

Wyre Forest District Council



Wyre Forest
District Council

FINANCIAL STRATEGY 2013/2016

(Please retain for future reference)

I N D E X

BUDGET REPORTS

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Cllr John Campion Bsc (Hons)

Leader of the Council

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my ref: JPC/KW/

your ref:

date: 18th December 2012

Budget Strategy 2013/2016

The Council sets this year's budget in a climate of continued national austerity. Local Government has been presented with unprecedented reductions in grants from central Government and I'm proud to say Wyre Forest has risen to meet those challenges with innovation.

This budget will see "Wyre Forest Forward" expanded, driving out efficiency savings whilst redesigning our systems with the customer at the centre of our thinking. The Council has a rich history of innovation, and we must continue to build on that innovation if we are to continue to deliver quality local services. Our continued focus must be on simplifying our systems, trusting our staff and communities. We must do more to take down the barriers that hinder parts of our communities accessing our services.

I'm proud to be part of Wyre Forest District Council; I'm proud of the way the staff have risen to every challenge and I'm proud of the way the Council serves our local community. This budget will mean we have to go further in terms of budget reductions and how we think about local services, but I am confident the Council is well placed to meet this challenge.

The Council will see its share of the Council Tax frozen again. As our communities continue to feel the effects of the national economic climate, it is right that we do all we can to minimise the financial impact on them.

Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF

This year's budget will see further resources diverted towards the Council's priority of Economic Regeneration, building on the success of the State of the Area debate earlier this year. The Council must continue its investment to ensure the district's economy maintaining its fight back in the light of very tough economic conditions. We must invest now if current and future generations are to have opportunities for well paid jobs and thriving town centres.

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 producing this year's budget proposals.

The proposals contained within this strategy are the first step to update the Council's medium term budget strategy and I look forward to engaging fully with the Council's scrutiny process and our communities prior to Council setting the budget in February.

Yours sincerely,

A handwritten signature in black ink, reading 'John-Paul Campion'. The signature is fluid and cursive, with a long horizontal stroke at the end.

John-Paul Campion
Leader of the Council

Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF

WYRE FOREST DISTRICT COUNCIL

CABINET
18 DECEMBER 2012

WYRE FOREST FORWARD **THREE YEAR BUDGET & POLICY FRAMEWORK 2013/16**

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:	Joanne Wagstaffe Ext. 2100 joanne.wagstaffe@wyreforestdc.gov.uk
Appendix 1 Appendix 2 Appendix 3 Appendix 4 Appendix 5	Base Budget Projection 2012/16 Variance Analysis Cabinet Proposals Fees and Charges 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, to provide the Cabinet with financial information in order to make proposals for the Budget Strategy for the period 2013/16.

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 2013/16 (Appendix 3);**
- 2.3 **The level of net expenditure and resultant Council Tax for 2013/16 as per paragraph 8.1;**
- 2.4 **A general increase in fees and charges in line with this strategy and the impact on the Council's Revenue Budget for 2013/16, as shown in Part 1 of Appendix 4;**

3 Context

- 3.1 The financial situation facing the Council is challenging. The Chief Executive's half-yearly report to Council in November said:

"The most significant issue facing the Council is undoubtedly the financial position. There is uncertainty about the level of future Government funding – other than that it will decline further following the 29% reduction in grant over the last two years."

"We have a strong track record in delivering major reductions in our net expenditure over the last few years. However the scale of the challenge is significant and our ability to tackle it is also affected by the wider economic situation, which is depressing some income streams. Tough decisions will be required in order to produce a balanced budget as we cannot carry on drawing on reserves forever, and inevitably what we do and how we do it will have to change. Close and regular monitoring will be required of efficiency and income targets in order to keep the budget on track."

- 3.2 The information published since then by the Government confirms this analysis – although we are still awaiting detailed figures for Wyre Forest. The Chancellor's statement revealed that funding for the public sector will reduce by 1% in 2013/14 and 2% in 2014/15, although local government will not face any further reductions than those already planned for 2013/14 but will see the 2% reduction applied in 2014/15.
- 3.3 The assumptions in the strategy of a reduction of 10% in Government funding for Wyre Forest for 2013/14 and 15% for 2014/15 are deemed to be prudent. We will revise the strategy to reflect the actual position on Government funding once the Department for Communities and Local Government publishes the detailed settlement, expected to be announced on 19 December. Further details will be reported in the Cabinet meeting on 22nd January 2013.
- 3.4 The Council, as part of the current spending review has already achieved substantial savings, reducing its net expenditure on services by just over £1m in 2011/12 compared to 2010/11 and a further £1.2m in 2012/13. This demonstrates the Council's commitment and track record in delivering significant financial savings.

The future

- 3.5 Our priorities remain as stated in the corporate plan for 2011/2014:
- Securing the economic prosperity of the district
 - Delivering together, with less
 - Improving community well-being
- 3.6 The Council has adopted systems thinking in order to further transform how it delivers services. The process focuses on the customer and meeting their needs in the most effective way possible, driving down cost by simplifying processes and reducing waste. The Council has identified the following purposes:

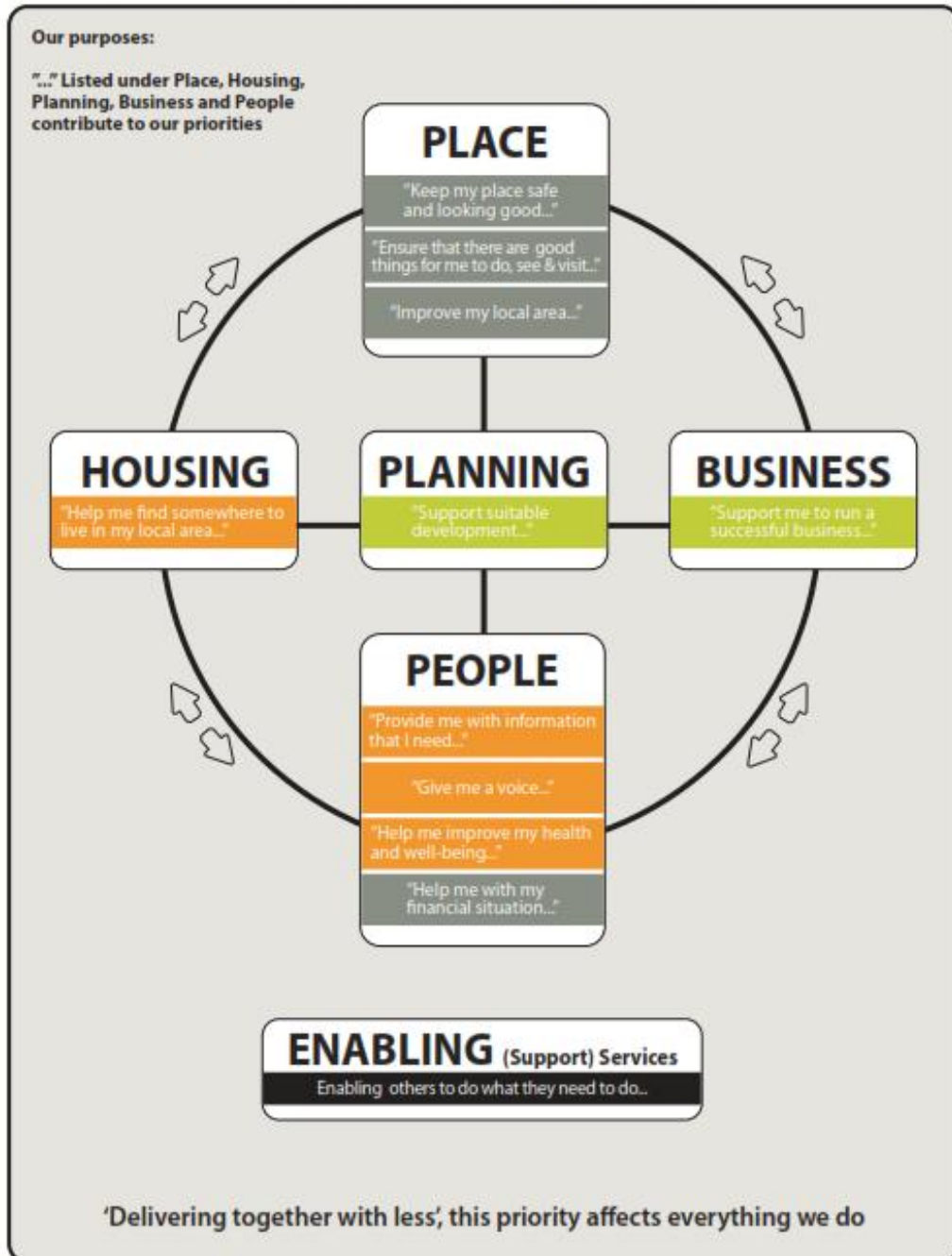
WYRE FOREST FORWARD

Our outcome priorities:

- **Community well-being**
■ **Economic prosperity**
■ **The Underpinning priority** (Delivering together, with less)
- **Overlapping of both Community Well-being and Economic prosperity priorities**

Our purposes:

"..." Listed under Place, Housing, Planning, Business and People contribute to our priorities



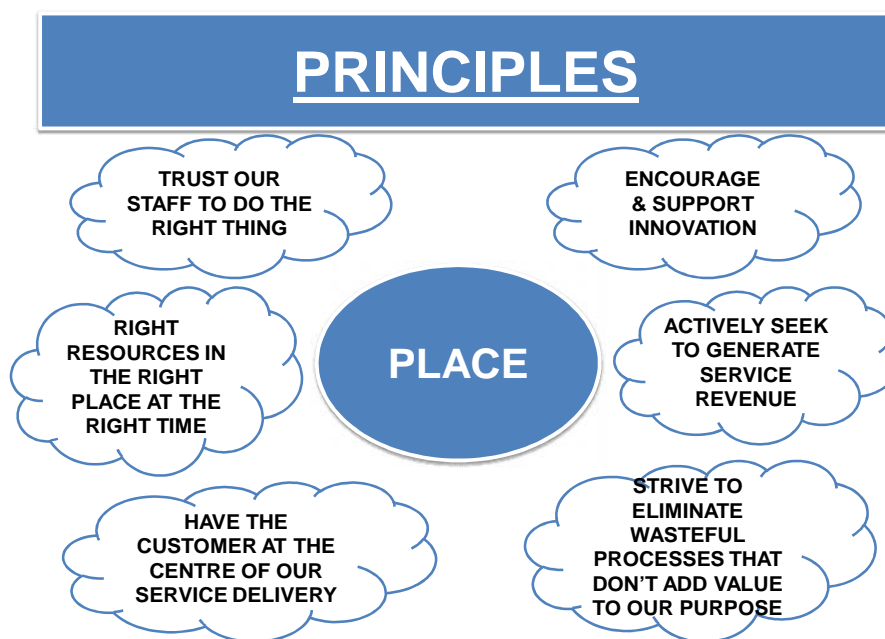
3.7 The Council has also adopted a statement reaffirming our values and behaviours which drive how staff work.

