the annual community survey. National satisfaction with LA's, according to the Local Government Chronicle is currently at 40%. The 2023 survey was carried out in Oct/Nov 23; the satisfaction rate has dropped slightly. The reason for this is unclear but corporately there is a new quarterly approach to corporate surveys to try to increase the response rate and get a broader understanding of the customer experience.

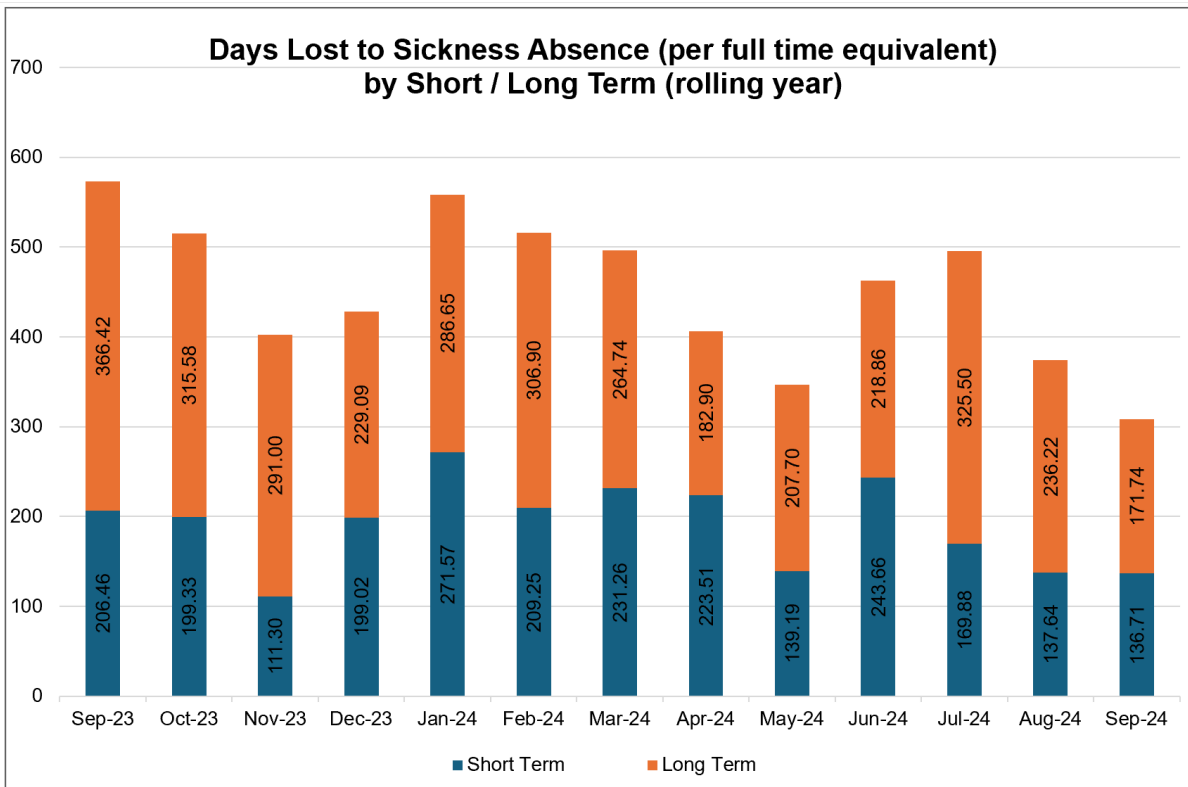
Performance measure

- Sickness absence

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Update: From 1st September a new service area for Regeneration & Property Services was created. Regeneration staff started 1 September 2024. This area will include from 1st October 2024 Property Services and Business Development staff which have moved from Legal & Democratic Services (formerly Legal, Democratic & Property Services).

Customer Services

Performance measure

- Revenues Calls (shared service)

Date	Calls Answered	Avg in Queue	Avg Wait (mm:ss)	Avg Logged in	Avg call length (mm:ss)
Jul 2024	2417	0.34	04:43	6.05	07:18
Aug 2024	2497	0.39	04:48	6.43	07:51
Sep 2024	2524	0.26	03:35	6.66	08:09

Update

The service met expectations with regards to answering calls during the quarter with an average queue fewer than 1 person and an average call answering time between 4-6 minutes. Jul-Sep is a busy time

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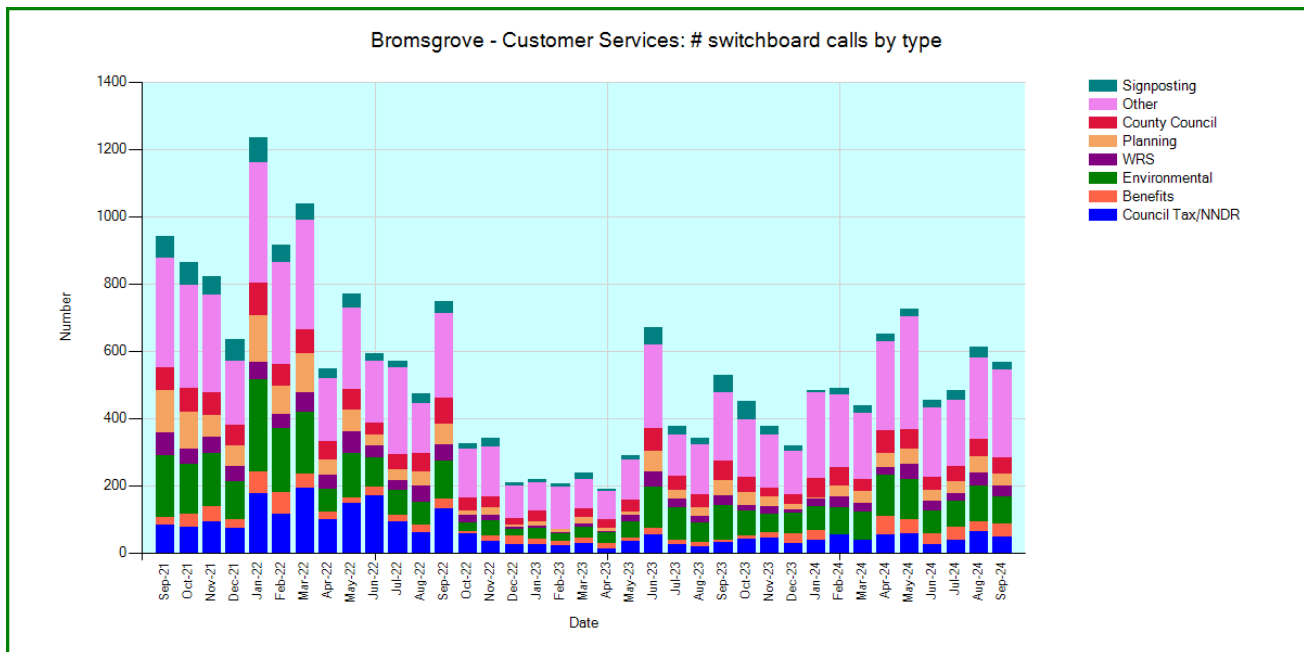
for calls as residents receive reminders and are making special payment arrangements, hence the increase in time taken per call.

