

**Quarter 3 2023-24 – Financial and Performance Report**

Relevant Portfolio Holder	Councillor Hotham – Portfolio Holder for Finance and Governance
Portfolio Holder Consulted	Yes
Relevant Head of Service	Bernard Ofori-Atta Deborah Poole
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Wards Affected	All Wards
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	All
Non-Key Decision	
If you have any questions about this report, please contact the report author in advance of the meeting.	
This report contains exempt information as defined in Paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, as amended.	

**1. RECOMMENDATIONS**

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

- The current overspend position in relation to Revenue and Capital Budgets for the period April to September and the full year revenue overspend position of £221k after applying £351k from the Utilities Reserve as approved at Quarter 1 be noted.
- There is an updated procurements position set out in the appendix, and those items over £200k should be included on the forward plan.
- The Q2 Performance data for the Period April to December 2023 be noted.

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

- The Updated WRS 2023/4 Charges are approved.

**2. BACKGROUND**

**2.1 This report presents at Quarter 3 (April – December) 2023/24**

- the Council’s forecast outturn revenue monitoring position for 2023/24 based on data to the end of Quarter 3.
- Procurement pipeline projects.
- The organisations performance against the strategic priorities outlined in the Council Plan Addendum, including operational

measures to demonstrate how the council is delivering its services to customers.

**3. DETAILED PERFORMANCE**

**Financial Performance**

- 3.1 As part of the monitoring process a detailed review has been undertaken to ensure that issues are considered, and significant savings and cost pressures are addressed. This report sets out, based on the position at the end of Quarter 3, the projected revenue outturn for the 2023/24 financial year and explains key variances against budget.
- 3.2 The £13.8m full year revenue budget included in the table below is the budget that was approved by Council in February 2023. The table also includes the forecast outturn position for the year.

	2023/24 Approved Budget	2023/24 Forecast	2023/24 Forecast
Business Transformation and Organisational Development	1,745,422	1,518,712	(226,710)
Community and Housing GF Services	1,058,122	636,933	(421,188)
Corporate Financing	1,455,265	1,455,265	0
Corporate Services	1,378,418	1,555,756	177,338
Environmental Services	3,598,710	3,971,278	372,569
Financial and Customer Services	1,214,717	1,487,524	272,808
Legal, Democratic and Property Services	1,727,443	1,701,077	(26,366)
Planning, Regeneration and Leisure Services	1,384,643	1,809,362	424,720
Regulatory Client	259,337	258,701	(636)
Grand Total	13,822,076	14,394,609	572,533
Utilities Reserve		(351,000)	(351,000)
Overall Total	13,822,076	14,043,609	221,533

*Budget Variances*

- 3.3 During August and September 2023, budget managers were invited to budget monitoring training which focused on how to predict their financial position for the 2023/24 financial year, as well as how to input that forecast into the TechOne financial system. This is the second time that budget managers have been asked to directly input their forecast financial positions into the system since the implementation of TechOne. Budget managers have been supported by the Finance Team throughout this process as part of an effort to embed the process of regular financial monitoring and increase accountability of budget managers in managing their finances. A detailed review of the financial position input to TechOne has been undertaken by the Finance management team with some adjustments to assumptions reflected. This has included updating forecasts where they have been inadvertently omitted, updating signage, reviewing the forecast position

per nominal code and verifying the salary costs including pay award included in the financial position.

3.4 Overall, the Council is currently forecasting a revenue overspend for 2023/24 in the region of £572k, before the application of £351k from the Utilities Reserve as approved at Quarter 1. This forecast overspend is predominantly due to:

- the implications of the 2023/24 pay award - £1,925 level per pay point plus on costs has been offered by the Employers and was agreed on 1<sup>st</sup> November 2023. This will be paid in the December payroll and backdated to 1<sup>st</sup> April 2023.
- temporary and interim staff requirements - whilst there are several vacancies within teams across the Council, some posts are being covered by temporary staff and this has therefore resulted in some cost pressures.
- the impact of homelessness and the cost of temporary accommodation costs.
- higher than expected subscriptions, professional fees, and employee costs in Corporate Services.
- high than expected employee and fleet hire costs in Environmental Services
- higher than expected professional fees and lower than expected income in Planning and Leisure

This overspend is offset in part by:

- a forecast underspend against the utilities budget provision due to utilities inflation running at 70%. In the 2023/24 budget we assumed a 100% increase in budget and set up a reserve for the same amount.
- additional grants receipts and income for Community and Housing.
- lower than expected ICT purchases and additional grant income in Business Transformation and Organisational Development

3.5 As previously reported in the Quarter 2 report, vehicle hire has put a pressure on the revenue budgets this year, as the refurbishment project on the Refuse fleet is requiring vehicles on hire to continue the work. There have also been issues with the fleet unrelated to the refurbishment project that has resulted in higher rental costs as well. Overall, it is anticipated that this will result in a cost pressure in the region of £300k for the year.

3.6 This in-year budget forecast reflects the best information available at the present time, however it is important to note that there are a

number of key factors that may impact upon the financial position which are not yet reflected fully within the forecast, including:

- The present cost of living crisis and the impact that this may have upon demand for council services throughout the winter period, including the impact of homelessness and the cost of bed and breakfast temporary accommodation costs.
- Inflationary increases – general inflation is coming down but is still running at 6.8% and will impact upon transport costs, utilities and contracts in particular.

3.7 The full year effect of a £572k overspend will be mitigated in part by the application of £351k from the Utilities Reserve as approved at Quarter 1. **This leaves a £221k overspend position.** The ongoing 2023/24 pay increases position has been reflected as a budget pressure in the 2024/25 MTFP process. This is a £200k improvement over the Q2 monitoring.

3.8 As previously reported, it is important to note that the Council is yet to close its accounts for the 2020/21, 2021/22 and 2022/23 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).

### **Additional Funding Requirements**

3.9 There are no revenue based additional funding requests in Q2.

3.10 There are however updates to the Worcestershire Regulatory Services Fees and Charges. These were originally agreed in Tranche 1 of the 2024/5 budget but updates are needed in areas where fees are Statutorily set. The full set is set out in Appendix A.

### **Capital Monitoring**

3.11 A capital programme of £10.9m was approved in the Budget for 2023/24 in March 2023. Many of these schemes are already in partial delivery in the 2022/23 financial year. By approving this list, the Council also agreed sums not spent in 2022/23 (and 2021/22 by default if schemes originated earlier than 2022/23 as sums have been carried forward through to the 2021/22 MTFP Report) to be carried forward into 2023/4. The table also splits amounts by funding Source, Council or third party.

<b>Financial Year</b>	<b>Total Budget £000</b>	<b>Council Funded £000</b>	<b>External Funded £000</b>
2021/22	16,511	12,146	4,366
2022/23	8,126	1,485	6,641
2023/24	10,852	1,694	9,158
2024/25	4,921	2,224	2,697
2025/26	3,156	1,558	1,598

3.12 Included in this funding the Council also have the following Grant Funded Schemes which are being delivered in 2023/24:

- 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.
  - The Market Street budget has reduced in overall terms to £10.4m. Following a set of meetings in July and August an initial £12.2m the estimated spend has been value engineered down to £11.4m – a £1m overspend. Application went to planning on the 13<sup>th</sup> October and response expected in February. There is a significant risk that the project will be delivered at least 6 months late. Under the present funding rules the Council would be liable for funding the project however after negotiation with DLUHC in November and December application for an extension made on 10<sup>th</sup> January. This extension was approved on the 5<sup>th</sup> February. Prospective tenderers have been kept “warm” for the process
  - Windsor Street demolition tenders in process although this has been delayed. Project managers MDA have been appointed. There are additional levels of pollution which are being assessed and new Environment Agency rules are needing to be delivered to in terms of removal of this type of polluted materials (which is causing the delay). This is now looking like a prospective overspend of £600k.
  - Public Realm though is projected to be underspent by £700k which mitigates a significant amount of the Market Hall £1m overspend.
- To mitigate any further overspending position, we have the following option which needs to be pursued as this funding is due to the Council:
  - There is £1.5m available from the GBLEP to Bromsgrove to apply to the remainder of the overspend although this would need to go through the appropriate Member approvals. In late November, there is now a joint proposal to split the

overall sum at £2.45m per Council which the Council is actively pursuing its portion.

- UK Shared Prosperity Schemes totalling £2.8m (although it should be noted that these grants funded schemes are a mix of capital and revenue).
- The Burcot Lane development at £10.275m (£904k spend this year) which has now been completed.

3.13 The spend at Quarter 3 is £3.207m (£1.654m Q2) against the overall 2023/24 capital budget totalling £10.851m is detailed in Appendix B. It should be noted that as per the budget decision carry forwards of £2.843m will be added to this figure to take account of slippage from 2022/23.

3.14 The detailed Capital Programmes (21/22 to 2025/26) are set out in **Appendix B**.

#### **Earmarked Reserves and their application**

3.15 The position as reported to Council in February 2024 as per the 2024/25 – 2026/27 Medium Term Financial Plan is shown in **Appendix C**.

3.16 As was noted in paragraph 3.7 above, £351k of the Utilities Reserve was approved by Council to mitigate the impact of the increased costs arising from the 2023/24 pay award. However, this still leaves £221k to be funded from the general fund to bring the overall position back to break even.

#### **Procurement**

3.17 The Q1 Finance and Performance Report set out the initial set of procurements to be delivered by the Council over the next year. Following this initial report:

- Council on the 21<sup>st</sup> January approved the increase of the Key Decision Threshold from £50k to £200k.
- On a quarterly basis a report “the Approval to Spend Report” will be provided to Cabinet which sets out the Council’s Procurement Pipeline for approval to be included on the forward plan and an analysis of spending over the past 4 years to identify spending with suppliers over the new £200k limit and all items over the old limit of £50k to ensure this spending is converted to properly contracted expenditure.

- That items from the initial pipeline report at the appropriate Key Decision level, as set out in **Appendix D**, are added to the forward plan.
- 3.18 The table in **Appendix D** sets out those procurements (Capital and Revenue) over £50k which are delegated for approval to Cabinet or Officers over the next year. It is proposed that the 2 contracts over the new £200k in value will be entered onto the forward plan.
- 3.19 As the Council runs a shared service, a number of procurements that impact on Bromsgrove will be procured through Redditch. For reference these are also included in **Appendix E**. There are 10 of these contracts.

### **Performance Report**

- 3.20 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.
- 3.21 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)
- 3.22 The Council has an approved Council Plan in place that was completed before the Covid-19 outbreak, the Council then developed the Council Plan Addendum to take the potential shift in priorities brought about by the pandemic into consideration. The current key priorities are:
1. Economic Development and Regeneration
  2. Housing Growth
  3. Work and Financial Independence
  4. Improved Health and Wellbeing
  5. Community Safety and Anti-Social Behaviour
  6. Green Thread
  7. Financial Stability
  8. Organisational Sustainability

9. High Quality Services

3.23 **Appendix F** sets out the Strategic Priorities and Performance Measures in detail. For the 9 priorities there is data contained in the Appendix on:

- The Performance Measure being used.
- An update on how it is being used.
- Where relevant, contextual information.