Our Guiding Principles on Values and Behaviours

WE WILL

- Put our customers first
- Be confident and honest in expressing our views
- Work as one team and support each other
- Be innovative and flexible in the ways we work
- Invest in giving people the skills to do the job
- Celebrate good performance

3.8 Systems Thinking is confirming the principles for how the re-design services. Here is an example from work on “keep my place safe and looking good” in respect of our depot-based services:



3.9 The Council will continue to focus on purposes. The management review that is under way will use a thematic approach with the aim of Directors and all other managerial posts being aligned with one or more purposes. The silo mentality that has existed in the past has been broken down with the management review further embedding the “one council” ethos.

3.10 The Council will raise fees, charges and other income ahead of inflation, rather than increasing council tax. There is currently an ongoing review considering the level of fees and charges which will be presented to Cabinet in January. This ensures that users of services contribute more to support those services than council tax payers as a whole.

- 3.11 The increased income will help to move the Council closer towards a fully-balanced position where our expenditure matches our income. However it will not close the gap altogether and therefore we need to reduce our expenditure. As staffing costs are a significant proportion of our expenditure, the number of staff that we employ will continue to fall.
- 3.12 It is proposed to freeze the Council's share of council tax for the third year running in 2013/14. The benefit to all households in Wyre Forest is recognised but it also has an impact on our future ability to raise resources as the tax base will be lower than it would otherwise have been. There is an ongoing financial impact on the Council of freezing council tax, which will impact on the services that we can afford to provide.
- 3.13 It is unrealistic to expect that further budget reductions will allow services to continue to operate as they are. The Wyre Forest Forward programme of transforming the Council will be accelerated to deliver further significant savings than previously assumed. Services will be reshaped in line with the systems thinking principles. We will review and reduce the size of our corporate support services over the medium term.
- 3.14 The Council recognises the public's desire to make greater use of virtual and self service. To assist we will invest in our website, making it easier for customers to access our services and to transact with us. A good example of where this has been achieved is the DVLA website, where people can easily renew their car tax on line. The Council's vision is to provide this level of service to our customers. The Worcestershire Hub will remain the main contact point for face-to-face and telephone service for residents.
- 3.15 The Council is strongly committed to the localism agenda and wants to see more examples of local groups and local people taking over responsibility for local services. The Council will continue to provide financial support to parish councils and community groups to enable assets and services to be transferred to them. We can offer incentives where it leads to significantly lower costs to the Council contributing to the overall reduction in our expenditure. The Council will continue to support Parish Councils, enabling them to collaborate and deliver more services locally.
- 3.16 Where the Council cannot afford to maintain the present range of facilities, and parish councils or community groups are not prepared to rise to the challenge even though we are offering financial support to help them to do so, the Council will be left with no choice but to cease providing them.
- 3.17 Likewise, the Council is engaged with Worcestershire County Council under its "Act Local" policy discussing delegations of functions where they would make savings for both councils.

3.18 The key messages that the Council will need to communicate to local residents, partners, businesses and parish councils are:

- The needs of the local community remain at the heart of our decision making process;
- Whilst the Council is engaged in transformation, reductions in funding will mean the Council will deliver less services;
- The Council will make it easier for our services to be accessed on-line, and in the future this will become our primary route for interaction with our customers.
- The Council is transforming itself and will continue to deliver as many quality services as possible to support the local communities' needs.

4 KEY ISSUES

- 4.1 This report presents the Cabinet's proposed spending plans for the next three years. Attached at Appendix 1 is the forecast base budget position for the period 2013/14 to 2015/16.
- 4.2 As reported in the Financial Strategy 2012/15, 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 which reduced cost in areas such as the future leisure provision and the carbon management plan. New Cabinet Proposals are considered within this report at Section 8 and Appendix 3.
- 4.3 It was recognised last year that due to significant reductions in resources the Council needed 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 Council will expand and accelerate this programme to help it meet the challenges contained within this strategy.
- 4.4 The Financial Strategy includes an estimated reduction of government grant of 10% (excluding one-off and non ring-fenced grants) in 2013/14, on top of the reduction of nearly 14% for 2012/13. The actual position for 2013/14 and beyond remains unclear due to significant changes in the way local government is financed following the Local Government Finance Act 2012 and the Welfare Reform Act 2012.
- 4.5 At this stage our strategy is based on funding estimates based on information currently available to local government for 2013/14 onwards. The Local Government Settlement, which will identify the funding level for the Council, is expected in mid to late December and once the information has been received then the strategy will be updated and reported to the Cabinet meeting on the 22nd January 2013.

- 4.6 The changes to local government funding mean that the Council will be rewarded for economic growth. However, they also bring significantly more financial risk to the Council. The Business Rates Retention Scheme will mean that the Council retains a small proportion of any new business rates which are raised locally. However, from the 1st April 2013 the Council will also take on the risk of any reduction in business rates and also the risk associated with the collection rates for business rates. To help mitigate any reduction in business rates the Council is proposing to join the Worcestershire Business Rates Pool, which will help protect the Council from any business rates reduction. The pool will also help to maximising the benefits by retaining more of the business rates delivered from economic growth within Worcestershire. An analysis of the benefits of the pool will be undertaken once the Local Government Settlement has been announced and will be reflected in the final version of the strategy in February.
- 4.7 The introduction of the Council Tax Discount Scheme has financial implications for the Council. There is a risk from the scheme that there will be a greater financial burden on the Council.
- 4.8 The Base Budget position has been prepared on the basis that the Council will be accepting the Government's offer of a grant equivalent to 1.0% of the level of Council Tax income and that the Council will decide to freeze Council Tax in 2013/14. For the original Council Tax Freeze grant, relating to 2011/12, we have included a fourth year of Council Tax Freeze Grant as part of this Financial Strategy. For 2014/15 onwards, an annual increase of 2.0% has been assumed. These amounts are lower than had previously been assumed.
- 4.9 The Base Budget includes a 5% increase in fees and charges in 2013/14 as summarised in Appendix 4. There is additional work being undertaken on fees, charges and commercial income which is looking at options for increases above 5% in some cases and the introduction of some new fees and charges. The outcome of this work will be reported to Cabinet in January so that the strategy can be updated in February.
- 4.10 Attached at Appendix 2 is a Variance Analysis which details the position relating to the 2012/13 Original Base Budget compared with the position for 2012/13 Revised Budget and also the 2013/14 Base Budget compared to the Revised Budget position.
- 4.11 Taking these measures into account the projected Base Budget net expenditure for 2013/14 is estimated to be £12,673,890 (Appendix 1). This is £408,220 more than currently estimated to be raised from Council Tax, Business Rate Grant and Revenue Support Grant.

5 THE BASE BUDGET 2013/2016

- 5.1 The Council's Summary Budget and individual Directorate summaries are enclosed as Appendix 1.
- 5.2 The format of the 2013/16 Base Budget reflects the current Directorate structure. A copy of the detailed Budget 2013/16 can be forwarded to Members electronically on request.

5.3 Inflation has been included in the Base Budget for 2013/16 onwards as follows:

Inflation Assumptions	2013/14 %	2014/15 %	2015/16 %
Pay	1.0	1.5	1.5
Business rates and other contractual commitments	3.0	3.0	3.0

5.4 No other inflation has been included in the estimates for the financial strategy.

5.5 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 quarter three 2014. The current assumptions that have been used within the Base Budget are as follows:

- Expected returns in 2013/14 based on investment returns of 0.50%;
- Expected returns in 2014/15 based on investment returns of 0.75%.
- Expected returns in 2015/16 based on investment returns of 1.00%.

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

5.7 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 £5.9m. Further dividend payments are expected throughout the period of the Medium Term Financial Plan.

5.8 The table below identifies the position and expected returns for all of the Council's "Icelandic" investments as at the end of November 2012:

Financial Institution	Principal Invested £	Principal Repaid to 30 Nov 2012 £	% Recovery to Date	Estimated Total Recovery %
Landsbanki	3,000,000	1,418,566	74.54	Close to 100%
KSF	5,000,000	3,800,000	76.00	83.50
Heritable bank	1,000,000	745,360	47.29	88.00
Overall Total	9,000,000	5,963,926	66.27	89.50

5.9 The Department of Works and Pensions (DWP) currently administer the Social Fund and as part of the Welfare Reform the way in which these payments will be administered will be changing from April 2013.

5.10 The existing Social Fund can be separated into two different areas:

- **Regulated Payments**, this includes the Winter Fuel Allowance and other regulated payments
- **The Discretionary Social Fund**. This contains the following element
 - Budgeting Loans;
 - Crisis Loans; and
 - Community Care Grants.

5.11 The Discretionary Social Fund has been abolished as part of the Welfare Reform Act 2012. The Regulated Social Fund will still to be administered by the DWP. There will be replacement provision for the Discretionary Social Fund which will be split between the DWP and local provision.

5.12 The remaining elements of Crisis Loans and the Community Care Grants will be provided through local welfare provision and will be administered by Local Authorities. In future Worcestershire County Council will be awarded a non ring fenced grant to administer these services, although there will be no new duties placed on LAs to provide the assistance.