Performance measure

- Customer Service calls (Switchboard)

Date	Calls Answered	Avg in Queue	Avg Wait (mm:ss)	Avg Logged in	Avg call length (mm:ss)
Jul 2024	1143	0.02	00:34	1.97	00:57
Aug 2024	1031	0.02	00:42	1.82	01:00
Sep 2024	1057	0.02	00:39	1.94	01:07

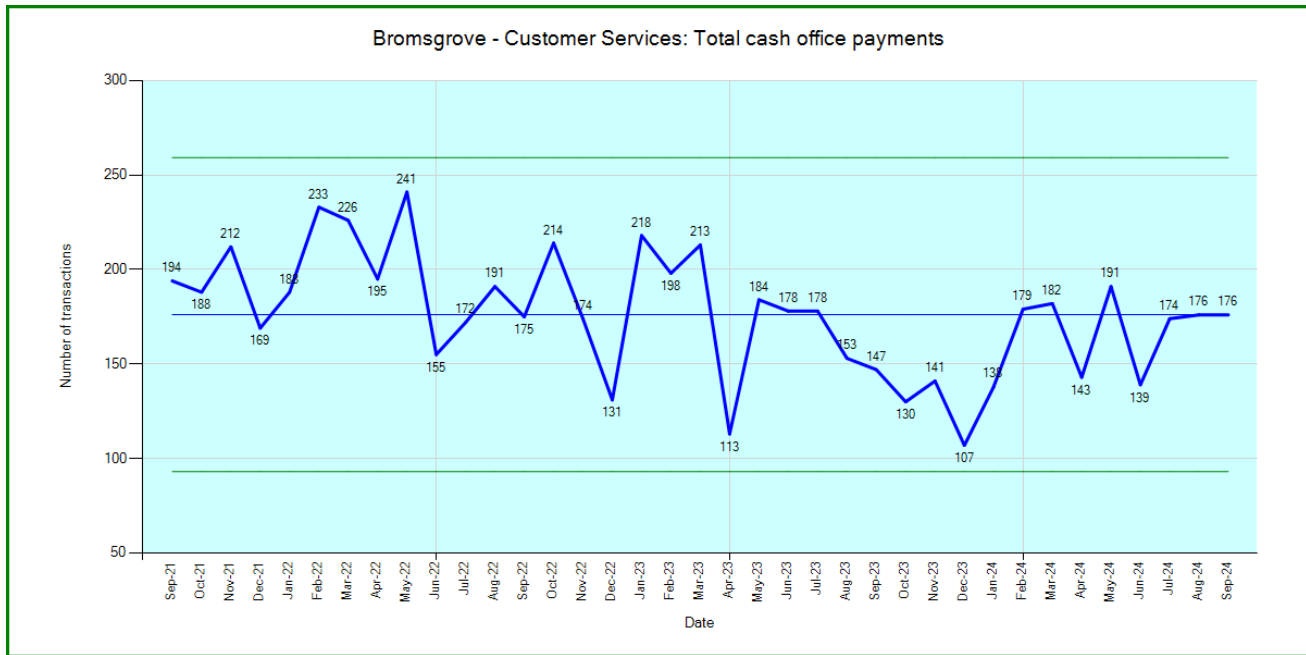
Switchboard - The service met expectations with regards to answering calls during the quarter. 2 FTE officers that provide switchboard service across both Bromsgrove and Redditch Switchboard.



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Update: Cash and card transactions at Bromsgrove Cashiers remain low with an average of 8 transactions per working day. 38% cash, 62% pay by card. Data excludes postal cheque payments. All of these payments could be made at paypoint, payzones, post offices, online or via the automated telephone payment line.

Corporate Project Oversight & Monitoring

The table below provides a summary of the fifteen corporate projects, as of 23rd October 2024. The majority of projects are shown as amber relating to overall status.

Projects	Overall Status	
	RAG	
	No	%
Red	3	20 %
Amber	8	53 %
Green	4	27 %

The projects identified as red all relate to Redditch:

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- New cemetery, Redditch
- Digital Manufacturing and Innovation Centre (Redditch) as projected to exceed original £10m budget
- Redditch Train Station Site as on hold due to sewer issue.