3.24 In addition, **Appendix F** also sets out Operational Service Measures.

**4. FINANCIAL IMPLICATIONS**

4.1 The financial implications, are set out within this report.

**5. LEGAL IMPLICATIONS**

5.1 There are no direct legal implications arising as a result of this report.

**6. STRATEGIC PURPOSES - IMPLICATIONS**

**Relevant Strategic Purpose**

6.1 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 district and our communities. Our Financial monitoring and strategies are integrated within all of our Strategic Purposes

**Climate Change Implications**

6.2 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.

**7. OTHER IMPLICATIONS**

**Equalities and Diversity Implications**

7.1 There are no direct equalities implications arising as a result of this report.

**Operational Implications**

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

**8. RISK MANAGEMENT**

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

**9. APPENDICES and BACKGROUND PAPERS**

Appendix A – Updated WRS Fees and Charges

Appendix B – Capital Programme

Appendix C – Reserves Position

Appendix D – Exempt Appendix

Appendix E – Exempt Appendix

Appendix F - Strategic and Operational Performance Measures

**10. REPORT SIGN OFF**

<b>Department</b>	<b>Name and Job Title</b>	<b>Date</b>
Portfolio Holder	Councillor Charlie Hotham,	
Lead Director / Head of Service	Peter Carpenter, Interim Director of Finance	
Financial Services	Bernard Ofori-Atta, Head of Finance and Customer Services	
Legal Services		
Policy Team (if equalities implications apply)		
Climate Change Officer (if climate change implications apply)		

**Appendix A – Updated Worcestershire Regulatory Services Fees and Charges**

<b>BROMSGROVE DISTRICT COUNCIL</b>	
<b>LICENSING FEES AND CHARGES</b>	
	<b>2024/25</b>
<b>TAXI AND PRIVATE HIRE</b>	
Hackney Carriage Vehicle Licence	<b>£278.60</b>
Private Hire Vehicle Licence	<b>£258.40</b>
Temporary Hackney Carriage Vehicle Licence	<b>£209.00</b>
Temporary Private Hire Vehicle Licence	<b>£193.80</b>
Private Hire Operator Licence (5 year)	<b>£1,262.80</b>
Hackney Carriage / Private Hire Driver Licence (3 year)	<b>£261.80</b>
Knowledge Test	<b>£25.90</b>
Replacement vehicle licence plate	<b>£25.90</b>
Replacement driver's licence	<b>£23.60</b>
Transfer of ownership of a licensed vehicle	<b>£42.70</b>
Criminal Record (DBS) Check	<b>£62.90</b>
<b>ANIMAL ACTIVITY LICENCES</b>	
<b>Hiring out horses, breeding of dogs, providing or arranging the provision of boarding for cats or dogs and</b>	
Application fee	<b>£355.00</b>
Licence fee (1 year)	<b>£199.00</b>
Licence fee (2 years)	<b>£393.00</b>
Licence fee (3 years)	<b>£590.00</b>
Application to vary a licence	<b>£259.00</b>
Veterinary fees (if applicable)	<b>Recovered at cost</b>
Local authority inspection (on request of licence holder)	<b>£177.00</b>
<b>Keeping or training animals for exhibition (only)</b>	
Application fee	<b>£237.00</b>
Licence fee (3 years)	<b>£324.00</b>
Application to vary a licence	<b>£170.00</b>
Veterinary fees (if applicable)	<b>Recovered at cost</b>
Local authority inspection (on request of licence holder)	<b>£177.00</b>
<b>ACUPUNCTURE, COSMETIC PIERCING, SEMI-PERMANENT SKIN COLOURING, TATTOOING, ELECTROLYSIS</b>	
Fee to register a premises	<b>£152.80</b>
Fee to register a practitioner	<b>£100.00</b>
<b>GAMBLING ACT 2005 (inc. SMALL LOTTERIES)</b>	
<b>Small society lotteries</b>	
Fee to register a small society lottery	<b>£40.00</b>
Small society lottery annual maintenance fee	<b>£20.00</b>
<b>Application for the grant of a premises licence</b>	
Betting (excluding tracks)	<b>£1,978.50</b>
Betting Tracks	<b>£1,650.50</b>
Bingo	<b>£2,371.80</b>
Adult Gaming Centres	<b>£1,354.90</b>
Family Entertainment Centres	<b>£1,354.90</b>

<b>Premises licence annual fees</b>	
Betting (excluding tracks)	<b>£407.90</b>
Betting Tracks	<b>£678.60</b>
Bingo	<b>£678.60</b>
Adult Gaming Centres	<b>£678.60</b>
Family Entertainment Centres	<b>£510.10</b>
<b>Application to vary a premises licence</b>	
Betting (excluding tracks)	<b>£1,017.90</b>
Betting Tracks	<b>£847.10</b>
Bingo	<b>£1,189.80</b>
Adult Gaming Centres	<b>£1,000.00</b>
Family Entertainment Centres	<b>£786.50</b>
<b>Application to transfer a premises licence</b>	
Betting (excluding tracks)	<b>£811.20</b>
Betting Tracks	<b>£643.80</b>
Bingo	<b>£812.30</b>
Adult Gaming Centres	<b>£811.20</b>
Family Entertainment Centres	<b>£643.80</b>
<b>Application for a provisional statement</b>	
Betting (excluding tracks)	<b>£1,978.50</b>
Betting Tracks	<b>£1,650.50</b>
Bingo	<b>£2,371.80</b>
Adult Gaming Centres	<b>£1,354.90</b>
Family Entertainment Centres	<b>£1,354.90</b>
<b>Application for the grant of a premises licence (provisional statement holders)</b>	
Betting (excluding tracks)	<b>£833.60</b>
Betting Tracks	<b>£833.60</b>
Bingo	<b>£837.10</b>
Adult Gaming Centres	<b>£837.10</b>
Family Entertainment Centres	<b>£696.60</b>
<b>Application for reinstatement of a premises licence</b>	
Betting (excluding tracks)	<b>£790.90</b>
Betting Tracks	<b>£631.40</b>
Bingo	<b>£790.90</b>
Adult Gaming Centres	<b>£790.90</b>
Family Entertainment Centres	<b>£631.40</b>
<b>Premises licence fees (miscellaneous)</b>	
Copy of a premises licence (all types)	<b>£25.00</b>
Notification of a change in respect of a premises licence (all types)	<b>£50.00</b>
<b>Licensed Premises Gaming Machine Permits</b>	
Application for grant of a permit	<b>£150.00</b>
Application for variation of a permit	<b>£100.00</b>
Application for the transfer of a permit	<b>£25.00</b>
Annual permit fee	<b>£50.00</b>
Change of name shown on a permit	<b>£25.00</b>
Request for a copy of a permit	<b>£15.00</b>

<b>Licensed Premises Gaming Machines (Automatic)</b>	
Fee to serve notification	<b>£50.00</b>
<b>Club Gaming Permits</b>	
Application for grant of a permit	<b>£200.00</b>
Application for grant of a permit (Club premises certificate holders)	<b>£100.00</b>
Application for variation of a permit	<b>£100.00</b>
Application for renewal of a permit	<b>£200.00</b>
Application for renewal of a permit (club premises certificate holders)	<b>£100.00</b>
Annual permit fee	<b>£50.00</b>
Request for a copy of a permit	<b>£15.00</b>
<b>Club Machine Permits</b>	
Application for grant of a permit	<b>£200.00</b>
Application for grant of a permit (Club premises certificate holders)	<b>£100.00</b>
Application for variation of a permit	<b>£100.00</b>
Application for renewal of a permit	<b>£200.00</b>
Application for renewal of a permit (club premises certificate holders)	<b>£100.00</b>
Annual permit fee	<b>£50.00</b>
Request for a copy of a permit	<b>£15.00</b>
<b>Family Entertainment Centre Gaming Machine Permit</b>	
Application for grant of a permit	<b>£300.00</b>
Application for renewal of a permit	<b>£300.00</b>
Change of name shown on a permit	<b>£25.00</b>
Request for a copy of a permit	<b>£15.00</b>
<b>Prize Gaming Permits</b>	
Application for grant of a permit	<b>£300.00</b>
Application for renewal of a permit	<b>£300.00</b>
Change of name shown on a permit	<b>£25.00</b>
Request for a copy of a permit	<b>£15.00</b>
<b>Temporary Use Notices</b>	
Fee to serve a Temporary Use Notice	<b>£307.10</b>
Request for a copy of a Temporary Use Notice	<b>£25.00</b>
<b>STREET TRADING</b>	
Annual street trading consent - food - initial	<b>£1,625.80</b>
Annual street trading consent - food - renewal	<b>£1,490.90</b>
Annual street trading consent - non-food - initial	<b>£1,356.10</b>
Annual street trading consent - non-food - renewal	<b>£1,220.10</b>
<b>SCRAP METAL DEALERS LICENCES</b>	
Application for a new site licence	<b>£311.00</b>
Fee per additional site	<b>£160.00</b>
Application for renewal of a site licence	<b>£257.00</b>
Fee per additional site	<b>£170.00</b>
Application for a new collectors licence	<b>£155.00</b>
Application for renewal of a collectors licence	<b>£102.00</b>
Variation of a licence	<b>£70.00</b>
Request for a copy of a licence (if lost or stolen)	<b>£27.00</b>

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**13 March 2024**

<b>ZOO LICENCES</b>	
Application for grant or renewal of a licence	<b>£267.50</b>
Secretary of state inspector and veterinary fees	
<b>DANGEROUS WILD ANIMALS (DWA)</b>	
Application for grant or renewal of a licence	<b>£251.50</b>
Veterinary inspection fees	
<b>SEX ESTABLISHMENTS</b>	
Application for grant or renewal of a licence	<b>£1,091.40</b>
Application for transfer of licence	<b>£535.00</b>
Application for variation of licence	<b>£1,091.40</b>
<b>PAVEMENT LICENCES</b>	
Application for a pavement licence (6 months licence)	<b>£100.00</b>
<b>STREET AMENITY PERMISSIONS</b>	
Application for grant of a new permission	<b>£214.00</b>
Application for renewal of a permission	<b>£58.90</b>
<b>HYPNOTISM</b>	
Application for authorisation	<b>£53.50</b>