5.13 The government does not expect Local Authorities to recreate Crisis Loans and Community Care Grants locally. They will provide the funding and flexibility to re-design the emergency provision for vulnerable groups to reflect local circumstances so that the LAs can decide how best to meet severe hardship.

5.14 The Government expects that local authorities will want to develop local systems which reflect local circumstances and will want to build upon programmes and services that are already in place. It is also expected that LAs will want to utilise and further develop existing partnership arrangements or develop new ones, e.g. with food banks or furniture reuse services.

5.15 The Council is currently in discussions with Worcestershire County Council (WCC) on designing a localised support scheme for the Social Fund. This is a grant which will be paid to WCC, who are looking to delegate to WFDC. The details of the local scheme, and any associated costs, are still to be agreed as is the level of funding available from the County Council. It is expected that this information will be available following the Local Government Settlement and will be built into the budget report presented to Cabinet in February 2013.

5.16 The costs of the Council Tax Discount Scheme (CTDS), which replaces Council Tax Benefit, have been built into the base budget. The government is providing the Council with 10% less funding than it would have received under the Council Tax benefit scheme. It is a finite amount and will not increase with caseload or inflation. This impacts on both the expenditure levels of the Council and also the level of income that needs to be drawn from the Collection Fund.

5.17 There is currently predicted to be a cost for implementing this scheme of £21,000, after accepting the one year transitional grant of £28,630 and putting £25,000 into a Council Tax Support scheme. The cost to WFDC is based on the current Council Tax benefit caseload. If this caseload changes then the costs to the council will vary. This financial risk is now to be borne by the Council and will no longer be supported by the Government.

5.18 The Council recognises that the CTDS has an impact on Parish Councils. The Council has taken steps to help mitigate the impact on Parish Councils from within our resources, and this is reflected in the Cabinet proposals at Appendix 3. This continues the strong track record of providing additional support to Parish Councils to deliver local services. The Council now wishes to build on this relationship to help protect the delivery of local services.

6 LOCAL AUTHORITY REVENUE FINANCE SETTLEMENT FOR 2013/14

6.1 The Local Government Settlement is still to be announced, following the Chancellor's Autumn Statement on 5th December 2012. The funding figures for the Council are expected to be released in late December with information on funding for 2013/14 and an indicative figure for 2014/15. However, there is likely to be a spending review during 2013 which may change the assumptions for 2014 onwards. In his Autumn Statement, the Chancellor, announced that the Government's spending plans will remain in place until 2017.

6.2 The table below identifies the estimated position in relation to the Government grant. The figures below shows grant income relating to including, business rates, revenue support grant the Council Tax freeze grant. It excludes other grants including Council Tax Transitional Grant, Council Tax Localisation Grant and Homelessness prevention grants.

Year	Value of Government Support £	<u>Decrease</u>	
		£	%
2012/13	5,564,730		
2013/14	5,078,920	485,810	8.73
2014/15	4,202,520	876,400	17.26
2015/16	3,882,440	320,080	7.62

6.3 The Council has estimated the income which it expects to receive from New Homes bonus and this has been built into the base budget. The amounts are shown in the table below. These figures will be updated once the grant figures have been confirmed:

	2013/14 £	2014/15 £	2015/16 £
New Homes Bonus	753,410	1,074,410	1,394,410

7. COUNCIL TAX BASE AND COLLECTION FUND SURPLUS

7.1 The calculation of the Council Tax Base has been undertaken for 2013/14. 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 disability relief, variation in numbers of void properties, collection rates and provision for bad debts. The introduction of the Council Tax Discount Scheme has also impacted on the Tax Base compared to 2012/13.

- 7.2 The Tax Base for Wyre Forest District Council for 2013/14 after allowing for the above items is 30,119 (35,461 2012/13). This is a 15.06% decrease. The figure reflects the changes associated with the Council Tax discount scheme, which reduces the Tax Base. The Tax Base takes account of the Council's decision to change the Council tax exemptions and discounts, as agreed by Council on the 21st November 2012.
- 7.3 A Collection Fund Surplus of £50,000 (£51,000 in 2012/13) equivalent to an average reduction in Council Tax of £1.66 Band D equivalent (£1.44 in 2012/13) will reduce the Council's net charge from the Collection Fund in 2013/14.
- 7.4 The Collection Fund surplus is mainly due to the continued strong performance in the efficient collection of Council Tax Arrears.

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 reported, these have been developed in line with the WFF programme. The following table demonstrates the forecast position for the Council with all of the Cabinet Proposals are incorporated into the Base Budget:

	Revised 2012/13 £	2013/14 £	2014/15 £	2015/16 £
Net Expenditure on Services (per Appendix 1)	13,076,950	12,673,890	12,495,400	12,037,940
<u>Less</u> Cabinet Proposals identified in Appendix 3		53,240	(205,160)	(275,760)
Net Expenditure	13,076,950	12,727,130	12,290,240	11,762,180
Contribution from Reserves	(344,150)	(461,460)	(810,630)	(628,270)
Net Budget Requirement	12,732,800	12,265,670	11,479,610	11,133,910
<u>Less</u> Government Support	5,564,730	5,078,920	4,202,520	3,882,440
Collection Fund Surplus	51,000	50,000	50,000	0
Homelessness Prevention	109,270	97,000	97,000	0
Council Tax Discount	0	1,059,000	1,059,000	1,059,000
Council Tax Transitional Grant	0	28,630	0	0
Council Tax Income	7,007,800	5,952,120	6,071,090	6,192,470
WFDC Council Tax @ 2.0% increase 2014/15 onwards	197.62	197.62	201.57	205.60

- 8.2 The Cabinet proposals identified in Appendix 3 builds on the savings identified within all previous Financial Strategies.
- 8.3 The Cabinet's proposals have been prepared on the basis that the support for a Council Tax freeze in 2013/14 is accepted. As a result the Council would receive a grant of around £69,000. However, due to the "loss" of the increase in Council Tax for 2013/14, the overall income from Council Tax will be £479,000 lower over the duration of the Financial Strategy than would have been the case if Council Tax increased by 2.5% in 2013/14 as originally forecast.

- 8.4 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.

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 2013/16 as part of the Three Year Financial Strategy:

Reserves Statement	2012/13 £'000	2013/14 £'000	2014/15 £'000	2015/16 £'000
Reserves as at 1 April	2,369	2,167	1,706	895
Release of Earmarked Reserves	142	0	0	0
Contribution from Reserves	(344)	(461)	(811)	(628)
Reserves as at 31 March	2,167	1,706	895	267

In addition the Council holds a working balance of £700k and currently holds earmarked reserves of £3.345m (as at 30 November 2012). However, it should be noted that the Council has commitments against such earmarked reserves.

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 have been no announcements relating to capitalisation directions. If these are made available then a consideration will be given to this as there is to be a Management review undertaken during 2012/13 which may incur redundancy and other severance costs, which may be able to be capitalised if an application can be made.

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 2.0%.

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 and 2012/15 along with the results from the Leisure Centre Review consultation. During the current year further consultations have been undertaken on the Council Tax Support Scheme.
- 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 which will include feedback from the business community and a 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 2013/14 any council tax increases above 2% would 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.

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 5 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:-*

Provision 4 (1)- “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 (4) (a)- “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 27th February 2013.

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 Corporate Management Team

16.2 Cabinet

16.3 WF20

17. BACKGROUND PAPERS

17.1 Accounts and Audit (England) Regulations 2011

WYRE FOREST DISTRICT COUNCIL**REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES**

SERVICE	2012/13		2013/14			2014/15			2015/16		
	Original Estimate £	Revised Estimate £	At Nov.12 Prices £	Inflation £	TOTAL £	At Nov.12 Prices £	Inflation £	TOTAL £	At Nov.12 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE	1,132,640	1,107,440	1,108,210	14,210	1,122,420	1,114,120	28,730	1,142,850	1,092,450	43,410	1,135,860
COMMUNITY ASSETS AND LOCALISM	1,515,960	1,514,100	1,319,950	21,850	1,341,800	1,408,710	45,850	1,454,560	1,388,570	69,410	1,457,980
COMMUNITY WELL-BEING AND ENVIRONMENT	6,098,890	6,143,730	6,223,820	111,460	6,335,280	6,223,650	233,980	6,457,630	5,341,490	316,960	5,658,450
ECONOMIC PROSPERITY AND PLACE	2,851,330	2,918,440	2,324,280	46,830	2,371,110	1,919,490	95,380	2,014,870	1,563,190	144,930	1,708,120
RESOURCES	2,774,030	2,931,820	2,914,490	(1,600)	2,912,890	2,659,550	53,960	2,713,510	2,632,750	111,660	2,744,410
LESS: CAPITAL ACCOUNT	14,372,850	14,615,530	13,890,750	192,750	14,083,500	13,325,520	457,900	13,783,420	12,018,450	686,370	12,704,820
INTEREST RECEIVED	(1,151,050)	(1,327,040)	(1,201,780)	730	(1,201,050)	(990,350)	1,490	(988,860)	(265,290)	2,220	(263,070)
INCREASES IN FEES AND CHARGES	(166,600)	(211,540)	(134,320)	0	(134,320)	(122,590)	0	(122,590)	(124,420)	0	(124,420)
	0	0	(74,240)	0	(74,240)	(176,570)	0	(176,570)	(279,390)	0	(279,390)
TOTAL NET EXPENDITURE ON SERVICES	13,055,200	13,076,950	12,480,410	193,480	12,673,890	12,036,010	459,390	12,495,400	11,349,350	688,590	12,037,940
LESS: GOVERNMENT SUPPORT GRANTS	(5,564,730)	(5,564,730)			(5,078,920)			(4,202,520)			(3,882,440)
HOMELESSNESS PREVENTION GRANT	(109,270)	(109,270)			(97,000)			(97,000)			0
BUSINESS RATES	0	0			0			0			0
COLLECTION FUND SURPLUS	(51,000)	(51,000)			(50,000)			(50,000)			0
COUNCIL TAX DISCOUNT GRANT	0	0			(1,059,000)			(1,059,000)			(1,059,000)
COUNCIL TAX TRANSITIONAL GRANT	0	0			(28,630)			0			0
GENERAL EXPENSES -											
COUNCIL TAX INCOME	(7,007,800)	(7,007,800)			(5,952,120)			(6,071,090)			(6,192,470)
(SURPLUS) / DEFICIT FOR YEAR	322,400	344,150			408,220			1,015,790			904,030
COUNCIL TAX LEVY		197.62			197.62			201.57			205.60
COUNCIL TAX BASE		35,461			30,119			30,119			30,119

Note:- The split between the Revenue Support Grant and Business Rates is not known at this stage.