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Appendix G - New Corporate Plan Measures

Measure	Owner	Comments
Monitor the number of jobs created by supported businesses		Quarterly
Business births, deaths & survival rates		Annual
Earnings (by residence & place of work)		Annual
Track the delivery of the Centres Strategy action plan		Quarterly
Community and business engagement		Annual survey
Tracking affordability index - house prices, rental costs		Quarterly
Monitor Housing supply		Annual
Number of private, affordable, and social houses delivered each year		Annual
Number in temporary accommodation		Quarterly
Number of homeless preventions		Quarterly
Number of empty homes		Quarterly
Grant funding for energy improvements of Private Housing		Quarterly
Number of enforcement cases, planning and environment (number opened, number closed, number open for investigation)		Quarterly
Time taken to remove Fly-tipping		Quarterly
Track delivery of the actions in the Environment Act 2021 project		Quarterly
Reduction in the amount of waste generated by households		Quarterly
Percentage of household waste recycled or composted		Quarterly
Track the delivery of the Carbon Reduction Strategy action plan		Annual
Energy efficiency improvements in municipal buildings, facilities, and public infrastructure		Biannual
Increase Community Engagement and Awareness around the environment		Quarterly & Quarters 2 & 4 Corporate Surveys
Report on the stages of the new Local Plan development & adoption		Biannual
Monitor the rate of planning approvals and appeals in alignment with the agreed policies and proposals (domestic & business)		Quarterly Inc By Type
Track investment in infrastructure projects identified in the local plan (including section 106 monies spent)		Annual
Track the delivery of the Parks and Open Spaces Strategy action plan		Quarterly
To Achieve the Green Flag Award for the following parks: Sanders Park, Lickey End LNR, St Chads Park, Rubery and King George Vth Park over the next 10 years		Annual
Engagement with WCC on the implementation of the Local Cycling & Walking Infrastructure Plan (LCWIP) and the development of the Local Transport Plan 5		Biannual

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Shareholders Committee - Committee Arrangements and Appointment of Members

Relevant Portfolio Holder	Councillor Leader of the Council and Cabinet Member for Strategic Partnerships and Enabling
Portfolio Holder Consulted	Yes
Relevant Head of Service	Assistant Director Legal, Democratic and Property Services
Report Author: Claire Felton	Job Title: Assistant Director of Legal, Democratic and Property Services Contact email: c.felton@bromsgroveandredditch.gov.uk
Wards Affected	N/A
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

The Cabinet is asked to RESOLVE:-

- 1) That the proposed terms of reference for the Shareholders Committee be noted;**
- 2) To nominate and agree five Members of the Cabinet to appoint to sit on the Shareholders Committee for the remainder of the 2024/25 municipal year;**
- 3) To nominate and agree one of these five Members of the Cabinet to be the Chairman of the Shareholders Committee; and**
- 4) To note the matters reserved to the Shareholders Committee for determination under the terms of the Council’s agreement with Spadesbourne Homes Limited.**

2. BACKGROUND

- 2.1 This report details arrangements for the operation of the Shareholders Committee for the Council company, Spadesbourne Homes Limited.

3. OPERATIONAL ISSUES

- 3.1 At a meeting of Cabinet held on 12th July 2023, Members agreed to establish a housing company limited by shares and wholly owned by the Council to manage retained housing stock initially at Burcot Lane in Bromsgrove. This company was named Spadesbourne Homes Limited.
- 3.2 A further report on this subject, detailing proposed arrangements for the governance structure for the company, specifically the introduction of a Shareholders Committee as a sub-committee of the Cabinet, was considered at a meeting of the Cabinet subsequently held on 13th September 2023.
- 3.3 In the report on the subject of the Shareholder Committee, Members agreed to delegate authority to the then Head of Legal, Democratic and Property Services (now Assistant Director) to make necessary amendments to the Council's constitution for the Cabinet Shareholder Committee, including the introduction of terms of reference for the Cabinet Shareholder Committee.
- 3.4 Since that time, in line with the delegation granted to officers, terms of reference have been drafted for the Shareholders Committee. Whilst power was delegated to officers in September 2023 to add these to the Council's constitution, to ensure transparency they have been attached at Appendix 1 to this report for Members' consideration.
- 3.5 Although this delegation was granted to officers in September 2023, it was not possible to bring forward this report until autumn 2024, to provide time for a number of contractual issues to be resolved.
- 3.6 The Shareholders Committee will have a number of key duties, including approval of the company's business plan, monitoring the performance of the company and consideration and agreement of all reserved matters as detailed in the Shareholder Agreement between the Council and Spadesbourne Homes Limited. A table detailing the reserved matters has been attached at Appendix 2 to this report for information.
- 3.7 As the Shareholders Committee is a sub-committee of Cabinet, only Cabinet Members may be appointed to serve on the Committee. Members are therefore invited to nominate Members of the Cabinet to be appointed to the Shareholders Committee.

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- 3.8 Cabinet is also invited to consider and approve the appointment of a Chairman of the Shareholders Committee from amongst the members nominated to sit on the Committee.
- 3.9 It is recognised that, whilst only Cabinet Members can be appointed to the Shareholder Committee to serve on the Committee, other Members will be interested in the work of the Committee. It is therefore proposed that the group leaders from all of the opposition political groups should be invited to attend meetings of the Shareholders Committee and should be permitted to participate in the debate, although they will not have the authority to vote.

4. FINANCIAL IMPLICATIONS

- 4.1 There are no specific financial implications.
- 4.2 It is not proposed that there should be a specific Special Responsibility Allowance (SRA) for the position of Chairman of the Shareholders Committee. This is because all Cabinet Members are already eligible to receive an SRA for being a Cabinet Member (or for the position of Leader or Deputy Leader of the Council respectively) and the Council does not pay Members multiple SRAs.

5. LEGAL IMPLICATIONS

- 5.1 The Council is the only Shareholder in Spadesbourne Homes Limited.
- 5.2 The powers of the Council as Shareholder are vested in Cabinet assisted by the Shareholders Committee.
- 5.3 The Council has entered into a Shareholders Agreement with Spadesbourne Homes Limited. This Agreement documents the relationship between the Council as Shareholder and the Company and sets out the matters which are specifically reserved to the Shareholders Committee to determine. These are known as Reserved Matters.
- 5.4 A table detailing the full list of reserved matters can be viewed at Appendix 2 to this report.