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

**BROMSGROVE DISTRICT COUNCIL**

**CABINET**

**13 March 2024**

Applications to vary a premises licence (where the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises)	
Band A (NDRV 0 - 4300)	<b>£100.00</b>
Band B (NDRV 4301 - 33000)	<b>£190.00</b>
Band C (NDRV 33001 - 87000)	<b>£315.00</b>
Band D (NDRV 87001 - 125000)	<b>£900.00</b>
Band E (NDRV 125001 +)	<b>£1,905.00</b>
Application for a minor variation of a premises licence or club premises certificate	<b>£89.00</b>
<b>Annual maintenance fees</b>	
Annual premises licence or club premises certificate fee	
Band A (NDRV 0 - 4300)	<b>£70.00</b>
Band B (NDRV 4301 - 33000)	<b>£180.00</b>
Band C (NDRV 33001 - 87000)	<b>£295.00</b>
Band D (NDRV 87001 - 125000)	<b>£320.00</b>
Band E (NDRV 125001 +)	<b>£350.00</b>
Annual premises licence (where the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises)	
Band A (NDRV 0 - 4300)	<b>£70.00</b>
Band B (NDRV 4301 - 33000)	<b>£180.00</b>
Band C (NDRV 33001 - 87000)	<b>£295.00</b>
Band D (NDRV 87001 - 125000)	<b>£640.00</b>
Band E (NDRV 125001 +)	<b>£1,050.00</b>
Additional annual fees premises licences (for large venues with capacities over 5000)	
5000 - 9999	<b>£500.00</b>
10000 - 14999	<b>£1,000.00</b>
15000 - 19999	<b>£2,000.00</b>
20000 - 29999	<b>£4,000.00</b>
30000 - 39999	<b>£8,000.00</b>
40000 - 49999	<b>£12,000.00</b>
50000 - 59999	<b>£16,000.00</b>
60000 - 69999	<b>£20,000.00</b>
70000 - 79999	<b>£24,000.00</b>
80000 - 89999	<b>£28,000.00</b>
<b>Other applications and notifications</b>	
Application to transfer a premises licence	<b>£23.00</b>
Application to vary a premises licence to nominate a premises supervisor	<b>£23.00</b>
Fee to change name or address of the holder of a premises licence	<b>£10.50</b>
Fee to change the name or address of a designated premises supervisor on a premises licence	<b>£10.50</b>
Fee for a replacement premises licence or club premises certificate (if lost or stolen)	<b>£10.50</b>
Fee to notify licensing authority of a property interest in a premises	<b>£21.00</b>
Notification of change or club name or alteration to club rules	<b>£10.50</b>
Notification of change of registered address of club	<b>£10.50</b>
Interim authority notice following death, incapacity or insolvency of licence holder	<b>£23.00</b>
Application for grant of a provisional statement	<b>£315.00</b>
<b>Pavement Licenses</b>	
Every 6 months	<b>£100.00</b>

Description of Charge		Proposed Charge 2024-25		
<b>ENVIRONMENTAL SERVICES</b>				
Stray Dogs	Fine (statutory)	<b>£25.00</b>	WRS	
	Out of hours charge	<b>£50.00</b>	WRS	
	Repeat offender penalty	<b>£45.00</b>	WRS	
	Administration Charge	<b>£18.00</b>	WRS	
	Kennelling per dog, per day	<b>£20.00</b>	WRS	
	Kennelling of dangerous dogs - per dog, per day	<b>£28.00</b>	WRS	
	Vets' fees	<b>At Cost</b>	WRS	
	Treatment Costs (wormer, flea treatment etc.)	<b>£13.00</b>	WRS	
	Return charge (during office hours when resource available)	<b>£45.00</b>	WRS	
	Penalty charge for non-compliance of Microchipping regulations (not microchipped or contact details out of date) or Control of Dogs Order 1992 (no owner contact details on collar or tag)	<b>£15.00</b>	WRS	
Trading Certificates	Health/Export	Annual specific export inspection Certificate	<b>£457.00+VAT</b> <b>£100.00+VAT</b>	WRS
	Per hour (minimum 1 hour)		<b>£54.00</b>	WRS
FHRS (Food Hygiene Rating Scheme) re-rating		<b>£190.00</b>	WRS	
Food Advisory Visits		<b>£160.00</b>	WRS	
Private Water Supplies	Risk Assessment per hour (minimum 1 hour)		<b>£63.00 per hour</b>	WRS
	Investigation per hour (minimum 1 hour)		<b>£63.00 per hour</b>	WRS
	Granting an Authorisation per hour (minimum 1 hour)		<b>£63.00 per hour</b>	WRS
	Sampling Visit per hour (minimum 1 hour)		<b>£63.00 per hour</b>	WRS
	Sample analysis per sample taken		<b>£63.00 per hour plus laboratory charges</b>	WRS
	Sample taken during check monitoring		<b>£63.00 per hour plus laboratory charges</b>	WRS
	Sample taken during audit monitoring		<b>£63.00 per hour plus laboratory charges</b>	WRS
Environmental Information Regulations Request	Charge applied to locate and provide where request concerns 'environmental information' held by WRS (Worcestershire Regulatory Services)		<b>£49.00 (flat fee)</b>	WRS
Copies of public registers / other public documents		<b>N/A</b>	WRS	
Copies of food registration forms		<b>N/A</b>	WRS	



**BROMSGROVE DISTRICT COUNCIL**

**13 March 2024**

**CABINET**

Description	Department	Funding detail	2019/20 Total £	2020/21 Total £	2021/22 Total £	21/22 Spend £	2022/23 Total £	22/23 Spend £	c/f	2023/24 Total £	23/24 Spend Q3 £	2024/25 Total £	2025/26 Total £
Footpaths	Environmental Services	Borrowing							0	75,000	22,265	75,000	75,000
Buildings	Legal and Property	Borrowing							0	100,000		100,000	100,000
Bittell road recreation ground	Planning, Regeneration & Leisure Services	S106 B/2011/0741 - Land at Fiery Hill, Barnt Green / 18k balances	0	44,000	18,000	17,000	0		0	0		0	0
Salix	Legal, Democratic and property services	Grants & Contributions	0	0	615,000	65,000	0	533,193	-533,193	0		0	0
Greener Homes	Community & Housing GF Services	Grants & Contributions	0	180,000	476,900	-227,000	0	192,053	-192,053	0	188,087	0	0
Hagley Scouts	Planning, Regeneration & Leisure Services	Capital Receipts/Borrowi	100,000	0	0	35,000	0		0	0		0	0
Rubery Redevelopment works													
Bromsgrove Sporting		Loan				4,000		46,133	-46,133				
Car Park Improvements - Woodrush High Schools refurb						8,000			0				
Rubery Redevelopment Works	Planning, Regeneration & Leisure Services	Capital Receipts/Borrowi	36,000	0	32,738	0	0	9,550	-9,550	0	1,900	0	0
Sanders Park dda play provision	Planning, Regeneration & Leisure Services	S106 14/0755 Kidderminster Road and S106 13/0422 Meadows first school	10,000	3,550	35,000	0	0		0	0		0	0
New Digital Service	Community & Housing GF Services	Borrowing	0	57,400	33,668	0	33,668		33,668	33,668		0	0
Bus Shelters	Environmental Services	Borrowing	0	0	36,000	0	18,000		18,000	0		0	0
Fleet Management Computer System	Environmental Services	Borrowing	0	0	16,600	0	0		0	0		0	0
Environmental Services Computer System	Environmental Services	Borrowing	0	0	157,200	0	0		0	0		0	0
Cisco Network Update	Business transformation & Organisational Development	Borrowing	0	0	0	0	5,717	18,573	-12,856	11,574		0	34,877
Server Replacement Est(Exact known Q2 2022)	Business transformation & Organisational Development	Borrowing	0	0	0	0	83,250	0	83,250	2,000	79,451	177,500	18,500
Laptop Refresh	Business transformation & Organisational Development	Borrowing	0	0	0	0	5,000	4,961	39	25,000	11,542	150,000	5,000

**BROMSGROVE DISTRICT COUNCIL**

**13 March 2024**

**CABINET**

Description	Department	Funding detail	2019/20	2020/21	2021/22	21/22	2022/23	22/23	c/f	2023/24	23/24	2024/25	2025/26
			Total £	Total £	Total £	Spend £	Total £	Spend £		Total £	Spend Q3 £	Total £	Total £
Sanders Park	Planning, Regeneration & Leisure Services	S106	0	0	0	0		24,511	-24,511		22,600		
Play Area, POS and Sport Improvements at Lickey End Recreation Ground in accordance with the S106 Agreement	Planning, Regeneration & Leisure Services	S106 19/0137/FUL	0	0	0	0	37,956	6,488	31,468	0		0	0
BDC Combined F/Path & Cycle	Environmental Services	Grants & Contributions	431,000	71,357	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	62,000	0	0	0	0		0	0		0	0
<b>Total</b>			3,264,052	3,662,325	16,511,792	4,675,000	13,249,616	10,256,330	2,843,286	10,851,723	3,206,520	4,920,715	1,558,377

**BROMSGROVE DISTRICT COUNCIL**

13 March 2024

**CABINET**

**Appendix C – Reserves Position**

	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
<b>General Fund Reserve</b>	<b>5,800</b>	100	(917)	<b>4,983</b>	744	(234)	<b>5,493</b>		(8)	<b>5,485</b>		(7)	<b>5,478</b>
<b>General Fund Earmarked Reserves:</b>													
Building Control Partnerships	82			82			82			82			82
Community Services	271		(125)	146		(125)	21			21			21
Economic Regeneration	398	50		448			448			448			448
Election Services	51			51			51			51			51
Environmental Services	49			49			49			49			49
Financial Services	3,195	638		3,833			3,833			3,833			3,833
Housing Schemes	346			346			346			346			346
ICT/Systems	197			197			197			197			197
Leisure/Community Safety	330			330			330			330			330
Local Neighbourhood Partnerships	16			16			16			16			16
Other	0			0			0			0			0
Planning & Regeneration	133			133			133			133			133
Regulatory Services (Partner Share)	46			46			46			46			46
Utilities Reserve	1,053		(351)	702		(702)	0			0			0
Regeneration Reserve					150		150			150			150
Ward Budget Initiative						156	156		(78)	78		(78)	0
Covid-19 (Collection Fund)	1,547		(1,547)	0			0			0			0
<b>Total General Fund</b>	<b>7,714</b>	<b>688</b>	<b>(2,023)</b>	<b>6,379</b>	<b>150</b>	<b>(671)</b>	<b>5,858</b>	<b>0</b>	<b>(78)</b>	<b>5,780</b>	<b>0</b>	<b>(78)</b>	<b>5,702</b>

**Appendix F - Strategic and Operational Performance Measures**

**1. Introduction**

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.

**2. Background**

The performance measures for the current key priorities are shown in the next section.

**3. Strategic Priorities and Performance Measures**

**3.1. Economic Development and Regeneration**

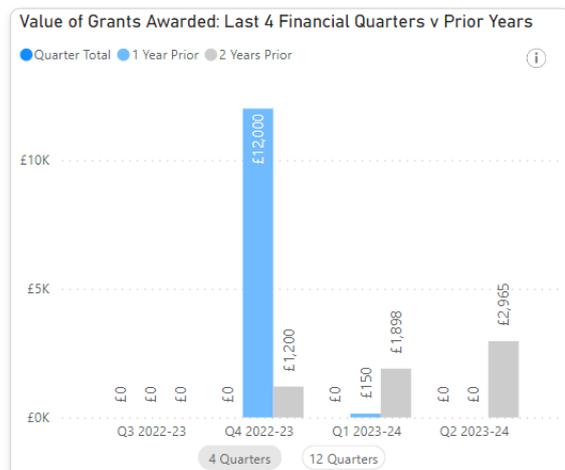
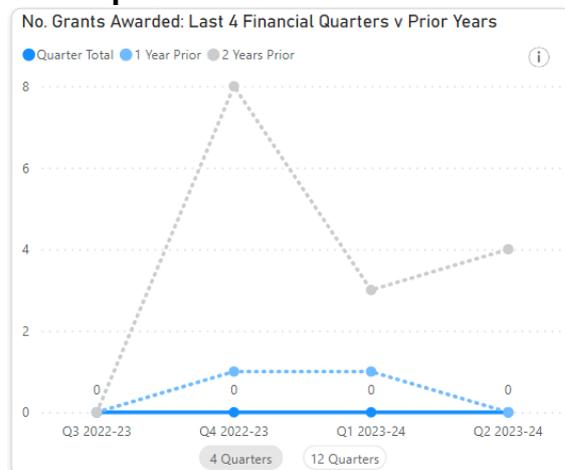
**3.1.1 Supporting Businesses to Start and Grow**

Opportunities in the digital technology sector and green industries are key to the future of Bromsgrove. Local businesses demonstrated their resilience and flexibility during the Covid-19 pandemic. The council supported businesses started during the pandemic as well as existing businesses, that identified growth opportunities. This was achieved via existing business support packages, including sectoral support, as well as helping businesses access new business grants where available.