CHIEF EXECUTIVE - SUMMARY

Detail		2012/13		2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £
		Original £	Revised £			
P205 CHIEF EXECUTIVE						
A480 CHIEF EXECUTIVE		36,520	330	1,720	(3,370)	(3,340)
		36,520	330	1,720	(3,370)	(3,340)
P233 CORPORATE COSTS						
A505 CORPORATE MANAGEMENT EXPENSES		884,540	989,410	999,960	1,022,090	1,013,970
		884,540	989,410	999,960	1,022,090	1,013,970
P235 PARTNERSHIPS AND EQUALITIES						
A501 WYRE FOREST MATTERS		0	0	0	0	0
A525 EQUALITY AND DIVERSITY		0	0	0	0	0
A530 SHARED EMERGENCY PLANNING AND BUSINESS CONTINUITY		24,240	24,240	24,690	26,100	27,330
		24,240	24,240	24,690	26,100	27,330
P240 COMMUNICATIONS						
A376 DESIGN UNIT		0	20	90	80	50
A380 CORPORATE COMMUNICATIONS (EXCLUDING VOICE AND DATA)		187,340	93,440	95,960	97,950	97,850
		187,340	93,460	96,050	98,030	97,900
Total S6 CHIEF EXECUTIVE		1,132,640	1,107,440	1,122,420	1,142,850	1,135,860

COMMUNITY WELL-BEING AND ENVIRONMENT - SUMMARY

Detail	2012/13		2013/14	2014/15	2015/16
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P001 WASTE COLLECTION					
A001 COLLECTION OF DOMESTIC WASTE	889,530	928,120	953,810	984,660	1,064,000
A002 TRADE WASTE COLLECTION	(302,740)	(106,540)	(101,800)	(96,830)	(91,690)
A005 KERBSIDE RECYCLING (RECYCLED MATTER)	1,110,440	939,210	950,880	948,550	942,950
A010 RECYCLING ACTIVITIES	(21,600)	(15,600)	(15,600)	(15,600)	(15,600)
A266 WASTE/FLEET MANAGEMENT	0	4,980	(10,450)	(5,990)	(6,000)
	1,675,630	1,750,170	1,776,840	1,814,790	1,893,660
P010 ENVIRONMENTAL MAINTENANCE					
A025 PUBLIC CONVENIENCES	272,840	251,850	266,880	270,510	273,250
A145 PARKING FACILITIES	(710,760)	(596,590)	(501,910)	(496,660)	(491,410)
A146 CIVIL ENFORCEMENT	124,120	123,170	119,310	123,100	126,500
A150 STREET FURNITURE AND NAMEPLATES	59,450	61,090	61,570	61,860	61,750
A155 HIGHWAYS GENERAL CLEANSING	701,480	681,070	708,360	721,250	744,460
A165 HIGHWAYS RESIDUAL FUNCTION	4,590	3,840	3,960	4,020	3,990
A235 ENVIRONMENTAL ENFORCEMENT	55,840	51,200	52,270	53,410	53,190
	507,560	575,630	710,440	737,490	771,730
P015 CEMETERIES					
A030 CEMETERY	177,110	167,740	172,030	175,200	178,280
	177,110	167,740	172,030	175,200	178,280
P021 LEISURE DEVELOPMENT					
A036 LEISURE DEVELOPMENT	94,020	90,420	93,380	95,140	94,650
A110 STOURPORT COMMUNITY CENTRE	12,420	12,360	9,910	7,440	7,460
	106,440	102,780	103,290	102,580	102,110
P025 PLAY DEVELOPMENT					
A040 PLAY DEVELOPMENT	95,100	85,430	88,840	88,450	88,180
	95,100	85,430	88,840	88,450	88,180
P030 MUSEUM					
A050 MUSEUM STORE	57,210	48,670	48,620	49,180	49,680
A055 BEWDLEY MUSEUM	244,190	209,910	222,870	227,240	230,780
	301,400	258,580	271,490	276,420	280,460
P032 ARTS DEVELOPMENT					
A065 ARTS DEVELOPMENT	90,260	88,470	90,080	90,630	90,110
A066 WORCESTERSHIRE DANCING	0	0	0	0	0
	90,260	88,470	90,080	90,630	90,110
P034 SPORTS AND PHYSICAL RECREATION					
A070 WYRE FOREST GLADES LEISURE CENTRE	898,190	902,720	938,900	949,770	286,320
A075 STOURPORT SPORTS CENTRE	346,740	347,690	367,290	371,790	81,540
A076 BEWDLEY LEISURE CENTRE	62,430	54,230	55,150	56,190	57,180
A080 STOURPORT SPORTS CLUB	11,790	36,070	720	720	13,420
A085 SPORTS PITCHES AND FACILITIES	216,650	200,800	213,410	217,860	221,500
	1,535,800	1,541,510	1,575,470	1,596,330	659,960
P037 SPORTS DEVELOPMENT					
A094 JOINT DELIVERY PLAN - EXTENDED SERVICES	87,650	91,040	94,690	95,240	94,710
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
A102 BEST FOOT FORWARD	0	0	0	0	0
A103 COMMUNITY DEVELOPMENT	15,250	16,150	16,460	16,800	16,680
A104 BIG LOTTERY FUNDING	0	0	0	0	0
A106 THE DANCE PROJECT	0	0	0	0	0
	102,900	107,190	111,150	112,040	111,390

COMMUNITY WELL-BEING AND ENVIRONMENT - SUMMARY

Detail	2012/13		2013/14	2014/15	2015/16
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P039 COUNTRYSIDE AND CONSERVATION SERVICE					
A118 COUNTRYSIDE AND CONSERVATION SERVICE	285,710	318,910	326,140	329,120	322,570
	285,710	318,910	326,140	329,120	322,570
P040 ALLOTMENTS					
A120 ALLOTMENTS	2,600	4,110	2,640	2,690	2,730
	2,600	4,110	2,640	2,690	2,730
P045 PARKS AND GREEN SPACES					
A125 PARKS AND GREEN SPACES	868,040	867,080	871,900	881,460	890,170
A160 HIGHWAYS MAINTENANCE OF VERGES	62,320	63,390	64,480	66,510	68,820
	930,360	930,470	936,380	947,970	958,990
P070 COMMERCIAL SERVICES-OPERATIONAL AREAS					
A220 GROUNDS MAINTENANCE	0	(24,070)	(13,670)	(3,290)	7,980
A221 GARAGE HOLDING ACCOUNT	0	10	7,330	11,020	14,780
	0	(24,060)	(6,340)	7,730	22,760
P090 COMMUNITY WELL-BEING AND ENVIRONMENT ADMINISTRATION					
A257 COMMUNITY WELL-BEING AND ENVIRONMENT ADMINISTRATION	40,350	(14,290)	(12,720)	(12,670)	(12,690)
	40,350	(14,290)	(12,720)	(12,670)	(12,690)
P131 WORCESTERSHIRE HUB					
A260 WORCESTERSHIRE HUB	0	(18,780)	(34,750)	(35,090)	(35,050)
	0	(18,780)	(34,750)	(35,090)	(35,050)
P133 ADMINISTRATIVE SERVICES					
A264 ADMINISTRATIVE SERVICES	(34,400)	5,220	(3,800)	(3,670)	(3,700)
	(34,400)	5,220	(3,800)	(3,670)	(3,700)
P215 CRIME AND DISORDER ACT 1988					
A495 COMMUNITY SAFETY	153,970	155,300	163,850	165,740	165,110
A496 EXTERNAL FUNDING	0	0	0	0	0
	153,970	155,300	163,850	165,740	165,110
P220 COMMUNITY STRATEGY					
A500 COMMUNITY STRATEGY	58,500	42,960	1,050	1,090	1,120
A502 LOCAL SERVICES SUPPORT GRANT	0	0	0	0	0
	58,500	42,960	1,050	1,090	1,120
P225 CORPORATE COSTS					
A375 PRINT UNIT	0	0	0	0	0
A382 CORPORATE COSTS	69,600	66,390	63,200	60,790	60,730
	69,600	66,390	63,200	60,790	60,730
Total S11 COMMUNITY WELL-BEING AND ENVIRONMENT	6,098,890	6,143,730	6,335,280	6,457,630	5,658,450