6. OTHER - IMPLICATIONS

Relevant Council Priority

- 6.1 The content of this report details arrangements for the Shareholder Committee. By agreeing the arrangements detailed in the report, Members will support the Council's organisational priority to be

sustainable as there will be appropriate governance arrangements in place to ensure that Members can monitor the performance of Spadesbourne Homes Limited through the work of the Shareholder Committee.

Climate Change Implications

- 6.2 No specific climate change implications have been identified.

Equalities and Diversity Implications

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

7. RISK MANAGEMENT

- 7.1 The Shareholder Committee is an integral part of the governance arrangements for Spadesbourne Homes Limited, which is a company owned by the Council. There is a risk that if this Committee does not start to meet in accordance with the terms of reference detailed in this report, Members and the public will lack the assurance that the company is performing as required.

8. APPENDICES and BACKGROUND PAPERS

Appendices

Appendix 1 – Draft Terms of Reference for the Shareholders Committee

Appendix 2 – Table of Reserved Matters for the Shareholders Committee

Background Papers

‘Burcot Lane Housing Development Management Options – Private Rented Properties (exempt report) considered at a meeting of Cabinet held on 12th July 2023.

‘Setting up a Shareholders Committee’, report to Cabinet considered at a meeting held on 13th September 2023.

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9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Karen May, Leader of the Council and Portfolio Holder for Strategic Partnerships and Governance	
Lead Director / Head of Service	Claire Felton, Assistant Director of Legal, Democratic and Property Services	
Financial Services	Pete Carpenter, Deputy Chief Executive and Section 151 Officer	
Legal Services	Claire Felton, Assistant Director of Legal, Democratic and Property Services	

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SHAREHOLDERS COMMITTEE – DRAFT 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.

	<p>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.</p> <p>8) To monitor Spadesbourne Homes Limited's budget 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>
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<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 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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APPENDIX 2 – RESERVED MATTERS

SHAREHOLDER RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
1. Business Plan	<p>Adopting the first and all future Business Plans.</p> <p>Approving any material change to any previously approved Business Plan, which the Board is unable to approve.</p>	<p>Varying the timing, scale or programme of works or projects that are included in the Business Plan where the change in the budgeted revenue is £500K or less in any one financial year.</p> <p>Non-material departures from the Business Plan</p>	<p>The Board shall be entitled to delegate decisions as detailed in the Business Plan and/or decisions which relate to commitments up to a value of £100K</p>
2. Business	<p>Approval of any new development scheme not contemplated in the approved Business Plan.</p>	<p>None</p>	<p>None</p>

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
3. Appointment and Removal of Directors	Appointment and removal of all Directors; including the approval of the list of possible Alternate Directors.	Appointment and removal of all Board advisers (to include terms and conditions of relationship).	None.
4. Adopting and Varying the Articles of Association	Adopting the Company's Articles. Any variations to the Company's Articles.	None.	None.
5. Governance Agreement	Adopting the Governance Agreement. Approving any material change to the Governance Agreement	None	None

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
3. Appointment and Removal of Directors	Appointment and removal of all Directors; including the approval of the list of possible Alternate Directors.	Appointment and removal of all Board advisers (to include terms and conditions of relationship).	None.
4. Adopting and Varying the Articles of Association	Adopting the Company's Articles. Any variations to the Company's Articles.	None.	None.
5. Governance Agreement	Adopting the Governance Agreement. Approving any material change to the Governance Agreement	None	None

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
6. Delegation of Authority	Determining the authority delegated to the Board.	None	None
7. Executive Director Appointment, Dismissal and Remuneration	Approval of appointment or dismissal and the terms and conditions of employment or any severance package of any executive director of the Company.	Non-material alterations to terms and conditions of employment of a non-executive director. Performance related pay awards	None.
8. Senior Employee Recruitment, Dismissal and Remuneration	Approval of the appointment or dismissal and the terms and conditions of employment or severance package of any senior employee of the Company.	Recruitment of employees and/or agreeing the remuneration of employees where the total remuneration for that position is greater than £75K per annum and is within the approved pay framework.	Recruitment of employees and/or agreeing the remuneration of employees where the total remuneration for that position is £75K or less per annum and is within the approved pay framework.

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
	Approval of a pay framework and job evaluation scheme for the Company.		
9. Shares	<p>The acquisition of any shares or any option over shares in the capital of any company.</p> <p>The creation, allotment, issuing or redemption of any shares or securities, or the granting of any right to require the creation, allotment, issuing or redemption of any such shares or securities.</p>	None.	None.
10. Additional Shareholders	<p>The admission of additional shareholders to the Company.</p> <p>Agreeing any rights or restrictions attaching to any</p>	None	None

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
	shares allocated to such additional shareholders		
11. Issuing or Accepting of Borrowing / Loan Capital	<p>Entering into any borrowing, the issuing of any loan capital or entering into any commitments with any person regarding the issue of any loan capital outside of the approved Business Plan.</p> <p>Agreeing, as part of the approved Business Plan, the extent of any permitted borrowing delegated for Board approval, and the terms on which that borrowing can be entered into.</p>	<p>Entering into any borrowing or issuing any loan capital where this is approved in the current Business Plan, to the extent and on the terms set out in the approved Business Plan.</p>	<p>None.</p>

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
12. Nature of Company Business	Any material changes to the nature of the Company's business, or commencing any new business not contemplated by the approved Business Plan.	Any changes to the nature of the Company's business, or commencing any new business, but only where this is contemplated by the approved Business Plan.	None.
13. Reputation of Council	Approving any matter which is reasonably likely to have an adverse effect on the reputation of the Council	None	None
14. Acquisitions or Disposals	The acquisition of any freehold or leasehold land or building or the entering into or granting of any licence or the entering into of any option in respect of any land or building or the acquisition or disposal of any asset where this	The acquisition of any land or building or the entering into or granting of any licence or the entering into of any option in respect of any land or building specifically or the acquisition or disposal of any asset contemplated by the approved Business Plan.	None.