**Performance measure:**

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

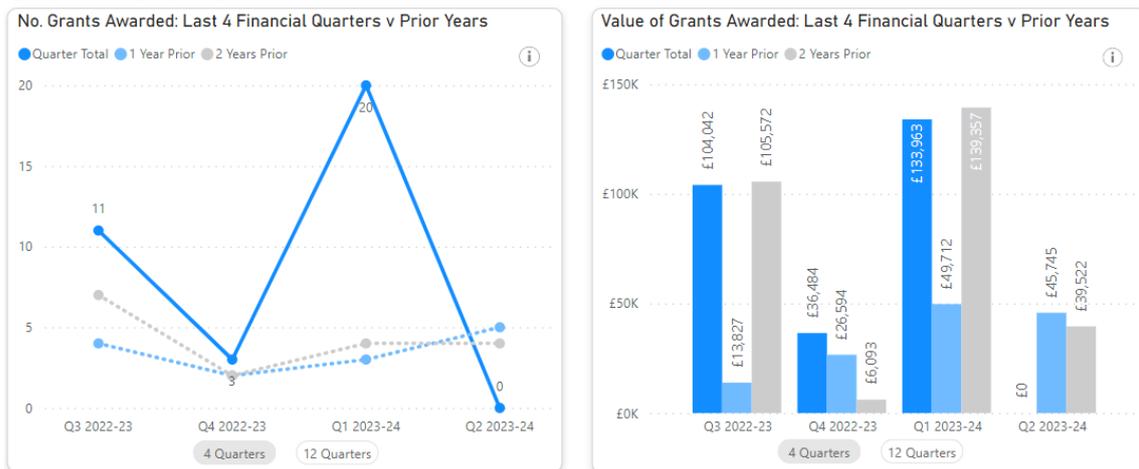
**Start-up Grants**



**Update**

The new UKSPF funded start up programme, Enterprising Worcestershire, was launched in September 2023. Following a soft launch in August, there is a pipeline of businesses who have expressed an interest in the grant. The first grant awards are likely to be made late in Q3 or Q4 2023/24.

**Growth Grants**



**Update**

All EU funded grant programmes have now closed. The UKSPF funded programmes were launched in September 2023 and there is a pipeline of businesses waiting to access them. It is likely that the first grants will be paid in late quarter 3 or quarter 4.

**3.1.2 Regenerating our Town and Local Centres**

The pandemic has emphasised both the economic and wellbeing importance of local centres to our residents. Funding has been secured to support the development of sites in Bromsgrove town centre and a strategy has been prepared to ensure all of the centres in Bromsgrove District will be as vibrant and viable as possible.

**Performance Measure:**

Former Market Hall Project

**Update**

- Planning application submitted October 2023. RIBA Stage 4 in progress.
- Planning committee 9<sup>th</sup> February.
- Two Stage Tender exercise to appoint PCSA Contractor, tender returns due end of January, successful contractor to be appointed by end of February.
- Target Start onsite date June 2024.

**Performance measure:**

- Windsor Street Project
  - Regulatory Bodies signed off of updated remediation strategy November 2023.
  - Planning Application to be submitted by end of January 2024
  - Expression of Interest exercise to determine market interest is underway
  - Target for Planning Determination and appointment of Contractor – April 2024. Start of Works onsite May 2024.

**3.1.3 Improved Integrated Transport (Bromsgrove)**

New innovations can help provide new and more sustainable methods of getting around. Improved transport can help to increase user satisfaction and increase efficiency whilst also helping to reduce the impact on the environment. Working with Worcestershire County Council (WCC) and other partners will enable new, better integrated and more sustainable modes of transport across the district.

**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), planning officers have reviewed the brief for this work and discussed with WCC.

**Actions:** Will be liaising with WCC appointed consultants. An inception meeting has now been scheduled for 7<sup>th</sup> February, other work regarding transport infrastructure remains ongoing with WCC

**3.2 Housing Growth**

During 2023/24 we will accelerate the pace of affordable housing development, wherever possible. We will work to enable the building of market value housing and the creation of additional income for the Council.

**Performance measure:**

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

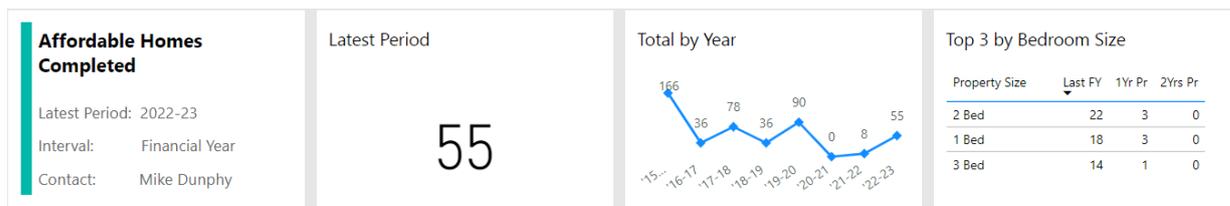


The final data for the 2022/23 is:

- Total Homes Built (including affordable) -199 (net)
- Total affordable homes built - 55 (net)

**Performance measure:**

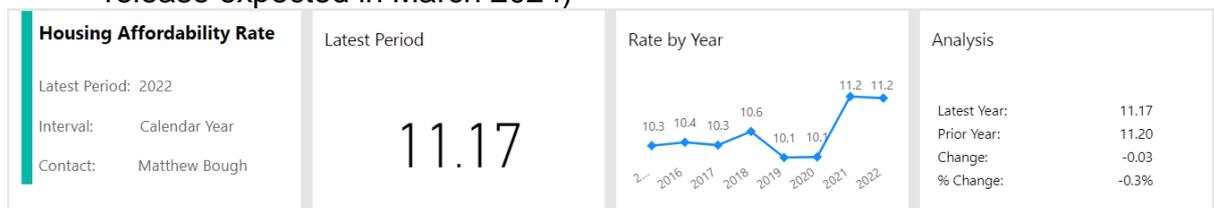
- Affordable Homes Completed (annual measure)



There are 498 affordable housing commitments as of 1 April 2023, reflecting the number of strategic sites which have gained consent but not started construction.

**Performance measure:**

- Local housing affordability rate (annual, calendar year, 1 year lag, next release expected in March 2024)



**Update**

The data in the table above has been extracted from the Office for National Statistics (ONS) house price statistics for small areas, annual survey of hours, and earnings.

The affordability measure, using this data, indicated that the ratio in England is currently 9.05. The affordability ratio relates to workplace-based income which uses the median earnings of those employed in Bromsgrove. When looking at the data (year ending Sept 2022) Bromsgrove has a work-based median at £29,285. The median house price in Bromsgrove is relatively high at £327,000. This causes a significant difference in the affordability ratio in Bromsgrove.

House prices over the last year have also risen well above the normal expected rate. This will push more households into needing affordable housing. The council is working with developers to secure the maximum provision of affordable housing on developments and RPs to bring forward affordable housing. A “First Homes” policy with a local connection criteria was approved by Council in October 2022 to ensure these discounted homes are provided for local applicants in the first instance.

**Performance measure:**

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

***N.B. These figures do not relate to each other and should be considered on their own.***

	<b>Number of homeless approaches</b>	<b>Number of threatened with homelessness preventions</b>	<b>Number of homeless applicants housed</b>
<b>October</b>	24	3	4
<b>November</b>	38	5	7
<b>December</b>	16	2	2
<b>TOTALS</b>	78	10	13

**Update**

Homelessness pressures have remained similar to the last quarter. The ability to prevent homelessness and obtain housing in the PRS still remains an area that is impacting on homelessness in line with the national picture due to the cost of living and mortgage costs causing landlords to increase rents or evict tenants.

**3.3. Work and Financial Independence**

In 2023/24, we will continue to find ways to further support, engage, and empower our residents to maintain / achieve financial independence.

We will provide quality services that help to empower residents through good financial advice, the effective coordination and signposting of services, and partnership working.

**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' (50)
- 'Debt' (38)
- 'Rent advance/deposit' (31)
- 'Other' (20)
- 'Budgeting issues' (17)



For Q3, 2023/24, the top 3 referral reasons were:

- 'Rent advance/deposit' (9)
- 'Debt' (8)
- 'Budgeting Issues' (5)

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.

**Performance measure**

- Number of eligible children accessing nursery funding across the district.

**Update**

Although data is shared termly (with a lag) from Worcestershire County Council, this has been inconsistent. Work is ongoing to improve the regularity of the supply of data.

<b>Term</b>	<b>% 2-year-olds accessing funding</b>
Summer 2019/20	76%
Summer 2020/21	71%
Summer 2021/22	74%
Spring 2022/23	61.9%
Summer 2022/23	61.4%
Autumn 2023/24	80.7%

There was a large increase in the take up of funding between the end of the 2022/23 academic year and the start of the 2023/24 academic year.

We receive a list from WCF to contact families who had applied for 2-year-old funding but had not processed their application – due to the delay in receiving this list by the time we contacted families they had already accessed the funding or there were not nursery places available. We used to receive a list from DWP of all eligible children, but due to a change in an information sharing agreement we no longer receive this list to enable us to proactively contact all eligible families. We continue to promote the Childcare Choices on our social media pages and respond to families who contact the service regarding childcare funding. We promote nursery funding at all events and are recently supporting DWP at their childcare events to promote the funding for eligible parents looking to return to work.

This measure will cease to be reported from Q1, 24/25.

### **3.4. Improved Health and Wellbeing**

In 2023/24 we will continue to work with communities to help them identify and develop their strengths. We will look at ways to encourage physical movement into part of people's normal routines. We will look to catalyse an integrated approach to care.

#### **Performance measure**

- Deliver improved outcomes from the actions in the Leisure Strategy

#### **Update**

The health outcomes programme in line with Leisure and Culture strategy recommendations is ongoing. The service is currently focusing on key priorities and to build and develop its resources within the team. This will start to take more shape as we move into 2024 and increase our delivery outcomes.

**Recommendation:** Develop an environmental management strategy for parks and environmental services.

- Project lead identified to progress strategy. Working towards April 2025 completion.

**Recommendation:** 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 unsuccessful for Sanders Park, working on recommendations for improvement for 2024 submission and scheduled awards over the next 4 years. Plan will be created when officers in post. First Draft April 2024.

**Recommendation:** Develop a rolling programme of applications to the Green Flag Award.

- Working on applications for awards for Sanders Park, Lickey End Park, King Georges Recreation Ground and St Chads Park.

**Recommendation:** 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.

**Recommendation:** 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<sup>rd</sup> Sector. Commencement February 2024.

**Recommendation:** 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.

**Recommendation:** Carry out a feasibility study to establish a roadmap for the self-management of allotment sites across the district.

