

Open

Cabinet

Agenda

6 pm
Tuesday, 20th December 2011
The Earl Baldwin Suite
Duke House
Clensmore Street
Kidderminster



Cabinet

The Cabinet Members and their responsibilities:-

Councillor J-P Campion	Leader of the Council
Councillor M J Hart	Deputy Leader, Environmental Services
Councillor N J Desmond	Resources and Transformation
Councillor T L Onslow	Community Well-Being
Councillor J Phillips	Place-Shaping

Scrutiny of Decisions of the Cabinet

The Council has one Scrutiny Committee that has power to investigate policy issues and question members of the Cabinet who have special responsibility for a particular area of the Council's activities. The Cabinet also considers recommendations from this Committee.

In accordance with Section 10 of the Council's Constitution, Overview and Scrutiny Procedure Rules, and Standing Order 2.4 of Section 7, any item on this agenda may be scrutinised by the Scrutiny Committee if it is "called in" by the Chairman or Vice-Chairman of the Overview & Scrutiny Committee and any other three non-Cabinet members.

The deadline for "calling in" Cabinet decisions is 9th January 2012.

Councillors wishing to "call in" a decision on this agenda should contact Sue Saunders, Committee/Scrutiny Officer, Civic Centre, Stourport-on-Severn. Telephone: 01562 732733 or email susan.saunders@wyreforestdc.gov.uk.

Urgent Key Decisions

If the Cabinet needs to take an urgent key decision, the consent of the Scrutiny Committee Chairman must be obtained. If the Scrutiny Committee Chairman is unable to act the Chairman of the Council or in his/her absence the Vice-Chairman of the Council, must give consent. Such decisions will not be the subject to the call in procedure.

Declarations of Interest - Guidance Note

Code of Conduct

Members are reminded that under the Code of Conduct it is the responsibility of individual Members to declare any personal or personal and prejudicial interest in any item on this agenda. A Member who declares a personal interest may take part in the meeting and vote, unless the interest is also prejudicial. If the interest is prejudicial, as defined in the Code, the Member must leave the room. However, Members with a prejudicial interest can still participate if a prescribed exception applies or a dispensation has been granted.

Section 106 of the Local Government Finance Act 1992

If any Member is two months or more in arrears with a Council Tax payment, they may not vote on any matter which might affect the calculation of the Council Tax, any limitation of it, its administration or related penalties or enforcement.

For further information: -

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Sue Saunders, Committee/Scrutiny Officer, Civic Centre, Stourport-on-Severn. Telephone: 01562 732733 or email susan.saunders@wyreforestdc.gov.uk.

Documents referred to in this agenda may be viewed on the Council's website - www.wyreforestdc.gov.uk/council/meetings/main.htm

Wyre Forest District Council

Cabinet

Tuesday, 20th December 2011

Earl Baldwin Suite, Duke House, Clensmore Street, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Declarations of Interest In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any personal or personal and prejudicial interests in the following agenda items. Members should indicate the action they will be taking when the item is considered. Members are also invited to make any declaration in relation to Section 106 of the Local Government Finance Act 1992. (See guidance note on cover.)	
3.	Minutes To confirm as a correct record the Minutes of the meeting held on the 22 nd November 2011.	6
4.	CALL INS a verbal update will be given on any decisions which have been “called in” since the last meeting of the Cabinet.	
5.	Items Requiring Urgent Attention To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	Public Participation In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 9 am on Friday 9 th December 2011. (See front cover for contact details).	

7.	<i>The Leader of the Council</i>	
7.1	Leader's Announcements	

8.	<i>Delivering Together with Less</i>	
8.1	Financial Strategy 2012-2015 To consider a report from the Director of Resources on the Financial Strategy 2012-2015.	11
8.2	Recommendations from Overview and Scrutiny Committee, 1st December 2011 to recommend to Council <ul style="list-style-type: none"> Treasury Management Strategy Statement and Annual Investment Strategy Mid Year Review Report 2011/12 	98
8.3	Recommendations from Overview and Scrutiny Committee, 1st December 2011 <ul style="list-style-type: none"> Kidderminster Carpet Museum Trust Request for Cashflow Support (2011) 	99

9.	<i>Improving Community Well-Being</i>	
9.1	Recommendations from Overview and Scrutiny Committee, 1st December 2011 <ul style="list-style-type: none"> Local Authority Mortgage Scheme (LAMS) 	100

10.	To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
11.	Exclusion of the Press and Public To consider passing the following resolution: "That under Section 100A(4) of the Local Government Act 1972 the press and 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 paragraph 3 of Part 1 of Schedule 12A to the Act".	

Part 2

Not open to the Press and Public

12. <i>Delivering Together with Less</i>		
12.1	Property Disposal To consider a report from the Director of Legal and Corporate Services which provides an update in respect of Property Disposals.	101
13.	To consider any other business, details of which have been communicated to the Director of Legal and Corporate Services before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	

WYRE FOREST DISTRICT COUNCIL

CABINET

**THE EARL BALDWIN SUITE, DUKE HOUSE, CLENSMORE STREET,
KIDDERMINSTER**

22ND NOVEMBER 2011 (6.00 PM)

Present:

Councillors: J-P Campion, N J Desmond, M J Hart, T L Onslow and J Phillips.

Observers:

Councillors: H E Dyke, M B Kelly, F M Oborski, M A Salter and J A Shaw.

CAB.53 Apologies for Absence

There were no apologies for absence.

CAB.54 Declarations of Interest

No declarations of interest were made.

CAB.55 Minutes

Decision: The minutes of the Cabinet meeting held on 18th October 2011 be confirmed as a correct record and signed by the Chairman.

CAB.56 Call Ins

No decisions had been called in since the last Cabinet meeting.

CAB.57 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.58 Leader's Announcements

Members were advised that the Director of Resources would be leaving the Council at the end of February 2012 to take up a position at Stratford-upon-Avon District Council. He was thanked for all the help and support he had given. Members were also informed that a Group Leaders' meeting would be held on 23rd November 2011 where a discussion would be held on the recruitment process.

CAB.59 Eastern Gateway: Concept Feasibility Report

A report was considered from the Director of Planning and Regulatory Services which asked the Cabinet to endorse the Concept Feasibility Report and agree that it be used as evidence in support of the emerging Kidderminster Central Area Action Plan. In addition, the recommendations from the Overview and Scrutiny Committee on 3rd November 2011 were considered.

Members were advised that the report outlined the aspirations of the Council for the development and improvement of the Eastern Gateway of Kidderminster. The Director of Planning and Regulatory Services and his team were thanked for the work they had carried out.

Members agreed that the project was worthwhile as it was felt that Kidderminster Town Centre would benefit from the improvements.

The Leader of the Council advised Members that a new Town Centre Manager (covering all three towns in the district) was now in place.

Decision: The Eastern Gateway Concept Feasibility Report be adopted as informal planning guidance in support of the Kidderminster Central Area Action Plan and the Kidderminster Regeneration Prospectus / ReWyre Initiative. Cabinet also agreed that Officers develop a land assembly and disposal strategy.

CAB.60 Budget Monitoring Second Quarter 2011/12

A report was considered from the Director of Resources that outlined the monitoring of the Revenue Budget and Capital Programme in accordance with the Local Government Act 2003.

The Corporate Management Team were thanked for their help in the savings achieved.

Decision: The projected budget variations and comments outlined within the report to Cabinet and contained in the appendices 2 to 6 to the report be noted.

CAB.61 Worcestershire Regulatory Services – Enforcement Policy

A report was considered from the Director of Planning and Regulatory Services which asked Cabinet to agree the adoption of the Worcestershire Regulatory Services Enforcement Policy and to consider the recommendations from the Overview and Scrutiny Committee on 3rd November 2011.

Members were advised that there would no loss to the powers the Council had if the policy was adopted, in that decisions would still be actioned by the Council.

Decision: The Worcestershire Regulatory Services Enforcement Policy be adopted.

CAB.62 Review of the Current Arrangements for the Collection of Waste and Recycling

A report was considered from the Director of Resources which asked Cabinet to recommend to Council that an amendment be made to the terms and conditions of the staff within the Waste and Recycling Service and to consider the recommendations from the Overview and Scrutiny Committee on 3rd November 2011.

Decision:

- 1. The principle of a Four Day Waste Collection Service (Tuesday–Friday) be introduced utilizing the Route Optimisation Software.**
- 2. The Director of Resources be given delegated responsibility to undertake the review objectives in consultation with the Cabinet Member for Environmental Services.**

Recommended to Council:

- 1. To support the amendment to the terms and conditions of the staff within the Waste and Recycling Service in respect of the introduction of a 4 day working week.**
- 2. On the grounds of improvements to the environment and the cost savings it would generate, the frequency of the collection of medical waste be amended to fortnightly, with additional capacity provided if required.**

CAB.63 South Worcestershire Development Plan Preferred Options Response

A report was considered from the Director of Planning and Regulatory Services which asked Cabinet to agree that the Draft South Worcestershire Development Plan Response be submitted to the South Worcestershire Authorities as the District Council's representations on the South Worcestershire Development Plan Preferred Options Consultation and to consider the recommendations from the Overview and Scrutiny Committee on 3rd November 2011.

Members were advised that Rock Parish Council would make their own representations on the potential site at Clows Top.

The Chairman of the Local Development Framework Review Panel informed Members that the review panel had concerns that approximately 40% of the social housing stock did not seem to be sustainable. It was also believed that the areas of Great Witley and Abberley Common relied on the services of Wyre District area as they were close to the boundary.

Decision: The representations set out at Appendix 1 of the report to Cabinet for submission to the South Worcestershire Authorities be approved.

CAB.64 Wyre Forest District Council Empty Property Strategy

A report was considered from the Director of Planning and Regulatory Services that asked Cabinet to adopt the Wyre Forest District Council Empty Property Strategy and to consider the recommendations from the Overview and Scrutiny Committee on 6th October 2011.

Agenda Item No. 4

The Chairman of the Overview and Scrutiny Committee informed Members that although the committee had supported the Empty Property Strategy, concerns had been expressed that the Council did not always act on procedures promptly. It had been highlighted that there was one particular property in the district that had been empty for a number of years and it was felt that more robust legislation was required to give greater powers to local authorities in tackling privately owned empty properties. As a result of this, the Committee had agreed to send a letter to the local MP, Mark Garnier asking if he could act on the request.

In response to a Members' question, it was confirmed that the report covered both affordable and social housing.

Decision: The Wyre Forest District Council Empty Property Strategy be adopted.

CAB.65 Recommendations from Overview and Scrutiny Committee, 3rd November 2011

The Chairman of the Overview and Scrutiny Committee informed Members that there were currently four Community Safety Partnerships in Worcestershire and that there had been a good debate at the scrutiny meeting on how the future of the service could operate. The Committee had suggested that there be one strategic board with the proviso that local grass root works continued. Unfortunately the North and South authorities of Worcestershire did not agree with the suggestion. It was also stressed that work continued to be done at ground level to ensure that Wyre Forest was kept as safe as possible.

Future Community Safety Partnership Arrangements

Decision:

Recommended to Council

Wyre Forest Community Safety Partnership (CSP) and Wyre Forest District Council (as the responsible authority) agrees to the restructuring of the current CSP arrangements into one CSP for North Worcestershire, by merging with Redditch and Bromsgrove CSP's.

CAB.66 Exclusion of Press and Public

Decision: "Under Section 100A(4) of the Local Government Act 1972 the press and 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 paragraphs 3 of Part 1 of Schedule 12A to the Act.

CAB.67 Summary of Minutes

The following proceedings were considered after the press and public had been excluded from the meeting.

CAB.68 Review of Homeless Contract with Community Housing Group

A report was considered from the Director of Planning and Regulatory Services which considered the review of the homelessness; housing advice and housing register contract (the contract) prior to the third year end and considered possible options for the future of the service delivery and to consider the recommendations from the Overview and Scrutiny Committee on 3rd November 2011.

In response to a Member question, the Leader of the Council confirmed that there would be an item on the next meeting of the Group Leaders' agenda that feedback from outside bodies be reported on a regular basis.

Decision:

- 1. The existing Homelessness contract with the Community Housing Group (CHG) be extended for the further two year period (in accordance with the provisions of the existing contract) and that CHG assist the Council to deliver the contract savings set out in the Council's Financial Strategy.**
- 2. The Director of Planning and Regulatory Services in consultation with the Director of Resources and the Director of Legal and Corporate Services undertake the necessary procurement exercise to commission a new contract to take effect from April 2014.**

The meeting closed at 6.50 pm.

Wyre Forest District Council



Wyre Forest
District Council

FINANCIAL STRATEGY 2012/2015

(Please retain for future reference)

I N D E X

BUDGET REPORTS

FOREWORD FROM THE LEADER

(page i)

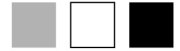
THREE YEAR BUDGET AND POLICY FRAMEWORK 2012/2015

(pages 1-73)

CAPITAL PROGRAMME 2011/2012 ONWARDS

(pages 74-84)

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Foreword from Cllr John Campion Leader of the Council

Investing in the Economic Future in Wyre Forest

The Council has taken exceptionally difficult but prudent decisions in previous budgets that enable us today to support our community where it needs us the most. As the District and Country continues to reel from the continued economic downturn this Council must do all that it can to ensure our local economy goes from strength to strength.

The Council has seen a long journey of transformation that will continue for many years ahead. This journey will allow the Council to continue to move resources from our back office services to those front line services that are so vital to our community. The Council's continued transformation process through Wyre Forest Forward will see systems thinking applied to many of our processes that will not only deliver leaner systems but also more efficient ones. This will be an improvement of the service that our communities use.

The budget proposals contain a raft of measures aimed at supporting our local economy including the single largest investment in economic regeneration in recent history. In line with our corporate priorities we will continue to ensure that the economic outlook of the District gets ever stronger.

I would like to place on record my thanks to the Chief Executive, Treasurer and the Corporate Management Team for their ongoing help and support in not only producing this set of budget proposals but the ongoing journey that the Council is making.

The proposals contained within this report are the first step to update the Council's medium term budget strategy and I look forward to engaging fully with Scrutiny prior to Council making decision in February.

With my very best wishes.

Yours sincerely,

Councillor John-Paul Campion
Leader of the Council

WYRE FOREST DISTRICT COUNCIL**CABINET**
20 DECEMBER 2011**WYRE FOREST FORWARD**
THREE YEAR BUDGET & POLICY FRAMEWORK 2012/15

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME:	Stronger Communities
CORPORATE PRIORITY:	Delivering Together with Less
CABINET MEMBER:	Councillor N J Desmond
DIRECTOR:	Director of Resources
CONTACT OFFICER:	David Buckland Ext. 2100 david.buckland@wyreforestdc.gov.uk
Appendix 1 Appendix 2 Appendix 3 Appendix 4 Appendix 5 Appendix 6	Base Budget Projection 2011/15 Variance Analysis Cabinet Proposals Fees and Charges Proposals Prioritisation of Services Risk Management analysis <i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>

1. PURPOSE

- 1.1 In accordance with the Council's Budget and Policy Framework Procedure Rules and in line with the Wyre Forest Forward programme announced last year, to provide the Cabinet with financial information in order to make proposals for the Budget Strategy for the period 2012/15.

2. RECOMMENDATIONS

The Cabinet is asked to **ENDORSE** and **RECOMMEND** for scrutiny:-

- 2.1 The Council's updated Medium Term Finance Strategy;
- 2.2 Cabinet Proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2012/15 (Appendix 3);
- 2.3 The level of net expenditure and resultant Council Tax for 2012/15 as per paragraph 8.1;
- 2.4 Increases in fees and charges and the impact on the Council's Revenue Budget for 2012/15, as shown in Appendix 4;

3. **KEY ISSUES**

- 3.1 This report presents the Council's proposed spending plans for the next three years. Attached at Appendix 1 is the forecast base budget position for the period 2012/13 to 2014/15.
- 3.2 As predicted in the Financial Strategy 2011/14, the spending needs of the Council will exceed the resources which are available. The Base Budget shown at Appendix 1 includes the financial implications of all of the previously approved Cabinet Proposals such as the reduction in cost in areas such as Waste & Recycling and the Revenue and Benefits. New Cabinet Proposals are considered within this report at Section 8.
- 3.3 It was recognised last year that due to significant reductions in resources from central government grant the Council needs to undertake a fundamental review of its activities to ensure on-going financial sustainability. The process to deliver this change was identified as the Wyre Forest Forward programme; the way in which this has influenced the budget process is fully discussed later in this report.
- 3.4 This Financial Strategy includes a reduction of government grant of nearly 14% in 2012/13, on top of the reduction of 15% for 2011/12. The position for 2013/14 and beyond remains unclear due to significant changes in the method for local government financing proposed under the Local Government Resource Review. However, a working assumption which is discussed later in this report is predicting further reductions of 6% pa after 2012/13. This is in line with the overall assumptions within the Comprehensive Spending Review 2010.
- 3.5 The Base Budget position has also been prepared on the basis that the Council will be accepting the government's offer of a grant equivalent to 2.5% of the level of Council Tax income, if the Council decides to freeze Council Tax in 2012/13. After the freeze in Council Tax in 2012/13, for 2013/14 onwards, an annual increase of 2.5% has been assumed.
- 3.6 In preparing the Base Budget, efficiency measures and proposals for additional income have been identified by all directorates to mitigate as far as possible the impact of these reductions in grant. In addition with a view of protecting existing services, measures have been considered that seek to share the impact of the cost reductions required.
- 3.7 Attached at Appendix 2 is a Variance Analysis which details the position relating to the 2011/12 Original Base Budget compared with the position for 2011/12 Revised Budget and also the 2012/13 Base Budget compared to the Revised Budget position.
- 3.8 Changes to the level of fees and charges have been considered as part of this budget and included within the base budget position. Generally increases are suggested in line with inflation at 5% year on year. The proposed fees and charges for 2012/13 are attached in Appendix 4.
- 3.9 Taking these measures into account the projected Base Budget net expenditure for 2012/13 is estimated to be £12,607,510 (Appendix 1). This is £48,150 more than currently estimated to be raised from Council Tax, Area Based Grant, Business Rate Grant and Revenue Support Grant.

4. **THE BASE BUDGET 2011/2015**

- 4.1 The Council's Summary Budget and individual Directorate summaries are enclosed as Appendix 1.
- 4.2 The format of the 2012/15 Base Budget reflects the current Directorate structure. A copy of the detailed Budget 2012/15 can be forwarded to Members electronically on request.
- 4.3 Inflation has been included in the Base Budget for 2012/13 onwards as follows:

Inflation Assumptions	2012/13 %	2013/14 %	2014/15 %
Pay	0	1.0	1.0
Business rates (*) and other contractual commitments	2.5	2.5	2.5
Other	0	0	0

(*) – Business Rate increase of 5.2% (in RPI) for 2012/13

- 4.4 The Base Budget takes account of the current position in relation to the forecast level of interest that the Council can expect to receive. It is expected that the current base rate of 0.5% will remain in place until at least June/July next year. The current assumptions that have been used within the Base Budget are as follows:

- Expected returns in 2012/13 based on investment returns of 0.75%;
- Expected returns in 2013/14 based on investment returns of 1.00%.
- Expected returns in 2014/15 based on investment returns of 1.25%.

In terms of external Prudential Borrowing, the Council will enter into external borrowing in 2012/13 (see Capital Report) and an interest rate of 4% has been assumed within the base budget to fund the cost of this.

- 4.5 In addition to the position on investment returns the Base Budget position also assumes the continued return of the Council's Icelandic investments. To date out of the £9m original investments the Council has received £3.8m. Further dividend payments are expected throughout the period of the Medium Term Financial Plan.

The recent decision of the Icelandic Supreme Court to uphold the Council's "preferred" status as a creditor in Landsbanki, is a fantastic result for the Council. This will ensure that instead of a 32% return on this investment the Council can reasonably expect a return of between 95 to 98% (not yet reflected in technical guidance hence table in 4.6 shows lower return). The Winding Up Board has already identified that there will be an initial dividend of 27% imminently. This first dividend will be paid into an Escrow account pending final formal confirmation of the position of non-test case local authorities such as ourselves. However, the claim for penalty interest on the deposit has been refused. At this time it is not possible to forecast the impact of this decision on the total repayments the Council can expect, but there will be an adverse impact on the final accounts position as value for this interest has been accounted for in accordance with technical guidance. The improved estimated recovery percentage should go some way to buffer this interest loss.

- 4.6 The table below identifies the position and expected returns for all of the Council's "Icelandic" investments as at the end of November 2011:

Financial Institution	Principal Invested £	Principal Repaid to 30 Nov 2011 £	% Recovery to Date	Estimated Total Recovery %
Landsbanki	3,000,000	0	0	94.85
KSF	5,000,000	3,150,000	63	82.00
Heritable bank	1,000,000	645,760	64.575	90.00
Overall Total	9,000,000	3,795,760	42.175	87.17

- 4.7 The base budget also includes the impact of a minor revision of the Council's Minimum Revenue Provision (MRP) policy resulting in the correction of historic charges to the revenue account. This relates to previous changes in the accounting methodology and will be covered in the separate Annual Treasury Management Service Strategy report to be considered as part of the Budget process. Its inclusion in the Base budget, generating a credit of circa £58k, should be noted.
- 4.8 A major cost to the Council remains the Local Government Pension Scheme. There is currently a period of consultation on proposed changes to the scheme which will see an increase in the contributions from officers, a reduction in the benefits arising and an increase in the age for eligibility. All of these changes are being made with the purpose of reducing the cost to the public purse of the current scheme.
- 4.9 It is not possible to forecast at present what the impact of the proposed changes to the pension scheme will mean to the Council's contribution. However, when any proposals are agreed it will be necessary for the Worcestershire County Council Pension Fund to commission a review from actuaries so that any changes can be reflected within future budgets.
- 4.10 Included within the Base Budget are annual contributions towards the requirement for a Housing Markets Assessments and a five yearly Housing Stock Condition survey. The total annual contribution for these two initiatives equates to £15,000. These have previously been funded from funds such as Housing & Planning Delivery Grant. However, these are no longer available and as these are statutory requirements need to be included in the Base Budget.

5. LOCAL AUTHORITY REVENUE FINANCE SETTLEMENT FOR 2012/13

- 5.1 On 13 December 2010, the Council received the Provisional Local Government Settlement, which not only provided the level of grant for 2011/12, but also provided the indicative grant level for 2012/13. The figures for 2012/13 were confirmed in the 2012/13 announcement on 8 December 2011.