COMMUNITY ASSETS AND LOCALISM - SUMMARY

Detail	2012/13		2013/14	2014/15	2015/16
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P065 PROPERTY					
A170 TOWN HALL, KIDDERMINSTER	229,150	223,110	258,970	259,530	256,570
A190 CIVIC CENTRE, STOURPORT	42,490	(25,280)	0	0	0
A195 LOAD STREET, BEWDLEY	0	2,890	(100)	(100)	(100)
A200 TOWN HALL, BEWDLEY	21,550	19,960	23,650	23,770	23,930
A205 COVENTRY STREET, KIDDERMINSTER	0	(8,170)	0	0	0
A210 GREEN STREET DEPOT, KIDDERMINSTER	0	(12,190)	(7,020)	(7,020)	(7,020)
A215 DUKE HOUSE, KIDDERMINSTER	0	(12,050)	0	0	0
A216 NEW HEADQUARTERS	0	1,800	23,470	20,880	19,140
A217 NON DISTRIBUTABLE COSTS	232,810	289,890	97,440	100,510	101,020
	526,000	479,960	396,410	397,570	393,540
P085 INDUSTRIAL ESTATES AND OTHER PROPERTY					
A245 OTHER INDUSTRIAL ESTATES	(124,310)	(123,770)	(118,720)	(118,390)	(118,150)
A250 HOOBROOK ENTERPRISE CENTRE	(38,800)	(14,950)	(34,340)	(33,870)	(33,600)
A255 OTHER PROPERTY	26,520	26,200	360	3,520	6,130
	(136,590)	(112,520)	(152,700)	(148,740)	(145,620)
P115 MEMBER ACTIVITIES					
A305 CHAIRMAN'S AND VICE-CHAIRMAN'S	13,550	13,080	13,080	13,080	13,080
A310 OTHER MEMBERS' ALLOWANCES	292,760	299,710	300,120	300,120	300,120
A315 MEMBER SERVICES	133,900	196,690	221,110	222,400	224,330
	440,210	509,480	534,310	535,600	537,530
P130 HUMAN RESOURCES					
A320 HUMAN RESOURCES ADMINISTRATION	0	(2,290)	(2,290)	(2,290)	(2,290)
A330 TRAINING OF EMPLOYEES	0	0	0	0	0
	0	(2,290)	(2,290)	(2,290)	(2,290)
P136 ELECTIONS AND ELECTORAL REGISTRATION					
A345 ELECTIONS AND ELECTORAL REGISTRATION	317,130	289,510	207,890	297,540	299,940
	317,130	289,510	207,890	297,540	299,940
P137 COMMITTEE ADMINISTRATION					
A350 COMMITTEE ADMINISTRATION	401,180	360,310	365,020	372,350	371,070
	401,180	360,310	365,020	372,350	371,070
P138 LAND CHARGES					
A355 LAND CHARGES	(16,310)	(15,300)	9,380	4,790	6,120
	(16,310)	(15,300)	9,380	4,790	6,120
P140 COMMUNITY ASSETS AND LOCALISM ADMINISTRATION					
A360 COMMUNITY ASSETS AND LOCALISM ADMINISTRATION	(16,590)	4,150	(17,020)	(3,060)	(3,110)
	(16,590)	4,150	(17,020)	(3,060)	(3,110)
P142 CORPORATE COSTS					
A370 LICENCE FEES	930	800	800	800	800
	930	800	800	800	800
Total S4 COMMUNITY ASSETS AND LOCALISM	1,515,960	1,514,100	1,341,800	1,454,560	1,457,980

ECONOMIC PROSPERITY AND PLACE - SUMMARY

Detail	2012/13		2013/14	2014/15	2015/16
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P145 PLANNING POLICY FORMULATION					
A385 PLANNING POLICY FORMULATION	345,430	314,920	340,980	345,120	345,070
A416 ADMINISTRATION OF STREET NAMING AND NUMBERING	23,260	9,850	15,320	15,650	15,520
	368,690	324,770	356,300	360,770	360,590
P147 PLANNING DELIVERY GRANT/NEW HOMES BONUS					
A386 EXTERNAL FUNDING - PLANNING DELIVERY GRANT/NEW HOMES BONUS	(492,000)	(492,350)	(753,410)	(1,074,410)	(1,394,410)
	(492,000)	(492,350)	(753,410)	(1,074,410)	(1,394,410)
P150 IMPLEMENTATION OF PLANNING POLICY					
A390 DEVELOPMENT CONTROL	161,760	210,030	204,440	215,260	216,340
A395 ENFORCEMENT	146,520	135,300	138,170	139,750	139,150
A400 ENVIRONMENTAL IMPROVEMENT AND PROTECTION	47,980	43,450	44,970	45,600	45,550
A405 CONSERVATION OF THE HISTORIC ENVIRONMENT	72,640	71,560	73,070	73,940	73,750
	428,900	460,340	460,650	474,550	474,790
P155 BUILDING CONTROL					
A410 BUILDING CONTROL	44,760	45,990	47,780	47,900	47,380
	44,760	45,990	47,780	47,900	47,380
P160 ECONOMIC PROSPERITY AND PLACE ADMINISTRATION					
A415 ECONOMIC PROSPERITY AND PLACE ADMINISTRATION	(17,050)	2,630	2,670	2,760	2,490
	(17,050)	2,630	2,670	2,760	2,490
P165 CORPORATE COSTS					
A296 NNDR RATE RELIEF	152,350	176,250	164,000	168,100	172,300
A420 MAPPING SERVICE AGREEMENT	34,550	24,550	12,370	(61,770)	(87,100)
A422 SHARED REGULATORY SERVICES	446,060	453,380	475,230	475,930	463,790
	632,960	654,180	651,600	582,260	548,990
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	169,020	136,300	137,920	138,620	138,100
A460 HOUSING, ENFORCEMENT AND LICENSING	167,410	156,750	162,090	163,310	162,430
	336,430	293,050	300,010	301,930	300,530
P195 HOUSING ENABLING FUNCTION					
A461 LAND DRAINAGE SHARED SERVICE	53,540	74,250	77,350	75,030	74,100
A465 HOUSING, HEALTH AND SUSTAINABILITY-STRATEGY AND ENABLING	169,400	159,650	174,740	176,040	175,130
A466 CLINICAL COMMISSIONING (CCG) FUNDING	0	0	0	0	0
A470 HOMELESSNESS, HOUSING ADVICE AND ACCESS TO HOUSING	502,360	508,760	498,790	518,120	537,010
A471 EXTERNAL FUNDING - HOUSING ENABLING FUNCTION	109,270	109,270	0	0	0
	834,570	851,930	750,880	769,190	786,240

ECONOMIC PROSPERITY AND PLACE - SUMMARY

Detail	2012/13		2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £
	Original £	Revised £			
P210 REGENERATION AND ECONOMIC DEVELOPMENT ACTIVITIES					
A485 REGENERATION AND ECONOMIC DEVELOPMENT ACTIVITIES	643,210	707,500	483,530	477,220	508,330
A490 TOURISM	75,600	72,820	75,410	77,050	78,050
A491 BUSINESS CENTRES	(10)	(1,710)	(990)	(990)	(950)
A492 MARKETS	(4,730)	(710)	(3,320)	(3,360)	(3,910)
	714,070	777,900	554,630	549,920	581,520
Total S5 ECONOMIC PROSPERITY AND PLACE	2,851,330	2,918,440	2,371,110	2,014,870	1,708,120

RESOURCES - SUMMARY

Detail	2012/13		2013/14	2014/15	2015/16
	Original £	Revised £	Estimate £	Estimate £	Estimate £
P095 RESOURCES ADMINISTRATION					
A265 RESOURCES ADMINISTRATION	(38,890)	(9,100)	(3,630)	(3,870)	(3,540)
	(38,890)	(9,100)	(3,630)	(3,870)	(3,540)
P100 REVENUES					
A270 COUNCIL TAX	612,770	621,710	654,140	665,480	660,030
	612,770	621,710	654,140	665,480	660,030
P105 HOUSING BENEFITS/WELFARE					
A280 BENEFIT PAYMENTS	(150,000)	(150,000)	(166,400)	(167,850)	(169,350)
A285 BENEFITS ADMINISTRATION	745,280	735,810	857,990	881,970	873,540
A290 CONCESSIONARY TRAVEL	0	0	0	0	0
	595,280	585,810	691,590	714,120	704,190
P110 CORPORATE COSTS					
A294 CORPORATE COSTS	1,604,870	1,748,370	1,581,590	1,336,730	1,383,770
	1,604,870	1,748,370	1,581,590	1,336,730	1,383,770
P135 COMMON SERVICES					
A335 COMPUTER SERVICES	0	(14,720)	(10,550)	1,300	210
A340 COMMUNICATIONS	0	(250)	(250)	(250)	(250)
A341 PRINT MANAGEMENT	0	0	0	0	0
A342 HOME WORKING	0	0	0	0	0
	0	(14,970)	(10,800)	1,050	(40)
Total S2 RESOURCES	2,774,030	2,931,820	2,912,890	2,713,510	2,744,410

CAPITAL ACCOUNT / INTEREST RECEIVED - SUMMARY

Detail	2012/13		2013/14 Estimate £	2014/15 Estimate £	2015/16 Estimate £
	Original £	Revised £			
P230 CAPITAL ACCOUNT/INTEREST RECEIVED					
A515 CAPITAL ACCOUNT	(1,151,050)	(1,327,040)	(1,201,050)	(988,860)	(263,070)
A520 INTEREST RECEIVED	(166,600)	(211,540)	(134,320)	(122,590)	(124,420)
	(1,317,650)	(1,538,580)	(1,335,370)	(1,111,450)	(387,490)
Total S7 CAPITAL ACCOUNT / INTEREST RECEIVED	(1,317,650)	(1,538,580)	(1,335,370)	(1,111,450)	(387,490)

DRAFT OVERALL BUDGET VARIATIONS
ORIGINAL COMPARED TO REVISED BUDGET 2012/13

TOTAL REVISED BUDGET 2012/13	£ 13,076,950
LESS: TOTAL ORIGINAL BUDGET 2012/13	13,055,200
LESS Additional Approval from Reserves for support for the North Worcestershire	50,000
LESS Strong Leader Cabinet Approval for Stourport Sports Club Grant - 2 years advance	24,000
REDUCED NET EXPENDITURE ON YEAR	(52,250)

Description of Estimated Major Variances	Extra Costs/ Reduced Income £	Savings/ Additional Income £
Chief Executive		
1. No Major Variations		
Community Well Being and Environment		
1. Waste Operational Variance	104,000	
2. Car parking - Reduction of income from Season Tickets and Civil Enforcement and General Car Parking net of reductions in expenditure across Car Parking, Street Scene and Public Conveniences	46,000	
3. Bewdley Museum Reductions in Repairs and Maintenance and other minor reductions		(21,370)
Community Assets and Localism		
1. Industrial Estates - reduced income due to vacant properties	20,000	
2. Land Charges - reduction in income	30,730	
3. Administrative Building - overall savings net of extra costs incurred as a result of the delayed relocation		(56,740)
4. Elections, Committee services and Land Charges Savings		(16,900)
Economic Prosperity and Place		
1. Development Control - reduction in income net of Pay Saving	89,320	
2. NNDR Rate Relief - additional approval including SVR	23,900	
3. Pest Control reduction in income as service now outsourced	12,000	
4. Homelessness - Reduced rent deposit Income - Landlord Bonds now used	7,000	
5. Planning Policy Formulation and other Development Control and Housing Sustainability reductions		(25,310)
Resources		
1. Benefit Budget Reductions including printing, periodicals, advertising court and recovery action		(21,590)
2. ICT Budget Reductions		(5,430)
Capital Account		
1. External Interest Receipts - Income from external interest is improved		(45,000)
2. MRP Saving due to Capital Programme Slippage - rephasing of expenditure		(25,000)
3. Direct Revenue Funding - decrease due to change in Capital Programme profile		(20,000)
4. External Borrowing costs are predicted to be lower than the budget forecast due to Capital Programme slippage and the use of internal rather than external borrowing.		(131,500)
Corporate Variations		
1. Review of Management Structure Savings now rephased	9,000	
2. Corporate Pensions Decrease		(88,740)
3. Wyre Forest Forward Programme savings reprofiled as work progresses	100,000	
4. Additional Income from review of Fees and Charges rephased	34,100	
5. Community Asset Transfer savings rephased	10,000	
6. Pay Variance - including savings not achieved (net of other vacancy savings)	28,990	
7. Admin Account net saving		(91,860)
8. Other minor variations		(17,850)
	515,040	(567,290)
Reduced Net Expenditure on Year		(52,250)