- Action plan implemented, work carried out in the background to move this forward, new tenancy agreements with legal, service level agreements for new formed associations, website information, management of day-to-day issues, bills.

**Performance measure**

- Number of Community Builders in post.

**Update:**

Two community builders remain in post:

- Sidemoor
- Rubery

Asset Based Community Development (ABCD) is an approach built on tried and tested methods from sustainable community development practice. The aim of ABCD approaches is to create the conditions that will enable both place and people to flourish, reduce inequalities, improve quality of life that supports communities to thrive and to reduce or delay the need for long term care and support.

The Bromsgrove and Redditch Shared Learning Network continues to meet, supported by Public Health at Worcestershire County Council, which includes community builders, the voluntary and community sector hosts, relevant BDC

and RBC officers. The purpose of the Network is to provide a forum to support and encourage the development of ABCD good practice locally. The community builders are working in partnership not only with local residents but organisations and community groups such as Starting Well Partnership, Social Prescribers, libraries, Act on Energy, Age UK, BDHT and local businesses.

Community Builders are on fixed term contracts, but funding has been confirmed to extend the posts until end of March 2025. The longer-term aim remains for the voluntary sector services to source other funding by evidencing impact through community stories and Ripple Effect Mapping.

Action: As above as well as embedding the understanding of the approach through the district collaboratives and continuing to evidence outcomes and impact on communities.

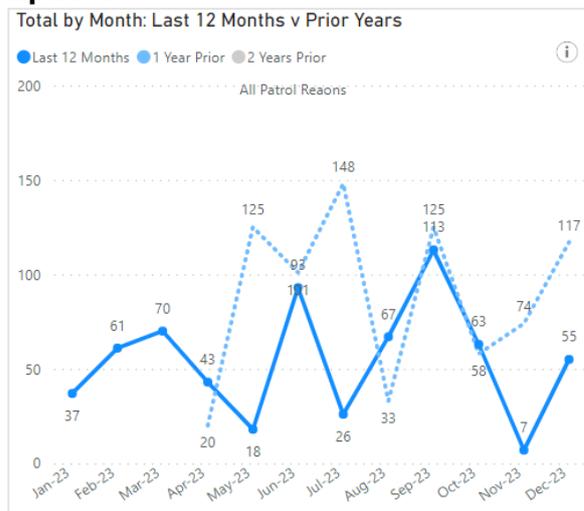
**3.5. Community Safety and Anti-Social Behaviour**

Working with Community Safety partners we will implement crime prevention projects and promote community safety services to reduce the hazards and threats that result from the crime, violence, and anti-social behaviour. We will also promote and support victim services that are in place to help and encourage recovery from the effects of crime.

**Performance measure**

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

**Update**



Oct 2023 – Routine youth outreach patrols were conducted in Catshill South, Bromsgrove Central and Sidemoor where young people were engaged, discussing a variety of issues such as crime & ASB, education, careers and healthy choices. Targeted outreach patrols were conducted in Sidemoor and Bromsgrove Central following concerns raised about youth gatherings and risks of ASB and child exploitation.

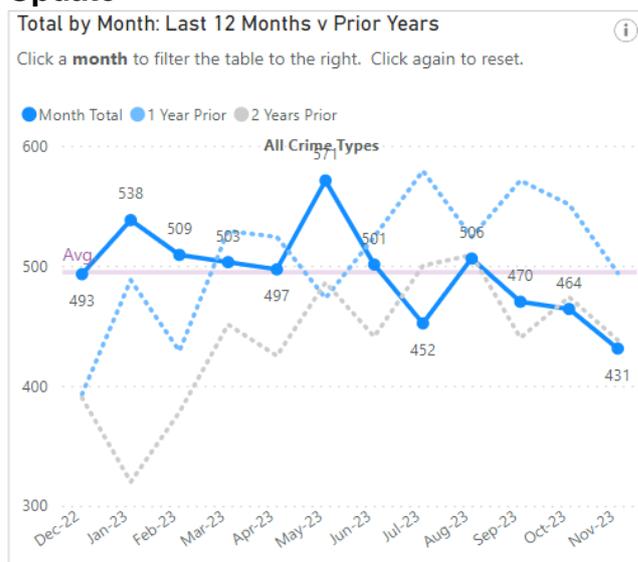
Nov 2023 – Only one patrol was conducted in this month due to staffing issues. Youth workers supported a Street Pastor patrol and engaged with young people out in the night-time economy. One young person (above legal drinking age) was particularly aggressive, and CCTV were called to monitor the situation. Youth workers accompanied other young people (under 18s) who were unconnected to this young person, away from the situation safely. The young person being aggressive did not harm anyone and eventually left the High Street to head home.

Dec 2023 – Routine patrols were conducted in Bromsgrove Central, Sidemoor, Sanders Park, Perryfields and Charford. Again, some patrols did not engage with any young people at all. Those patrols that did engage with young people led to discussions about youth activities and club provision in the town. Youth workers provided signposting to local provision and the timetable for youth outreach patrols. Street pastor patrols were supported by youth workers over the Christmas period. Significant numbers of young people were found in the Town Centre during the hours of the night-time economy. Youth workers engaged with the young people encouraging them to go home and provided signposting to more appropriate, safer provision in the town.

**Performance measure**

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

**Update**



Crime Type	Total	% of Total	v 1 Mth Prior	v 1 Yr Prior	12 Mth. Avg.
Violence and sexual off...	2,305	38.8%	-5 ↓	-194 ↓	192.1
Shoplifting	674	11.4%	-32 ↓	242 ↑	56.2
Other theft	569	9.6%	-13 ↓	-97 ↓	47.4
Criminal damage and a...	546	9.2%	8 ↑	-24 ↓	45.5
Vehicle crime	542	9.1%	3 ↑	61 ↑	45.2
Public order	446	7.5%	-1 ↓	-188 ↓	37.2
Burglary	400	6.7%	9 ↑	32 ↑	33.3
Other crime	144	2.4%	2 ↑	36 ↑	12.0
Drugs	135	2.3%	3 ↑	7 ↑	11.3
Possession of weapons	68	1.1%	-2 ↓	-11 ↓	5.7
Robbery	54	0.9%	-1 ↓	-7 ↓	4.5
Theft from the person	27	0.5%	-4 ↓	7 ↑	2.3
Bicycle theft	25	0.4%	0 →	-8 ↓	2.1
<b>Total</b>	<b>5,935</b>	<b>100.0%</b>	<b>-33</b>	<b>-144</b>	<b>494.6</b>

At the time of report creation, the Police.UK website included data up to and including November 2023, as shown in the chart above.

**N.B.** Due to changes in Partnership Analysis support, crime data is currently provided quarterly in arrears. Data for Quarter 2 is below and reporting periods for NWCSF crime data will be adjusted for 2024 onwards.

Across North Worcestershire there was a 10% (n=470) decrease in All Crime during Q2 (Jul-Sept 2023) compared to the previous quarter (Apr-Jun 2023). There was a 15% decrease (n=850) in All Crime compared to the same quarter in the previous year (Q2 Jul-Sept 2022). Overall, each of the NW districts showed a decrease during this quarter (Jul-Sept 2023) compared to the same quarter in the previous year (Jul-Sept 2022) and the largest decrease in All Crime was in Bromsgrove District (22%, n=372).

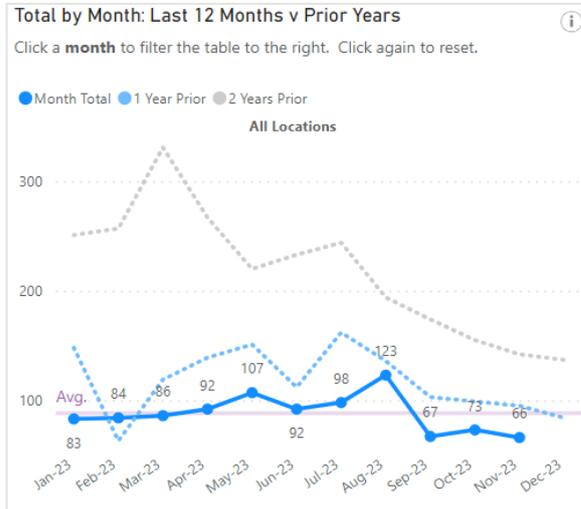
Across North Worcestershire, the offence category showing the greatest increase during Q2 (Jul-Sept 2023) when compared to the same quarter last year (Jul-Sept 2022) was Shoplifting (35%, n=156). This had the largest volume increase and was also documented as increasing in the previous quarter. This suggests an increasing trend, possibly related to the increasing cost of living.

Locally, Sanders Park Ward recorded the largest volume of offences in Q2 (July -Sept 2023) (n=151) and is consistently the ward that records the largest volumes of offences. However, offences in this area did see a decrease of 17% (n=30) compared to the same period last year. Charford Ward followed with the second largest volume of offences (n=103) however this was a decrease in offences compared to Q1 (n=126) Belbroughton and Romsley Ward showed the greatest decrease in offences compared to the same quarter last year (47%, n=86), although the ward remains the third highest ranking area in terms of volume.

**Performance measure**

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

**Update**

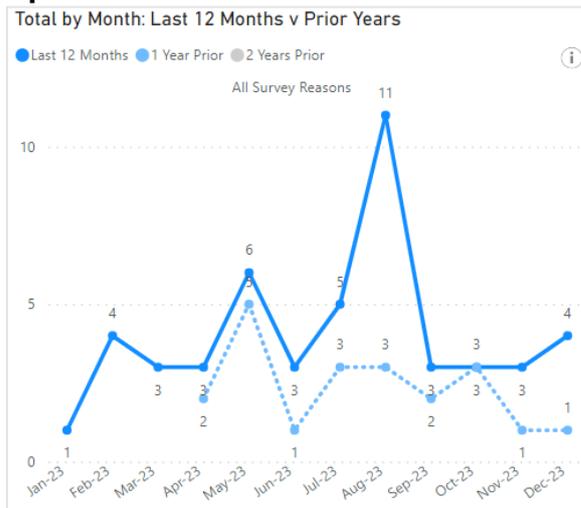


Unfortunately, due to changes in Partnership Analysis support ASB data analysis continues to be unavailable for reporting. NWCSF ASB data reporting will be adjusted for 2024 onwards.

**Performance measure**

- Number of crime risk surveys carried out

**Update**



Oct 2023 – Detailed, written crime prevention recommendations provided for developments in Sanders Park for 120 dwellings and in Rubery South for 23 dwellings. Also, a Home Security Assessment was conducted at the home of an elderly resident in Hagley West at the request of the Ward Member. Crime

prevention recommendations were provided, and a bespoke security solution funded by Community Safety to safeguard the source of an essential electricity supply.

Nov 2023 – A multi-agency meeting was called to discuss a neighbourhood dispute in Perryfields. Police SNT and BDHT colleagues involved in the case and due to one party in the dispute possibly having dementia, an adult safeguarding referral was proposed. A domestic abuse Sanctuary assessment was requested for a resident subject to MARAC. However, due to complications with the resident’s housing arrangements the case was ultimately assessed as not suitable for Sanctuary but the police and BDHT continue to monitor the situation and support the residents involved. Detailed written crime prevention were made for a planning application in Bromsgrove Central for a commercial building and pavilion with associated public realm works.