- 5.2 The table below identifies the current position in relation to the government grant.

Year	Value of Government Support £	Decrease	
		£	%
2010/11 (*)	7,362,837		
2011/12	6,243,680	1,119,157	15.20
2012/13	5,391,290	852,390	13.65
2013/14 (**)	5,071,200	323,640	6.00
2014/15 (**)	4,766,930	304,270	6.00

(*) Actual settlement was £8,067,120 - the difference of £704,283 relates to concessionary travel adjustment

(**) This is an assumed settlement, based upon figures for 2011/12 & 2012/13

- 5.3 In addition to the LGFS a new source of financing was included in the 2011/12 budget relating to the "New Homes Bonus". This is effectively a reward scheme which provides additional finance to those authorities which encourage development in their areas. Details of the scheme can be found at :
<http://www.communities.gov.uk/housing/housingsupply/newhomesbonus/>
- 5.4 For 2011/12, the Council has received c.£258k of New Homes Bonus. CLG issued provisional allocations of the second allocations of New Homes Bonus Grant on the 1 December providing an increase of £234k pa from 2012/13 until 2016/17. This higher level of Grant income of £492k pa is built into the Council's Base Budget from 2012/13 and will help provide for Cabinet Proposals discussed later in this report. This provisional increase is subject to verification and will be confirmed early in 2012.

6. COUNCIL TAX BASE AND COLLECTION FUND SURPLUS

- 6.1 The calculation of the Council Tax Base has been undertaken for 2012/13. It is made by means of equating the bands of all properties shown in the valuation list for the Billing Authority Area into Band 'D' equivalents. An allowance must then be made for changes in the Valuation List, successful appeals against banding levels, new properties, further exemptions, further single person discounts, further disablement relief, variation in numbers of void properties and provision for bad debts.
- 6.2 The Tax Base for Wyre Forest District Council for 2012/13 after allowing for the above items is 35,461 (35,105 in 2011/12) an increase of 1.0%.
- 6.3 The Tax Base takes account of the Council's decision to reduce the discount for Second Homes and Empty Property as agreed by Council on 23 February 2011. As a result, the discount for long term empty properties (those empty for more than 6 months) has been removed entirely and the discount for second homes has been reduced from 25% to 10%. The Taxbase figure also takes into account the successful review of the Single Persons Discount which was undertaken during this year.

- 6.4 A Collection Fund Surplus of £51,000 (£50,000 in 2011/12) equivalent to an average reduction in Council Tax of £1.44 Band D equivalent (£1.48 in 2011/12) will reduce the Council's net charge from the Collection Fund in 2012/13.
- 6.5 The surplus is mainly due to the efficient collection of Council Tax Arrears outstanding at 31 March 2011, and collected during 2011/12. This figure is in line with previous years ignoring the impact of the general economic conditions in 2010/11.

7. WYRE FOREST FORWARD

- 7.1 The position above identifies all of the major issues and pressures which are affecting the Council's Base Budget. As identified in the Financial Strategy 2011/14, it was agreed it was necessary to formulate a new approach to the management of the Council to ensure the longer term financial sustainability; this process is called "Wyre Forest Forward" (WFF).
- 7.2 Since May 2011, the Cabinet and CMT have undertaken a range of initiatives under the auspices of WFF to help formulate this new approach. This work has been complemented by the recent Peer Review undertaken by the Local Government Group to ensure that we are progressing in the right direction.
- 7.3 The main purposes of the WFF programme are as follows:
- Review and restate the Council's Corporate Priorities;
 - Implement transformation in the way services are delivered;
 - Develop an approach to issues such as Behaviour Change and Localism;
 - Provide cost reductions to support the Financial Strategy
- 7.4 As reported to Council in September 2011, the Council has appointed Vanguard Consulting to help the Council upon this journey and implement the "System Thinking" methodology. This appointment has been supported by a grant from Improvement and Efficiency West Midlands.
- 7.5 The initial work has commenced on transformation and this is being applied to the Council's Revenues and Benefits service and its interaction with the Hub. From February 2012, it is planned that other areas of the Council's activities will be reviewed, include both front and back office services.
- 7.6 WFF is also helping to shape the overall direction of the Council, through the identification of purpose statements for the Council's activities and the overall vision for the Council is being developed which will incorporate other established plans such as the Corporate Plan 2011/14, under this overall umbrella.
- 7.7 In agreement with all Group Leaders, full briefings on the activities and progress of WFF will be provided at all future Member Forums.
- 7.8 Significant preparatory work has been undertaken to support WFF, including focus groups of staff and members looking at various "value proposition" scenarios and prioritisation of services. The detail of the consultation which underpins this exercise is now published on the Council's website.

8. **CABINET PROPOSALS**

- 8.1 The Cabinet Proposals in relation to the prioritisation of the Council's budget and areas of essential limited growth are attached in Appendix 3 as discussed these have been developed in line with the WFF programme. The following table demonstrates the forecast position for the Council if all of the Cabinet Proposals are incorporated into the Base Budget:

	Revised 2011/12 £	2012/13 £	2013/14 £	2014/15 £
Net Expenditure on Services (per Appendix 1)(*)	14,241,610	12,607,210	12,631,650	12,923,260
<u>Less</u>				
Cabinet Proposals identified in Appendix 3		232,250	(47,600)	(387,080)
Net Expenditure	14,241,610	12,839,460	12,584,050	12,536,180
Contribution from Reserves	(716,560)	(280,100)	(279,870)	(356,840)
Net Budget Requirement	13,525,050	12,559,360	12,304,180	12,179,340
<u>Less</u>				
Government Support	6,243,680	5,391,290	5,071,200	4,766,930
Collection Fund Surplus	50,650	51,000	50,000	50,000
Area Based Grant	293,270	109,270	0	0
Council Tax Income	6,937,450	7,007,800	7,182,980	7,362,410
WFDC Council Tax @ 2.5% increase 2013/14 onwards	£197.62	£197.62	£202.56	£207.62

(*) inclusive of Council Tax Grant

- 8.2 The Cabinet proposals identified in Appendix 3 are in addition to the savings identified within all previous Financial Strategies.
- 8.3 The Council has identified General Reserves of £1.981m to meet the projected Budget deficit in 2012/15. There are also a number of Cabinet Proposals detailed in Appendix 3 which will ensure the ongoing sustainability of the Council's financial position.
- 8.4 The Government have announced plans to provide additional further "one-off" resources in 2012/13 to enable Local Authorities to freeze Council Tax. This initiative will involve the government providing a grant equivalent to 2.5% of the total income from Council Tax (this level of grant is in line with the Council's previous assumptions about Council Tax increases). The offer of "one-off" support would be on top of the grant that the Council is receiving for freezing Council Tax in 2011/12. However, the grant for last year is recurring which recognises the loss to the base figure that such an initiative results in.
- 8.5 The Cabinet's proposals have been prepared on the basis that the "one-off" support for a Council Tax freeze in 2012/13 is accepted. As a result the Council would receive a grant of around £173k, however, due to the "loss" of the increase in Council Tax for 2012/13, the overall income from Council Tax will be £540k lower over the duration of the Financial Strategy than would have been the case if Council Tax increased by 2.5% in 2012/13. This represents a reduction in resources of £360k over the Financial Strategy 2012/15.

- 8.6 In addition to the Cabinet Proposals identified at Appendix 3, a report will be presented to the Cabinet on 31 January 2012 which identifies the proposed future level of revenue support for Leisure Centres. This issue has previously been considered by the Leisure Services Review Panel.
- 8.7 In determining a three year Budget Strategy the Council needs to continue to ensure that the Base Budget expenditure is sustainable with the aim of ensuring equilibrium between expenditure and income in the medium to longer term when the Council's Reserves are diminished.
- 8.8 Fees and Charges increase proposals – Details are contained in Appendix 4, these represent proposals to increase fees and charges by an average of 5%.

9. WORKING BALANCES, RESERVES AND PROVISIONS

- 9.1 The Council has adopted the general principles of the CIPFA guidance on Local Authority Reserves and Balances.
- 9.2 The following Reserves are available to assist the Council in meeting General Fund Expenditure 2011/15 as part of the Three Year Financial Strategy:

Reserves Statement	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000
Reserves as at 1 April	2,698	1,981	1,701	1,421
Contribution from Reserves	(717)	(280)	(280)	(357)
Reserves as at 31 March	1,981	1,701	1,421	1,064

Note:

In addition the Council holds a working balance of £700k and currently holds earmarked reserves of £2.364m (as at 31 October 2011). However, it should be noted that the Council has commitments against such earmarked reserves. Due to a change in accounting presentation they now include External Funding reserves, shown separately last year.

10. CAPITALISATION OF REVENUE EXPENDITURE

- 10.1 The Director of Resources will apply any unallocated Capital Receipts to fund suitable expenditure at year end in consultation with the Chief Executive in accordance with delegated authority.
- 10.2 At this time there are no plans to make a request for Capitalisation in 2012/13.

11. FINANCE STRATEGY

- 11.1 The Council, have approved a Medium Term Finance Strategy aimed at maintaining a sound financial structure for the future.
- 11.2 The Key Objectives are proposed as follows:
- To reduce expenditure to a sustainable level;
 - A balanced budget within resources available identified into the medium term;
 - To manage the Council's assets in order to achieve maximum efficiency;

- To manage the Council's investments efficiently and effectively to maximise interest generation, whilst protecting principal;
- To make realistic provisions for inflation, pensions, committed growth, legislative requirements whilst securing the Council's financial position;
- To set aside any available balances initially to be used primarily for "one-offs" (eg investment, service or corporate growth) and/or depending on the amount of balances, used in a phased manner beyond one year to avoid fluctuations in the level of the Council Tax;
- To ensure the early recognition of emerging issues, associated assessment of risk and appropriate management of the budget process in relation to the assessment of the degree of risk;
- To direct available financial resources in line with approved service priorities and reallocate from low/nil priority areas in line with Council Policy to maximise achievement of approved Key Commitments.
- The Council should aim to keep its Council Tax to a maximum increase of 2½%.

12. BUDGET CONSULTATION STRATEGY

- 12.1 During 2010/11 a full re-run of the Budget Consultation was undertaken, the results of this exercise were included within the Financial Strategy 2011/14. During the last year further consultations have been undertaken on Leisure Services and this will help influence the proposals which will be presented to Cabinet in January 2012.
- 12.2 As referred to in the WFF section consultation was undertaken with Members, staff and external groups during the summer of 2011. The results of which have influenced the prioritisation exercise and the Cabinet Proposals 2012-15. Attached at Appendix 5, is the revised prioritised list of Council services taking into account this work.
- 12.2 Following the presentation to Cabinet of the Financial Strategy, there will be both internal consultation through the Budget Review Panel and Unions, and external consultation through a further questionnaire based directly upon the proposals contained within this Financial Strategy.

13. RESERVE CAPPING POWERS TO LIMIT EXCESSIVE INCREASE IN COUNCIL TAX AND REFERENDUMS

- 13.1 The Localism Act abolishes the ability for central government to cap the level of Council Tax increase that a local authority can charge. However, to replace these powers government have introduced a new 'local tax lock'.
- 13.2 These new powers allow local people a vote to stop council tax going up if their local authority increases Council Tax by more than an amount specified by government. For 2012/13 the Local Government Secretary has suggested that this amount be by more than 3.5 per cent, but varies for other public sector bodies:

Council tax increases would trigger a referendum, if they exceed:

- 3.5% for most principal authorities
- 3.75% for the City of London
- 4% per cent for the Greater London Authority, police authorities, and single purpose fire and rescue authorities

- 13.3 Councils which seek to increase council tax above the 3.5 per cent level, will trigger a referendum. If the local electorate votes against that increase the local authority will have to revert to a council tax level that is compliant. For 2012/13 Parliament will be asked to endorse the final vote threshold before councils set their annual budgets in the spring.
- 13.4 No equivalent principles are being proposed for town and parish councils for 2012-13, although they may be in future years.

14. BUDGET RISK MANAGEMENT

- 14.1 The Accounts and Audit (England) Regulations 2011, require Local Authorities to fully consider and manage Risk as part of the Budget process. Attached at Appendix 6 is an analysis of the significant financial risks which are affecting the Council.
- 14.2 All local authorities are required to formalise their approach to risk management and evidence it more directly as part of the budgetary process. This requirement has arisen as a result of:-
- a) *The Accounts and Audit (England) Regulations 2011:-*
Regulation 4- "The relevant body is responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions and which includes arrangements for the management of risk."
Regulation 5- "The accounting control systems must include measures:
 - (i) to ensure that the financial transactions of the body are recorded as soon as, and as accurately as, reasonably practicable;
 - (ii) to enable the prevention and detection of inaccuracies and fraud, and the reconstitution of any lost records and
 - (iii) to ensure that risk is appropriately managed"
 - b) *Prudential Framework:-*
 The assessment of affordability of financial plans requires a judgement about risk. Prudential Indicators are the monitoring tool to assess performance and risk.
 - c) *CIPFA Guidance on Reserves and Balances:-*
 Highlights the need to consider risks facing the authority.

15. LOCAL GOVERNMENT ACT 2003

- 15.1 The Local Government Act 2003 (Sections 25-29) places duties on Local Authorities on how they set and monitor budgets.
- 15.2 Sections 25-27 require the Section 151 Officer to report on the robustness of the estimates and the adequacy of its proposed financial reserves. This will be reported to Council on 29 February 2012.

15.3 Section 28 places a statutory duty on an authority to review its budget from time to time during the year. If the Budget Monitoring Report shows that there has been deterioration in the Authority's financial position, the authority must take such action as it concludes necessary. The Council currently reviews the Budget on a quarterly basis, with CMT/Cabinet receiving monthly budget monitoring reports, and this practice will continue.

16. CONSULTEES

16.1 CMT

16.2 Cabinet

17. BACKGROUND PAPERS

17.1 Local Government Finance Settlement 8th December 2011

17.2 Accounts and Audit (England) Regulations 2011

WYRE FOREST DISTRICT COUNCIL

REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2011/12		2012/13			2013/14			2014/15		
	Original Estimate £	Revised Estimate £	At Nov.11 Prices £	Inflation £	TOTAL £	At Nov.11 Prices £	Inflation £	TOTAL £	At Nov.11 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE	997,970	1,040,570	946,860	1,530	948,390	927,630	13,330	940,960	928,670	25,580	954,250
COMMUNITY AND PARTNERSHIP	3,984,360	4,324,560	3,982,210	30,810	4,013,020	4,011,050	70,920	4,081,970	4,015,080	111,770	4,126,850
LEGAL AND CORPORATE SERVICES	1,323,540	1,348,470	1,497,960	13,840	1,511,800	1,386,300	38,050	1,424,350	1,408,470	54,140	1,462,610
PLANNING AND REGULATORY SERVICES	3,687,210	3,492,250	3,010,290	26,250	3,036,540	2,835,990	74,550	2,910,540	2,839,470	124,910	2,964,380
RESOURCES	5,744,720	5,824,280	4,540,410	20,160	4,560,570	4,730,020	93,680	4,823,700	4,818,300	169,300	4,987,600
LESS: CAPITAL ACCOUNT	15,737,800	16,030,130	13,977,730	92,590	14,070,320	13,890,990	290,530	14,181,520	14,009,990	485,700	14,495,690
INTEREST RECEIVED	(1,289,490)	(1,447,130)	(1,216,820)	70	(1,216,750)	(1,246,740)	790	(1,245,950)	(1,181,970)	1,550	(1,180,420)
FEEES AND CHARGES INCREASES	(223,530)	(341,390)	(167,220)	0	(167,220)	(124,270)	0	(124,270)	(111,550)	0	(111,550)
	0	0	(78,840)	0	(78,840)	(179,650)	0	(179,650)	(280,460)	0	(280,460)
TOTAL NET EXPENDITURE ON SERVICES	14,224,780	14,241,610	12,514,850	92,660	12,607,510	12,340,330	291,320	12,631,650	12,436,010	487,250	12,923,260
LESS: REVENUE SUPPORT GRANT	(1,474,240)	(1,474,240)			(5,391,290)			(5,071,200)			(4,766,930)
AREA BASED GRANTS	(109,270)	(293,270)			(109,270)			0			0
BUSINESS RATES	(4,769,440)	(4,769,440)			0			0			0
COLLECTION FUND SURPLUS	(50,650)	(50,650)			(51,000)			(50,000)			(50,000)
GENERAL EXPENSES -											
COUNCIL TAX INCOME	(6,937,450)	(6,937,450)			(7,007,800)			(7,182,980)			(7,362,410)
(SURPLUS) / DEFICIT FOR YEAR	883,730	716,560			48,150			327,470			743,920
COUNCIL TAX LEVY		197.62			197.62			202.56			207.62
COUNCIL TAX BASE		35,105			35,461			35,461			35,461

Note:- For the years 2013/2014 and 2014/2015 the split between the Revenue Support Grant and Business Rates is not known at this stage.

CHIEF EXECUTIVE - SUMMARY

Detail	2011/12		2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
	Original £	Revised £			
P205 CHIEF EXECUTIVE					
A480 CHIEF EXECUTIVE	(3,110)	0	0	(830)	(1,670)
	(3,110)	0	0	(830)	(1,670)
P233 CORPORATE COSTS					
A505 CORPORATE MANAGEMENT EXPENSES	1,001,080	1,040,570	948,390	941,790	955,920
	1,001,080	1,040,570	948,390	941,790	955,920
Total S6 CHIEF EXECUTIVE	997,970	1,040,570	948,390	940,960	954,250

COMMUNITY AND PARTNERSHIP SERVICES - SUMMARY

Detail	2011/12		2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
	Original £	Revised £			
P015 CEMETERIES					
A030 CEMETERY	165,650	158,110	178,110	180,200	182,690
	165,650	158,110	178,110	180,200	182,690
P021 LEISURE DEVELOPMENT					
A036 LEISURE DEVELOPMENT	99,950	102,290	94,020	94,010	95,260
A110 STOURPORT COMMUNITY CENTRE	16,950	16,110	12,420	9,920	7,410
	116,900	118,400	106,440	103,930	102,670
P025 PLAY DEVELOPMENT					
A040 PLAY DEVELOPMENT	106,200	96,780	95,430	95,710	97,260
	106,200	96,780	95,430	95,710	97,260
P030 MUSEUM					
A050 MUSEUM STORE	56,790	56,920	57,210	57,750	58,310
A055 BEWDLEY MUSEUM	214,640	240,880	243,380	247,520	251,610
	271,430	297,800	300,590	305,270	309,920
P032 ARTS DEVELOPMENT					
A065 ARTS DEVELOPMENT	110,040	90,760	90,260	91,230	92,430
A066 WORCESTERSHIRE DANCING	0	0	0	0	0
	110,040	90,760	90,260	91,230	92,430
P034 SPORTS AND PHYSICAL RECREATION CAPS					
A070 WYRE FOREST GLADES LEISURE CENTRE	850,000	889,160	898,190	934,220	945,410
A075 STOURPORT SPORTS CENTRE	321,770	341,050	346,740	366,320	371,010
A076 BEWDLEY LEISURE CENTRE	47,590	62,160	62,430	62,940	63,530
A080 STOURPORT SPORTS CLUB	11,500	11,500	11,790	12,080	12,380
A085 SPORTS PITCHES AND FACILITIES	212,000	208,000	217,890	220,670	223,800
	1,442,860	1,511,870	1,537,040	1,596,230	1,616,130
P037 SPORTS DEVELOPMENT					
A094 JOINT DELIVERY PLAN - EXTENDED SERVICES	99,660	83,640	87,650	88,050	88,470
A095 JOINT DELIVERY PLAN	0	0	0	0	0
A096 PHYSICAL ACTIVITY	0	0	0	0	0
A100 EXTERNAL FUNDING	0	0	0	0	0
A101 MOBILE SKATEPARK	0	0	0	0	0
A102 BEST FOOT FORWARD	0	0	0	0	0
A103 COMMUNITY DEVELOPMENT	19,750	15,800	15,250	15,200	15,430
A104 BIG LOTTERY FUNDING	0	0	0	0	0
A106 THE DANCE PROJECT	0	0	0	0	0
	119,410	99,440	102,900	103,250	103,900
P039 COUNTRYSIDE AND CONSERVATION SERVICE					
A118 COUNTRYSIDE AND CONSERVATION SERVICE	384,560	293,100	285,780	283,680	291,810
	384,560	293,100	285,780	283,680	291,810
P040 ALLOTMENTS					
A120 ALLOTMENTS	6,860	6,810	2,600	2,760	2,770
	6,860	6,810	2,600	2,760	2,770

COMMUNITY AND PARTNERSHIP SERVICES - SUMMARY

Detail	2011/12		2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
	Original £	Revised £			
P045 PARKS AND GREEN SPACES					
A125 PARKS AND GREEN SPACES	930,830	912,540	872,400	879,740	899,640
A160 HIGHWAYS MAINTENANCE OF VERGES	65,480	62,050	62,320	63,540	64,850
	996,310	974,590	934,720	943,280	964,490
P070 COMMERCIAL SERVICES-OPERATIONAL AREAS					
A220 COMMERCIAL SERVICES-OPERATIONAL AREAS	(7,990)	0	0	0	0
	(7,990)	0	0	0	0
P090 COMMUNITY AND PARTNERSHIP SERVICES					
A257 COMMUNITY AND PARTNERSHIP SERVICES	(183,690)	25,000	20	(13,320)	(27,190)
	(183,690)	25,000	20	(13,320)	(27,190)
P131 WORCESTERSHIRE HUB					
A260 WORCESTERSHIRE HUB	5,000	0	0	20,000	20,000
	5,000	0	0	20,000	20,000
P133 ADMINISTRATIVE SERVICES					
A264 ADMINISTRATIVE SERVICES	(95,200)	3,460	(73,510)	(82,340)	(83,570)
	(95,200)	3,460	(73,510)	(82,340)	(83,570)
P215 CRIME AND DISORDER ACT 1988					
A495 COMMUNITY SAFETY	176,330	161,790	153,970	153,720	154,970
A496 EXTERNAL FUNDING	0	0	0	0	0
	176,330	161,790	153,970	153,720	154,970
P220 COMMUNITY STRATEGY					
A500 COMMUNITY STRATEGY	21,290	17,090	16,500	16,430	16,690
A501 EXTERNAL FUNDING	0	20,000	0	0	0
A502 AREA BASED GRANTS	0	139,000	0	0	0
	21,290	176,090	16,500	16,430	16,690
P225 CORPORATE COSTS					
A375 CORPORATE PRINT/DESIGN UNIT	320	0	0	0	0
A380 CORPORATE COMMUNICATIONS (EXCLUDING VOICE)	214,690	202,190	200,830	200,950	203,960
A382 CORPORATE COSTS	106,070	103,130	81,340	80,990	77,920
	321,080	305,320	282,170	281,940	281,880
P235 EQUALITY AND DIVERSITY					
A525 EQUALITY AND DIVERSITY	27,320	5,240	0	0	0
	27,320	5,240	0	0	0
Total S11 COMMUNITY AND PARTNERSHIP SERVICES	3,984,360	4,324,560	4,013,020	4,081,970	4,126,850