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
	is not contemplated by the approved Business Plan.		
15. Company / Group Structure	<p>Forming any subsidiary or acquiring an interest in any other company or participating in any partnership or corporate joint venture</p> <p>Amalgamating or merging with any other company or undertaking</p>	None.	None.
16. Stock Exchange Listing	The listing or trading of any shares or debt securities on any stock exchange or market.	None.	None.
17. Appointment or Termination of Agents,	Appointment or termination of agents, contractors or	Appointment termination of agents, contractors or subcontractors where this	Appointment of contractors or subcontractors in pursuance of the

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
Contractors or Subcontractors or Arms' Length Transactions	subcontractors where this is outside of the approved Business Plan.	is in pursuance of the approved Business Plan. The management of contracts and agreements.	approved Business Plan up to a value of £50K.
18. Part sale of the business	Selling any part of the business, unless specifically contemplated and authorised in the approved Business Plan.	None.	None.
19. Business Name and Location	Changing the Company name, trading name, or registered office, or changing the location of any offices outside of the Company's registered office to a location outside of the District.	Changing the location of any offices outside of the Company's registered office to another location within the District only.	None.

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
20. Intellectual Property	The disposal, sale, assignment or granting of any rights in the Company's intellectual property outside of the normal course of business.	The granting of any rights (by licence or otherwise) in or over any intellectual property owned or used by the Company in the normal course of business	Where necessary to effect decisions delegated as above up to £100K.
21. Encumbrances	Creating or granting any encumbrance over the whole or any part of the Company or its business, undertaking or assets, or over any shares in the Company other than liens arising in the normal course of business.	None	None
22. Redundancy	Dismissing any Executive Director or senior employee of the Company and approving any severance package.	Dismissing any employee in circumstances in which the Company will incur or agrees to bear redundancy or	Dismissing any employee in circumstances in which the Company will incur or agrees to bear redundancy or other costs (including

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
		other costs (including actuarial costs) in excess of £75K per annum.	actuarial costs) of £75K or less per annum.
23. Company Winding up	Passing any resolution for the winding up of the Company or presenting any petition for its administration (save for in insolvency).	None.	None.
24. Accounting and Audit	Deciding whether to change the Company's accounting period Appointment and removal of auditor.	None	None
25. Entering into any Contract or Arrangement with a Director	Entering into any Contract or Arrangement in which a Director or a person to whom s/he is connected as a personal or non-	Entering into a Contract or Arrangement in which a Director or a person to whom s/he is connected has a personal or non-	None.

APPENDIX 2 – RESERVED MATTERS

Matters	Reserved Matters for Shareholder Approval	Matters Delegated for Board Approval	Matters Delegated by the Board for Approval by individual Directors or another named employee of the Company
or connected person	personal interest outside of the approved Business Plan.	personal interest pursuant to the approved Business Plan.	

BROMSGROVE DISTRICT COUNCIL

MEETING OF THE CABINET

MONDAY 21ST OCTOBER 2024, AT 10.00 A.M.

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

Officers: Mr P. Carpenter and Mrs J. Gresham

31/24 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S. Colella and P. Whittaker.

32/24 **DECLARATIONS OF INTEREST**

Councillors K. May, S. Baxter and K. Taylor declared an Other Disclosable Interest in respect of minute item 37/24.

33/24 **TO CONSIDER ANY URGENT BUSINESS, DETAILS OF WHICH HAVE BEEN NOTIFIED TO THE HEAD OF LEGAL, DEMOCRATIC AND PROPERTY SERVICES PRIOR TO THE COMMENCEMENT OF THE MEETING AND WHICH THE CHAIRMAN, BY REASON OF SPECIAL CIRCUMSTANCES, CONSIDERS TO BE OF SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING**

There was no Urgent Business on this occasion.

34/24 **TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE CABINET HELD ON 11TH SEPTEMBER 2024**

The minutes of the Cabinet meeting held on 11th September 2024 were submitted for Members' consideration.

RESOLVED that the minutes of the Cabinet meeting held on 11th September 2024 be approved and signed as a true and accurate record by the Leader.

35/24

MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 10TH SEPTEMBER 2024

The minutes of the Overview and Scrutiny Board meeting held on 10th September 2024 were submitted for Members’ consideration. It was noted that the Woodland Creation Application had been pre-scrutinised at the meeting held on 17th October 2024. There had been no recommendations made by the Board in respect of this report at the meeting. It was confirmed that there were no further outstanding recommendations from the Board from the meeting held on 10th September 2024.

RESOLVED that the minutes from the Overview and Scrutiny Board meeting held on 10th September 2024 be noted.

36/24

TO CONSIDER, AND IF CONSIDERED APPROPRIATE, TO PASS THE FOLLOWING RESOLUTION TO EXCLUDE THE PUBLIC FROM THE MEETING DURING THE CONSIDERATION OF ITEM(S) OF BUSINESS CONTAINING EXEMPT INFORMATION:-

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

Minute Item No.	Paragraph
37/24	3

37/24

WOODLAND CREATION APPLICATION (REPORT TO FOLLOW)

The Deputy Chief Executive presented the report Woodland Creation Application report for Members’ consideration.

RESOLVED that in principle the Woodland Creation Application initiative be approved and if the bid be successful included in the 2025/6 Tranche 1 MTFP.

(During consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate on the grounds that information would be revealed Information relating to

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the financial or business affairs of any particular person (including the authority holding that information)).

The meeting closed at 10.47 a.m.