Dec 2023 – At the request of the police and Ward Members site visits and crime risk surveys were conducted in Lowes Hill in relation to ASB in a derelict building; in Bromsgrove Central at the multi-storey car park and at Belbroughton and Romsley regarding suspected drug activity and offensive behaviour in Uffmore Woods. Work with other services, police SNTs and the Woodland Trust continues to identify long term solutions.

### **3.6 SLM Leisure (Everyone Active)**

#### **Update**

For SLM Leisure there is a lag in the data; as a result, quarter 2 data and comments can be found below; Q3 information will be available for the Q4 report.

<b>Category</b>	<b>Quarter Total</b>	<b>Same Quarter Previous Yr</b>	<b>Difference</b>
Total no. of visits including EA cards and non-card holders	112,864	110,754	<b>2,110</b>
EA Cards added in this period	1,969	2,163	<b>-194</b>
Total EA Cards to date	70,410	64,150	<b>6,260</b>
No. of Gym members	2,993	2,762	<b>231</b>

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Swimming Lessons – children enrolled on scheme	1,497	1,749	<b>-252</b>
Swim Lesson Occupancy	84%	82%	<b>2%</b>
RIDDOR Reportable Events			<b>0</b>

<b>Bromsgrove Leisure Centre</b>	<b>2021/22</b>	<b>+/- %</b>	<b>2022/23</b>	<b>+/- %</b>	<b>2023/24</b>
1st Quarter Apr- Jun	78,285	0%	110,756	41%	107,496
2nd Quarter Jul-Sep	97,510	108%	110,754	14%	112,864
3rd Quarter Oct-Dec	92,559	42%	98,881	7%	0
4th Quarter Jan - Mar	113,610	0%	114,271	1%	0
<b>Totals</b>	<b>381,964</b>	<b>241%</b>	<b>434,662</b>	<b>14%</b>	<b>220,360</b>

Q2 Saw a good recovery and an increase in overall numbers from the previous year. Gym memberships continue to do well as we are quickly approaching 3000 members which is extremely pleasing. We have introduced new activities such as Group Introductions which give our customers an insight to different types of activities. The closure of a local gym also meant that we were able to pick up some extra members.

The Swim Scheme although improving is not yet back to the numbers pre closure. We continue to develop our lesson programme as well as the rest of the pool programme with a goal of increasing both lesson and casual swimming in the centre.

Clip and Climb continue to be popular with us again looking at the programme and we are seeking to add sessions as we go. We are also concentrating on our Spa area at present. This area has underperformed for several reasons and we have just employed a Spa Manager to aid in driving business forward. The re-introduction of spray tanning is the first step as well as looking at opening hours. August did see the ending of the free Ukrainian Memberships. There were 47 free memberships that were contacted in August.

### **3.7. Green Thread**

There continues to be a focus on innovation as we play our part in the response to climate change and biodiversity challenges. Working with partners across the region, including the LEPs and the Waste Partnership, we will explore the possibilities of modern technologies to our fleet but also how innovative technology can help us deliver greener and more efficient systems internally. We also need to maintain work around waste minimisation and maximising recycling, particularly around recycling quality and the implications of the new Environment Act.

#### **Performance Measure:**

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

**Update**

Nottingham City Council, through their government funding grant to undertake a review of its fleet, has provided external consultancy services to the council. Officers have been working with Nottingham City Council and received a copy of their findings. As a consequence, these have been applied to create a funded Capital replacement programme which is subject to ongoing financial review. It is anticipated that, within the fleet replacement programme, small volumes of the Housing Fleet will switch to all electric based on the feasibility of infrastructure being installed at the Crossgates House/Redditch Depot site. This is part of a review to be shortly commenced by our new partner that is reviewing our car parks and depots to provide Electric Vehicle Charging points.

**Performance Measure:**

- Introduce vegetable derived diesel into the councils' vehicles to reduce carbon emissions subject to any budget constraints.

**Update**

Whilst the cost of Hydrogenated Vegetable Oil (HVO) has seen a severe increases due to external influences such as the war in Ukraine these costs have stabilised. As part of the 'Greening the Fleet' review, which seeks to reduce the Carbon Footprint created by the Council's fleet, finances are being reviewed to allow use of HVO more widely across Environmental Services Fleet.

**Performance measure**

- Households supported by the Council's energy advice service
- 

<b>Period</b>	<b>Households</b>	<b>Period</b>	<b>Households</b>
2019/20 (09/19-03/20 only)	31	<b>Q1 2023/24</b>	<b>137</b>
2020/21	41	<b>Q2 2023/24</b>	<b>145</b>
2021/22	90	<b>Q3 2023/24</b>	<b>202</b>
2022/23 (part year)	385		

**Update**

In the 3<sup>rd</sup> quarter of 2023/24 a total of 202 households received energy advice and guidance from Act on Energy. A range of advice and support is provided and in quarter 3 this included a number of referrals to Severn Trent Big Difference Scheme and Step Change Debt Management Service.

**3.8. 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.

**3.9. Organisational Sustainability**

The Council will work to maximise the use of digital infrastructures, including cloud technologies, to enhance its support for customers. Ensuring the Councils 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 current legacy dashboard to a new Power BI dashboard. Power BI is an interactive data visualisation software product with a primary focus on business intelligence. There are currently 33 strategic measures available via the dashboards with 6 new strategic measures expected to be available by the end of quarter 4. Work is also being undertaken on operational measures; the recent accident data has been delivered with a final review due within the next 4 weeks.

**Performance measure**

- % of staff able to work in an agile way.

**Update**

The current overall percentage of staff able to work in an agile way is 56%.

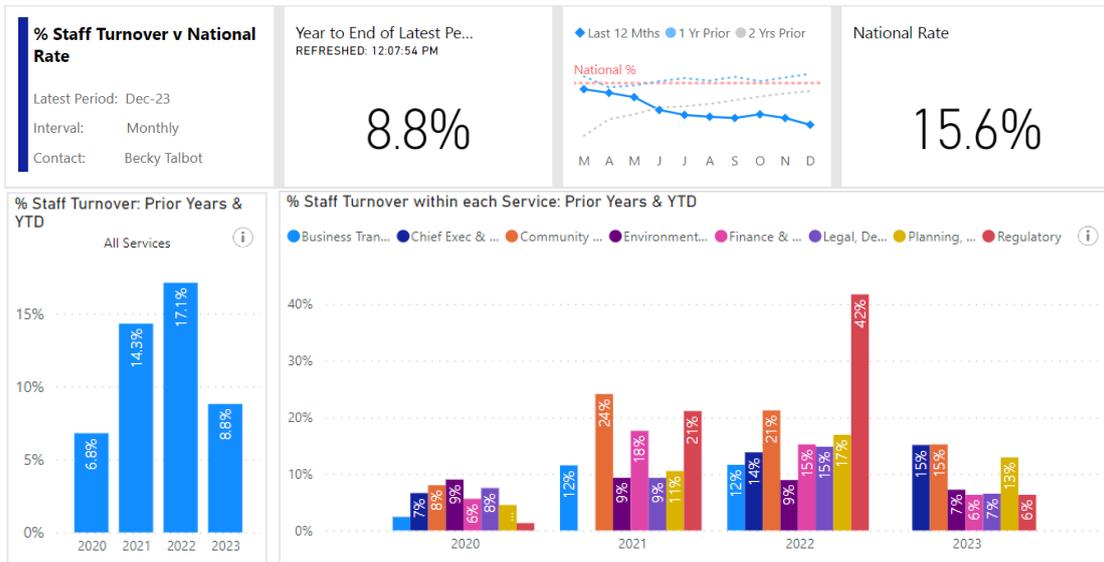
This measure is aligned with the ongoing agile project.

**3.10. High Quality Services**

Council people are key to its success. We need to recruit, retain, and motivate the right employees, with the right knowledge, skills, and attitude to deliver excellent services and customer care.

**Performance measure**

- **Staff turnover rates in relation to national rates**



**Update**

Since January 2023, it can be seen there has been a continued improvement in turnover rates which brings the authority under the national average. We have launched a process for exit interviews and hope the first data will be available in April 2024. We will utilise this data to further understand context and undertake necessary actions.

**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%

**Update**

This is an annual measure. Data is extracted from the annual community survey. 2021 was the first year the public were asked about their level of satisfaction with the way the council delivers its services. National satisfaction with LA's, according to the Local Government Chronicle is currently at 40%.

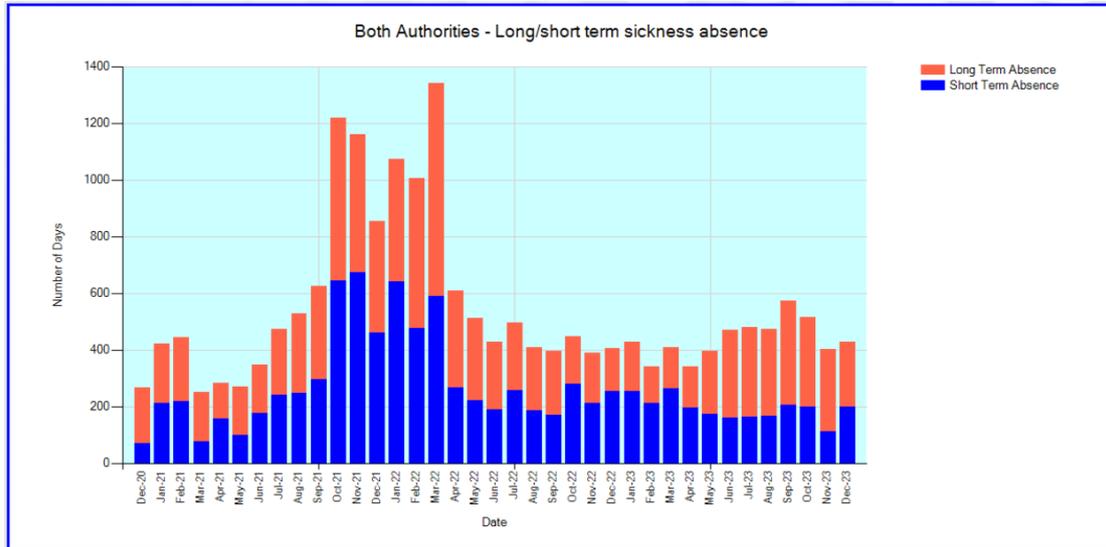
The 2023 survey was carried out in October/November 2023; the results for this survey are expected to be available for the Q4 performance report.

**4. Operational Measures**

**4.1 Business Transformation, Organisational Development & Digital Services**

**Performance measure**

- Sickness absence



**Update**

We are continuing to undertake a fundamental review of the data source, data capture and data calculation, to utilise the increased functionality of PowerBI which will enhance both the overview and more in-depth analysis for this measure and in turn enable actions from the understanding gained. System issues have hindered the speed of progress; however, progress is being made.

**Actions:**

- Review data source, to include training where needed.
- Review of the absence reasons reported under in comparison to national data.
- Review of how the data is analysed and presented to managers.

**4.2 Environmental Services**

**Domestic Waste Collection**

**Performance Measure**

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

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 2021/22 Bromsgrove was ranked 173rd, increasing from 175th in 2020/21 (2022/23 rankings not yet published).