LEGAL AND CORPORATE SERVICES - SUMMARY

Detail	2011/12		2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
	Original £	Revised £			
P065 PROPERTY					
A170 TOWN HALL, KIDDERMINSTER	242,640	223,730	231,960	241,070	245,370
A185 NEW STREET, STOURPORT	0	0	0	0	0
A190 CIVIC CENTRE, STOURPORT	143,570	122,630	42,780	0	0
A195 LOAD STREET, BEWDLEY	50	0	0	0	0
A200 TOWN HALL, BEWDLEY	27,260	21,180	21,580	22,190	22,460
A205 COVENTRY STREET, KIDDERMINSTER	(490)	0	0	0	0
A210 GREEN STREET DEPOT, KIDDERMINSTER	(16,170)	0	0	0	0
A215 DUKE HOUSE, KIDDERMINSTER	(7,640)	0	0	0	0
A216 NEW HEADQUARTERS	0	0	0	0	0
A217 NON DISTRIBUTABLE COSTS	41,470	41,740	232,810	278,890	146,400
	430,690	409,280	529,130	542,150	414,230
P085 INDUSTRIAL ESTATES AND OTHER PROPERTY					
A245 OTHER INDUSTRIAL ESTATES	(126,900)	(137,830)	(124,310)	(123,610)	(122,670)
A250 HOOBROOK ENTERPRISE CENTRE	(46,300)	(21,670)	(38,800)	(44,440)	(42,970)
A255 OTHER PROPERTY	(147,700)	(51,530)	23,510	(22,700)	52,260
	(320,900)	(211,030)	(139,600)	(190,750)	(113,380)
P115 MEMBER ACTIVITIES					
A305 CHAIRMAN'S AND VICE-CHAIRMAN'S ALLOWANCES	13,550	13,550	13,550	13,550	13,550
A310 OTHER MEMBERS' ALLOWANCES	337,630	303,930	292,760	292,760	292,760
A315 MEMBER SERVICES	143,630	125,820	133,900	139,510	141,430
	494,810	443,300	440,210	445,820	447,740
P130 HUMAN RESOURCES					
A320 HUMAN RESOURCES ADMINISTRATION	(14,600)	0	0	0	0
A330 TRAINING OF EMPLOYEES	(100)	0	0	0	0
	(14,700)	0	0	0	0
P136 ELECTIONS AND ELECTORAL REGISTRATION					
A345 ELECTIONS AND ELECTORAL REGISTRATION	301,150	333,080	317,130	230,980	313,670
	301,150	333,080	317,130	230,980	313,670
P137 COMMITTEE ADMINISTRATION					
A350 COMMITTEE ADMINISTRATION	468,370	402,750	403,290	413,470	419,570
	468,370	402,750	403,290	413,470	419,570
P138 LAND CHARGES					
A355 LAND CHARGES	(3,980)	(16,770)	(8,180)	(14,230)	(11,920)
	(3,980)	(16,770)	(8,180)	(14,230)	(11,920)
P140 LEGAL AND CORPORATE SERVICES					
A360 LEGAL AND CORPORATE SERVICES	(32,830)	(13,070)	(31,110)	(4,020)	(8,230)
	(32,830)	(13,070)	(31,110)	(4,020)	(8,230)
P142 CORPORATE COSTS					
A370 LICENCE FEES	930	930	930	930	930
	930	930	930	930	930
Total S4 LEGAL AND CORPORATE SERVICES	1,323,540	1,348,470	1,511,800	1,424,350	1,462,610

PLANNING AND REGULATORY SERVICES - SUMMARY

Detail	2011/12		2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
	Original £	Revised £			
P005 MARKETS					
A015 RETAIL MARKET	0	0	0	0	0
	0	0	0	0	0
P010 PUBLIC CONVENIENCES					
A025 PUBLIC CONVENIENCES	284,430	277,690	272,840	275,510	278,880
	284,430	277,690	272,840	275,510	278,880
P055 PARKING FACILITIES					
A145 PARKING FACILITIES	(688,270)	(659,430)	(674,400)	(666,530)	(658,890)
A146 CIVIL ENFORCEMENT	142,710	143,890	124,120	125,290	127,170
	(545,560)	(515,540)	(550,280)	(541,240)	(531,720)
P080 ENVIRONMENTAL ENFORCEMENT					
A235 ENVIRONMENTAL ENFORCEMENT	52,440	50,720	55,840	56,870	57,480
	52,440	50,720	55,840	56,870	57,480
P145 PLANNING POLICY FORMULATION					
A385 PLANNING POLICY FORMULATION	378,630	392,740	355,430	368,420	377,570
	378,630	392,740	355,430	368,420	377,570
P147 PLANNING DELIVERY GRANT/NEW HOMES BONUS					
A386 EXTERNAL FUNDING - PLANNING DELIVERY	(150,000)	(181,220)	(492,000)	(492,000)	(492,000)
	(150,000)	(181,220)	(492,000)	(492,000)	(492,000)
P150 IMPLEMENTATION OF PLANNING POLICY					
A390 DEVELOPMENT CONTROL	182,400	214,270	184,540	195,000	202,440
A395 ENFORCEMENT	163,430	151,420	146,520	148,550	150,170
A400 ENVIRONMENTAL IMPROVEMENT AND PROTECTION	49,310	47,620	47,980	49,290	50,040
A405 CONSERVATION OF THE HISTORIC ENVIRONMENT	70,240	63,260	72,640	74,890	76,280
	465,380	476,570	451,680	467,730	478,930
P155 BUILDING CONTROL					
A410 BUILDING CONTROL	162,010	103,810	44,780	45,170	45,310
	162,010	103,810	44,780	45,170	45,310

PLANNING AND REGULATORY SERVICES - SUMMARY

Detail	2011/12		2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
	Original £	Revised £			
P160 PLANNING AND REGULATORY SERVICES					
A415 PLANNING AND REGULATORY SERVICES	4,490	0	0	0	0
	4,490	0	0	0	0
P161 HIGHWAYS					
A150 STREET FURNITURE AND NAMING ETC.	68,550	59,020	59,450	59,670	59,790
A155 HIGHWAYS GENERAL CLEANSING	704,240	678,270	701,490	745,800	761,110
A165 HIGHWAYS RESIDUAL FUNCTION	7,390	5,580	4,590	4,600	4,660
A416 ADMINISTRATION OF STREET NAMING AND	29,260	21,850	23,510	24,040	24,370
	809,440	764,720	789,040	834,110	849,930
P165 CORPORATE COSTS					
A420 MAPPING SERVICE AGREEMENT	13,000	13,000	13,000	13,000	13,000
A422 SHARED REGULATORY SERVICES	571,430	492,570	451,490	461,670	462,970
	584,430	505,570	464,490	474,670	475,970
P169 EXTERNAL FUNDING - REGULATORY SERVICES					
A424 EXTERNAL FUNDING - REGULATORY SERVICES	0	0	0	0	0
	0	0	0	0	0
P190 PRIVATE SECTOR HOUSING					
A256 FLOOD RELIEF	0	0	0	0	0
A455 HOUSING GRANTS AND ASSISTANCE	204,470	167,370	169,020	171,230	172,520
A460 HOUSING, ENFORCEMENT AND LICENSING	155,170	192,790	167,410	170,320	171,920
	359,640	360,160	336,430	341,550	344,440
P195 HOUSING ENABLING FUNCTION					
A461 LAND DRAINAGE SHARED SERVICE	1,000	28,590	53,540	53,570	53,480
A465 HOUSING, HEALTH AND SUSTAINABILITY-STRATEGY	208,190	171,370	169,400	186,290	189,200
A470 HOMELESSNESS, HOUSING ADVICE AND ACCESS TO	496,090	523,120	502,360	455,080	464,800
A471 EXTERNAL FUNDING - HOUSING ENABLING	109,270	109,270	109,270	0	0
A472 EXTERNAL FUNDING - COUNTY HOMELESS	0	0	0	0	0
	814,550	832,350	834,570	694,940	707,480
P210 REGENERATION AND ECONOMIC DEVELOPMENT					
A485 REGENERATION AND ECONOMIC DEVELOPMENT	386,900	359,010	402,820	310,420	295,420
A490 TOURISM	89,790	72,590	75,600	78,380	79,950
A491 BUSINESS CENTRES	0	0	0	0	0
A492 MARKETS	(9,360)	(6,920)	(4,700)	(3,990)	(3,260)
	467,330	424,680	473,720	384,810	372,110
Total S5 PLANNING AND REGULATORY SERVICES	3,687,210	3,492,250	3,036,540	2,910,540	2,964,380

RESOURCES - SUMMARY

Detail	2011/12		2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
	Original £	Revised £			
P001 WASTE COLLECTION					
A001 COLLECTION OF DOMESTIC WASTE	562,130	654,770	601,760	658,380	686,250
A005 KERBSIDE RECYCLING (RECYCLED MATTER)	1,317,840	1,246,410	1,114,970	1,122,330	1,123,260
A010 RECYCLING ACTIVITIES	(28,800)	(21,600)	(21,600)	(21,600)	(21,600)
A266 WASTE/FLEET MANAGEMENT	26,250	0	0	0	0
	1,877,420	1,879,580	1,695,130	1,759,110	1,787,910
P070 COMMERCIAL SERVICES-OPERATIONAL AREAS					
A220 COMMERCIAL SERVICES-OPERATIONAL AREAS	(1,870)	0	0	0	0
	(1,870)	0	0	0	0
P095 RESOURCES ADMINISTRATION					
A265 RESOURCES ADMINISTRATION	(21,260)	0	0	(6,840)	(14,210)
	(21,260)	0	0	(6,840)	(14,210)
P100 REVENUES					
A270 COUNCIL TAX	569,440	613,390	613,370	616,770	628,990
	569,440	613,390	613,370	616,770	628,990
P105 HOUSING BENEFITS/WELFARE					
A280 BENEFIT PAYMENTS	(150,000)	(50,000)	(150,000)	(150,000)	(150,000)
A285 BENEFITS ADMINISTRATION	782,260	824,880	745,280	808,010	874,030
A290 CONCESSIONARY TRAVEL	23,750	16,760	0	0	0
	656,010	791,640	595,280	658,010	724,030
P110 CORPORATE COSTS					
A294 CORPORATE COSTS	2,668,360	2,539,670	1,656,790	1,796,650	1,860,880
	2,668,360	2,539,670	1,656,790	1,796,650	1,860,880
P135 COMMON SERVICES					
A335 COMPUTER SERVICES	(3,380)	0	0	0	0
A340 COMMUNICATIONS	0	0	0	0	0
A341 PRINT MANAGEMENT	0	0	0	0	0
A342 HOME WORKING	0	0	0	0	0
	(3,380)	0	0	0	0
Total S2 RESOURCES	5,744,720	5,824,280	4,560,570	4,823,700	4,987,600

CAPITAL ACCOUNT / INTEREST RECEIVED - SUMMARY

Detail	2011/12		2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £
	Original £	Revised £			
P230 CAPITAL ACCOUNT/INTEREST RECEIVED					
A515 CAPITAL ACCOUNT	(1,289,490)	(1,447,130)	(1,216,750)	(1,245,950)	(1,180,420)
A520 INTEREST RECEIVED	(223,530)	(341,390)	(167,220)	(124,270)	(111,550)
	(1,513,020)	(1,788,520)	(1,383,970)	(1,370,220)	(1,291,970)
Total S7 CAPITAL ACCOUNT / INTEREST RECEIVED	(1,513,020)	(1,788,520)	(1,383,970)	(1,370,220)	(1,291,970)

APPENDIX 2

DRAFT OVERALL BUDGET VARIATIONS
ORIGINAL COMPARED TO REVISED BUDGET 2011/12

TOTAL REVISED BUDGET 2011/12
 LESS: TOTAL ORIGINAL BUDGET 2011/12
 INCREASED NET EXPENDITURE ON YEAR* (see below)

£
 14,241,610
 14,224,780
 16,830 ←

Description of Estimated Major Variances	Extra Costs/ Reduced Income £	Savings/ Additional Income £
<u>Chief Executive</u>		
1. No Major Variations		
<u>Community & Partnership Services</u>		
1. Local Service Support Grant Oldington and Foley Pathfinder extra years CLG funding now secured. Not shown in budget book due to timing (income to offset this expenditure shown with grant so no overall effect).	184,000	
2. Leisure Centre Management Fee Increase for higher RPI	28,080	
3. Parks and Open Spaces - additional costs of maintaining paddling pools	12,000	
<u>Legal and Corporate Services</u>		
1. Other Property - Reduced income due to vacant property	30,000	
2. Members Allowances - Savings from Changes to Scheme approved by Council from 18th May 2011		(33,700)
3. NNDR Refund £65k achieved against Car Parks in 2010/11 Final Accounts so balance of £35K in revised budget	65,000	
4. Elections - increased contingency costs for Parish referendums, ethical investigations and personal indemnifiers	40,000	
5. Administrative Building - energy savings		(30,000)
<u>Planning & Regulatory Services</u>		
1. Civil Enforcement - Reduction in fine Income for on-street parking	30,000	
2. Under achievement of additional income from Planning Fees in Cabinet Proposal due to delay in Government approving new scheme	43,000	
3. New Homes Bonus - additional sum received allocated to general reserves		(31,220)
4. WETT - Regulatory Services - additional savings		(80,000)
5. Car Parks - extra costs to reflect delayed implementation of new cash receipting system	14,000	
6. Building Control		(22,000)
7. Watercourse Specialist Services Budget - transferred from Capital Programme	10,000	
<u>Resources</u>		
1. Waste - Overall net increase in costs	54,000	
2. Garage increase in direct materials not offset by extra income	10,000	
3. Housing Benefit Subsidy reduction forecast	100,000	
<u>Capital Account</u>		
1. Interest on External Borrowing and External Interest Receipts - External Borrowing costs are predicted to be lower than the budget forecast due to a delay in the payment of the Cemetery contribution, Capital Programme slippage and the use of internal rather than external borrowing. Income from external interest is also improved with a current forecast of around £110k to year end.		(269,960)
2. MRP Saving		(71,360)
3. Direct Revenue Funding - slippage of planned expenditure		(15,080)
<u>Corporate Variations</u>		
1 Admin Review - Under achievement of savings in 2011/12 due to timing of implementation of proposals compensated by additional savings in 2012/13	74,000	
2. Corporate Pensions Decrease		(152,540)
3. Other minor variations	28,610	
	722,690	(705,860)
Increased Net Expenditure on Year		16,830 ←
Less: Additional Area Based Grant (ABG) (see CAPS 1 above)		(184,000)
*NET OVERALL POSITION - DECREASED NET EXPENDITURE ON YEAR		(167,170)

OVERALL BUDGET VARIATIONS
REVISED 2011/12 COMPARED TO BASE BUDGET 2012/13

APPENDIX 2

TOTAL BASE BUDGET 2012/13
ADD: INCREASE IN FEES AND CHARGES
LESS: INFLATION
LESS: TOTAL REVISED BUDGET 2011/12
REDUCED NET EXPENDITURE ON YEAR

£
12,607,510
78,840
(92,660)
(14,241,610)
(1,647,920)

Description of Estimated Major Variances	Extra Costs/ Reduced Income £	Savings/ Additional Income £
<u>Community & Partnership Services</u>		
1. Review of strategic projects and performance - Cabinet Proposal		(40,600)
2. Emergency Planning Shared Service Savings from 2011/12		(10,000)
3. Cemetery Income reduction	20,000	
4. Area Based Grant - 2010/11 final year - (Income to offset this expenditure shown with Grant)		(184,000)
5. Worcestershire Hub - reduction in County Contribution	21,000	
6. Grants to Voluntary Bodies - Cabinet Proposal reduction		(12,000)
7. Reduction in Parks Operating costs (paddling pools and Coronation gardens)		(30,000)
<u>Legal and Corporate Services</u>		
1. NNDR - No further refunds due this year	35,000	
2. Other Industrial Estates and Other Property - Income Increase		(35,000)
3. Elections - decrease in costs		(14,000)
4. New HQ - part year so some dual running of buildings	22,000	
5. Members Allowances savings		(11,170)
<u>Resources</u>		
1. Waste - Cabinet Proposal Saving		(170,000)
2. Revenues and Benefits - Cabinet Proposal Saving		(174,000)
3. Review of Back Office Support - Cabinet Proposal Saving		(37,500)
4. Review of Management Structure - Cabinet Proposal Saving		(9,000)
5. Aid to Parish Councils - 2011/12 only		(38,300)
6. One-of implementation costs of Cabinet Proposals - 2011/12 only		(700,000)
7. Additional income from Review of Fees and Charges Cabinet Proposal		(34,250)
8. Concessionary Travel - no budgets from 2012/13		(16,750)
9. Housing Benefits - reduction in Administration Grant	47,800	
<u>Planning & Regulatory Services</u>		
1. Local Development Framework - Review Use of Consultants		(35,000)
2. Homelessness - additional savings re Cabinet Proposal		(25,000)
3. Economic Development and Regeneration - additional costs re Cabinet Approval	57,000	
4. Building Control - additional saving from full year of Shared Service		(25,000)
5. Reg Services - reduced Shared Service costs		(42,000)
6. New Homes Bonus		(310,780)
7. Car parks - Reduction in operating cost - Cash collection contract		(35,000)
<u>Capital Account</u>		
1. External Interest Reduction due to planned Capital Expenditure	90,000	
2. Direct Revenue Funding decrease		(40,000)
3. Borrowing Costs - Cemetery & Underlying Borrowing Requirement	183,110	
<u>Corporate Variations</u>		
1. Increased Savings from ICT Strategy/Admin Review		(80,430)
2. Increase in vacancy savings		(66,000)
3. Other Minor Variations	51,950	
	527,860	(2,175,780)
Reduced Net Expenditure on Year		(1,647,920)

WYRE FOREST DISTRICT COUNCIL
CABINET PROPOSALS 2012/2013 ONWARDS

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES				
			2012/13 £	2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT							
R705	<u>Regeneration of Economic Development</u> Establishment of a generic fund to support economic investment and regeneration initiatives to deliver the Corporate Plan priority 'To Secure The Economic Prosperity of the District' through ReWyre led initiatives.	C R S	800,000 234,800 -	- 169,600 -	- 169,600 -	- 169,600 -	- 169,600 -
R705	<u>Regeneration of Economic Development</u> Match Funding to support the work of the Worcestershire and Greater Birmingham & Solihull Local Enterprise Partnership and the West Midlands' Councils European Service	C R S	- 15,000 -	- 15,000 -	- 15,000 -	- 15,000 -	- 15,000 -
DELIVERING TOGETHER, WITH LESS							
R505	<u>Reduction in Council Members</u> Reduction in Council Members in line with the Boundary Commission review.	C R S	- - -	- - -	- - -	- 50,000 CR -	- 60,000 CR -
	<u>Community Transfer of Assets and Services</u> High level target for savings to be achieved through a series of strategic initiatives to transfer assets and services to local community groups and parish councils	C R S	- 10,000 CR -	- 30,000 CR -	- 50,000 CR -	- 50,000 CR -	- 50,000 CR -
R335	<u>Systems Thinking</u> Savings from the introduction from Systems Thinking methodology across the Council	C R S	- 100,000 CR 4 CR	- 250,000 CR 10 CR	- 500,000 CR 20 CR	- 500,000 CR 20 CR	- 500,000 CR 20 CR
	<u>Grant Aid to Parish Council's</u> Support provided for Parish Councils at the level of 10% of the parish/town precept.	C R S	- 40,000 -	- - -	- - -	- - -	- - -
IMPROVING COMMUNITY WELL-BEING							
R080	<u>Sports and Leisure Centres</u>						
R085	Contract extension for Glades and Stourport agreed.	C	TBC	TBC	TBC	TBC	TBC
R140	Report on future leisure provision to be taken in January / February 2012.	R S	TBC TBC	TBC TBC	TBC TBC	TBC TBC	TBC TBC
R160	<u>Paddling Pools</u> To undertake a strategic review of the current facilities and consider options in relation to splash parks.	C R S	300,000 26,000 -	- 26,000 -	- 26,000 -	- 26,000 -	- 26,000 -
R705	<u>Carbon Management Plan</u> Participation in the Carbon Trust Public Sector Carbon Management initiative in 2011 with the aim of producing a 5 year Carbon Management Plan for 2012 onwards	C R S	111,520 26,450 -	154,250 21,800 -	8,640 47,680 CR -	21,950 73,520 CR -	1,010 74,860 CR -
	TOTALS	C R	1,211,520 232,250	154,250 47,600 CR	8,640 387,080 CR	21,950 462,920 CR	1,010 474,260 CR
		S	4.00 CR	10.00 CR	20.00 CR	20.00 CR	20.00 CR

KEY - Changes in Resources

- C Capital
- R Revenue
- S Staffing - Stated in FTEs

WYRE FOREST DISTRICT COUNCIL

RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2012/2013

CABINET MEMBER:	Cllr Campion
DIRECTOR OF SERVICE:	Mike Parker
CONTACT OFFICER:	Ken Harrison
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The establishment of a generic fund to support economic investment and regeneration initiatives to deliver the Corporate Plan priority 'To Secure The Economic Prosperity of the District' through ReWyre led initiatives. The fund is intended to act as a lever to attract further inward investment by other public and private sector partners and could see a return on some investment opportunities for recycling in future years to fund additional projects.

The ReWyre regeneration initiative is progressing the delivery of a number of key strategic initiatives – Eastern Gateway, South Kidderminster Enterprise Park, Southern Gateway and Churchfields as well as a number of key thematic initiatives – Tourism (West Midlands Safari Park Economic Landmark & Severn Valley Regional Park), Town Centre Improvement, Transport Connections (Kidderminster Railway Station, SVR links to Safari Park & SKEP, Motorway access and A449 & A456 corridors). The ReWyre initiative is a district wide initiative and the intention would be to develop other key projects in the Stourport and Bewdley areas.