Chairman

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

THURSDAY 17TH OCTOBER 2024, AT 6.00 P.M.

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

Observers:

Councillor K. J. May and Councillor B. M. McEldowney, Cabinet Member for Leisure and Climate Change

Officers: Mr P. Carpenter, Ms. N Cummings and Mrs S. Woodfield

43/24

APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES

Apologies for absence were submitted on behalf of Councillor R.A. Bailes and S.R. Peters.

44/24

DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

Councillors P.M. McDonald, S.T. Nock, R.J. Hunter and B. Kumar declared an Other Disclosable Interest in respect of minute item 47/24.

45/24

TO CONSIDER, AND IF CONSIDERED APPROPRIATE, TO PASS THE FOLLOWING RESOLUTION TO EXCLUDE THE PUBLIC FROM THE MEETING DURING THE CONSIDERATION OF ITEM(S) OF BUSINESS CONTAINING EXEMPT INFORMATION:

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

<u>Item No</u>	<u>Paragraph</u>
46, 47	3, 3

46/24

TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING FOR THE OVERVIEW AND SCRUTINY BOARD HELD ON 10TH SEPTEMBER 2024

The minutes of the meeting of Overview and Scrutiny Board held on 10th September 2024, including the record of the confidential matters discussed at the meeting, were considered.

It was requested that a correction be made in respect of the inaccuracy in the minute record of item 33/24 – To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 10th September 2024:

It was requested that the inaccurate paragraph, which read as follows:

*“Members of the Board expressed their frustration with progress, stressing how important play equipment was for the district. It was felt the lack of play areas was having a detrimental effect on Sanders Park being a Green **Play** Park, and Members commented that additional public visiting was causing wear and tear on the car park” (page 5).*

Be corrected to:

*“Members of the Board expressed their frustration with progress, stressing how important play equipment was for the district. It was felt the lack of play areas was having a detrimental effect on Sanders Park being a Green **Flag** Park, and Members commented that additional public visiting was causing wear and tear on the car park”.*

There was also a request for an amendment to the minutes record in respect of the inaccuracy in the confidential minutes record of the subject matter that was considered in exempt session (Minute Item 42/24 – To confirm the accuracy of the minutes of the meeting of the Overview and Scrutiny Board held on 10th September 2024). It was resolved that the inaccuracy would be corrected.

Members also requested updates on information referred to within the confidential minutes. The Deputy Chief Executive agreed that these would be reviewed and updates be made available at the next Overview and Scrutiny Board meeting held on 19th November 2024.

RESOLVED that subject to the amendments the minutes of the Overview and Scrutiny Board meeting held on 10th September 2024 be agreed as a true and correct record.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate of exempt matters on the grounds that information would be revealed which related to the financial and business affairs of any particular person (including the authority holding that information)).

47/24

WOODLAND CREATION APPLICATION - PRE-SCRUTINY

RECOMMENDED that:

The Cabinet is asked to RESOLVE that:-

In principle the Woodland Creation Application initiative be approved and if the bid be successful included in the 2025/6 Tranche 1 MTFP.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate of exempt matters on the grounds that information would be revealed which related to the financial and business affairs of any particular person (including the authority holding that information)).

48/24

TO CONSIDER ANY URGENT BUSINESS, DETAILS OF WHICH HAVE BEEN NOTIFIED TO THE HEAD OF LEGAL, DEMOCRATIC AND PROPERTY SERVICES PRIOR TO THE COMMENCEMENT OF THE MEETING AND WHICH THE CHAIRMAN, BY REASON OF SPECIAL CIRCUMSTANCES, CONSIDERS TO BE OF SO URGENT A NATURE THAT IT CANNOT WAIT UNTIL THE NEXT MEETING.

There was no urgent business for consideration.

The meeting closed at 7.13 p.m.

Chairman

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BROMSGROVE DISTRICT COUNCIL

MEETING OF THE OVERVIEW AND SCRUTINY BOARD

19TH NOVEMBER 2024, AT 6.00 P.M.

PRESENT: Councillors P. M. McDonald (Chairman), S. T. Nock (Vice-Chairman), E. M. S. Gray, R. J. Hunter, B. Kumar, R. E. Lambert, D. J. Nicholl and J. D. Stanley

Observers: Councillor K. J. May - Leader and Cabinet Member for Strategic Partnerships and Enabling
Councillor S. J. Baxter - Deputy Leader and Cabinet Member for Economic Development and Regeneration
Councillor H. D. N. Rone-Clarke

Officers: Mr P. Carpenter, Ms R. Egan, Mrs. C. Felton, Ms R. McElliott, Mrs. J. Bayley-Hill and Mrs S. Woodfield

49/23

APOLOGIES FOR ABSENCE AND NAMED SUBSTITUTES

Apologies for absence were submitted on behalf of Councillors A. Bailes, R.A. Bailes, A.M. Dale, S.R. Peters and S.A. Robinson.

It was noted that Councillor R.E. Lambert was in attendance as a substitute member for Councillor A.M. Dale and Councillor D.J. Nicholl was a substitute member for Councillor S.A. Robinson.

50/23

DECLARATIONS OF INTEREST AND WHIPPING ARRANGEMENTS

No declarations of interest were received nor of any whipping arrangements.

51/23

HYBRID LEADER AND CABINET GOVERNANCE MODEL - SIX-MONTH REVIEW OF WORKING ARRANGEMENTS

The six-month review of working arrangements (hybrid Leader and Cabinet governance model) report reviewed how the Hybrid Leader and Cabinet model of governance had been working at Bromsgrove District Council for the last six months.

A review of the Council's governance model was undertaken by the Governance Systems Task Group in 2023. The group's findings were reported at an extraordinary meeting of Council held on 20th September 2023 and the proposals detailed in the report were approved.