**OVERALL BUDGET RECONCILIATION OF MOVEMENTS BETWEEN
REVISED 2012/13 COMPARED TO BASE BUDGET 2013/14**

TOTAL BASE BUDGET 2013/14	£ 12,673,890
ADD: FEES AND CHARGES	74,240
LESS: INFLATION	- 193,480
LESS: TOTAL REVISED BUDGET 2012/13	- 13,076,950
REDUCED NET EXPENDITURE ON YEAR	(522,300)

Note: this report is for validation. most of the identified movements are known approvals

Description of Estimated Major Changes	Extra Costs/ Reduced Income £	Savings/ Additional Income £
<u>Community Well Being and Environment</u>		
1. Stourport Sports Club Grant - reduction due to approval for advance payment		(35,370)
2. Waste - increased costs re route optimisation software (Web Aspects)	22,000	
3. Car Parking - reductions in income re loss of car parking for town centre development (phasing currently under review) plus increase in costs re one-off reduction possible in 2012/13 revised only (including Public Conveniences and Street Scene)	115,000	
4. Parks and Green Spaces - 2012/13 repairs and maintenance savings re-instated back to original budget levels for 2013/14	30,000	
<u>Community Assets and Localism</u>		
1. Hoobrook Industrial Estate - Additional Income		(23,460)
2. One-off revenue Contribution to Stourport Civic Centre - 2012/13 only		(50,000)
3. Elections - decrease in costs due to elections held in 2012/13 compared to 2013/14		(79,040)
4. New HQ - additional savings now full year of operation - reduction in rents paid, repairs and maintenance and energy costs, net of movement in costs re one-off savings in 2012/13		(34,300)
<u>Resources</u>		
1. Audit Fee reduction due to move to Grant Thornton		(56,000)
2. Aid to Parish Councils -approval for 2012/13 only		(40,000)
3. Community Leadership Fund -approval for 2012/13 only		(42,000)
4. Hardship Fund for Local Council Tax Discount Scheme - cost net of County Council contribution	25,000	
<u>Economic Prosperity and Place</u>		
1. NNDR Rate Relief - reduction in additional approvals made in 2012/13 for one year only		(12,000)
2. Homelessness - reduction in expenditure pending Cabinet Proposal for use of non ring-fenced grant		(109,270)
3. Economic Development and Regeneration - reduced costs due to SotAD, previous year's Cabinet Proposal and one-off additional approval from reserves of £50k in 2012/13		(235,000)
4. New Homes Bonus - additional funding - assumed to fall into balances		(261,060)
5. Development Control - additional pay savings		(14,610)
6. Planning Policy Formulation restoration of original 2013/14 budget after one-off savings in 2012/13	10,000	
<u>Capital Account</u>		
1. External Interest reduction due to planned Capital Expenditure	77,220	
2. Minimum Revenue Provision - increase due to planned Capital Expenditure	179,180	
3. Borrowing Costs - External borrowing now required to fund planned Capital Expenditure	179,940	
<u>Corporate Variations</u>		
1. Wyre Forest Forward Savings now rephased		(250,000)
2. Admin Account additional costs compared to Revised Budget	6,850	
3. Review of Management Structure savings		(13,000)
4. Community Asset Transfer savings rephased		(10,000)
5. Carbon Management reduction re phasing of spend to save programme of works		(12,000)
6. Council Tax Freeze Grant - shown with Revenue Support Grant in 2013/14 - presentation change only	175,190	
7. Increase in vacancy savings		(63,500)
8. Other Minor Variations		(2,070)
	820,380	(1,342,680)
Reduced Net Expenditure on Year		(522,300)

WYRE FOREST DISTRICT COUNCIL

CABINET PROPOSALS 2013/2014 ONWARDS

Cost Centre	ACTIVITY AND DESCRIPTION OF CABINET PROPOSAL	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT						
R705	<u>Economic and Regeneration Initiatives</u> To provide further investment in regeneration initiatives	C R S	500,000 120,000 -	- 70,000 -	- 70,000 -	- 70,000 -
DELIVERING TOGETHER, WITH LESS						
Various	<u>Staff Terms and Conditions</u> Revision of Staff Terms and Conditions	C R S	- 6,500 CR -	- 16,700 CR -	- 20,100 CR -	- 20,100 CR -
Various	<u>Procurement</u> To conduct a review of the major contracts currently in place with external organisations and partners to secure savings	C R S	- 25,000 CR -	- 50,000 CR -	- 50,000 CR -	- 50,000 CR -
R040 R335	<u>Parish Precepts</u> Review of funding for Parish Councils in light of the Council Tax Scheme changes	C R S	- 15,740 -	- 23,460 CR -	- 23,660 CR -	- 23,860 CR -
R337	<u>NNDR Relief</u> To conduct a review of recipients of NNDR relief	C R S	- - -	- 31,000 CR -	- 44,000 CR -	- 55,000 CR -
R410	<u>ICT</u> Review of Members' ICT - staged implementation of revised scheme	C R S	- 1,000 CR -	- 4,000 CR -	- 8,000 CR -	- 12,000 CR -
Various	<u>Wyre Forest Forward</u> Expansion of the Wyre Forest Forward programme of efficiency savings	C R S	- 50,000 CR 2.00 CR	- 150,000 CR 6.00 CR	- 200,000 CR 8.00 CR	- 250,000 CR 10.00 CR
SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT						
R800	<u>Disabled Facilities Grants</u> Review of funding for Disabled Facilities Grants	C R S	- - -	- - -	- - -	- - -
	TOTALS	C R S	500,000 53,240 2.00 CR	- 205,160 CR 6.00 CR	- 275,760 CR 8.00 CR	- 340,960 CR 10.00 CR

KEY - Changes in Resources

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

WYRE FOREST DISTRICT COUNCIL**RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2013/2014****ECONOMIC AND REGENERATION INITIATIVES**

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

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Council's Economic and Regeneration initiatives are becoming well advanced through the ReWyre initiative and boosted by the State of the Area Debate and the monies set aside in the current financial year.

The joint North Worcestershire working initiative with Redditch and Bromsgrove Councils is also becoming well established, as is our position within the two Local Enterprise Partnerships.

One area in particular that the Council is keen to develop further is with infrastructure improvements, particularly highway infrastructure. The Council has already been successful in attaining £2.5m worth of Growing Places Funding through the two LEPs in support of Phase 1 of the Hoo Brook Link Road through the former British Sugar site; this will open up the first phase of the employment land for investment.

The Council is also working closely with the County Council on aligning their LTP3 Package proposals for Kidderminster and Bewdley with the Council's own aspirations for the two towns; the benefits should be seen in the next financial year.

The Council has set out other highway and passenger transport infrastructure it wishes to see invested in for the benefit of the district's employers and to stimulate new housing:

- Phase 2 of the Hoo Brook Link Road
- The re-dualling of the A449 and A456
- The Horsefair/Churchfields access
- The part of Stourport Relief Road at Parson's Chain
- Kidderminster Railway Station improvements
- Improving the Kidderminster ring road to enable better access to adjoining communities
- Improvements to the east/west route to Bromsgrove and the M42/M5

Having some capital funding available to stimulate investment through WCC, LEPs etc would assist in the delivery of these initiatives.

The Council has already made some provision by way of £100k of revenue funding for 2013/14 and beyond to continue to support the SotA initiatives. The success of the £50k apprenticeship scheme in 2012/13 will easily account for another £50k from next years' allocation and Cabinet may wish to set aside an additional separate sum just to continue the apprenticeships support thus enabling the original £100k to be kept available for other means of support e.g. business rate relief.

The Council will hold a State of the Area (12 months on) public meeting in March 2013

feeding back on the progress made to date.

It is suggested that funding for these Capital Initiatives come from prudential borrowing, with repayments over 10 years. The £50,000 for a further year's support for apprenticeships would be also be revenue expenditure.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

This service is district wide.

3. FINANCIAL IMPLICATIONS

	2013/2014 £	2014/2015 £	2015/2016 £	After 31/03/16 £
Capital Cost	500,000	0	0	0
Net Revenue Cost	70,000 (borrowing) 50,000 (apprenticeships)	70,000	70,000	70,000
Staffing Implications (FTE)	0	0	0	0
Cost Centre :	P210 Regeneration & Economic Development			

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	This is a corporate priority		

WYRE FOREST DISTRICT COUNCIL**RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2013/2014****STAFF TERMS AND CONDITIONS**

CABINET MEMBER:	Cllr N Desmond
CONTACT OFFICER:	Caroline Newlands
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

A package of changes to various terms and conditions of staff to reduce costs in the following areas with effect from 1 October 2013, following consultation with staff and Unions:

Overtime/additional hours

- All work that is part of a normal working pattern is to be paid at plain time.
- Where it is necessary to backfill a role this overtime can only be claimed if Time Off In Lieu cannot be taken.
- Call out fees to be paid at plain time for a minimum of 3 hours.

Election duties

- Unpaid leave to be taken for Polling Station duties unless Annual Leave is taken.