There are a number of opportunities that are available or need to be explored to facilitate delivery of these initiatives – Growing Places Fund, Regional Growth Fund, Community Infrastructure Levy, New Homes Bonus, Tax Increment Financing, Central Birmingham Enterprise Zone – and a number of delivery routes and vehicles that need to be explored – Joint Ventures, Asset Backed Vehicle, Prudential Borrowing against future income (Business Rates/New Homes Bonus) – in order to successfully achieve the growth in economic prosperity that the Council is seeking to achieve.

In order to create the right environment for business investment in the district and develop commercial investment opportunities the Council needs to be able to pump prime initiatives and create viable investment opportunities. This fund will enable the Council to be proactive in doing this. The fund will also enable the Council to fulfil its community leadership role in the light of the proposed State of the Area debate by taking the lead and investing in the economy and asking others to follow.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

None.

3. FINANCIAL IMPLICATIONS

	2012/2013	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£	£
Capital Cost	800,000				
Net Revenue Cost	200,000	100,000	100,000	100,000	100,000
Borrowing Cost	34,800	69,600	69,600	69,600	69,600
Cost Centre :	R705				

4. APPRAISAL

Contributes to Corporate Plan Priorities	Statutory/Discretionary Service	Valued by Public	RANK
Yes	Discretionary	Yes	2

WYRE FOREST DISTRICT COUNCIL

RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2012/2013

CABINET MEMBER:	Cllr Campion
DIRECTOR OF SERVICE:	Mike Parker
CONTACT OFFICER:	Ken Harrison
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

<p>Match funding to support the work of the Worcestershire and Greater Birmingham & Solihull Local Enterprise Partnerships and the West Midlands' Councils European Service.</p> <p>This initiative is in line with Securing the Economic Prosperity of the District priority within the Council's Corporate Plan.</p>
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2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

None.

3. FINANCIAL IMPLICATIONS

	2012/2013	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£	£
Capital Cost	0	0	0	0	0
Net Revenue Cost	15,000	15,000	15,000	15,000	15,000
Staffing Implications (FTE)					
Cost Centre :	R705				

4. APPRAISAL

Contributes to Corporate Plan Priorities	Statutory/Discretionary Service	Valued by Public	RANK
Yes	Discretionary	High	2

WYRE FOREST DISTRICT COUNCIL

RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2012/2013

CABINET MEMBER:	Cllr Campion
DIRECTOR OF SERVICE:	Caroline Newlands
CONTACT OFFICER:	Caroline Newlands
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Reduction in Council Members

In line with the request for the Boundary Commission to review the number of Councillors at Wyre Forest District Council approved by Council in May 2011, this proposal identifies the financial savings which could arise from a reduction of 12 Councillors.

A part year effect is shown in 2015/16 in line with the Council's wish to see changes for May 2015 with full savings being achieved in 2016/17. These savings purely relate to Basic Allowances. It is anticipated that there would also be corresponding equipment savings arising from the proposal.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

n/a

3. FINANCIAL IMPLICATIONS

	2012/2013	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£	£
Net Revenue Cost	0	0	0	(50,000)	(60,000)
Staffing Implications (FTE)	0	0	0	0	0
Cost Centre :					

4. APPRAISAL

Contributes to Corporate Plan Priorities	Statutory/Discretionary Service	Valued by Public	RANK
No	Statutory	No	6

WYRE FOREST DISTRICT COUNCIL

RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2012/2013

CABINET MEMBER:	Cllr Campion
DIRECTOR OF SERVICE:	Ian Miller
CONTACT OFFICER:	David Buckland
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Community Transfer of Assets and Services

Contained within the Financial Strategy 2011-14 were a number of initiatives to examine the possibility of transferring assets and services to a number of local community groups.

The areas where these have been considered include:

- Leisure Facilities
- Parks Service
- Countryside Service
- Civic Centre – Stourport.

It is clear that in order to bring such schemes to fruition and achieve savings will take a considerable amount of time and effort.

In order to reflect the Council's commitment in this area, instead of individual savings for the initiatives such as those listed above a global target will be included at this stage. It should be noted however that any final decisions on asset transfer etc will still be subject to the Council's current decision making process.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

n/a

3. FINANCIAL IMPLICATIONS

	2012/2013	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£	£
Net Revenue Cost	(10,000)	(30,000)	(50,000)	(50,000)	(50,000)
Staffing Implications (FTE)	TBC	TBC	TBC	TBC	TBC
Cost Centre :					

4. APPRAISAL

Contributes to Corporate Plan Priorities	Statutory/Discretionary Service	Valued by Public	RANK
Yes	Discretionary	MEDIUM	3

WYRE FOREST DISTRICT COUNCIL

RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2012/2013

CABINET MEMBER:	Cllr Campion
DIRECTOR OF SERVICE:	Ian Miller/David Buckland
CONTACT OFFICER:	David Buckland
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Systems Thinking

The Council has started the introduction of Systems Thinking methodology to help improve the Council's performance and reduce the cost of processes through eliminating "failure demand".

With financial assistance from Improvement and Efficiency West Midlands the Council has engaged Vanguard to facilitate this work. When developed the Council will have the skills to become self-sufficient in this methodology and will work in partnership with Redditch and Bromsgrove councils.

Systems Thinking is assisting in the delivery of £174,000 of savings within the Revenues and Benefits section, and £170,000 in Waste Services. In discussions with "Vanguard" it is reasonable to assume corporate wide savings of between 5-30% from the full implementation over time.

Given that the Council has already made significant efficiency gains to support the budget such as the implementation of the admin review and the revenues and benefits restructure, it is proposed to proceed cautiously in the value of savings that the Council can achieve in this area in the future and target 5% of the employee budget, i.e. £500k by 2014/15. This target will be reviewed through budget monitoring and as part of the Financial Strategy 2013-16.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

Each area to be reviewed will need to conduct its own EIA.

3. FINANCIAL IMPLICATIONS

	2012/2013	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£	£
Net Revenue Cost	(100,000)	(250,000)	(500,000)	(500,000)	(500,000)
Staffing Implications (FTE)	Increasing up to a reduction of 20 FTE by 2015/16				
Cost Centre :					

4. APPRAISAL

Contributes to Corporate Plan Priorities	Statutory/Discretionary Service	Valued by Public	RANK
n/a	n/a	n/a	n/a

WYRE FOREST DISTRICT COUNCIL

RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2012/2013

CABINET MEMBER:	Cllr Campion
DIRECTOR OF SERVICE:	David Buckland
CONTACT OFFICER:	David Buckland
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

<p>Grant Aid of Parish Councils</p> <p>To continue for one further year at the rate of 10% of the value of the Parish or Town Precept. It will be necessary for the parishes to assist the Council in meeting the overall aims and objectives, especially in relation to the localisation of services.</p>

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

This support will be equally applied to all Parish and Town Council area equally apart from Kidderminster.
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3. FINANCIAL IMPLICATIONS

	2012/2013	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£	£
Net Revenue Cost	40,000	0	0	0	0
Staffing Implications (FTE)	n/a				
Cost Centre :					

4. APPRAISAL

Contributes to Corporate Plan Priorities	Statutory/Discretionary Service	Valued by Public	RANK
n/a	n/a	n/a	n/a

WYRE FOREST DISTRICT COUNCIL

RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2012/2013

CABINET MEMBER:	Cllr Onslow
DIRECTOR OF SERVICE:	Linda Collis
CONTACT OFFICER:	Kay Higman
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

To undertake a strategic review of water play in Parks across the District with the aim of modernising and rationalising provision.

The review will consider the following options:

- Investigate the potential for third parties to undertake maintenance costs for paddling pools or take over the assets, otherwise close facilities.
- Investigate commercial partnership opportunities for the development of a modern, environmentally friendly “splash park”
- Fund strategic “splash park” in the District.

At this stage a capital allowance of a maximum of £300,000 and associated borrowing costs are being assumed. However, the review will also identify any potential savings against the current provision can be achieved.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

An EIA will need to be undertaken

3. FINANCIAL IMPLICATIONS

	2012/2013	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£	£
Capital (max)	300,000				
Net Revenue Cost	TBC	TBC	TBC	TBC	TBC
Borrowing Costs (max)	26,000	26,000	26,000	26,000	26,000
Staffing Implications (FTE)					
Cost Centre :					

4. APPRAISAL

Contributes to Corporate Plan Priorities	Statutory/Discretionary Service	Valued by Public	RANK
Yes	Discretionary	High	2

WYRE FOREST DISTRICT COUNCIL

RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2012/2013

CABINET MEMBER:	Cllr Phillips
DIRECTOR OF SERVICE:	Mike Parker
CONTACT OFFICER:	Kate Bailey
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Council has taken part in the Carbon Trust Public Sector Carbon Management initiative in 2011 with the aim of producing a 5 year Carbon Management Plan (CMP) for 2012 onwards.

The CMP will include a number of projects which will be delivered over a 10 year period to reduce the Council's CO2 emissions by 30%. The projects that are to be included in the CMP will exclude those already funded and for which savings have already been assumed such as route optimisation and the new Headquarters construction but will take the CMP saving up to the target of 30%.

The figures that are included in this proposal are those derived from the Carbon Trust's Toolkit which has been developed and refined over a number of years of implementing the Carbon Management Programme. However, each project will ultimately require a full business case to be prepared setting out the precise costs and revenue savings that would be achieved.

Based on the initial estimates current projects anticipated to be included in the CMP and planned over a 10 year life of the projects it is forecast that the capital costs of implementing the projects will be in the order of £300,000. These projects will provide revenue savings of £720,000 (borrowing costs will be approximately £245,000 over the 10 year life of the projects, giving net revenue savings of £475,000). The bulk of the savings are achieved over the 2014 – 2019 period with the bulk of the expenditure over the 2012 – 2015 period.

The figures shown below express the capital expenditure over the next 3 years and beyond, the cost of borrowing that capital and the projected savings.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

None.

3. FINANCIAL IMPLICATIONS

	2012/2013	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£	£
Capital Cost	111,520	154,250	8,640	21,950	1,010
Revenue Cost	21,550	5,400	(71,180)	(98,350)	(100,720)
Borrowing Costs	4,900	16,400	23,500	24,830	25,860
Cost Centre :	R680				

4. APPRAISAL

Contributes to Corporate Plan Priorities	Statutory/Discretionary Service	Valued by Public	RANK
Yes	n/a	n/a	n/a

Appendix 4 (Part 1)

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES INCREASES 2012/2013 at 5%****DIRECTORATE SUMMARY**

DIRECTORATE	KEY	CHANGES IN RESOURCES			
		2012/13 £	2013/14 £	2014/15 £	2015/16 £
COMMUNITY AND PARTNERSHIP SERVICES See Appendix 4 (Part 2)	C R S	- 6,740 CR -	- 6,740 CR -	- 6,740 CR -	- 6,740 CR -
LEGAL AND CORPORATE SERVICES See Appendix 4 (Part 3)	C R S	- 11,270 CR -	- 10,970 CR -	- 10,970 CR -	- 10,970 CR -
PLANNING AND REGULATORY SERVICES See Appendix 4 (Part 4)	C R S	- 41,330 CR -	- 75,920 CR -	- 75,920 CR -	- 76,380 CR -
RESOURCES See Appendix 4 (Part 5)	C R S	- 19,500 CR -	- 19,500 CR -	- 19,500 CR -	- 19,500 CR -
GRAND TOTAL	C R S	- 78,840 CR -	- 113,130 CR -	- 113,130 CR -	- 113,590 CR -

KEY - Changes in Resources

C - Capital

R - Revenue

S - Staffing - Stated in FTEs

APPENDIX 4 (Part 2)

WYRE FOREST DISTRICT COUNCIL**SUMMARY OF FEES AND CHARGES INCREASES 2012/2013 at 5%****COMMUNITY AND PARTNERSHIP SERVICES**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2012/13 £	2013/14 £	2014/15 £	2015/16 £
R040	<u>Cemeteries</u>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	1,000 CR	1,000 CR	1,000 CR	1,000 CR
		S	-	-	-	-
R055	<u>Play Leadership</u>	C	-	-	-	-
	Increase charges by 5% in accordance with Council policy	R	330 CR	330 CR	330 CR	330 CR
		S	-	-	-	-
R095	<u>Other Sports Facilities</u>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	1,240 CR	1,240 CR	1,240 CR	1,240 CR
		S	-	-	-	-
R160	<u>Parks and Green Spaces</u>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	1,430 CR	1,430 CR	1,430 CR	1,430 CR
		S	-	-	-	-
R163	<u>Rangers Services</u>	C	-	-	-	-
	Increase charges by 5% in accordance with Council policy	R	70 CR	70 CR	70 CR	70 CR
		S	-	-	-	-
R236	<u>Grounds Maintenance</u>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	2,670 CR	2,670 CR	2,670 CR	2,670 CR
		S	-	-	-	-
	TOTALS	C	-	-	-	-
		R	6,740 CR	6,740 CR	6,740 CR	6,740 CR
		S	-	-	-	-



Service	Cemetery	Service Manager	Joe Scully
Directorate & Director	Community & Partnership - Linda Collis	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Cemetery Fees			
CHARGES ONLY APPLY TO KIDDERMINSTER CEMETERY			
INTERMENTS - RESIDENTS ONLY			
Child aged 1 month to 16 years *	116.00	122.00	
Persons over 16 years *	370.00	389.00	
Burial of cremated remains *	135.00	142.00	
INTERMENTS - NON-RESIDENTS OF WYRE FOREST			
Child aged 1 month to 16 years *	232.00	245.00	
Persons over 16 years *	740.00	777.00	
Burial of cremated remains *	270.00	284.00	
PURCHASED GRAVES - RESIDENTS ONLY			
Purchase of burial rights	420.00	441.00	
Purchase of burial rights for cremated remains	220.00	231.00	
PURCHASED GRAVES - NON-RESIDENTS OF WYRE FOREST			
Purchase of burial rights	840.00	882.00	
Purchase of burial rights for cremated remains	440.00	462.00	
EXCEPTION:			
If the deceased lived in the District for the majority of their life and took up a place in full time care outside the District within 2 years of their death. The family is to provide the relevant information for claiming this exception to this burial authority.			
MISCELLANEOUS CHARGES			
Maintenance of grave. Planting with Spring and Summer bedding per annum (specified areas of the Cemetery only)	80.00	84.00	
CHARGES OF USE OF STAFF/FACILITIES			
For attendance of Registrar other than between 9:00am and 10:00am (weekdays other than Bank/Public Holidays)	40.00	42.00	
Use of Cemetery Chapel per hour (or part of)	75.00	78.75	
Premium to be applied to cost of burials taking place wholly or partially outside normal working hours	10%	10%	
Assessing suitability of grave for additional burials	22.00	23.00	
MONUMENTS / GRAVE STONES ETC			
The right to place or erect a memorial including first inscription	155.00	163.00	
The right to place or erect a commemorative plaque or kerb stone	79.00	83.00	
Each additional inscription	27.00	28.00	
Vase	27.00	28.00	

NOTES:

VAT will be included at the prevailing rate if applicable
* Subject to attendance charge for Registrar



Wyre Forest District Council



Service	Parks Events	Service Manager	Kay Higman
Directorate & Director	Community & Partnership - Linda Collis	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Community Development and Museums			
COMMUNITY DEVELOPMENT			
RANGER SERVICES			
Minimum Charge	Free		Free
Maximum Charge	41.00		43.00
Young Rangers (per term)	16.30		17.00
PLAY SCHEMES			
Per session Minimum Charge	Free		Free
Per session Maximum Charge	20.50		22.00
SPORTS, ARTS AND PLAY DEVELOPMENT ACTIVITIES			
Per session Minimum Charge	Free		Free
Per session Maximum Charge	8.20		9.00
NATURE RESERVES			
Small charitable or community events (less than 20 people) *			
up to 3 hrs	6.20		6.50
over 3 hrs	11.30		12.00
Medium charitable or community events (more than 20 people less than 100) *			
up to 3 hrs	16.40		17.25
over 3 hrs	31.80		33.50
Large charitable or community events (more than 100 people) *			
up to 3 hrs	38.40		40.50
over 3 hrs	49.20		52.00
Commercial and fund raising events *	Commercial Judgement		Commercial Judgement
MUSEUMS			
Bewdley Museum			
Adults	Free		Free
Senior Citizen	Free		Free
Accompanied Children	Free		Free
Unaccompanied Children	Free		Free
Residents' Season Ticket	Free		Free
School Parties Admission Charge**	Donation		Donation
General Enquiries (per hour)	10.00		10.50
Hire of Education Room			
Minimum Charge	Free		Free
Maximum Charge (per half day)	31.00		32.50
Commercial Bookings	Commercial Judgement		Commercial Judgement
Hire of Severn Gallery			
Minimum Charge for local organisations & emerging community artists (per week)	10.00		10.50
Commercial Bookings	Commercial Judgement		Commercial Judgement
Hire of Wyre Forest Gallery			
Minimum charge for local organisations & emerging community artists (per week)	40.00		42.00
Commercial Bookings	Commercial Judgement		Commercial Judgement
Hire of Guild Hall			
Minimum Charge	Free		Free
Maximum Charge	Commercial Judgement		Commercial Judgement

NOTES:

VAT will be included at the prevailing rate if applicable
Commercial Judgement is delegated to the Director of Service
* A refundable deposit to cover damages to land or site infrastructure may be required
** Minimum donation £1 per child, maximum dependent on programme



Service	Parks Events	Service Manager	Joe Scully
Directorate & Director	Community & Partnership - Linda Collis	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Parks Events			
OTHER SPORTS FACILITIES			
Bowls Green - Pre-purchased Passes			
Per game	Free		Free
Bowls Club per match	30.00		31.50
Cricket			
First Saturday in May to last Saturday in August			
Per match	63.00		66.00
Soccer			
Price increases to apply from the start of the 2012 season			
Grade A Pitch			
Adults - Wyre Forest Resident Team	58.00		61.00
Adults - Non Resident Team	68.00		71.50
Junior - Wyre Forest Resident Team	30.00		31.50
Junior - Non Resident Team	35.00		36.75
Grade B Pitch			
Adults - Wyre Forest Resident Team	42.00		44.00
Adults - Non Resident Team	50.00		52.50
Junior - Wyre Forest Resident Team	28.00		29.50
Junior - Non Resident Team	32.00		33.50
Fines			
For littering pitches or changing rooms	60.00		63.00
Vandalism - plus cost of repairs	60.00		63.00
Per occasion, per team			
Silent Flight per season	165.00		173.25
GREEN SPACES - Parks and Green Spaces (not Nature Reserves)			
Fund Raising and Charity Events (per day) - Minimum Charge	Free		Free
Fund Raising and Charity Events (per day) - Maximum Charge (refundable deposit applies)	150.00		157.50
Commercial Events (refundable deposit applies)	Commercial Judgement		Commercial Judgement
Grounds maintenance - external contracts			
based upon an hourly rate	Commercial Judgement		Commercial Judgement
Arborists	Commercial Judgement		Commercial Judgement
Plus Vehicle and Materials at cost	Commercial Judgement		Commercial Judgement

NOTES:

VAT will be included at the prevailing rate if applicable
Commercial Judgement is delegated to the Director of Service

Appendix 4 (Part 3)

WYRE FOREST DISTRICT COUNCIL**SUMMARY OF FEES AND CHARGES INCREASES 2012/2013 at 5%****LEGAL & CORPORATE SERVICES**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2012/13 £	2013/14 £	2014/15 £	2015/16 £
R221	<u>Civic Halls</u>	C	-	-	-	-
	Increase charges by an average of 5% as per service director recommendation.	R	3,130 CR	2,830 CR	2,830 CR	2,830 CR
		S	-	-	-	-
R500	<u>Elections and Electoral Registration</u>	C	-	-	-	-
	No change to the charges for marked registers made according to statute.	R	-	-	-	-
		S	-	-	-	-
R505	<u>Committee Administration</u>	C	-	-	-	-
	Increase charges by an average of 2.5% as per service director recommendation.	R	10 CR	10 CR	10 CR	10 CR
		S	-	-	-	-
R510	<u>Land Charges and Road Closure Orders *</u>	C	-	-	-	-
	To raise charges for all Land Charges by 5% in line with council policy, increase fees for highways searches and commercial properties search fees.	R	8,130 CR	8,130 CR	8,130 CR	8,130 CR
		S	-	-	-	-
	TOTALS	C	-	-	-	-
		R	11,270 CR	10,970 CR	10,970 CR	10,970 CR
		S	-	-	-	-



Service	Facility Hire	Service Managers	Elaine Brookes
Directorate & Director	Legal & Corporate Services - Caroline Newlands	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Facilities Fees and Charges			
CIVIC HALLS			
KIDDERMINSTER TOWN HALL			
NON COMMERCIAL ORGANISATIONS			
Music Room - Minimum (per hour)	26.00		27.50
Music Room - Maximum (per hour)	105.00		110.25
Corn Exchange - Minimum (per hour)	21.00		22.00
Corn Exchange - Maximum (per hour)	79.00		83.00
Both Facilities - Minimum (per hour)	40.00		42.00
Both Facilities - Maximum (per hour)	131.00		137.50
Both Facilities - Hourly rates will double for Bank Holidays			
Both Facilities - Hourly rates will double after midnight			
Use of raking seating	185.00		194.25
Use of kitchen facilities Civic and Kidderminster Town Hall	126.00		132.50
Use of kitchen facilities King Charles Room	19.00		20.00
Use of bar facilities - per hour	13.00		13.75
King Charles Room/Council Chamber/Court Room			
Minimum (per hour)	36.00		38.00
Stourport Civic Hall			
Minimum (per hour)	35.00		37.00
Maximum (per hour)	81.00		85.00
Civic Hall - Hourly rates will double for Bank Holidays			
Civic Hall - Hourly rates will double after midnight			
For All Venues			
Commercial Organisations and bookings for any Bank Holidays			
Per hour	Commercial Judgement		Commercial Judgement
Legal and Corporate Services Administration Account			
Fees relating to surveys prior to lettings	Commercial Judgement		Commercial Judgement

NOTES:

VAT will be included at the prevailing rate if applicable
Commercial Judgement is delegated to the Director of Legal and Corporate Services