The key proposal detailed in the report was that the Council should have a Hybrid Leader and Cabinet model of governance moving forward. To enable this to be delivered, the recommendation was underpinned by six sub-proposals summarised as follows: -

1. That the changes to the constitution detailed in the October 2023 report be implemented.
2. That working protocols be introduced to embed more collegiate working.
3. That Cabinet Advisory Panels be introduced.
4. That action be taken to improve communications with Members.
5. That a Memorandum of Understanding between all political group leaders to maintain these working arrangements for at least the next four years be introduced.
6. That the arrangements be reviewed in six months' time by the Overview and Scrutiny Board.

Members were invited to consider the update provided and to note progress made. The following discussions were held by Members:

- There had been some good examples of opportunities for Member participation in the relevant meetings, however, some Members expressed the view that these were always constructive.
- The roles of Portfolio Holder surgeries. It was clarified that surgeries were provided to offer Member engagement and to ensure residents' voices could be heard.
- Member participation was very important during meetings.
- Officer participation was not considered a necessity for all meetings, therefore not adding additional strain on officer time and resources.
- The relevant meetings were a good opportunity for all party Members to be involved, providing a wealth of knowledge during debates.
- The role of Cabinet Advisory Groups (CAGs) was not to make decisions but to support Cabinet Members reviewing important strategic areas linked to the Council Plan.
- There had been a positive outcome of the Governance Task Group with the recommendation of an additional Democratic Services Officer. An officer had been recruited into this position in 2024 and Officers complimented her on the support she was providing to Members and the Board.
- It was suggested that Member's behaviour in meetings had improved since the review of the Council's governance model was completed. Harmony was more evident in Full Council meetings since the review.

- The intention of hybrid working was to encourage meetings to run more smoothly with backbenchers being provided with more information by Portfolio Holder to enhance the local democratic process.

During consideration of this item, a recommendation was proposed by Councillor R. Hunter. This recommendation was:

“To consolidate Cabinet Advisory Group (CAG) and Cabinet Surgery meetings to reduce the number and frequency of meetings.”

The recommendation was proposed by Councillor Hunter and seconded by Councillor D. Nicholl.

In proposing the recommendation, Councillor Hunter raised concerns about the impact that the increase in meetings arising from the introduction of CAG meetings, Cabinet surgeries and more Member Briefings had had on the workloads of officers. It was suggested that rationalisation of these meetings would help to reduce these pressures.

Members discussed the proposed recommendation. In doing so, it was noted that officers were not required to attend all of these meetings, in particular, Cabinet Member surgeries were only attended by Members. It was also noted that the meeting had been arranged as requested through the governance review but the frequency could be reviewed if required.

On being put to the vote the recommendation was lost.

An error was highlighted in the report which read “*the chairman of the Council shall not be a member of a political group represented on the **Council***”. It was agreed this was a typographical error and should read “*the chairman of the Council shall not be a member of a political group represented on the **Cabinet***”.

RESOLVED that the six-month review of governance arrangements in place at Bromsgrove District Council be noted.

52/23

WORCESTERSHIRE HEALTH OVERVIEW AND SCRUTINY COMMITTEE - UPDATE

The Council’s Representative on the Worcestershire Health Overview and Scrutiny Committee (HOSC), Councillor B. Kumar, updated the Board on the matters discussed at its recent meeting held on Friday 11th October 2024.

Two items considered on the agenda included the update on cancer pathways and acute dermatology services.

During discussions about the Cancer Pathways the following were discussed:

- Prevention and supporting early cancer diagnosis
- Screening programme updates
- Cancer diagnosis and treatment
- Challenges with dermatology services
- Urological Cancer
- Lung Cancer Problems
- Living with and beyond Cancer

During discussions for Acute Dermatology Services the following were discussed:

- During 2022-23 the Trust saw more than 13,000 patients with severe inflammatory skin disease and cancer.
- During 2023-24 Consultant Dermatologists employed by Worcestershire Acute Hospitals NHS Trust resigned en masse, as a result there was no data for dermatology service demand.
- Difficulties recruiting permanent staff which led to challenges in maintaining services and longer waiting times for some patients.
- The Trust had developed a partnership with Wye Valley Trust which would assist with recruitment, peer-support, mentoring and guiding.
- Since February 2024, a private sector insourcing provider, Health Harmonie had been providing services in Kidderminster Treatment Centre and Worcester Royal Hospital.

Following the presentation Members discussed a number of points:

- Pharmacies should be assisting with administering more vaccinations to patients to free up GPs' time. It was also felt that GPs receiving funding to administer vaccinations to patients perpetuated the problem with resources. The Council's Representative on HOSC advised that GPs did gain funding from vaccinations as it was part of their business model and that the points raised would be put to the HOSC Committee for comment. Some Members advised that they had received good patient care when requesting vaccinations through their GP, suggesting the issue was perhaps with individual GP surgeries.
- Members questioned whether there was an action plan for acute dermatology service issues and why there was such a shortage of medication. The Board suggested that with the presence of digitalisation, the Health Authority should have more effective IT systems in place, in particular, to assist with communication within different departments. In response it was felt that the patient pathway was insufficient with some consultants lacking empathy towards patients and that extra recruitment was being considered.
- Sharing knowledge and joined up thinking should be part of the Health Authorities' working practices to improve the health service.

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

53/23

HOUSING TASK GROUP UPDATE - PROPOSED ADDITIONAL OBJECTIVE

The Chairman of the Housing Task Group provided a summary to the Board regarding its first meeting held on 31st October 2024.

The Chairman felt the meeting went well, with positive engagement and discussions by all Members. Through the debate Members had suggested that a further area could be explored in more detail.

Members of the Overview and Scrutiny Board were therefore requested to consider the following as an addition to the Terms of Reference:

“To scrutinise the allocations policy and housing register regarding eligibility, qualification and allocations and explore standards of housing let under the policy”.