During Qtr 1 it was identified that Dry recycling tonnages actually dropped slightly, but mirrored a noticeable drop in Residual Waste Tonnages which is believed to be related to the cost of living on households which has changed spending habits as households try to avoid unnecessary waste due to the cost of food and goods.

Dry Recycling rates remained consistent during Qtr 2, but Garden waste tonnages were higher than usual over the summer due to the damp weather and boosted our performance. Qtr 3 has seen a significant drop in the percentage of waste being recycled/composted, as the Garden Waste Season ended in November. Although we collected 115 tons per month more (on average) dry mixed recycling in Qtr 3 in comparison with Qtr 2, this was still approximately 70 tonnes less than the same Qtr in the previous year and is believed to be further evidence of the change in buying habits as a result of the cost of living.

	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
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			

**Actions:**

Discussions have been had with our neighbouring Worcestershire Authorities about how we can increase our resources collectively to support more proactive engagement with residents to educate on waste reduction and effective use of our services, as we still have regular contamination of our recycling with non-recyclable items. Although this is not progressing as a partnership project across all the Worcestershire Authorities, Bromsgrove and Redditch (with support from the Waste Partnership Strategy Officer) are still looking at how existing resources could be used differently to support more proactive engagement and education with residents.

Work is also on-going to consider the future of waste collection services alongside new legislative requirements that will see the introduction of a weekly food waste collection and potential changes to how we manage both residual waste and dry recycling. New banners were affixed to the side of our refuse collection fleet to highlight the issue of food waste as part of a joint campaign with Worcestershire County Council earlier this financial year, and we also have resources available via our website to support households in using our services and reducing waste:

<https://www.worcestershire.gov.uk/lets-waste-less> .

**Performance Measure**

- Residual Waste per household (kg)

This measures non-recyclable waste thrown away per household and shows a marked reduction per household in Qtr 1 when compared with the previous two years, which is a positive trend for sustainability but may be due to financial pressures on households as much as greater awareness of the environmental benefits of reducing our waste. During Qtr 2, we saw increases linked to the Summer period, that may be linked to more people staying at home rather than taking holidays, as the same trend of increased residual waste was seen across all the Worcestershire LA's. Qtr 3 is consistent with previous years.

Waste Composition Analysis was carried out across the district to sample waste during 2022, and identify what is being thrown away in our residual waste to support discussions on the future of our services, and any communication/education campaigns we may need to implement to support further recycling. In the samples taken, up to 18% of the residual waste put out for collection could have been collected as recycling, and up to 35% of the residual waste was food waste (45% of that was still in its packaging unused). This information is being considered as part of the wider Task and Finish project to consider future options for how we collect our residents waste in the future.

**Residual Waste per Household (Kg)**

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
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	33.19	35.75	34.51	34.61	46.49	36.9	34.93	37.00	32.75			

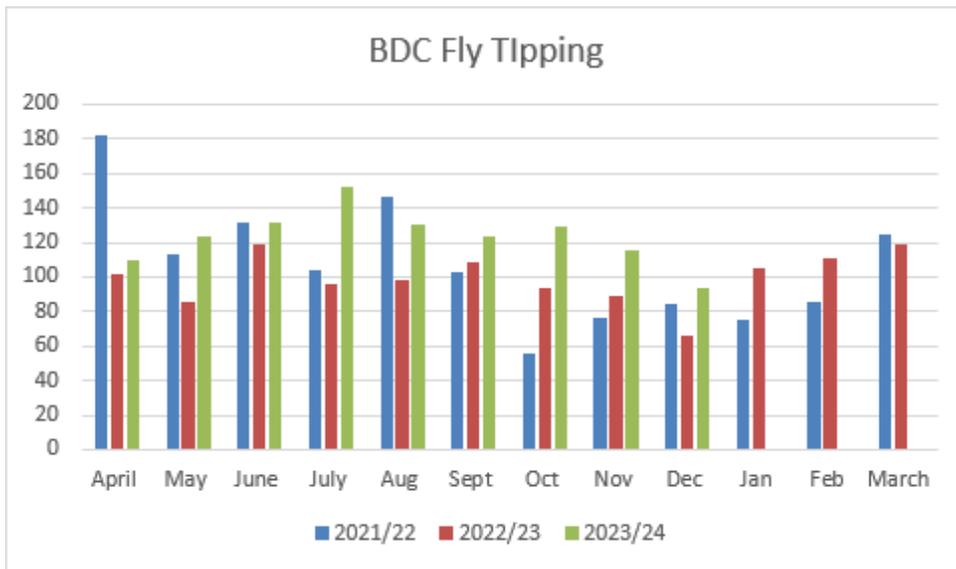
**Actions:** As per comment on percentage of household waste sent for recycling and reuse

**Performance Measure**

- Fly Tipping

This overview reflects the number of fly tips identified across the District requiring resources to remove and indicates the scale of the problem and any trends resulting from enforcement and education actions. The detailed data is used to identify patterns of behaviour and geographic locations that can be targeted with signage and cameras to identify those responsible and deter behaviour or support further enforcement action against those who continue to illegally dump their waste.

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
2021/22	182	113	131	104	147	103	56	76	84	75	85	125	1281
2022/23	102	85	119	96	98	109	94	89	66	105	111	119	1193
2023/24	110	124	131	152	130	124	129	116	94				1110



**Actions:**

We have seen a change of behaviour in fly tipping in areas where we have used signage to raise the profile of our enforcement actions, and our Enforcement Officer is currently updating this signage to keep the messaging relevant and highlight that this is an on-going issue to further deter this across the District. Cameras are still being deployed in hotspot areas to identify those responsible, and additional training has been carried out during September on how to effectively use covert cameras and maintain legal compliance for the use of CCTV, which is expected to support more flexible use of our equipment during Qtr 3.

2023/24 has seen increasing numbers of fly-tips, across a wider range of locations than has been seen previously, which is hindering our ability to monitor locations to identify those responsible.

We have had targeted monitoring of hot spot locations with cameras for a combined total of 402 days surveillance for the year to date and issued five fixed penalty notices for smaller offences caught on camera, and these have all now been paid (total received of £730).

We also have two cases currently being taken to court for fly tipping that we are confident of achieving a successful conviction on, and have a number of other cases currently being investigated where we have partial video footage, or evidence from within the fly tip that is being used to identify the origin and who was responsible for it.

Our Enforcement Officer is currently updating our signage to support the work to deter this across the District, and cameras are still being deployed in hotspot areas to identify those responsible. We are currently unable to issue additional fixed penalty notices as we are unable to confirm if payment has been received, which is limiting our ability to escalate issues where appropriate. This is being resolved with the finance team currently and we are

expecting to issue them again where appropriate from August, using an invoice reference linked to the fixed penalty notices to support payments.

**4.3 Finance and Customer Services (inc Revenues & Benefits)**

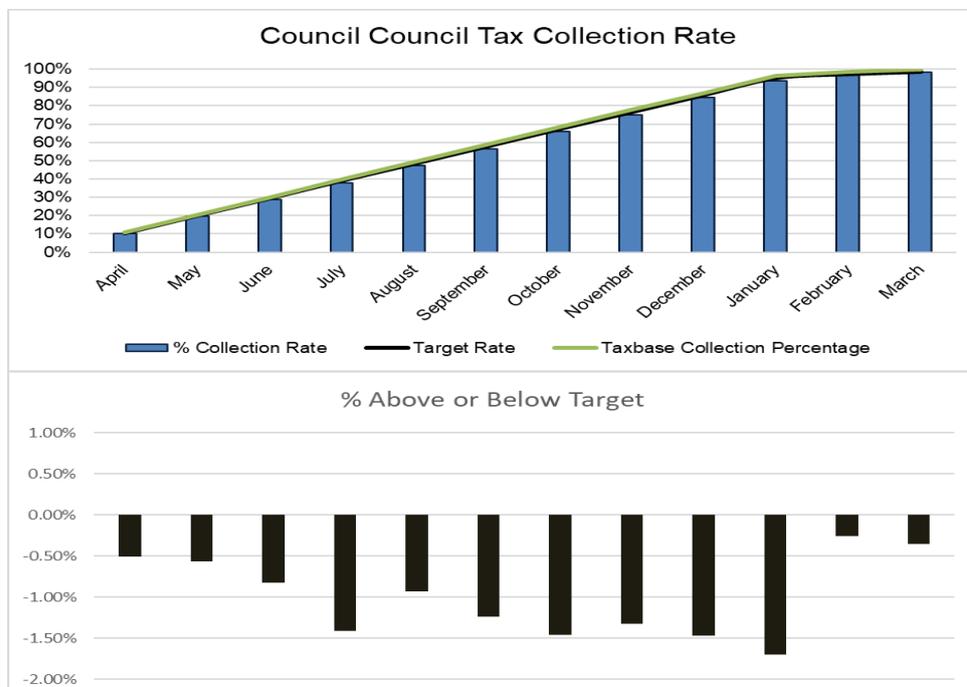
**Performance measure**

- Council Tax Collection Rate

The data remains as Quarter 4 2022/23 data. Revenues cannot accurately produce the updated information due to batch scheduling having stopped working within Civica-OpenRevenues; this issue is being progressed and is within the escalation process.

The OpenRevenue system includes software titled "Civica Automation" - which is batch scheduling tool that is able to automate linear tasks. There was an issue with one of the process maps in April and the process maps have been switched off by systems admin/internal ICT.

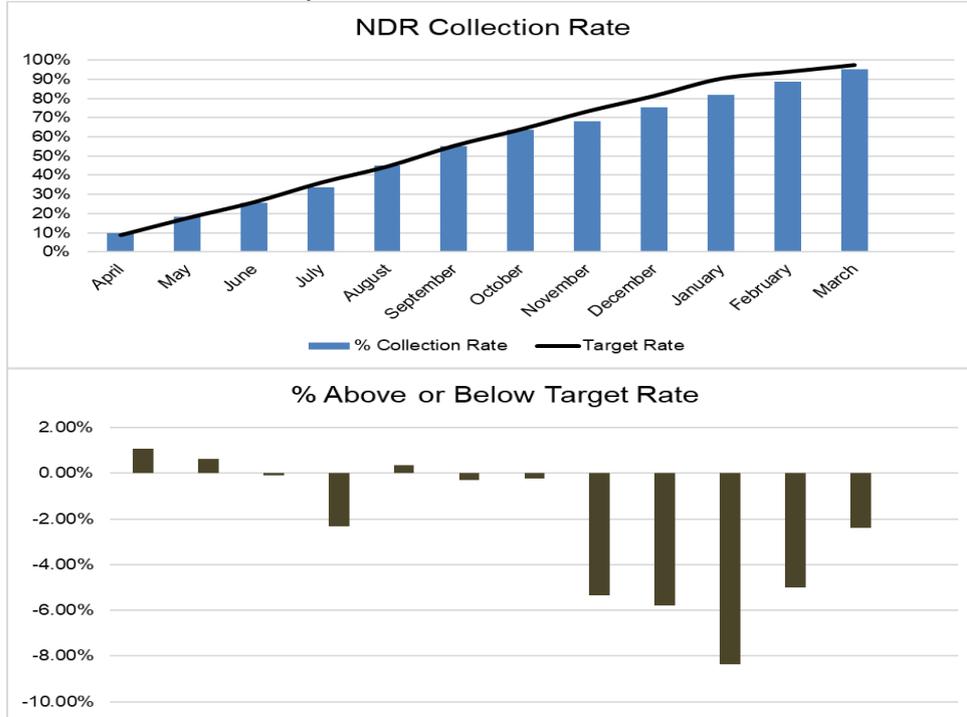
The process map that is switched off is the one which runs the reports which we use to profile collections rates. We have now been without this process map for many months, and ICT/Systems Admin have been unable to rectify this. This remains a priority and currently progressing with ICT and third party system provider.