Service	Legal print charges	Service Managers	Helen Caldwell Penny Williams
Directorate & Director	Legal & Corporate Services - Caroline Newlands	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Legal & Corporate Charges			
ACTIVITY A1			
SALE OF EDITED AND FULL ELECTORAL REGISTERS			
Charges for Market Registers only (per legislation)			
Edited and Full Register			
Data	20.00 plus 1.50 per 1,000 entries	20.00 plus 1.50 per 1,000 entries	
Printed	10.00 plus 5.00 per 1,000 entries	10.00 plus 5.00 per 1,000 entries	
Overseas Electors			
Data	20.00 plus 1.50 per 1,000 entries	20.00 plus 1.50 per 1,000 entries	
Printed	10.00 plus 5.00 per 1,000 entries	10.00 plus 5.00 per 1,000 entries	
Marked Registers			
Data	10.00 plus 1.00 per 1,000 or part	10.00 plus 1.00 per 1,000 or part	
Printed	10.00 plus 2.00 per 1,000 or part	10.00 plus 2.00 per 1,000 or part	
ACTIVITY A3			
LAND CHARGES			
To increase charges in line with inflation			
1) a. Increase the basic Land Charges Search Fee	92.00	96.50	
2) a. Increase to optional enquiries	17.00	18.00	
b. Increase to each additional property/parcel of land	39.00	41.00	
3) a. Increase to the basic Land Charges Search Fee in respect of Highway information supplied by Worcester County Council	16.00	17.00	
4) a. Increase the basic Commercial properties search fee (previously charged at basic search fee - as per 1a)	119.00	125.00	
b. Increase to each additional property/parcel of land (previously charged at basic additional fee - as per 2b)	45.00	47.25	
ACTIVITY A4			
SUPPLY OF MINUTES / AGENDAS TO OUTSIDE BODIES / COMPANIES			
To increase charges in line with inflation			
Cabinet and Full Council Agendas (per annum)	79.00	83.00	
Scrutiny Committees Agendas (per annum)	74.00	78.00	
Development Control Agendas (per annum)	91.00	95.50	
Other Committee Agendas - individual (per annum)	15.50	16.25	

NOTES:

VAT will be included at the prevailing rate if applicable



Service		Service Managers	
Directorate & Director	Legal & Corporate Services - Caroline Newlands	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Road Closure Orders			
Charitable / community events (if the application received less than 6 weeks in advance of the event)	100.00		105.00
Charitable / community events (if the application received more than 6 weeks in advance of the event)	75.00		78.75
Remembrance Day Parades	no charge		
National Royal Celebrations	no charge		
All other events / reasons for road closure, including commercial events (if application received less than 6 weeks in advance of the event)	125.00		131.25
All other events / reasons for road closure, including commercial events (if application received more than 6 weeks in advance of the event)	100.00		105.00

NOTES:

VAT will be included at the prevailing rate if applicable

WYRE FOREST DISTRICT COUNCIL**SUMMARY OF FEES AND CHARGES INCREASES 2012/2013 at 5%****PLANNING & REGULATORY SERVICES**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2012/13 £	2013/14 £	2014/15 £	2015/16 £
R185	<u>Car Parks</u> Increase charges by 5% in line with Council Policy (as from 1st October 2012)	C R S	- 35,050 CR -	- 70,100 CR -	- 70,100 CR -	- 70,100 CR -
R185	<u>Parking Restriction Charges *</u> Increase charges by 5% in line with Council Policy	C R S	- 180 CR -	- 180 CR -	- 180 CR -	- 180 CR -
R200	<u>Event Support - Cleansing *</u> Increase charges by 5% in line with Council Policy	C R S	- 10 CR -	- 10 CR -	- 10 CR -	- 10 CR -
R637	<u>Private Water Supplies *</u> Increase charges by 5% in line with Council Policy	C R S	- 40 CR -	- 40 CR -	- 40 CR -	- 40 CR -
R631	<u>Street Naming and Numbering *</u> Increase charges by 5% in line with Council Policy	C R S	- 130 CR -	- 130 CR -	- 130 CR -	- 130 CR -
R605	<u>Development Control</u> To maintain Planning Application fees at statutory levels (last increased 26/02/2010).	C R S	- tba -	- tba -	- tba -	- tba -
R605	<u>Development Control - Planning Advice</u> To increase the charge for Planning Enquiries by 5%	C R S	- 10 CR -	- 10 CR -	- 10 CR -	- 10 CR -
R605	<u>Development Control - Permitted Developments</u> To propose no increase to Permitted Development Enquiries	C R S	- 100 CR -	- 100 CR -	- 100 CR -	- 100 CR -
R605	<u>Development Control - Pre-application advice</u> To propose no increase to the fee for the provision of Pre-Application Advice	C R S	- 350 CR -	- 350 CR -	- 350 CR -	- 350 CR -
R625	<u>Building Control</u> To increase the charge for Building Control Enquiries by 5% in line with Council Policy.	C R S	- tba -	- tba -	- tba -	- tba -
R625	<u>Building Control</u> To propose no increase to the Building Control charges at this time. The North Worcestershire Shared Service incorporating Wyre Forest DC, Redditch BC and Bromsgrove DC came into force on 01/09/2011.	C R S	- tba -	- tba -	- tba -	- tba -
R625	<u>Building Control</u> To increase to the charge for the sale of documents by 5% in line with Council Policy	C R S	- 20 CR -	- 20 CR -	- 20 CR -	- 20 CR -
R630	<u>Planning, Health & Environment Administration</u> To increase the charge for the sale of documents by 5% in line with Council Policy	C R S	- 50 CR -	- 50 CR -	- 50 CR -	- 50 CR -
R637	<u>Environmental Health - Pest Control</u> To increase charges by 5% in line with Council Policy	C R S	- 690 CR -	- 690 CR -	- 690 CR -	- 690 CR -
R637	<u>Environmental Health - Control of Dogs</u> To increase charges by 5% in line with Council Policy	C R S	- 50 CR -	- 50 CR -	- 50 CR -	- 50 CR -

WYRE FOREST DISTRICT COUNCIL**SUMMARY OF FEES AND CHARGES INCREASES 2012/2013 at 5%****PLANNING & REGULATORY SERVICES**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2012/13 £	2013/14 £	2014/15 £	2015/16 £
R637	<u>Environmental Health - Pollution Control</u> To maintain LAPPC charges at statutory level (revised annually)	C R S	- tba -	- tba -	- tba -	- tba -
R637	<u>Environmental Health - Pollution Control</u> To maintain water sampling fees at statutory levels. To increase other charges by 5% in line with Council Policy.	C R S	- 20 CR -	- 20 CR -	- 20 CR -	- 20 CR -
R638	<u>Licensing Activities - Hackney Carriages</u> To increase fees by 5% in line with Council Policy.	C R S	- 3,390 CR -	- 2,930 CR -	- 2,930 CR -	- 3,390 CR -
R638	<u>Licensing Activities - General Licensing</u> To increase charges by 5% in line with Council Policy	C R S	- 970 CR -	- 970 CR -	- 970 CR -	- 970 CR -
R638	<u>Licensing Activities - Gambling Act 2005</u> To increase premises licence fees by 5% in line with Council Policy	C R S	- 270 CR -	- 270 CR -	- 270 CR -	- 270 CR -
R638	<u>Licensing Activities - Gambling Act 2005</u> To charge permit fees as determined by Government	C R S	- tba -	- tba -	- tba -	- tba -
R638	<u>Licensing Activities - Licensing Act 2003</u> To maintain Liquor Licensing fees at statutory levels	C R S	- tba -	- tba -	- tba -	- tba -
	TOTALS	C R S	- 41,330 CR -	- 75,920 CR -	- 75,920 CR -	- 76,380 CR -

* New discretionary charge introduced by Cabinet on 15th March 2011



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
HACKNEY CARRIAGE/PRIVATE HIRE FEES			
Hackney Carriage/Private Hire Drivers Licence (valid for 2 years)	268.00		281.00
Drivers' Knowledge Test	49.00		51.50
Drivers Badge	23.00		24.00
Hackney Carriage Vehicle	377.00		396.00
Private Hire Vehicle	377.00		396.00
Private Hire Operators	420.00		441.00
Vehicle Decals - Replacements	17.00		18.00
Vehicle Retest Fee (if re-tested within 48 hours of failure)	28.00	29.50	
Vehicle Retest Fee (if re-tested after 48 hours of failure)	54.00	56.50	
Change of Business (Sell Car and Transfer Plate)	317.00		102.50
Exemption Notice (Executive Vehicles)	26.00		27.50
Internal (Executive Vehicles) Car Plate	19.00		20.00
External Car Plate	45.00		47.00
CRB check	56.00		59.00

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
LICENSING AND REGISTRATION			
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin			
Colouring -			
Certificate of Registration: (a) Person	135.00		142.00
(b) Premise	195.00		205.00
(c) Persons & Premises	329.00		345.00
Animal Boarding Establishments* Initial	277.00		291.00
Renewal	183.00		192.00
Dangerous Wild Animals* Initial	277.00		291.00
Renewal	183.00		192.00
Dog Breeding Establishments* Initial	277.00		291.00
Renewal	183.00		192.00
Registration of Motor Salvage Operators	91.00		95.50
Copy of Register Entry, Motor Salvage Operators Register	4.00	4.00	
Pet Animals Act* Initial	277.00		291.00
Renewal	183.00		192.00
Public Realm and Streetscene (Control of Street Furniture)	262.00		275.00
Riding Establishments* Initial	277.00		291.00
Renewal	183.00		192.00
Sex Establishments Initial	4,094.00		4300.00
Renewal	1,572.00		1650.00
Transfer	284.00		300.00
Zoo Licences* Initial	1,338.00		1405.00
	(plus Inspector's expenses)		(plus Inspector's expenses)
Renewal	1,202.00		1265.00
	(plus Inspector's expenses)		(plus Inspector's expenses)

NOTES:

VAT will be included at the prevailing rate if applicable
* Plus Vet fees where applicable



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
FOOD, HEALTH AND SAFETY AND POLLUTION CONTROL			
FOOD, HEALTH AND SAFETY			
Issue of Food Surrender Certificates	54.00	57.00	
Release of Officers Statements	251.00	264.00	
Release of Documents	89.00	93.50	
POLLUTION CONTROL			
WATER SAMPLING CHARGES			
The Regulations allow local authorities to charge a fee, subject to prescribed maximum levels to enable reasonable costs of services (lab fees etc) to be recovered.			
Proposed Fees and Charges			
Risk Assessment	40.00 per hour (up to £500 Max)	42.00 per hour (up to £500 Max)	
Investigation (each investigation)	40.00 per hour (up to £100 Max)	42.00 per hour (up to £100 Max)	
Granting an Authorisation	100.00 Max	105.00 Max	
Sampling (each visit)	100.00 Max	105.00 Max	
Analysing a sample			
- taken under regulation 10 (small supplies)	25.00 Max	26.00 Max	
- taken during check monitoring	100.00 Max	105.00 Max	
- taken during audit monitoring	500.00 Max	525.00 Max	

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
ENVIRONMENTAL INFORMATION REGULATION REQUESTS			
CONTROL OF RAT AND OTHER PESTS, CONTROL OF DOGS AND WASPS NESTS			
Environmental Information Regulation Requests			
Release of Environmental Information (basic)	28.00	29.50	
Release of Environmental Information (detailed)	56.00	59.00	
Any information required above the advanced search, will be at the advanced search rate plus an hourly officer fee. Details of the approximate amount to be charged will be provided to the applicant prior to any work being undertaken following assessment of the information required.			
Control of Rats and Other Pests			
Misc			
Labour Rate per hour	42.00		44.00
Plus use of poisons - recharged at cost plus 50%			
Annual contracts (requiring more than one visit)	Commercial Judgement	Commercial Judgement	
Mice infestation (2 visits)	72.00		75.50
Rat infestation (3 visits)	108.00		113.50
Wasps Nests	48.00		50.00
Control of Dogs	42.00		44.00
Dog Recovery Fee			
Plus Vets fees at cost plus 10%			

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
STREET TRADING			
STREET TRADING			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	1,658.00		1,740.00
- Renewal	1,575.00		1,655.00
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	1,385.00		1,455.00
- Renewal	1,245.00		1,308.00
For every additional 12 x 12 or part thereof or length more than 5m	682.00		716.00
Mobile Traders	649.00		682.00

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Premises License Fees 2011/12			
Existing Casinos - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
New Small Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
New Large Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
Regional Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
Bingo Club - New Application	1,989.00	2,088.00	
Annual Fee	569.00	598.00	
Application to vary	995.00	2,010.00	
Application to Transfer	682.00	716.00	
Application for re-instatement	682.00	716.00	
Application for Provisional Statement	1,989.00	2,088.00	
Licence Application (Provisional Statement holders)	682.00	716.00	
Copy Licence	29.00	31.00	
Notification of change	57.00	60.00	
Betting Premises - New Application (excluding Tracks)	1,707.00	1,792.00	
Annual Fee	341.00	358.00	
Application to vary	852.00	895.00	
Application to Transfer	682.00	716.00	
Application for re-instatement	682.00	716.00	
Application for Provisional Statement	1,707.00	1,792.00	
Licence Application (Provisional Statement holders)	682.00	716.00	
Copy Licence	29.00	31.00	
Notification of change	57.00	60.00	



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Premises License Fees 2011/12			
Tracks - New Application	1,422.00	1,493.00	
Annual Fee	569.00	598.00	
Application to vary	710.00	746.00	
Application to Transfer	540.00	567.00	
Application for re-instatement	540.00	567.00	
Application for Provisional Statement	1,422.00	1,493.00	
Licence Application (Provisional Statement holders)	540.00	567.00	
Copy Licence	29.00	31.00	
Notification of change	57.00	60.00	
Family Entertainment Centres - New Application	1,137.00	1,194.00	
Annual Fee	426.00	447.00	
Application to vary	569.00	598.00	
Application to Transfer	540.00	567.00	
Application for re-instatement	540.00	567.00	
Application for Provisional Statement	1,137.00	1,194.00	
Licence Application (Provisional Statement holders)	540.00	567.00	
Copy Licence	29.00	31.00	
Notification of change	57.00	60.00	
Adult Gaming Centres - New Application	1,137.00	1,194.00	
Annual Fee	569.00	598.00	
Application to vary	569.00	598.00	
Application to Transfer	540.00	699.00	
Application for re-instatement	540.00	699.00	
Application for Provisional Statement	1,137.00	1,194.00	
Licence Application (Provisional Statement holders)	540.00	699.00	
Copy Licence	29.00	31.00	
Notification of change	57.00	60.00	
Temporary Use Notices - New Application	289.00	304.00	
Annual Fee	N/A	N/A	

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2012	FROM 1/04/2012	FROM 1/04/2012
	£	£	£
Permits		Charges before VAT	Charges inclusive of VAT
Fee Type			
FEC Gaming Machine - Grant	300.00	315.00	
FEC Gaming Machine - Renewal	300.00	315.00	
FEC Gaming Machine - Existing Operator Grant	100.00	105.00	
FEC Gaming Machine - Annual Fee	N/A	N/A	
Prize Gaming - Grant	300.00	315.00	
Prize Gaming - Renewal	300.00	315.00	
Prize Gaming - Existing Operator Grant	100.00	105.00	
Prize Gaming - Annual Fee	N/A	N/A	
Licensed Premises Gaming Machine Permit - Grant	150.00	157.00	
Licensed Premises Gaming Machine Permit - Renewal	N/A	N/A	
Licensed Premises Gaming Machine Permit - Existing Operator Grant	100.00	105.00	
Licensed Premises Gaming Machine Permit - Annual Fee	50.00	52.00	
Club Gaming Permit - Grant *	100.00	105.00	
Club Gaming Permit - Renewal *	100.00	105.00	
Club Gaming Permit - Existing Operator Grant	100.00	105.00	
Club Gaming Permit - Annual Fee	50.00	52.00	
Club Machine Permits - Grant *	100.00	105.00	
Club Machine Permits - Renewal *	100.00	105.00	
Club Machine Permits - Existing Operator Grant	100.00	105.00	
Club Machine Permits - Annual Fee	50.00	52.00	
Small Lottery Registration - Grant	40.00	42.00	
Small Lottery Registration - Renewal	20.00	21.00	
Small Lottery Registration - Existing Operator Grant	N/A	N/A	
Small Lottery Registration - Annual fee	N/A	N/A	
Miscellaneous Fees			
FEC Permits - Change of name	25.00	26.00	
FEC Permits - Copy of permit	15.00	16.00	
FEC Permits - Variation	N/A	N/A	
FEC Permits - Transfer	N/A	N/A	
FEC Permits - Notification	N/A	N/A	
Prize Gaming Permits - Change of name	25.00	26.00	
Prize Gaming Permits - Copy of permit	15.00	16.00	
Prize Gaming Permits - Variation	N/A	N/A	
Prize Gaming Permits - Transfer	N/A	N/A	
Prize Gaming Permits - Notification	N/A	N/A	
Licensed premises Gaming machine Permits - Change of name	25.00	26.00	
Licensed premises Gaming machine Permits - Copy of permit	15.00	16.00	
Licensed premises Gaming machine Permits - Variation	100.00	105.00	
Licensed premises Gaming machine Permits - Transfer	25.00	26.00	
Licensed premises Gaming machine Permits - Notification	N/A	N/A	



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Permits			
Licensed Premises Automatic Notification Process - Change of name	N/A	N/A	
Licensed Premises Automatic Notification Process - Copy of permit	N/A	N/A	
Licensed Premises Automatic Notification Process - Variation	N/A	N/A	
Licensed Premises Automatic Notification Process - Transfer	N/A	N/A	
Licensed Premises Automatic Notification Process - Notification	50.00	52.00	
Gaming Club Permits - Change of name	100.00	105.00	
Gaming Club Permits - Copy of permit	15.00	16.00	
Gaming Club Permits - Variation	100.00	105.00	
Gaming Club Permits - Transfer	N/A	N/A	
Gaming Club Permits - Notification	N/A	N/A	
Gaming Machine Permits - Change of name	100.00	105.00	
Gaming Machine Permits - Copy of permit	15.00	16.00	
Gaming Machine Permits - Variation	100.00	105.00	
Gaming Machine Permits - Transfer	N/A	N/A	
Gaming Machine Permits - Notification	N/A	N/A	

NOTES:

VAT will be included at the prevailing rate if applicable
* Fee will be £200 if premises does not sell alcohol



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Licensing Act 2003			
Band A - (rateable value £0 to £4,300)			
Annual	70.00	70.00	
New Licence	100.00	100.00	
Future Variation	100.00	100.00	
Band B - (rateable value £4,301 to £33,000)			
Annual	180.00	180.00	
New Licence	190.00	190.00	
Future Variation	190.00	190.00	
Band C - (rateable value £33,001 to £87,000)			
Annual	295.00	295.00	
New Licence	315.00	315.00	
Future Variation	315.00	315.00	
Band D - (rateable value £87,001 to £125,000)			
Annual *	320.00	320.00	
New Licence *	450.00	450.00	
Future Variation *	450.00	450.00	
Band E - (rateable value over £125,000)			
Annual **	350.00	350.00	
New Licence **	635.00	635.00	
Future Variation **	635.00	635.00	
Premises with no NDRV = Band A			
Premises under construction = Band C			
Number of person present			
5,000 to 9,999 - Additional Fee	1,000.00	1,000.00	
5,000 to 9,999 - Annual Fee	500.00	500.00	
10,000 to 14,999 - Additional Fee	2,000.00	2,000.00	
10,000 to 14,999 - Annual Fee	1,000.00	1,000.00	
15,000 to 19,999 - Additional Fee	4,000.00	4,000.00	
15,000 to 19,999 - Annual Fee	2,000.00	2,000.00	
20,000 to 29,999 - Additional Fee	8,000.00	8,000.00	
20,000 to 29,999 - Annual Fee	4,000.00	4,000.00	
30,000 to 39,999 - Additional Fee	16,000.00	16,000.00	
30,000 to 39,999 - Annual Fee	8,000.00	8,000.00	
40,000 to 49,999 - Additional Fee	24,000.00	24,000.00	
40,000 to 49,999 - Annual Fee	12,000.00	12,000.00	
50,000 to 59,999 - Additional Fee	32,000.00	32,000.00	
50,000 to 59,999 - Annual Fee	16,000.00	16,000.00	
60,000 to 69,999 - Additional Fee	40,000.00	40,000.00	
60,000 to 69,999 - Annual Fee	20,000.00	20,000.00	
70,000 to 79,999 - Additional Fee	48,000.00	48,000.00	
70,000 to 79,999 - Annual Fee	24,000.00	24,000.00	
80,000 to 89,999 - Additional Fee	56,000.00	56,000.00	
80,000 to 89,999 - Annual Fee	28,000.00	28,000.00	
90,000 and over - Additional Fee	64,000.00	64,000.00	
90,000 and over - Annual Fee	32,000.00	32,000.00	



Service	Environmental Health	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Licensing Act 2003			
Other Fees			
Application for a grant or renewal of personal licence	37.00	37.00	
Temporary event notice	21.00	21.00	
Theft, loss etc. of premises licence or summary	10.50	10.50	
Application for a provisional statement	315.00	315.00	
Notification of change of name or address	10.50	10.50	
Application to vary licence to specify DPS	23.00	23.00	
Application for transfer of premises licence	23.00	23.00	
Interim authority notice following death etc. of licence holder	23.00	23.00	
Theft, loss etc. of certificate or summary	10.50	10.50	
Notification of change of name or alternation of rules of club	10.50	10.50	
Change of relevant registered address of club	10.50	10.50	
Theft, loss etc. of temporary event licence	10.50	10.50	
Theft, loss etc. of personal licence	10.50	10.50	
Duty to notify change of name or address	10.50	10.50	
Right of freeholder etc. to be notified of licensing matters	21.00	21.00	

NOTES:

VAT will be included at the prevailing rate if applicable

* A multiplier of twice the fee and annual charge applies where use of the premises is exclusively or primarily for the carrying on, on the premises of the supply of alcohol for consumption on the premises.

** A multiplier of three times the fee and annual charge applies where use of the premises is exclusively or primarily for the carrying on, on the premises of the supply of alcohol for consumption on the premises.



Service		Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Planning and Building Control Advice			
Reply to general individual queries, Planning or Building Control for up to 6 questions (after that the full Local Land Charge Search fee will be charged)	19.00 per Question		20.00 per Question
If any query requires a site visit to be made (e.g. compliance with conditions)	50.50		53.00
Charges for Copy Documents			
Monthly Decision List	81.50		86.00
Weekly Planning Application List	136.50		143.00
Decision Notices	14.50		15.00
Decision Notices Additional Copies	0.75		0.80
A4 - For each copy	0.75		0.80
A3 - For each copy	0.95		1.00
A2 - For each copy	2.40		2.50
A1 - For each copy	3.00		3.10
A0 - For each copy	4.00		4.20
Note			
Copies, where appropriate, are available free up to a cumulative single transaction value of £10 for individuals (the discretion of Director of Service to be applied in cases of multiple separate transactions) and charged at full cost to representatives of professional and/or commercial companies.			