Members of the Board considered this proposal and in doing so noted that it would be sensible for the Task Group to consider this subject as part of their review.

RESOLVED that

- 1) The additional objective for the Housing Task Group investigation proposed by Members of the group be approved; and
- 2) The update in respect of the Housing Task Group investigation be noted.

54/23

FOODBANK AND COMMUNITY SHOP PROVISION TASK GROUP - PROPOSED AMENDMENT TO RECOMMENDATION

The Chairman of the Foodbank and Community Shop Provision Task Group presented to the Board. It was explained that the report detailed the background to, as well as the wording of, an amendment suggested by Cabinet to Recommendation 4 of the Foodbank and Community Shop Provision Task Group, the other recommendations from the group having been approved by Cabinet earlier in the year.

The original recommendation was “That the Council endeavour to investigate, under the auspices of existing arrangements available to the Council, such as the Bromsgrove Partnership, whether communities in areas of the district that do not currently have foodbanks require this provision, and that the Council make best effort to create a food bank in Rubery where a need has already been identified”.

The proposed amendment was “That the Council endeavour to investigate, under the auspices of existing arrangements available to the Council, such as the Bromsgrove Partnership, whether communities in areas of the district that do not currently have foodbanks require this

provision, and that the Council make best effort *to support the local community and Voluntary and Community Sector (VCS) to create a food bank in Rubery where a need has already been identified*".

The Board agreed to endorse the proposed change to the wording of the Food Bank Task Group's fourth recommendation.

RESOLVED that

- 1) The suggested amendment to the wording of the Task Group's Recommendation 4 be endorsed.

RECOMMENDED that

- 2) the Council endeavour to investigate, under the auspices of existing arrangements available to the Council, such as the Bromsgrove Partnership, whether communities in areas of the district that do not currently have foodbanks require this provision, and that the Council make best effort to support the local community and Voluntary and Community Sector (VCS) to create a food bank in Rubery where a need has already been identified".

55/23

FINANCE AND BUDGET WORKING GROUP - UPDATE

There was no Finance and Budget Group update for this meeting.

56/23

CABINET WORK PROGRAMME

The Democratic Services Officer informed Members of two additions to the Cabinet Work Programme since the last Overview and Scrutiny Board meeting which were as follows:

- Bromsgrove Local Heritage which was going to be considered by Cabinet on 10th December 2024 and would be pre-scrutinised by the Overview and Scrutiny Committee on 9th December 2024.
- Disabled Facility Grant Ombudsman's Report which was going to Cabinet on 7th January 2025.

RESOLVED that the content of the Cabinet Work Programme be noted as per the preamble above.

57/23

OVERVIEW AND SCRUTINY BOARD - ACTION SHEET

The Assistant Director of Regeneration and Property Services asked Members to note that although there was no specific deadline for use of the Council's Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) funding, the matter was in consideration and progress being made.

RESOLVED that the Overview and Scrutiny Board Action sheet be noted.

58/23

OVERVIEW AND SCRUTINY BOARD WORK PROGRAMME

The Overview and Scrutiny Board work programme was considered by Members.

RESOLVED that the Overview and Scrutiny Work Programme be noted.

59/23

TO CONSIDER, AND IF CONSIDERED APPROPRIATE, TO PASS THE FOLLOWING RESOLUTION TO EXCLUDE THE PUBLIC FROM THE MEETING DURING THE CONSIDERATION OF ITEM(S) OF BUSINESS CONTAINING EXEMPT INFORMATION:

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

<u>Item No</u>	<u>Paragraph</u>
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13	3
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60/23

TO CONFIRM THE ACCURACY OF THE MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY BOARD HELD ON 17TH OCTOBER 2024

The minutes of the Overview and Scrutiny Board meeting held on 17th October 2024 were considered.

RESOLVED that the minutes of the Overview and Scrutiny Board meeting held on 17th October 2024 be agreed as a true and correct record.

61/23

LEVELLING-UP FUND PROGRAMME UPDATE

The Deputy Chief Executive introduced the newly appointed Assistant Director of Regeneration and Property Services and Regeneration Project Delivery Manager to Members.

The Assistant Director of Regeneration and Property Services informed Members that there had been lots of progress since the last Overview and Scrutiny meeting.

The Regeneration Project Delivery Manager presented the Levelling-Up Fund Programme update to Members. The report sought to update Members on the progress of the schemes at the Windsor Street site, Public Realm works, Former Market Hall, Risk Registers and how risks would be mitigated. The report was also seeking Members' approval to agree that the frequency of updates to the Overview and Scrutiny Board in respect of Levelling Up be quarterly.

Following the presentation, Members made a number of comments:

- Questions were raised as to whether a breakdown of costs could be provided to the Board. The Deputy Chief Executive responded and explained the funding breakdown to the Board.
- It was suggested that reference to the climate change implications made in the report should be considered in more detail. It was agreed by the relevant Officers that this would be reviewed.
- Questions were raised as to why the report had not been signed off by the Legal Services Department. Members were reassured that the Legal Services Team were aware of the report content but unfortunately sign off wasn't sought in time.
- The Board requested that dates when quarterly report would be scheduled, should be provided to Members in advance. Officers agreed that this would be carried out.

Following discussions the Chairman asked the Board to consider the details within the report and also to the proposal for a quarterly update as opposed to every Board meeting.

RESOLVED that

- 1) the work undertaken to date detailed within the report be noted.
- 2) updates to the Overview and Scrutiny Board on the subject of Levelling up be considered on a quarterly basis.

(During the consideration of this item, Members discussed matters that necessitated the disclosure of exempt information. It was therefore agreed to move to exclude the press and public prior to any debate of exempt matters on the grounds that information would be revealed which related to the financial and business affairs of any particular person (including the authority holding that information)).

Agenda Item 16

Overview and Scrutiny Board
19th November 2024

The meeting closed at 7.03 p.m.

Chairman

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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