First aid/sign language payments

- Payments will be pro rata to hours worked.

Subsistence

- This may only be claimed for overnight stays.

Professional Subscriptions

- The proposal also includes a change to the arrangements for Professional Subscriptions from 1 April 2014. There are no savings proposals included for 2013/14 and from 2014/15 onwards it is proposed to provide support on a reducing scale from 75% in 2014/15 and 50% in 2015/16. This applies to all professional subscriptions.

In addition, discussions with the Unions on proposals to reduce sickness pay are ongoing and may also provide additional savings. There will be a review into annual leave which will go through the usual channels of consultation.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

The only impact will be on staff and members. An initial assessment has not identified any adverse impacts under the equality strands as all proposals apply to all staff equally.

3. FINANCIAL IMPLICATIONS

	2013/2014 £	2014/2015 £	2015/2016 £	After 31/03/16 £
Capital Cost	Nil	Nil	Nil	Nil
Net Revenue Cost	(6,500)	(16,700)	(20,100)	(20,100)
Staffing Implications (FTE)	Nil	Nil	Nil	Nil
Cost Centre :	Various			

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory/Discretionary	N/A	N/A	N/A

WYRE FOREST DISTRICT COUNCIL**RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2013/2014****PROCUREMENT**

CABINET MEMBER:	Cabinet Member for Resources and Transformation
DIRECTOR OF SERVICE:	Joanne Wagstaffe
CONTACT OFFICER:	Joanne Wagstaffe
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

To conduct a review of the major contracts currently in place with external organisations and partners.

The review is to identify whether there is any scope for reducing our costs through discussions with our suppliers. In some instances this may consider whether we are using all the element of the contract we are buying, it may also include a consideration of whether we are working as efficiently as we can with the supplier to allow us to reduce our costs. It may also include working with the supplier to identify whether they have any solutions which may help us reduce our costs.

The reviews may take varying lengths of time and may not produce any tangible results until late in 2013/14 or 2014/15. However, recurring revenue reductions should be able to be secured through this work stream.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

District wide impact.

3. FINANCIAL IMPLICATIONS

	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£
Capital Cost	TBC	TBC	TBC	TBC
Net Revenue Cost	(25,000)	(50,000)	(50,000)	(50,000)
Staffing Implications (FTE)	0	0	0	0
Cost Centre :	Various			

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
All services covered both statutory and discretionary	Delivering Together with Less	n/a	n/a

WYRE FOREST DISTRICT COUNCIL**RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2013/2014****PARISH LOCALISM FUND**

CABINET MEMBER:	Cabinet Member for Resources and Transformation
DIRECTOR OF SERVICE:	Joanne Wagstaffe
CONTACT OFFICER:	Joanne Wagstaffe
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL**Parish Localism Fund**

The Council is creating a single fund to support Parish Councils of £105,000 for 2013/14, and £65,000 from 2014/15 onwards. The aim of this fund is to support furthering the Council's aspirations for localism through joint working with the Parish Councils. This fund will help to provide support for grass roots service delivery which reduces the cost to the Tax Payer.

The Parish Localism Fund will replace all support to Parish Councils, including the Aid to Parish Councils and the support for cemeteries and allotments.

A policy as to how this Fund is administered will be developed.

The Council will review the effectiveness of this fund as part of the 2014/15 budget process.

EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

Impacts on the wards which have parish councils and/or cemeteries.

3. FINANCIAL IMPLICATIONS

	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£
Capital Cost	0	0	0	0
Net Revenue Cost	15,740	(23,460)	(23,660)	(23,860)
Staffing Implications (FTE)	0	0	0	0
Cost Centre :	R335 Corporate Costs			

4. **APPRAISAL**

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
All services covered both statutory and discretionary	Delivering Together with Less		

WYRE FOREST DISTRICT COUNCIL**RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2013/2014****NNDR RELIEF**

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

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Council has a budget of £156,150 for discretionary National Non Domestic Rate relief for 2013/14 rising to £160,060 with which it supports a host of businesses, community and voluntary bodies in granting rate relief for their premises.

The Council will be conducting a review of recipients of business rate relief which will consider how the existing arrangements help the Council to achieve its objectives. The review will also measure the impact of the existing reliefs and will develop a set of agreed criteria upon which future requests will be considered. The aim of this change is to ensure that our spend in this area contributes to helping the Council achieve its objectives.

The current list of recipients must be given 12 months' notice ending on 31st March that the Council intends to cease and review the existing scheme. Notice will be given accordingly before 31 March 2013. The new criteria could not come into effect until 2014/15 financial year and beyond. A cross party Cabinet Review Panel will be established to consider the new scheme going forward.

Due to the financial pressures currently facing the Council the proposal will also reduce the budget by 20% in 2014/15, 10% in 2015/16 and 10% in 2016/17, in line with the impact of Government grant reductions on the Council's budget.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

District wide impact.

3. FINANCIAL IMPLICATIONS

	2013/2014 £	2014/2015 £	2015/2016 £	After 31/03/16 £
Capital Cost				
Net Revenue Cost	-	(31,000)	(44,000)	(55,000)
Manpower Implications (FTE)				
Cost Centre :	P165 Corporate Costs			

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	Securing the Economic Prosperity of the District	N/A	N/A

WYRE FOREST DISTRICT COUNCIL**RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2013/2014****MEMBERS' ICT**

CABINET MEMBER:	Cllr Nathan Desmond
DIRECTOR OF SERVICE:	Joanne Wagstaffe
CONTACT OFFICER:	Joanne Wagstaffe
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Members are currently provided with laptops and IT support as part of the Council's move toward the electronic circulation of reports and agenda etc. Current feedback from Members regarding their laptops is mixed. Although some are content with their laptops, others are frustrated that they cannot easily access their emails etc, their laptops are bulky or simply that they do not want to use Wyre Forest IT, preferring to receive paper copies of documents or use their own IT equipment.

All committee papers and agendas are stored electronically and can be accessed either via Cairo (the committee paper retrieval system) or from the internet (for open papers only). Committee papers are now circulated as PDF's which allows for Members to bookmark and annotate pages. The feedback on sending papers as PDF's has been positive.

From October 2011, five Members agreed to take part in a paperless trial. Three Members agreed to use their own tablets and two used tablets provided by the Council. Overall the feedback has been very positive and has enabled those users to benefit from either using their own equipment or that provided by the council. Two further tablets are now being purchased for other Councillors.

In July 2012 the Council purchased 'Good for Enterprise' (GFE) software to support both elected members and WFDC to use personal tablets and smartphones. The use of this software allows access to corporate email, calendar, contacts and basic intranet in a secure environment that safeguards the Council's data. Feedback from members using the software has been very encouraging.

It is proposed that as part of the budget saving agenda for the Council, Members would be given an allowance which would be a sum of £400. This would be available to Councillors to cover them for the period they were in office and would enable them to support their ICT arrangements. The sum would be available to individual Councillors but could only be used for

The purchase (or upgrading) of a PC, Tablet or laptop, including software

An appropriate PC support contract

A printer/scanner; a memory stick or external hard drive for back up purposes

The purchase of other communication devices (fax, mobile phone, XDA's only).

APPENDIX 3 (Part 2)

In addition, a sum of £96 per annum (£8 per month) be paid to Councillors to fund connection to the internet in exchange for a commitment from Councillors that they will use the IT systems and applications available to them for communication and other purposes.

The £8 is based on the assumption that the average cost per month for Broadband would be £16 per month and that the cost should be split equally between the council work and personal use. This part of the allowance could be paid monthly with their basic Councillor allowance.

It is proposed that during 2013/14 that the new scheme is rolled out to 5 Members and that the new scheme is implemented over a four year period as Members are elected to the Council.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

This is an internal service and will not have any implications for individuals or service delivery.

3. FINANCIAL IMPLICATIONS

	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£
Capital Cost	0	0	0	0
Net Revenue Cost	(1,000)	(4,000)	(8,000)	(12,000)
Staffing Implications (FTE)	TBC	TBC	TBC	TBC
Cost Centre :	TBC			

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Discretionary	Delivering Together with Less	N/A	N/A

WYRE FOREST DISTRICT COUNCIL**RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2013/2014****WYRE FOREST FORWARD**

CABINET MEMBER:	Cllr J Campion/Cllr N Desmond
CONTACT OFFICER:	Ian Miller
AN OPEN ITEM	

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

Expansion of the Wyre Forest Forward programme of efficiency savings. This proposal builds on the savings targets in the base budget in respect of the senior management review (approved by Council in January 2012) and systems thinking. There will need to be faster completion of reviews and interventions. Cabinet/CMT will review monthly completion of reviews and achievement of savings targets, which will be reported formally as part of the quarterly budget monitoring reports. These will be undertaken as part of a 'Star Chamber' challenge/support process.

The additional savings will be achieved by a range of tools including:

- management review, included in a wider voluntary redundancy exercise, to be undertaken by end January 2013 and, following consultation, implemented from 2013 onwards;
- review and reduce the size of corporate support services, including delivering greater use of website/self-service. Systems thinking will be used as one the tools but there will also be challenges to administrative and financial systems to reduce cost and a review of the future method of delivering the ICT service;
- secure delegation of functions from Worcestershire County Council under "Act Local" policy where these would contribute to savings for both councils.
- There will also be a work stream which will focus on maximising revenue earning opportunities and minimising overheads.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

This will impact across all services and therefore the whole district. Any equality impacts would need to be identified when specific proposals are taken forward for implementation.

3. FINANCIAL IMPLICATIONS

	2013/2014	2014/2015	2015/2016	After 31/03/16
	£	£	£	£
Capital Cost	TBC	TBC	TBC	TBC
Net Revenue Cost	(50,000)	(150,000)	(200,000)	(250,000)
Estimated staffing Implications (FTE)	(2)	(6)	(8)	(10)
Cost Centre :	Various			

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory/Discretionary	All	N/A	N/A

WYRE FOREST DISTRICT COUNCIL**RECOMMENDATION/PROPOSAL FOR BUDGET YEAR 2013/2014****DISABLED FACILITIES GRANTS**

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

1. BRIEF DESCRIPTION OF RECOMMENDATION/PROPOSAL

The Council has a mandatory responsibility to undertake adaptations to people's homes which are required to assist their mobility, the trigger for this is either an Occupational Therapist (OT) recommendation or can in theory be triggered by a direct approach to the Council – these are commonly known as Disabled Facility Grants (DFGs). The administration of DFGs is now carried out on a countywide basis by Festival under the Home Improvement Agency initiative.