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Planning	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Permitted Developments and pre application advice			
Permitted Development enquiries			
Proposed development type			
Householder	25.00		27.00
Other	50.00		52.50
Pre-Application advice			
Householder	40.00		42.00
Cost of each additional meeting	20.00		21.00
1 - 4 dwellings	250.00		262.50
Cost of each additional meeting	100.00		105.00
Residential Development (see note 1)			
5 - 9 dwellings (site <1ha) (gross floor area <1,000m2)	500.00		525.00
Cost of each additional meeting	100.00		105.00
10 - 49 dwellings (site 1-1.25ha) (gross floor area 1,000 - 2,499m2)	1,000.00		1,050.00
Cost of each additional meeting	500.00		525.00
50 - 199 dwellings (site 1.26-2ha) (gross floor area 2,500 - 9,999m2)	2,000.00		2,100.00
Cost of each additional meeting	750.00		787.50
200+ dwellings (site 2+ha) (gross floor area +10,000m2)	3,000.00		3,150.00
Cost of each additional meeting	1,000.00		1,050.00
Non Residential/Commercial Development (see note 1)			
Gross floor area <1,000m2 (site <1ha)			524.00
Cost of each additional meeting			105.00
Gross floor area 1,000 - 2,499m2 (site 1-1.251ha)			1,046.00
Cost of each additional meeting			523.00
Gross floor area 2,500 - 9,999m2 (site 1.26-2ha)			2,094.00
Cost of each additional meeting			785.00
Gross floor area +10,000m2 (site +2ha)			3,140.00
Cost of each additional meeting			1,046.00
Others (see note 2)	100.00		105.00
Cost of each additional meeting	50.00		52.50
Historic Environmental and Tree related enquiries			
Separate Listed Building and Conservation Area Advice	30.00		31.50
Cost of each additional meeting	15.00		15.75
Separate Tree related Advice - number of trees not exceeding 10	30.00		31.50
Cost of each additional meeting	15.00		15.75
Separate Tree related Advice - number of trees over 10 but not exceeding 30	60.00		63.00
Cost of each additional meeting	15.00		15.75
Exemptions			
No exemptions			

NOTES:

VAT will be included at the prevailing rate if applicable

Note 1 - If only principle to be discussed

Note 2 - Includes other development proposals such as variation or removal of conditions - proposed changes of use, car parks and certificates of lawfulness.



Service	Building Control	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Building Control			
STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING			
1 Property - Application Charge	628.00		628.00
Regularisation Charge	655.00		655.00
Additional Charge *	123.00		123.00
2 Properties - Application Charge	868.00		868.00
Regularisation Charge	904.00		904.00
Additional Charge *	246.00		246.00
3 Properties - Application Charge	1,113.00		1,113.00
Regularisation Charge	1,160.00		1,160.00
Additional Charge *	369.00		369.00
4 Properties - Application Charge	1,307.00		1,307.00
Regularisation Charge	1,362.00		1,362.00
Additional Charge *	492.00		492.00
5 Properties - Application Charge	1,491.00		1,491.00
Regularisation Charge	1,555.00		1,555.00
Additional Charge *	615.00		615.00
Charges for more than 5 dwellings, please telephone 01562 732526 or 01562 732525			
DOMESTIC EXTENSIONS TO A SINGLE BUILDING			
Extension where floor area is less than 10m ² or conversion of attached garage into habitable room:			
Application Charge	307.00		307.00
Regularisation Charge	320.00		320.00
Additional Charge *	123.00		123.00
Extension where floor area is between 10m ² and 40m ² :			
Application Charge	460.00		460.00
Regularisation Charge	480.00		480.00
Additional Charge *	123.00		123.00
Extension where floor area is between 40m ² and 60m ² :			
Application Charge	613.00		613.00
Regularisation Charge	640.00		640.00
Additional Charge *	123.00		123.00
Extension where floor area is between 60m ² and 200m ² :			
Application Charge	792.00		792.00
Regularisation Charge	825.00		825.00
Additional Charge *	123.00		123.00
Loft Conversions - Application Charge	460.00		460.00
Regularisation Charge	480.00		480.00
Additional Charge *	123.00		123.00
Erection or extension of a non-exempt single storey car-port or garage not exceeding 100m ²			
Application Charge	307.00		307.00
Regularisation Charge	320.00		320.00
Additional Charge *	123.00		123.00
Window Replacement - Application Charge	133.00		133.00
Regularisation Charge	139.00		139.00
Additional Charge *	N/A		N/A



Service	Building Control	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Building Control			
Electrical Work - Application Charge	205.00		205.00
Regularisation Charge	215.00		215.00
Additional Charge *	N/A		N/A
Other domestic alterations costing less than £3,000 which are separate from but are to be undertaken at the same time as the main project			
Application Charge	57.00		57.00
Regularisation Charge	60.00		60.00
Additional Charge *	62.00		62.00
ALL OTHER WORK - ALTERATIONS			
Estimated cost of work £0.00 to £5,000			
Application Charge	220.00		220.00
Regularisation Charge	230.00		230.00
Estimated cost of work £5,001 to £15,000			
Application Charge	338.00		338.00
Regularisation Charge	352.00		352.00
Estimated cost of work £15,001 to £25,000			
Application Charge	450.00		450.00
Regularisation Charge	470.00		470.00
Estimated cost of work £25,001 to £35,000			
Application Charge	552.00		552.00
Regularisation Charge	575.00		575.00
Estimated cost of work £35,001 to £50,000			
Application Charge	710.00		710.00
Regularisation Charge	740.00		740.00
For office or shop fit outs, installation or a mezzanine floor and all other work where the estimated cost exceeds £50,000, please contact the Building Control Office on 01562 732526 or 01562 732525 for a competitive quote			

NOTES:

VAT will be included at the prevailing rate if applicable

* The additional charge is payable on deposit if the electrician is not specified on the application form, or the person / company specified is not a Part P registered electrician

These charges have been set of the following basis:

1. That the building work does not consist of, or include innovative or high risk construction techniques and / or the 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.



Service	Planning Applications	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Planning Applications			
OPERATIONS			
New Dwellings			
Outline planning permission			
Site does not exceed 2.5 hectare - rate per 0.1 hectare	335		Yet to be advised
Site exceeds 2.5 hectares	8,285		Yet to be advised
Rate per additional 0.1 hectare in excess of 2.5 hectares	100		Yet to be advised
Maximum	125,000		Yet to be advised
In other cases			
New Dwellings - dwellings less than 50 houses - rate per dwelling	335		Yet to be advised
New Dwellings - dwellings exceeds 50 houses	16,565		Yet to be advised
rate per additional dwelling over 50 houses	100		Yet to be advised
Maximum	250,000		Yet to be advised
Buildings other than dwellings, agricultural building, plant or glasshouses etc.)			
Outline planning permission			
Site does not exceed 2.5 hectares - rate per 0.1 hectare	335		Yet to be advised
Site exceeds 2.5 hectares	8,285		Yet to be advised
Rate per additional 0.1 hectare in excess of 2.5 hectares	100		Yet to be advised
Maximum	125,000		Yet to be advised
In other cases			
No additional floor space	170		Yet to be advised
Gross area less than 40 sq metres	170		Yet to be advised
Gross floor area between 40 and 75 sq metres	335		Yet to be advised
Rate in excess of 75 sq metres, but less than 3,750 (per 75 sq metres)	335		Yet to be advised
Gross floor area in excess of 3,750 sq metres	16,565		Yet to be advised
Rate per additional 75 sq meter in excess of 3,750 sq meters	100		Yet to be advised
Maximum	250,000		Yet to be advised
Agricultural buildings on agricultural land (other than glasshouses)			
Outline planning permission			
Site does not exceed 2.5 hectares - rate per 0.1 hectare	335		Yet to be advised
Site exceeds 2.5 hectares	8,285		Yet to be advised
Rate per additional 0.1 hectare in excess of 2.5 hectares	100		Yet to be advised
Maximum	125,000		Yet to be advised
In other cases			
Gross area less than 465 sq metres	70		Yet to be advised
Gross floor area between 465 and 540 sq metres	335		Yet to be advised
Gross floor area between 540 and 4,215 sq meters	335		Yet to be advised
Rate per additional 75 sq metres in excess of 540 sq meters	335		Yet to be advised
Gross floor area in excess of 4,215 sq metres	16,565		Yet to be advised
Rate per additional 75 sq metres in excess of 4,215 sq meters	100		Yet to be advised
Maximum	250,000		Yet to be advised
Glasshouses on agricultural land			
Gross area less than 465 sq meters	70		Yet to be advised
Gross floor area in excess of 465 sq meters	1,870		Yet to be advised
Erection, alteration or replacement of plant or machinery			
Gross area less than 5 hectares	335		Yet to be advised
Gross area in excess of 5 hectares	16,565		Yet to be advised
Rate per additional 0.1 hectare in excess of 5 hectares	100		Yet to be advised
Maximum	250,000		Yet to be advised



Service	Planning Applications	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Planning Applications			
Enlargement, improvement or alteration of dwellings for domestic purposes			
One dwelling	150		Yet to be advised
2 or more dwellings	295		Yet to be advised
Operations within residential curtilage for domestic purposes (including buildings, gates and fences etc.)			
Car parks, roads and access to serve a single undertaking where associated with existing use	170		Yet to be advised
Operations not within above categories - rate per 0.1 hectare			
Maximum	1,690		Yet to be advised
USES			
Change of use of a building to one or more dwellings			
From single dwelling to 50 or fewer dwellings	335		Yet to be advised
From single dwelling to more than 50 dwellings	16,565		Yet to be advised
Rate per additional dwelling in excess of 50 dwellings	100		Yet to be advised
Maximum	250,000		Yet to be advised
From other building to 50 or fewer dwellings	335		Yet to be advised
From other building to more than 50 dwellings	16,565		Yet to be advised
Rate per additional dwelling in excess of 50 dwellings	100		Yet to be advised
Maximum	250,000		Yet to be advised
Material changes of use on land or building(s) other than above			
	335		Yet to be advised
ADVERTISEMENTS			
Advertisements on business premises or other land within the business curtilage relating to nature of business, goods sold, services provided, or name of persons undertaking business			
	95		Yet to be advised
Sign relating to business in the locality but not visible from that site			
	95		Yet to be advised
All other advertisements			
	335		Yet to be advised
OTHER APPLICATIONS			
Certificate of existing use or development			
	As for a planning application		Yet to be advised
Certificate of proposed use or development			
	50% of planning application		Yet to be advised
Prior approval application under the General Permitted Development Order			
Application made under parts 6, 7 or 31			
	70		Yet to be advised
Application made under part 24			
	335		Yet to be advised
Renewal of permission			
Under the Town and Country Planning and Compulsory Purchase Act 2004 you can renew an application that was approved before 1st October 2009 and has not expired.			
Householder			
	50		Yet to be advised
Major Development			
	500		Yet to be advised
All other cases			
	170		Yet to be advised
Variation or removal of a condition			
	170		Yet to be advised
Requests for confirmation that a condition or conditions attached to a grant of planning permission has been complied with			
Householder developments (per request)			
	25		Yet to be advised
All other cases (per request)			
	85		Yet to be advised



Service	Planning Applications	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Planning Applications			
Application for Non-Material Amendments following a grant of planning permission			
Householder developments (per request)	25		Yet to be advised
All other cases	170		Yet to be advised
Please note that the following applications are County Matters which should be submitted to Worcestershire County Council:			
a) Operations connected with exploratory drilling for oil or gas			
b) Mineral operations			
c) Use for disposal of refuse or waste material			

NOTES:

VAT will be included at the prevailing rate if applicable
Charges are expressed in the new format to allow customers to better understand the charges, and to draw comparison with the commercial sector.



Service	Planning	Service Manager	Sue Winmill
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Parking restrictions and event support			
Parking Restrictions			
Charge per application - for up to 7 days	35.00	36.75	
Events support			
Provision of additional temporary toilet facilities			
Single WC unit (minimum of 3) - charge per unit	40.00	42.00	
Single wheelchair access WC	100.00	105.00	
Trailer cabin unit - charge per unit	350.00	367.50	
Includes all cost of delivery, set up and collection			
The provision of above, but on a more permanent basis	commercial judgement based upon full actual cost	commercial judgement based upon full actual cost	
Facilitating access or removing bollards - charge per hour	28.75	30.25	
Car Boot events	35.00	39.00	
Private Cleansing work based on	Commercial Judgement	Commercial Judgement	

NOTES:

VAT will be included at the prevailing rate if applicable
Commercial Judgement is delegated to the Director of Service



Service	Planning	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Private Water Supplies			
Risk Assessment - rate per hour	40.00		42.00
up to a maximum of	500.00		525.00
Investigating - rate per hour	40.00		42.00
up to a maximum of	500.00		525.00
Granting an authorisation - Maximum charge	100.00		105.00
Analysing samples			
Regio small supplies - maximum	25.00		26.25
During check monitoring - maximum	100.00		105.00
Taken during audit monitoring - maximum	500.00		525.00
Approx 12 supplies may require investigation and full audit			
Approx 60 supplies may require risk assessment and investigation.			

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Planning	Service Manager	
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Street Naming and Numbering			
Existing Properties			
Renaming an existing street	200.00		210.00
Additional charge per premise	50.00		52.50
Renaming (where the premise is NOT also numbered) or renumbering a premise	100.00		105.00
Additional charge per premise	20.00		21.00
Adding a name to or renaming a premise (where the premise is also numbered)	0.00		0.00
Additional charge where this includes naming of a building (e.g. a block of flats)	50.00		52.50
New Developments			
Naming a New Street	200.00		210.00
Naming and Numbering a new Premises	100.00		105.00
Additional charge for each adjoining premise	20.00		21.00
Additional Charge where this includes naming of a building (e.g. block a block of flats)	50.00		52.50

NOTES:

VAT will be included at the prevailing rate if applicable
There is NO charge for adding or changing the name of a property that is also numbered. If a property is already numbered, a property owner can additionally name property as long as it does not conflict with an existing property name in that locality. The property name in this case will not officially form part of the property address and the property number must still be displayed and referred to in any correspondence.



Service	Car Parks	Service Manager	Susan Winmill
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/10/2012 £ Charges before VAT	Proposed Charge FROM 1/10/2012 £ Charges inclusive of VAT
Car Parks fees and Charges				
CENTRAL RATE	Up to 30 minutes	50 p		60 p
Kidderminster	Up to 1 hour	100 p		110 p
Market Street Surface Vehicle Park				
Bewdley				
Load Street Surface Vehicle Park				
Stourport-on-Severn				
Raven Street Surface Vehicle Park				
INNER RATE	Up to 1 hour	80 p		90 p
Kidderminster	Up to 2 hours	130 p		130 p
Aldi Store Surface Vehicle Park	Up to 3 hours	210 p		230 p
Batemans Yard	3 to 24 hours	430 p		460 p
Bromsgrove Street Surface Vehicle Park	24 to 48 hours	860 p		920 p
Pike Mills Surface Vehicle Park				
Youth Centre Surface Vehicle Park				
Bewdley				
Dog Lane Surface Vehicle Park				
Stourport-on-Severn				
Riverside Meadows Surface Vehicle Park				
Severn Meadows No. 1 Surface Vehicle Park				
Severn Meadows No. 2 Surface Vehicle Park				
Severn Meadows No. 3 Surface Vehicle Park				
OUTER RATE	Up to 1 hour (Mon to Sat)	Free		Free
Kidderminster	Up to 1.5 hours (Sun)	Free		Free
Castle Road Surface Vehicle Park	Up to 2 hours	120 p		130 p
Comberton Place Surface Vehicle Park	Up to 3 hours	200 p		210 p
Horsefair	3 to 24 hours	310 p		360 p
Stadium Close Surface Vehicle Park	24 to 48 hours	620 p		720 p
St. Mary's Church Surface Vehicle Park				
Bewdley				
Gardners Meadow Surface Vehicle Park				
Stourport-on-Severn				
Stourport Sports Centre No. 1 Surface Vehicle Park				
Stourport Sports Centre No. 2 Surface Vehicle Park				
Vale Road Surface Car Park				
RURAL RATE	Up to 1 hour	Free		Free
Blakedown	Up to 2 hours	50.00		60.00
The Avenue Surface Car Park	2 to 24 hours	270 p		270 p
	24 to 48 hours	540 p		540 p
CONTRACT	Up to 1 hour	tbc		tbc
Kidderminster	Up to 2 hours	tbc		tbc
Weavers Wharf	Up to 3 hours	tbc		tbc
	Up to 4 hours	tbc		tbc
	Over 4 hours	tbc		tbc

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Car Parks	Service Manager	Susan Winmill
Directorate & Director	Planning and Regulatory Services - Mike Parker	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/10/2012 £ Charges before VAT	Proposed Charge FROM 1/10/2012 £ Charges inclusive of VAT Yet to be finalised
Car Parking Season Tickets				
FULL SEASON TICKET	1 month	60.00		63.00
Kidderminster	6 months	296.00		316.50
Aldi Store Surface Vehicle Park	12 months:	548.00		575.40
Batemans Yard Surface Vehicle Park	Payable as 10			
Bromsgrove Street Surface Vehicle Park	monthly DD			
Market Street Surface Vehicle Park				
Pike Mills Surface Vehicle Park				
Riverside Meadow Surface Vehicle Park				
Youth Centre Surface Vehicle Park				
Bewdley				
Load Street Surface Vehicle Park				
Stourport-on-Severn				
Raven Street Surface Vehicle Park				
Severn Meadows Nos. 1, 2 & 3 Surface Vehicle Parks				
RESTRICTED SEASON TICKET	1 month	31.00		33.00
Kidderminster	6 months	149.00		158.50
Castle Road Surface Vehicle Park	12 months:	274.00		287.70
Comberton Place Surface Vehicle Park	Payable as 10			
Horsefair	monthly DD			
Stadium Close Surface Vehicle Park				
St. Mary's Church Surface Vehicle Park				
Bewdley				
Dog Lane Surface Vehicle Park				
Gardners Meadow Surface Vehicle Park				
Stourport-on-Severn				
Stourport Sports Centre Nos. 1 & 2 Surface Vehicle Parks				
Stourport Sports Centre Surface Vehicle Park				
Vale Road Surface Car Park				
Blakedown				
The Avenue Surface Car Park				
RESIDENT SEASON TICKET	6 months	N/A		NA
Bewdley	12 months:	N/A		NA
Dog Lane Surface Vehicle Park	Payable as 10			
Gardners Meadow Surface Vehicle Park	monthly DD			
Stourport-on-Severn				
Vale Road Surface Vehicle Park				
SENIOR CITIZEN SEASON TICKET	6 months	37.00		40.00
All vehicle parks	12 months:	68.50		72.00
	Payable as 10			
	monthly DD			

NOTES:

VAT will be included at the prevailing rate if applicable

WYRE FOREST DISTRICT COUNCIL**SUMMARY OF FEES AND CHARGES INCREASES 2012/2013 at 5%****RESOURCES DIRECTORATE**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2012/13 £	2013/14 £	2014/15 £	2015/16 £
R002	<u>Trade Waste</u>	C	-	-	-	-
	Increase in charges limited to an average of 2.5% in current year only, based on Officer recommendation	R	12,320 CR	12,320 CR	12,320 CR	12,320 CR
		S	-	-	-	-
R005	<u>Garden Waste</u>	C	-	-	-	-
	Increase charges by an average of 5% in line with Council Policy	R	4,530 CR	4,530 CR	4,530 CR	4,530 CR
		S	-	-	-	-
R229	<u>Garage</u>	C	-	-	-	-
	Increase charges by an average of 5% in line with commercial rates	R	1,850 CR	1,850 CR	1,850 CR	1,850 CR
		S	-	-	-	-
R235	<u>Bulky waste</u>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	800 CR	800 CR	800 CR	800 CR
		S	-	-	-	-
R310	<u>Council Tax & NNDR</u>					
	Summons Costs £40	C	-	-	-	-
	Liability Order Costs £25	R	-	-	-	-
	£65	S	-	-	-	-
	Bi-annual review of summons costs and liability orders to reflect inflation and additional Magistrates Court costs					
	Next review due for 2012/2013 budget.					
	TOTALS	C	-	-	-	-
		R	19,500 CR	19,500 CR	19,500 CR	19,500 CR
		S	-	-	-	-



Service	Environmental Maintenance	Service Manager	Steve Brant
Directorate & Director	Resources - David Buckland	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Trade Waste and Commercial Waste Collections			
WEEKLY COLLECTION			
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax			
120 litre (one lift per week)	188.00	194.50	
240 litre (one lift per week)	228.00	236.00	
360 litre (one lift per week)	281.00	291.00	
660 litre (one lift per week)	436.00	451.00	
1100 litre (one lift per week)	611.00	632.50	
COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax			
120 litre (one lift per week)	158.00	164.00	
240 litre (one lift per week)	170.00	176.00	
360 litre (one lift per week)	194.00	200.00	
660 litre (one lift per week)	277.00	287.00	
1100 litre (one lift per week)	345.00	357.00	
1100 litre Schools (40 weeks)	292.00	302.00	
ALTERNATE WEEKLY COLLECTION			
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax			
120 litre (one lift per week)	102.00	106.00	
240 litre (one lift per week)	124.00	128.50	
360 litre (one lift per week)	157.00	162.50	
660 litre (one lift per week)	263.00	272.00	
1100 litre (one lift per week)	365.00	378.00	
COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax			
120 litre (one lift per week)	88.00	91.00	
240 litre (one lift per week)	95.00	98.50	
360 litre (one lift per week)	113.00	117.00	
660 litre (one lift per week)	183.00	190.00	
1100 litre (one lift per week)	232.00	240.00	
1100 litre Schools (40 weeks)	206.00	213.00	
PLASTIC SACKS	2.45	2.50	
REMOTE COLLECTION POINTS			
Properties in excess of 5 miles from the Kidderminster Depot may attract a surcharge per lift at discretion of the Director of Resources - charge per lift	1.25	1.30	
DOMESTIC DISCOUNT			
Where domestic waste is collected within trade bins - for example Public Houses and shops - discount per annum (this has changed from a percentage charge to a monetary one)	20.00	21.00	
OWN BIN DISCOUNT			
120 litre (one lift per week)	15.00	15.50	
240 litre (one lift per week)	17.00	17.50	
360 litre (one lift per week)	30.00	31.00	
660 litre (one lift per week)	87.00	90.00	
1100 litre (one lift per week)	117.00	121.00	
1100 litre Schools (40 weeks)	117.00	121.00	