**Performance measure**

- NDR Collection Rate

The data remains as Quarter 4 2022/23 data. Revenues cannot accurately produce the updated information due to batch scheduling having stopped working within Civica-OpenRevenues; this issue is being progressed and is within the escalation process.



**Performance measure**

- Revenues Processing

Month	Completed Items	Comp. < 7 Days	Comp. < 14 Days	Comp. < 21 days	Comp. < 28 Days	Comp. > 28 days	Outstanding
Apr-22	2550	527	313	280	718	712	1869
May-22	2337	464	192	172	92	1417	2044
Jun-22	2773	509	268	157	137	1702	2031
Jul-22	2906	552	240	190	362	1562	1605
Aug-22	2345	529	215	208	804	589	1421
Sep-22	5143	1080	483	481	1458	1641	1424
Oct-22	2716	954	297	239	511	715	1798
Nov-22	2807	818	299	249	264	1177	1639
Dec-22	2284	853	292	182	106	851	1536
Jan-23	3121	1185	333	310	198	1095	1228
Feb-23	3271	1652	249	187	327	856	941
Mar-23	4059	2277	748	377	359	298	912
Apr-23	2608	1166	426	238	416	362	740
May-23	2273	1223	227	117	304	402	846
Jun-23	2417	1392	182	163	90	590	1080

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Jul-23	2922	1378	290	292	272	690	1005
Aug-23	2969	1517	366	611	190	285	637
Sep-23	2648	1443	594	325	76	210	677

**Update**

The Covid-19 Business Support Grants, Council Tax Energy Rebates, and Energy Bill Support Scheme – Alternative Funding schemes is no longer impacting on the workload for the Revenue Service. Some reconciliation work remains to be completed for these schemes, but there is no longer any day-to-day processing impact. This has enabled a reduction to the outstanding work items.

It is anticipated that the impact of inflation and rising interest rates will cause an increase in customer contact with regards to the payment of their council tax.

**Actions**

Available resources will be reviewed to ensure that they are sufficient to meet the ongoing demand on the service.

**Performance measure**

- Online Customer Interactions

Due to a server migration in early October, the report is not able to be produced due to the settings having to be re-established.

**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)
Oct 2023	3060	0.35	04:22	6.86	07:57
Nov 2023	2637	0.09	03:18	7.37	08:03
Dec 2023	1717	0.12	03:32	6.00	07:43

**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.

**Performance measure**

- Number of Web Payments

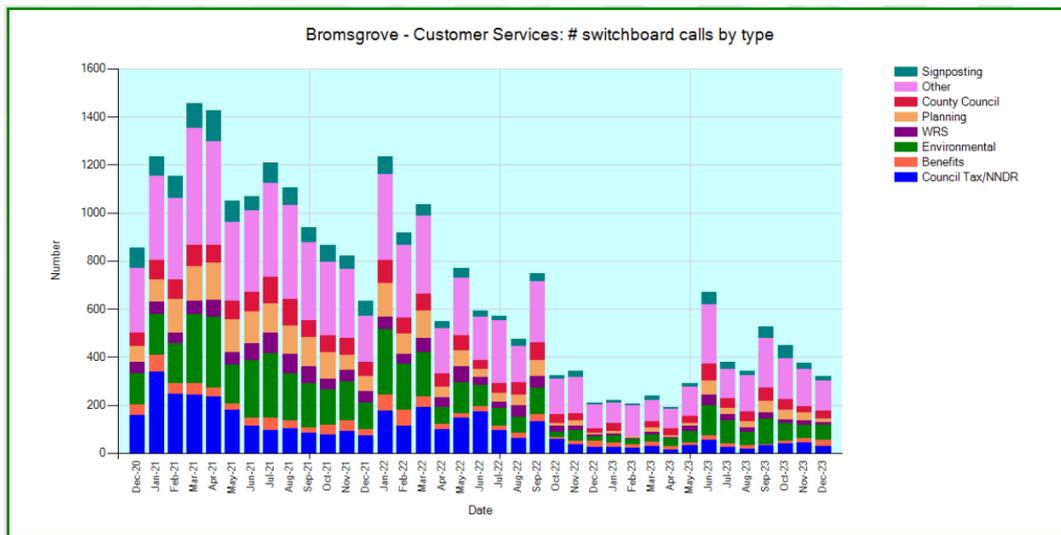
**Update**

Date	Number of payments
Oct 2023	1260

Nov 2023	1200
Dec 2023	1021

**Performance measure**

- Customer Service calls (Switchboard)



Date	Calls Answered	Avg in Queue	Avg Wait (mm:ss)	Avg Logged in	Avg call length (mm:ss)
Oct 2023	849	0.03	01:17	1.78	00:58
Nov 2023	798	0.01	00:32	1.93	00:59
Dec 2023	487	0.01	00:52	1.90	00:56

**Update**

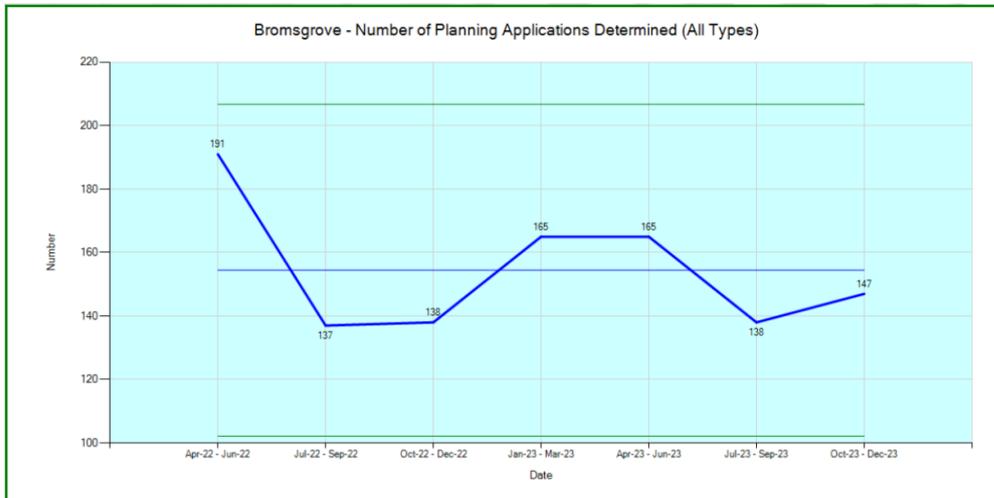
The service met expectations with regards to answering calls during the quarter with an average queue close to zero and an average call answering time under 1 minute

**4.4 Planning, Regeneration and Leisure Services**

The Leisure and Cultural Strategy has been formally endorsed. Its recommendations have been prioritised for delivery and delivery has commenced.

**Performance measure**

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

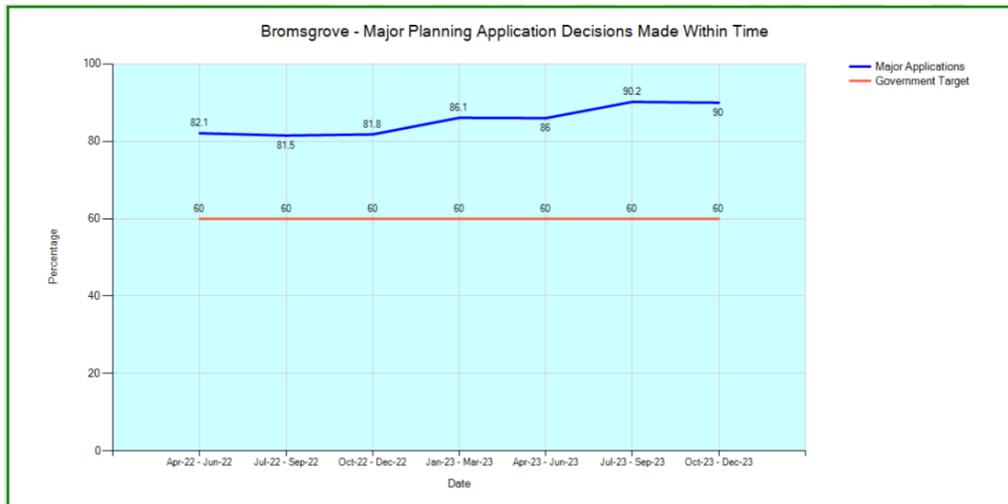


**Update**

There was a modest rise in determination rates, but these were still below average.

**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%)

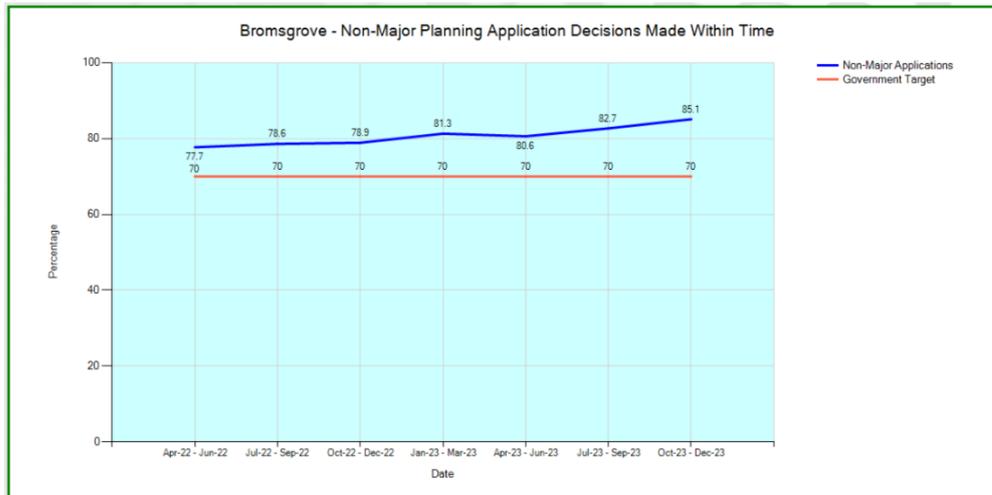


**Update**

The assessment of speed remains well in excess of government targets.

**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%)



**Update**

The 2-year rolling period for speed showed an improvement relative to the last quarter and remains well in excess of government requirements.

**5. Corporate Project Oversight & Monitoring**

The table below provides a summary as of 25<sup>th</sup> January 2024. The focus point being that the overall RAG status is Amber for the majority of projects.

A review of current projects, project sponsors and leaders, has been undertaken to ensure accurate monitoring moving forward.

All Projects (Number)	Overall Status RAG		Time Status RAG		Scope Status RAG		Budget Status RAG	
	No.	%	No.	%	No.	%	No.	%
<b>Red</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Amber</b>	11	68.75%	12	75%	9	56.2%	7	43.7%
<b>Green</b>	5	31.25%	4	25%	7	43.7%	6	37.5%