Service	Environmental Maintenance	Service Manager	Steve Brant
Directorate & Director	Resources - David Buckland	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2012	FROM 1/04/2012	FROM 1/04/2012
	£	£	£
Trade Waste and Commercial Waste Collections		Charges before VAT	Charges inclusive of VAT
BULKY CHARGES – TRADE			
First 3 items	17.25	17.75	
additional items	4.00	4.20	
Special jobs on quotation based upon Hourly rate per crew:	Commercial Judgement	Commercial Judgement	
15 minutes	22.00	23.00	
30 minutes	42.00	44.00	
60 minutes	72.00	75.00	

NOTES:

VAT will be included at the prevailing rate if applicable
 In the instance of multiple collections a discount not exceeding 20% may be awarded at the discretion of the Director of Resources
 Free 240 litre bin collections are provided to institutions that have 100% National Non Domestic Rate relief (e.g. Village Halls), a second bin will attract an annual charge based upon the Commercial Trade Price list.
 Charges are expressed in the new format to allow customers to better understand the charges, and to draw comparison with the commercial sector.
 Commercial judgement is delegated to the Director of Service



Service	Environmental Maintenance	Service Manager	Steve Brant
Directorate & Director	Resources - David Buckland	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Domestic Waste Collections			
BULKY CHARGES – DOMESTIC			
First 3 items	14.50		15.25
additional items	3.60		3.75
Special jobs on quotation based upon	Commercial Judgement		Commercial Judgement
Hourly rate per crew:			
15 minutes	18.50		19.50
30 minutes	33.00		34.50
60 minutes	62.00		65.00
Charges for the Supply of a Replacement Wheelie Bin			
Replacement bins - delivered	37.00		39.00
Replacement bins - collected	28.00		29.50
Garden Waste Bins - Contribution to cost of bin	20.50		21.50
Garden Waste Collection Service - Annual Fee	31.00		32.50
Side Waste Collections			
Per Black Bin bag	3.00		3.15

NOTES:

VAT will be included at the prevailing rate if applicable
Additional capacity bins will only be provided in circumstances where:-
A family consists of 6 or more members, or
A family member produces medical waste.
There is an over riding proviso that all households actively participate in the Recycling Scheme
Replacement bins are only provided where proven damage has occurred, and only after the first instance. Subsequent bins are replaced at the rates stipulated above.
Bulky collections charges are waived for housing benefits recipients (max 2 collections per year, 4 items first visit, 2 items second visit)
Commercial judgement is delegated to the Director of Service



Service	Environmental Maintenance	Service Manager	Steve Brant
Directorate & Director	Resources - David Buckland	Cabinet Member	

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2012 £	Proposed Charge FROM 1/04/2012 £ Charges before VAT	Proposed Charge FROM 1/04/2012 £ Charges inclusive of VAT
Fleet Management			
External contracts based upon	Commercial Judgement	Commercial Judgement	
Internal Servicing			
Fixed service charges - up to 1.7cc Std A	86.00	99.00	
(note: includes materials up to £30 in value) Full B	102.00	107.00	
Fixed service charges - over 1.7cc Std A	94.00	98.00	
(note: includes materials up to £30 in value) Full B	126.00	132.00	
Materials above the £30 limit will be charged at cost			
Car Inspection	26.50	28.00	
Staff / Members Cars			
Labour charges per hour based upon	31.00	32.50	
PLUS additional material at cost			
Work undertaken is dependant upon workload capacity and the need to maintain the operational fleet			
MOT			
Class 4	36.00		38.00
Class 5	53.50		56.00
Class 7	53.50		56.00
WFDC Taxi	10.00		10.00
Internal Charges to PRS			
Taxi inspection - internal charge	26.50		28.00
Booking Charge per taxi including MOT	0.00		10.00

NOTES:

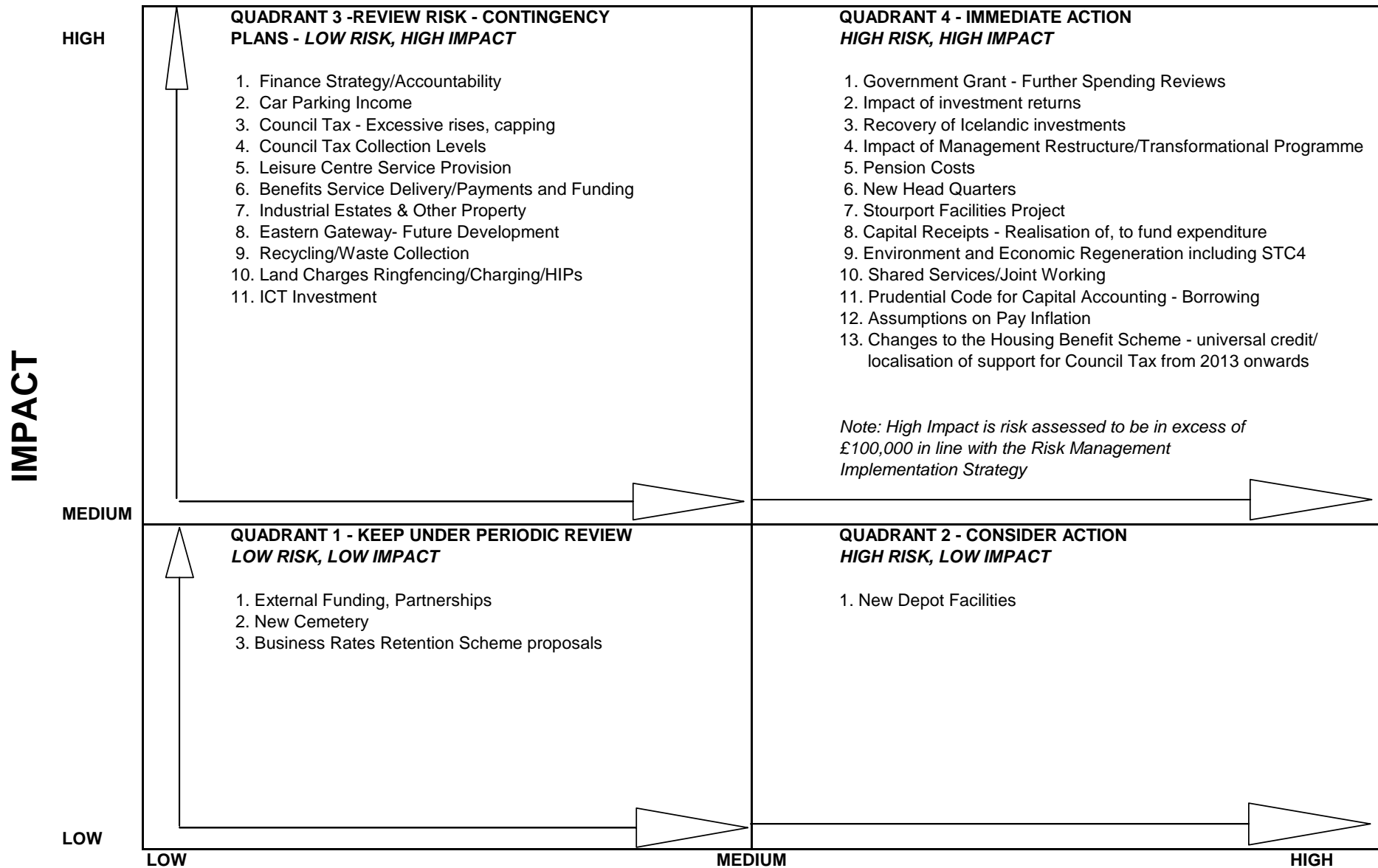
VAT will be included at the prevailing rate if applicable
Commercial judgement is delegated to the Director of Service

**WYRE FOREST DISTRICT COUNCIL
WFF - PRIORITY EXERCISE 2011**

APPENDIX 5

Directorate	Programme Area Description		PRIORITISATION MODEL			
		CORPORATE AIM & VISION	STATUTORY/ DISCRETIONARY	TAXPAYER PRIORITY		
		High/Medium/Low		Budget Consultation	Focus Groups	Overall
PLANNING & REGULATORY	STREET CLEANING	HIGH	STATUTORY	HIGH	HIGH	HIGH
PLANNING & REGULATORY	PLANNING POLICY FORMULATION	HIGH	STATUTORY	MEDIUM	MEDIUM	MEDIUM
PLANNING & REGULATORY	PRIVATE SECTOR HOUSING	HIGH	STATUTORY	HIGH	MEDIUM	MEDIUM
PLANNING & REGULATORY	HOMELESSNESS	HIGH	STATUTORY	MEDIUM	HIGH	MEDIUM
COMMUNITY & PARTNERSHIP	SPORTS DEVELOPMENT	HIGH	DISCRETIONARY	HIGH	HIGH	HIGH
COMMUNITY & PARTNERSHIP	COUNTRYSIDE & CONSERVATION SERVICE	HIGH	DISCRETIONARY	HIGH	HIGH	HIGH
COMMUNITY & PARTNERSHIP	PARKS AND GREEN SPACES	HIGH	DISCRETIONARY	HIGH	HIGH	HIGH
PLANNING & REGULATORY	REGENERATION & ECONOMIC DEVELOPMENT	HIGH	DISCRETIONARY	HIGH	HIGH	HIGH
COMMUNITY & PARTNERSHIP	LEISURE CENTRES	HIGH	DISCRETIONARY	MEDIUM	MEDIUM	MEDIUM
COMMUNITY & PARTNERSHIP	SPORTS PITCHES	HIGH	DISCRETIONARY	MEDIUM	MEDIUM	MEDIUM
PLANNING & REGULATORY	ABANDONED VEHICLES	HIGH	DISCRETIONARY	MEDIUM	MEDIUM	MEDIUM
PLANNING & REGULATORY	HOUSING, HEALTH & STRATEGY	HIGH	DISCRETIONARY	MEDIUM	HIGH	MEDIUM
PLANNING & REGULATORY	TOURIST INFORMATION	HIGH	DISCRETIONARY	MEDIUM	MEDIUM	MEDIUM
COMMUNITY & PARTNERSHIP	PLAY DEVELOPMENT	HIGH	DISCRETIONARY	MEDIUM	LOW	LOW
RESOURCES	WASTE COLLECTION	MEDIUM	STATUTORY	HIGH	HIGH	HIGH
COMMUNITY & PARTNERSHIP	CEMETERIES	MEDIUM	STATUTORY	MEDIUM	MEDIUM	MEDIUM
PLANNING & REGULATORY	DEVELOPMENT CONTROL	MEDIUM	STAUTORY	LOW	MEDIUM	LOW
COMMUNITY & PARTNERSHIP	ALLOTMENTS	MEDIUM	DISCRETIONARY	HIGH	HIGH	HIGH
PLANNING & REGULATORY	MARKETS	MEDIUM	DISCRETIONARY	HIGH	HIGH	HIGH
COMMUNITY & PARTNERSHIP	COMMUNITY GRANTS	MEDIUM	DISCRETIONARY	HIGH	MEDIUM	MEDIUM
PLANNING & REGULATORY	PUBLIC CONVENIENCES	MEDIUM	DISCRETIONARY	HIGH	MEDIUM	MEDIUM
COMMUNITY & PARTNERSHIP	EVENTS	MEDIUM	DISCRETIONARY	LOW	LOW	LOW
COMMUNITY & PARTNERSHIP	MUSEUM	MEDIUM	DISCRETIONARY	MEDIUM	LOW	LOW
COMMUNITY & PARTNERSHIP	ARTS DEVELOPMENT	MEDIUM	DISCRETIONARY	LOW	LOW	LOW
COMMUNITY & PARTNERSHIP	WORCESTERSHIRE HUB	MEDIUM	DISCRETIONARY	LOW	LOW	LOW
LEGAL & CORPORATE	INDUSTRIAL ESTATES AND OTHER PROPERTY	MEDIUM	DISCRETIONARY	LOW	MEDIUM	LOW
PLANNING & REGULATORY	STREET FURNITURE	MEDIUM	DISCRETIONARY	MEDIUM	LOW	LOW
RESOURCES	REVENUES	LOW	STATUTORY	MEDIUM	MEDIUM	MEDIUM
PLANNING & REGULATORY	BUILDING CONTROL	LOW	STATUTORY	MEDIUM	MEDIUM	MEDIUM
COMMUNITY & PARTNERSHIP	CCTV	LOW	STAT/DISC	HIGH	LOW	MEDIUM
RESOURCES	HOUSING BENEFITS/WELFARE	LOW	STATUTORY	LOW	LOW	LOW
LEGAL & CORPORATE	ELECTIONS AND ELECTORAL REGISTRATION	LOW	STATUTORY	LOW	LOW	LOW
LEGAL & CORPORATE	LAND CHARGES	LOW	STATUTORY	LOW	MEDIUM	LOW
LEGAL & CORPORATE	COMMITTEE ADMINISTRATION	LOW	STATUTORY	LOW	LOW	LOW
LEGAL & CORPORATE	MEMBER ACTIVITIES	LOW	STATUTORY	LOW	LOW	LOW
PLANNING & REGULATORY	PLANNING ENFORCEMENT	LOW	DISCRETIONARY	MEDIUM	MEDIUM	MEDIUM
LEGAL & CORPORATE	PROPERTY	LOW	DISCRETIONARY	LOW	MEDIUM	LOW

BUDGET RISK MATRIX 2012/2015



Appendix 6 (Part 2)

Budget Risk Matrix

BUDGETARY RESPONSE TO EACH RISK MANAGEMENT ISSUE IN ORDER OF QUADRANT	
ISSUE	BUDGETARY RESPONSE
Quadrant 1 - Low Risk, Low Impact	Keep under periodic review
1. External Funding, Partnerships	Continue to evaluate sustainability of each scheme as part of project appraisal.
2. New Cemetery	Site entrance work nearly complete, should be open to the public early 2012.
3. Business Rates Retention Scheme Proposals	Continue to monitor and report as appropriate on proposals
Quadrant 2 - High Risk, Low Impact	Consider Action
1. New Depot Facilities	To be considered as part of future asset management plans
Quadrant 3 - Low Risk, High Impact	Review Risk - Contingency Plans
1. Finance Strategy/Accountability	Council are required to adopt a three year Balanced Budget Strategy.
2. Car Parking Income	Usages/Income Level closely monitored, have not been adversely affected during current economic downturn.
3. Council Tax - Excessive rises, referendum	Low risk due to political prudence/Key Commitments.
4. Council Tax Collection Levels	Low risk - closely monitored through P.I.
5. Leisure Centre Service Provision	Extension to current contracts agreed, report to Council in Jan/Feb 2012 on Future Leisure provision
6. Benefits Service Delivery/Payments and Funding	Significant increase in Case Load, however performance has been maintained. Systems Thinking Review work ongoing as part of Service Rationalisation; achievement of savings as per base budget monitored
7. Industrial Estates and Other Property	Managed through Property Rationalisation Strategy
8. Eastern Gateway - Future Development	Development opportunities consider to be explored.
9. Recycling/Waste Collection	Review of Waste to achieve further savings from rationalisation, including changed working patterns in progress to be implemented April 2012
10. Land Charges Ring fencing /Charging/HIPs	Reduced income allowed within Base Budget reduces the scale of any challenge.
11. ICT Investment	ICT Strategy and funding approved in July 2008, implementation and costing closely allied to New HQ monitored by the Preparing for the New HQ Group.
Quadrant 4 - High Risk, High Impact	Immediate Action
1. Government Grant –Further Spending Reviews	Significant issue given the scale of the Spending deficit, Wyre Forest Forward coordinating Councils future Plans
2.. Impact of Investment Returns	The Council has had reduced returns from investments with the UK Base Rate remaining at 0.50%. Balances available for investment are reducing over the MTFP and this together with the lower returns has been taken into account in the base budget. We continue to work with Sector in this area.
3.. Return of Icelandic Investments	The confirmation of the Council's preferential status in late Oct 2011 means the majority of the investments should now be recovered.
4.. Impact of Management Restructure/Transformational Programme	Wyre Forest Forward is managing the Transformation Process to align with the Budget process.
5. Pension Costs	Impact of the proposed changes will be considered when advised by the County – the position is closely monitored on a ongoing basis by the Director of Resources.
6. New Head Quarters	Construction contract well underway with final completion and occupation in July 2012, reflected in base budget. Progress monitored monthly by Transformation Board and New HQ Steering Group.
7. Stourport Facilities Project	In Principle decision on transfer of the Civic Centre Oct 2011
8. Capital Receipts - Realisation of to fund expenditure	Capital Programme funding reflects realistic timescale for the realisation of asset disposal receipts. Temporary borrowing will be used if necessary.
9. Environment and Economic Regeneration including STC4	The Council continues to be proactive in this areas and this is closely monitored by Cabinet/CMT. The Council needs to monitor the best opportunity to realise the value for the STC4 site CPO'd in 2009; this will be subject to a tender process at an appropriate time in the future..
10. Shared Service Joint Working	Significant progress continues to be made in this area with monitoring by Cabinet/CMT as part of Wyre Forest Forward and also the Budgetary Control Process
11. Prudential Code for Capital Accounting - Borrowing	Costs of External Borrowing included within the base budget, new Treasury Management consultants will advise on timing and borrowing options
12. Assumptions on pay inflation	Pay freeze assumed for 2011/12 and 2012/13 then 1% thereafter. This will be kept under review.
13. Changes to Housing Benefit Scheme – universal credit/localisation of support for Council Tax from 2013	More information on changes needed, kept under review and reports made as appropriate.

WYRE FOREST DISTRICT COUNCIL**CABINET**
20th DECEMBER 2011**Capital Programme 2011/12 Onwards**

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME:	Stronger Communities
CORPORATE PRIORITY:	Delivering Together with Less
CABINET MEMBER:	Councillor N J Desmond
DIRECTOR:	Director of Resources
CONTACT OFFICER:	David Buckland Ext. 2100 david.buckland@wyreforestdc.gov.uk Tracey Southall Ext 2125 tracey.southall@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 – Capital Programme 2011/16 Appendix 2 – Vehicle, Equipment and Systems Renewal Schedule 2011/16 <i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>

1. PURPOSE OF REPORT

- 1.1 To consider and make recommendations on the Capital Programme 2011/12 onwards.

2. RECOMMENDATIONS

The Cabinet is asked to **ENDORSE** and **RECOMMEND** for scrutiny:-

- 2.1 The Base Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as set out in Appendices 1 and 2.
- 2.2 The updated disposal strategy, referred to separately in this Agenda, which will deliver the Council's decision to dispose of surplus assets in order to generate new usable capital receipts for the funding of the New Headquarters where this is proven to be economically viable.
- 2.3 The variations to the Capital Programme and Vehicle, Equipment and Systems Renewal Schedule in accordance with the Council's Budget Process.

- 2.4 The Director of Resources funds the Capital Programme including Vehicle, Equipment and Systems Renewal by means of Capital Receipts, Grants or Prudential borrowing using delegated authority as appropriate.
- 2.5 The Director of Resources funds short-term temporary borrowing pending the sale of assets, for New Headquarters funding, from Prudential Borrowing using delegated authority to determine the exact timing and source of such borrowing.

3. **BACKGROUND**

- 3.1 The Council's Capital Programme is under-pinned by the Property Rationalisation Strategy. The Capital Programme is prepared in accordance with the Property Rationalisation Strategy taking into account all the relevant factors, such as the Priorities for 2012/13.

4. **KEY ISSUES**

- 4.1 The Cabinet recommends approval of the Base Capital Programme and the Vehicle, Equipment and Systems Renewal Schedule, as part of the budget setting process for the Authority.
- 4.2 During the period of the Medium Term Financial Plan the Council will enter into external prudential borrowing. Although the Council has had an underlying borrowing requirement for the last few years any external borrowing has been deferred by using other Capital Receipts.

5. **FINANCIAL IMPLICATIONS**

Base Capital Programme

- 5.1 A Revised Capital Programme of approved schemes, including details of actual expenditure, prior to 1 April 2011 and technical officers' estimates of projected costs, is set out in Appendix 1.

Capital Schemes

- 5.2.1 The Capital Programme includes the programmed expenditure and funding for the New Headquarters. The revenue savings allied to this major development are also included within the Base Budget. Following the very competitive construction tender from Thomas Vale Construction Limited the total capital cost of the New Headquarters has now been reduced to £10m from £10.5m. Funding is shown in the following table:

Total Funding Source for New Head Quarters,	2011/12 Receipts Received £	Future Receipts Anticipated £	Total Revised Funding £
Capital Receipts and Revenue Financing Secured*	8,475,390	-	8,475,390
Future Disposal of Surplus Assets	-	1,524,610	1,524,610
Total Funding Plan	8,475,390	1,524,610	10,000,000

*Expenditure to date on the New Headquarters is £2.77m, further payments will be made as the Council continues to progress this scheme.

- 5.2.2 Cabinet on the 18 October made an 'in principle' decision to carry out a Community Asset Transfer of Stourport Civic Centre and Civic Hall to the Stourport Holding Body, following vacation of the site by the District Council in 2012. The transfer is to be at nil cost with provision of a £500k launch fund (£450k capital £50k revenue) and this is reflected in the attached Capital Programme and accompanying revenue budget. The previous assumption regarding the sale proceeds for the Civic Centre was £1m compared to the current valuation from the County Council of £500,000. Given the reduction in the total cost of the New Headquarters scheme the implications of this reduction are not significant on the total project. The final decision on transfer will be taken under delegated powers by the Cabinet Member for Place Shaping, in consultation with the Director of Resources and Director of Legal and Corporate Services. The capital contribution of £450,000 for this scheme will be funded by the majority of the Council's remaining unallocated capital receipts arising from the Large Scale Voluntary Transfer in 2000.
- 5.2.3 Further assets to the value of £1.524m need to be realised, some of which will result in reduced income to the Council. These assumptions have been built into the Medium Term Financial Plan. A separate report contained within the exempt section of this agenda provides the detail of how the Council will achieve these asset disposals in line with the previously agreed Asset Disposal Strategy.
- 5.2.4 The Capital Programme also includes £1.85m in 2014/15 for the potential replacement of current Green Street Depot facilities. It is assumed any such relocation would be funded from the disposal proceeds of the current site, subject to a future business case.
- 5.2.5 The replacement Cemetery scheme in Partnership with Dignity Funerals Limited is nearing completion. A Crematorium is also being provided as part of this £5m scheme towards which this Council is making a £1.25m capital contribution directly to the partnership scheme (total budget of £1.3m includes council costs and project contingency). The new facility will be operational in late December 2011. This is to be funded by external prudential borrowing, to replace the use of temporarily available Capital Receipts.

- 5.2.6 The base Capital Programme excludes financing options to fund the potential future provision of a Sports and Leisure Centre. This is being considered separately, with a report expected early in 2012, at which stage relevant implications will be included in the final Council Budget Proposal and Capital Programme. Funding for this proposal will be at least revenue neutral in line with the Cabinet decision that total costs should be less than the Management Fee currently paid to DC Leisure.
- 5.2.7 The base Capital Programme includes expenditure fully supported by Government Grant for Disabled Facilities Grants for 2013/14 onwards. There will be a fundamental review of this policy during the next year for the 2013/16 budget cycle, this review will identify the level of support for this function into the future and will also consider the most appropriate method of financing future grants. The result of the review will be considered within the Financial Strategy 2013-16.
- 5.3 It should also be noted, that the future funding of the Capital Programme includes an estimated underlying Capital Financing Requirement of £7.989 million (as at 31/03/2015 – the end of the Finance Strategy). The three year Budget and Policy Framework Report proposes a minor variation to the Minimum Revenue Policy (MRP) being repayments from the revenue account to cover borrowing, and this report has been prepared on the basis that this proposal is approved.
- 5.4 The Council has received total grants of £1,450,380 from the Government Office West Midlands in respect of the Decent Homes Initiative. These grants have been allocated in the specific areas within the Capital Programme with individual schemes agreed by the Director of Planning and Regulatory Services, in consultation with the Cabinet Member for Place Shaping.
- 5.6 Prudential Borrowing
- 5.6.1 In accordance with the Prudential Borrowing Code, the Council is able to borrow for capital projects, subject to demonstrating that spending plans are affordable, prudent and sustainable. Prudential Borrowing has been assumed for the Vehicle, Equipment and System Renewals Schedule, subject to paragraph 5.7 below and also to replace the temporary use of Capital Receipts approved for the replacement Cemetery funding. These assumptions result in a Capital Financing Requirement (CFR) (taking into account MRP repayments) summarised in the Table in paragraph 5.6.4.
- 5.6.2 The Council does not currently have any external borrowing, as the Director of Resources has used his delegated powers to borrow internally from Capital Receipts allocated but not yet required. However, this is no longer sustainable and it is now certain that the Council will enter into external borrowing in the near future. The assumptions included in the budget for the utilisation of External Borrowing are shown below.
- 5.6.3 The use of temporary borrowing is also likely to be necessary for bridging finance for the New Headquarters, pending the receipt of sales proceeds from assets identified as surplus and suitable for disposal in the Property Rationalisation Strategy.

5.6.4 Table of Forecast Capital Financing Requirement (CFR)

The CFR is calculated from the Council's balance sheet, and is the underlying need to borrow for capital purposes – in effect the debt liability. It represents the cost of the Council's assets, less any capital receipts and allowable adjustments.

Once calculated, the Director of Resources then decides how the debt liability is to be funded. It can be funded either from internal resources on a temporary basis (internal borrowing), or from the market (external borrowing). Whether to use internal or external borrowing is purely an operational decision based on current market conditions. When it is cheaper to borrow from the market than using temporary balances for investment purposes, then it is preferable to enter into external borrowing. When borrowing costs are higher it is preferable to use internal resources. Internal borrowing is generally only sustainable on a temporary basis.

Description	2011/12 (and prior to 1/4/2010)	2012/13	2013/14	2014/15 (and beyond)	Closing CFR (at 31/3/2015)
	£'000	£'000	£'000	£'000	£'000
Estimated Capital Financing Requirement at 31st March	4,860	7,306	7,599	7,989	7,989

5.6.5 Forecast Future Prudential Borrowing

As detailed above, it is now certain that the Council will enter into external borrowing. Based upon current estimates of cashflow there is a potential requirement for the Council to externally borrow £4.5million in 2012/13. This will include an element of temporary bridging finance for the New Headquarters.

- 5.6.6 The Director of Resources will continue to use delegated powers to enter into borrowing arrangements as appropriate, taking into account prevailing economic market conditions together with funding requirements. This delegation enables the Director of Resources to respond quickly to changes in market conditions to ensure borrowing costs are kept to a minimum.

5.7 Vehicle, Equipment and Systems Renewal Schedule

A revised Schedule has been prepared and set out as Appendix 2. Under Capital Rules vehicles, equipment and systems may be purchased out of Loan, Leasing, Capital Receipts or Revenue. The Director of Resources currently recommends that the Council use Prudential Borrowing where Capital Receipts or Direct Revenue Funding are not available.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The Local Government Act 2003 introduced a legislative framework under which Local Authorities prepare and manage capital expenditure known as the Prudential System of Capital Finance.
- 6.2 The Prudential System has been fully incorporated by the Authority in the preparation of the Capital Strategy, the Vehicle, Equipment and System Renewal Schedule and the Base Capital Programme.

7. RISK MANAGEMENT

- 7.1 The main risk associated to this Capital Programme are that given the current depressed economy, asset disposals are not fully realised in terms of timing and valuation assumptions.
- 7.2 The secondary risk is that the construction contract for the New Headquarters does not meet programmed timelines or budgets. This is mitigated by tight management including the retained services of quantity surveying/project management services from RLB Consultants, and by the inclusion of financial penalties within the contract.
- 7.3 These risks, together with all other risks associated with the Capital Programme 2011/12 onwards are robustly managed as shown in the separate report on this agenda - Three year Budget and Policy framework 2011/15, Section 15 and allied Budget Risk Matrix Appendix.

8. EQUALITY IMPACT NEEDS ASSESSMENT

- 8.1 An Equality Impact Assessment has been undertaken and it is considered that there are no discernable impacts on the six equality strands.

9. CONCLUSION

- 9.1 The construction of the New Headquarters continues to progress well; Members will continue to receive specific progress reports.
- 9.2 The Council continues to have an underlying borrowing requirement, which has been deferred whilst the Council has maintained a high level of Capital Receipts. During the next year this will be converted into external borrowing as the receipts are utilised for other capital projects.
- 9.3 At this stage all Capital Receipts have been allocated across the period of the Finance Strategy. External borrowing of £1.3m will be undertaken for the new Cemetery contribution. This, together with the projected Capital Financing Requirement, for vehicles and other systems replacements, will also generate a total underlying requirement for Prudential Borrowing of £7.989 million at end of 2015. A table of potential future Prudential Borrowing Requirement is given in paragraph 5.6.4.
- 9.4 If the Council wish to approve additional Capital Schemes these would need to be financed from either Prudential Borrowing, virement from new Capital Receipts or Direct Revenue Funding.

10. CONSULTEES

- 10.1 CMT
- 10.2 Cabinet

11. BACKGROUND PAPERS

- 11.1 Local Government Act 2003
- 11.2 CIPFA Prudential Code
- 11.3 Property Rationalisation Strategy
- 11.4 Cabinet 18 October 2011

Appendix 1

CAPITAL PROGRAMME 2011 TO 2016

Detail	2011/2012 Estimate £	2012/2013 Estimate £	2013/2014 Estimate £	2014/2015 Estimate £	2015/2016 and beyond £	Prior to 01/04/2011 £	Total £
1. COMMITTED EXPENDITURE							
1. COMMUNITY AND PARTNERSHIP SERVICES							
Bewdley Museum Improvement Works	3,250	-	-	-	-	522,340	525,590
Habberley Playing Fields Changing Rooms	1,110	-	-	-	-	227,890	229,000
Improvements to Paddling Pools	1,250	-	-	-	-	88,750	90,000
Brownwesthead Park Changing Rooms Refurbishment	2,470	-	-	-	-	12,530	15,000
St Georges Park Multi Activity Play Area	2,790	-	-	-	-	53,340	56,130
Play Equipment: Replacement/Repairs Programme	2,640	-	-	-	-	690,360	693,000
Municipal Cemetery	3,320	-	-	-	-	346,680	350,000
Municipal Cemetery (Partnership Contribution)	1,250,000	50,000	-	-	-	-	1,300,000
St Mary's Churchyard Boundary Wall	2,840	-	-	-	-	36,960	39,800
Liveability Scheme: Brinton Park	7,810	-	-	-	-	380,690	388,500
Stourvale - Stackpool	230	-	-	-	-	59,770	60,000
Wyre Hill Play Area	1,000	-	-	-	-	30,000	31,000
Public Art in the Horsefair	12,000	-	-	-	-	-	12,000
Stourport Sports Village	-	329,860	-	-	-	-	329,860
Franchise Street S106 - Brinton Park	-	53,370	-	-	-	8,840	62,210
Franchise Street S106 - Arts Development	9,330	-	-	-	-	-	9,330
Franchise Street S106 - Countryside / Rangers	7,260	-	-	-	-	-	7,260
Clensmore Street Play Area	1,350	-	-	-	-	-	1,350
Improvements to Coronation Gardens	28,890	-	-	-	-	2,110	31,000
Community Safety	15,000	-	-	-	-	-	15,000
CCTV - Stourport-on-Severn & Bewdley	5,600	-	-	-	-	184,900	190,500
SUB TOTAL	1,358,140	433,230	0	0	0	2,645,160	4,436,530
2. LEGAL & CORPORATE SERVICES							
New Headquarters - Office Accommodation	5,046,910	3,226,070	105,900	-	-	1,621,120	10,000,000
Replacement of Depot Facilities	-	-	-	1,850,000	-	-	1,850,000
Contribution towards replacement of Civic Facilities in Stourport-on-Severn (in addition, there will be a Community Asset Transfer of the Civic Centre)	10,000	450,000	-	-	-	-	460,000
Boundary Wall at 49 Worcester Street	10,000	-	-	-	-	-	10,000
SUB TOTAL	5,066,910	3,676,070	105,900	1,850,000	0	1,621,120	12,320,000

Appendix 1

CAPITAL PROGRAMME 2011 TO 2016

Detail	2011/2012 Estimate £	2012/2013 Estimate £	2013/2014 Estimate £	2014/2015 Estimate £	2015/2016 and beyond £	Prior to 01/04/2011 £	Total £
3. PLANNING AND REGULATORY SERVICES							
Load Street Public Conveniences Refurbishment	20,530	-	-	-	-	-	20,530
Parking Facilities: Payment under Contractual Agreement	159,280	-	-	-	-	33,220	192,500
Parking Facilities: Improvement to Car Parks	19,860	-	-	-	-	280,140	300,000
Housing Strategy:							
Disabled Facilities Grants	800,000	800,000	444,000	444,000	444,000	6,155,520	9,087,520
Affordable Housing Grants to Registered Social Landlords**	320,000	208,000	-	-	-	2,564,740	3,092,740
Housing Assistance (including Decent Homes Grant)	251,600	491,110	-	-	-	1,307,660	2,050,370
Community Alarm Equipment Grant	70,380	10,000	-	-	-	419,620	500,000
Stourport Development - STC4 (CPO 8 & 8a Bridge Street)	10,100	-	-	-	-	489,900	500,000
Planning Delivery Grant Capital Projects	37,140	-	-	-	-	220,620	257,760
Partnership Scheme in Conservation Areas (Stourport on Severn)	10,000	-	-	-	-	71,930	81,930
Flood Relief	53,390	-	-	-	-	145,610	199,000
WETT Programme - Regulatory Services	102,060	24,630	-	-	-	-	126,690
** Subject to Cabinet Proposal							
SUB TOTAL	1,854,340	1,533,740	444,000	444,000	444,000	11,688,960	16,409,040
4. RESOURCES							
Waste Strategy - Garden Waste Containers	13,090	20,000	-	-	-	44,390	77,480
ICT Strategy	1,425,890	143,000	-	-	-	913,320	2,482,210
ICT Investment: ICT Consultants	15,000	-	-	-	-	10,000	25,000
SUB TOTAL	1,453,980	163,000	0	0	0	967,710	2,584,690
5. VEHICLE, EQUIPMENT & SYSTEMS RENEWAL SCHEDULE							
Vehicles & Equipment	610,420	705,000	575,000	795,000	448,000	4,647,560	7,780,980
Financial Management System Replacement	77,470	-	-	-	-	9,600	87,070
Total Operational Management System	22,530	-	-	-	-	103,470	126,000
SUB TOTAL	710,420	705,000	575,000	795,000	448,000	4,760,630	7,994,050
TOTAL COMMITTED EXPENDITURE	10,443,790	6,511,040	1,124,900	3,089,000	892,000	21,683,580	43,744,310

Appendix 1

CAPITAL PROGRAMME 2011 TO 2016

Detail	2011/2012 Estimate £	2012/2013 Estimate £	2013/2014 Estimate £	2014/2015 Estimate £	2015/2016 and beyond £	Prior to 01/04/2011 £	Total £
2. FINANCING							
Capital Receipts: Funding Approved	2,212,720	943,990	-	-	-		3,156,710
New Headquarters - Office Accommodation - Capital Receipts Funding	4,489,350	1,807,360	-	-	-		6,296,710
New Headquarters - Office Accommodation - Temporary Borrowing/Asset Disposals	-	1,418,710	105,900	-	-		1,524,610
Replacement of Depot Facilities - Asset Disposals	-	-	-	1,850,000	-		1,850,000
Contribution towards replacement of Civic Facilities - Asset Disposals	10,000	450,000	-	-	-		460,000
Prudential Borrowing for Cemetery Scheme	1,250,000	50,000	-	-	-		1,300,000
Prudential Borrowing for WETT Programme - Regulatory Services Scheme	102,060	24,630	-	-	-		126,690
Disabled Facilities Grant	444,000	444,000	444,000	444,000	444,000		2,220,000
Decent Homes Grant	352,290	264,120	-	-	-		616,410
Liveability/Heritage Lottery Grant Funding (for Brinton Park)	7,810	-	-	-	-		7,810
Planning Delivery Grant	37,140	-	-	-	-		37,140
S.106 Funding (Parking - Contractual Agreement)	159,280	-	-	-	-		159,280
S.106 Funding (from Cattle Market for St Georges Park)	2,790	-	-	-	-		2,790
S.106 Funding (for Stourvale - Stackpool)	230	-	-	-	-		230
S.106 Funding (Franchise Street)	16,590	53,370	-	-	-		69,960
S.106 Funding (for Stourport Sports Village)	-	329,860	-	-	-		329,860
S.106 Funding (for Public Art in the Horsefair)	12,000	-	-	-	-		12,000
Playbuilder Funding (for Wyre Hill Play Area)	1,000	-	-	-	-		1,000
Flood Relief Grant (from CLG)	28,890	-	-	-	-		28,890
Flood Relief Grant (from Advantage West Midlands)	24,500	-	-	-	-		24,500
Heritage Lottery Fund Grant (for Bewdley Museum)	3,250	-	-	-	-		3,250
Clensmore Street Play Area	1,350	-	-	-	-		1,350
English Heritage Grant Funding (for Bridge Street Conservation)	5,000	-	-	-	-		5,000
Vehicles & Equipment (Prudential Borrowing)	610,420	705,000	575,000	795,000	448,000		3,133,420
Financial Management System Replacement (Prudential Borrowing)	77,470	-	-	-	-		77,470
Total Operational Management Systems (Prudential Borrowing)	22,530	-	-	-	-		22,530
Direct Revenue Funding:							
New Headquarters - Office Accommodation	557,560	-	-	-	-		557,560
Brownwesthead Park Changing Rooms Refurbishment	2,470	-	-	-	-		2,470
Waste Strategy - Garden Waste Containers	13,090	20,000	-	-	-		33,090
	10,443,790	6,511,040	1,124,900	3,089,000	892,000		22,060,730

APPENDIX 2

**VEHICLE, EQUIPMENT AND SYSTEMS
RENEWALS SCHEDULE 2011/2016**

Detail	2011/12		2012/13 Estimate £	2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £
	Original £	Revised £				
1. VEHICLES						
Refuse Freighter	136,000	136,000	-	140,000	140,000	-
Refuse Freighter	136,000	136,000	-	140,000	140,000	-
Refuse Freighter	-	-	140,000	140,000	140,000	-
Refuse Freighter	-	-	140,000	-	140,000	-
Small Refuse Freighter	-	-	70,000	-	-	-
Flatbeds for Bulky	-	-	-	40,000	-	-
Flatbeds for Bulky	-	-	-	-	-	40,000
Recycling Freighter	-	-	-	-	-	-
Recycling Freighter	-	-	-	-	-	-
Recycling Freighter	-	-	-	-	-	-
Recycling Freighter	-	-	-	-	-	-
Recycling Freighter	-	-	-	-	-	-
Small Recycling Freighter	-	-	-	-	-	-
Small Recycling Freighter	-	-	-	-	-	-
Waste Strategy - Waste Containers	-	-	-	-	-	-
JCB for Yard	-	-	-	-	-	-
Small Van	-	-	-	-	-	-
Ford Fusion	-	-	-	-	12,000	-
Ford Fusion	-	-	-	-	12,000	-
Ford Connect	18,000	-	-	18,000	18,000	-
Ford Connect	-	-	-	-	-	18,000
Ford Ranger 4x4	-	-	-	-	20,000	-
Ford Ranger 4x4	-	-	-	-	20,000	-
Blitz Vehicle	34,000	34,000	-	-	-	-
Blitz Vehicle	34,000	34,000	-	-	-	-
Blitz Vehicle	34,000	34,000	-	-	-	-
Blitz Vehicle	34,000	34,000	-	-	-	-
Blitz Vehicle	-	-	33,000	-	-	-
Blitz Vehicle	-	-	33,000	-	-	-
Blitz Vehicle	-	-	-	-	-	30,000
Mechanical Sweeper (Medium)	-	-	100,000	-	-	-
Mechanical Sweeper (Schmit)	-	-	75,000	-	-	-
Mechanical Sweeper (Johnson V650)	-	-	-	-	-	75,000
Mechanical Sweeper (Small)	15,000	15,000	-	-	-	-
Mechanical Sweeper (Small)	15,000	15,000	-	-	-	-
Mechanical Sweeper (Small JOHNSON C200)	-	0	-	-	15,000	-
Mechanical Sweeper (Small JOHNSON C200)	-	0	-	-	15,000	-
Mechanical Sweeper (Small JOHNSON C200)	-	0	-	-	15,000	-
Small Van	18,000	18,000	-	-	-	-
Small Van	18,000	18,000	-	-	-	-
Transit Van	-	-	-	-	20,000	-
Transit Van	-	-	-	-	-	20,000
Transit Van	-	-	-	-	20,000	-
Garage Equipment - Replacement (slippage from 06/07)	23,420	23,420	-	-	-	-
Transit Tipper	30,000	30,000	-	-	-	-
Iveco Daily	-	-	30,000	-	30,000	-
Iveco Daily	-	-	30,000	-	-	-
Iveco Daily	-	-	-	-	-	-
Iveco Daily	-	-	-	-	-	40,000
Iveco Daily	-	-	-	-	-	40,000
Iveco Daily	-	-	-	-	-	40,000
Iveco Daily	-	-	-	-	-	40,000
Iveco Daily	-	-	-	-	-	40,000
Iveco Daily	-	-	-	-	-	40,000
Midi Tractor	-	-	-	30,000	-	-
Mowing Machine	33,000	33,000	-	35,000	-	-
Ransome Gang Mower	25,000	25,000	-	-	-	-
Timberwolf chipper	-	-	-	-	-	25,000
Tractor	-	-	32,000	32,000	-	-
Tractor	-	-	22,000	-	-	-
Canter	-	-	-	-	38,000	-
Small Van - High range electrical	-	-	-	-	-	-
Transit Van (Dog Warden)	-	-	-	-	-	-
Small Van - Low range electrical	25,000	25,000	-	-	-	-
2. OTHER						
Financial Management System replacement	-	77,470	-	-	-	-
Total Operational Management System	-	22,530	-	-	-	-
	628,420	710,420	705,000	575,000	795,000	448,000

WYRE FOREST DISTRICT COUNCIL

CABINET

20th December 2011

Recommendation from Overview and Scrutiny Committee

1st December 2011

**Treasury Management Strategy Statement and Annual Investment
Strategy Mid-year Review Report 2011/12**

The Committee considered a recommendation from the Treasury Management Review Panel on the mid-year review of the Council's treasury management policies, practices, and activities in accordance with the revised CIPFA Treasury Management Code of Practice.

Recommend to Cabinet:

The Treasury Management Mid-year Review Report be approved.

WYRE FOREST DISTRICT COUNCIL

CABINET

20th December 2011

Recommendation from Overview and Scrutiny Committee

1st December 2011

**Kidderminster Carpet Museum Trust Request for Cashflow Support
(2011)**

The Committee considered a recommendation from the Treasury Management Review Panel which asked for Member's support following a request from the Kidderminster Carpet Museum Trust regarding cashflow assistance.

The Carpet Museum Trust had successfully raised £1.9 million via a Stage 2 Heritage Lottery Fund bid and was currently in the construction phase of a new Carpet Museum for Kidderminster, due for completion in October 2012.

Members were in favour of providing assistance to the Carpet Museum subject to the appropriate legal funding agreement being in place.

Recommend to Cabinet:

The Council support the request of Cashflow support up to £100,000 in line with the scheme approved by Council for the Carpet Museum Trust, contingent upon a third party being identified to resource the remaining £45,000 of cash flow support.

WYRE FOREST DISTRICT COUNCIL

**CABINET
20th December 2011**

**Recommendation from Overview and Scrutiny Committee
1st December 2011**

Local Authority Mortgage Scheme (LAMS)

The Committee considered a recommendation from the Treasury Management Review Panel on a new product called the Local Authority Mortgage Scheme which is being offered through the Council's treasury advisors Sector, there are already five Councils around the country taking part.

Under the scheme, the Council could make a £1m investment for an initial five year period and this would be treated as capital expenditure. The Council would be underwriting 20 percent of approved mortgages, to assist first time buyers for the first five years of the loan term.

Members were assured that mortgages would only be offered to people who meet the lenders current lending criteria. This scheme purely assists those who do not have sufficient funds for the mortgage deposit.

Recommend to Cabinet:

The Council should formally consider the Local Authority Mortgage Scheme.