The Council receives a minimum award of £444,000 per annum from CLG to fund these works. Up to and including the current financial year the Council has chosen to recycle some of its former housing capital to supplement this figure by a further £356,000 and fund £800,000 of grant works per year.

The Council has a duty to determine applications made for such assistance within 6 months and then has a duty to fund the works within the following 12 month period.

There is approximately £1.6m worth of works currently awaiting funding, comprising 265 cases. Annually, on average 210 new enquiries are received and the average cost per grant is £5,893.

The Council's Housing Scrutiny Panel has recently recommended that the Council continues to top up the DFG budget and maintain it at the current level, but did not directly address how this should be funded, other than suggesting alternative sources of income be considered, including that from other partners. Cabinet noted the recommendations at its October meeting.

Through the Strategic Housing and Inequalities Group (inc PCT, CHG, CCG and Council representatives) a 'systems thinking' approach looking into DFGs is being proposed that would include future budgeting arrangements, but that will not be completed in readiness for the 2013/14 financial year, so the Council needs to consider an arrangement for funding to tide over the next financial year.

On 6th December the Council received notification from CLG of an in year award of capital grant to support disabled facilities provision. The sum awarded is £107,111. This money is not ring fenced and will be used to support the DFG budget in 2012/13 and this will allow a carry forward of budgets into 2013/14 which will be sufficient to provide a DFG budget of £731,111 for 2013/14.

2. EQUALITY IMPACT ASSESSMENT or WARD BASED ISSUES

This will impact across the whole district and impact on those in need of adaptations in order to assist them in remaining in their own homes.

3. FINANCIAL IMPLICATIONS

	2013/2014 £	2014/2015 £	2015/2016 £	After 31/03/16 £
Capital Cost (already included in the Capital Programme. No new cost to the Council)	731,110	444,000	444,000	444,000
Net Revenue Cost	0	0	0	0
Manpower Implications (FTE)	N/A	N/A	N/A	N/A
Cost Centre :	P190 – Private Sector Housing			

4. APPRAISAL

Statutory/Discretionary Service	Contributes to Corporate Plan Priorities	Valued by Public	RANK
Statutory	More affordable housing	N/A	N/A

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2013/2014 at 5%****DIRECTORATE SUMMARY**

DIRECTORATE	KEY	CHANGES IN RESOURCES at 5%			
		2013/14 £	2014/15 £	2015/16 £	2016/17 £
Community Assets and Localism See Appendix 4 (Part 2)	C	-	-	-	-
	R	2,810 CR	2,810 CR	2,810 CR	2,810 CR
	S	-	-	-	-
Community Well-Being and Environment See Appendix 4 (Part 3)	C	-	-	-	-
	R	64,230 CR	92,320 CR	92,320 CR	92,320 CR
	S	-	-	-	-
Economic Prosperity and Place See Appendix 4 (Part 4)	C	-	-	-	-
	R	7,200 CR	7,200 CR	7,690 CR	7,200 CR
	S	-	-	-	-
GRAND TOTAL	C	-	-	-	-
	R	74,240 CR	102,330 CR	102,820 CR	102,330 CR
	S	-	-	-	-

KEY - Change in Resources

C - Capital

R - Revenue

S - Staffing - Stated in FTEs

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2013/2014 at 5%****COMMUNITY ASSETS AND LOCALISM**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	2016/17 £
R216	<u>Kidderminster Town Hall</u>	C	-	-	-	-
	Increase charges by an average of 5% as per service director recommendation.	R	2,800 CR	2,800 CR	2,800 CR	2,800 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 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	-	-	-	-
	No increases recommended - income is subject to very strong competitive market forces.	R	-	-	-	-
		S	-	-	-	-
	TOTALS	C	-	-	-	-
		R	2,810 CR	2,810 CR	2,810 CR	2,810 CR
		S	-	-	-	-



Service	Facility Hire
Directorate	Community Assets and Localism
Service Managers	Facilities Manager
Cabinet Member	Resources and Transformation

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge
Facilities Fees and Charges	TO 31/03/2013
	£
CIVIC HALLS	
KIDDERMINSTER TOWN HALL	
NON COMMERCIAL ORGANISATIONS	
Music Room - Minimum (per hour)	27.50
Music Room - Maximum (per hour)	110.25
Corn Exchange - Minimum (per hour)	22.00
Corn Exchange - Maximum (per hour)	83.00
Both Facilities - Minimum (per hour)	42.00
Both Facilities - Maximum (per hour)	137.50
Both Facilities - Hourly rates will double for Bank Holidays	
Both Facilities - Hourly rates will double after midnight	
Use of raking seating	194.25
Use of kitchen facilities Kidderminster Town Hall	132.50
Use of kitchen facilities King Charles Room	20.00
Use of bar facilities - per hour	13.75
King Charles Room/Council Chamber/Court Room	
Minimum (per hour)	38.00
Wyre Forest House	
Partnership rate	
Council Chamber - half hourly	15.00
Council Chamber - Max room charge	150.00
SoS & Bewdley rooms combined - half hourly	10.00
SoS & Bewdley rooms combined - Max room charge	100.00
SoS & Bewdley rooms separately - half hourly	7.50
SoS & Bewdley rooms separately - Max room charge	75.00
Cookley, Kidderminster, Rock - half hourly	6.00
Cookley, Kidderminster, Rock - half hourly	60.00
Wolverley, Chadd, Blakedown - half hourly	5.00
Wolverley, Chadd, Blakedown - Max room charge	50.00
Commercial Rate	
Council Chamber - half hourly	22.50
Council Chamber - Max room charge	225.00
SoS & Bewdley rooms combined - half hourly	15.00
SoS & Bewdley rooms combined - Max room charge	150.00
Bewdley room separately - half hourly	15.00
Bewdley room separately - Max room charge	100.00
Wolverley room - half hourly	11.25
Wolverley room - Max room charge	112.50
SoS room separately - half hourly	10.00
SoS room separately - Max room charge	100.00
Cookley, Kidderminster, Rock - half hourly	9.00
Cookley, Kidderminster, Rock - half hourly	90.00
Chadd, Blakedown - half hourly	7.50
Chadd, Blakedown - Max room charge	75.00
For All Venues	
Commercial Organisations and bookings for any Bank Holidays	
Per hour	Commercial Judgement
Legal and Corporate Services Administration Account	
Fees relating to surveys prior to lettings	Commercial Judgement
NOTE	
Commercial judgement is delegated to the Director of Service	

NOTES:

- * Charge before VAT (if applicable) at the prevailing rate
 ** Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate



Service	Legal print charges
Directorate	Community Assets and Localism
Service Managers	Land Charges Officer Democratic Services Manager
Cabinet Member	Resources and Transformation

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
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
Printed	10.00 plus 5.00 per 1,000 entries
Overseas Electors	
Data	20.00 plus 1.50 per 1,000 entries
Printed	10.00 plus 5.00 per 1,000 entries
Marked Registers	
Data	10.00 plus 1.00 per 1,000 or part
Printed	10.00 plus 2.00 per 1,000 or part
ACTIVITY A3	
LAND CHARGES	
Due to competition - no increases recommended	
1) a. Increase the basic Land Charges Search Fee	96.50
2) a. Increase to optional enquiries	18.00
b. Increase to each additional property/parcel of land	41.00
3) a. Increase to the basic Land Charges Search Fee in respect of Highway information supplied by Worcester County Council	17.00
4) a. Increase the basic Commercial properties search fee (previously charged at basic search fee - as per 1a)	125.00
b. Increase to each additional property/parcel of land (previously charged at basic additional fee - as per 2b)	47.00
ACTIVITY A4	
SUPPLY OF MINUTES / AGENDAS TO OUTSIDE BODIES / COMPANIES	
To increase charges in line with inflation	
Cabinet and Full Council Agendas (per annum)	83.00
Scrutiny Committees Agendas (per annum)	78.00
Development Control Agendas (per annum)	95.50
Other Committee Agendas - individual (per annum)	16.25

NOTES:

* Charge before VAT (if applicable) at the prevailing rate

** Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate



Service	Legal Services
Directorate	Community Assets and Localism
Service Managers	Land Charges Officer
Cabinet Member	Resources and Transformation

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Road Closure Orders	
Charitable / community events (if the application received less than 6 weeks in advance of the event)	105.00
Charitable / community events (if the application received more than 6 weeks in advance of the event)	78.75
Remembrance Day Parades	
National Royal Celebrations	
All other events / reasons for road closure, including commercial events (if application received less than 6 weeks in advance of the event)	131.25
All other events / reasons for road closure, including commercial events (if application received more than 6 weeks in advance of the event)	105.00

NOTES:

* Charge before VAT (if applicable) at the prevailing rate

** Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2013/2014 at 5%****COMMUNITY WELL-BEING AND ENVIRONMENT**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	2016/17 £
R002	<u>Trade Waste</u>	C	-	-	-	-
	Increase charges by an average of 5% in line with Council Policy	R	21,780 CR	21,780 CR	21,780 CR	21,780 CR
		S	-	-	-	-
R005	<u>Garden Waste</u>	C	-	-	-	-
	Increase charges by an average of 5% in line with Council Policy	R	4,730 CR	4,730 CR	4,730 CR	4,730 CR
		S	-	-	-	-
R229	<u>Garage</u>	C	-	-	-	-
	Increase charges by an average of 5% in line with commercial rates	R	1,540 CR	1,540 CR	1,540 CR	1,540 CR
		S	-	-	-	-
R235	<u>Bulky waste</u>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	900 CR	900 CR	900 CR	900 CR
		S	-	-	-	-
R040	<u>Cemeteries</u>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	1,050 CR	1,050 CR	1,050 CR	1,050 CR
		S	-	-	-	-
R055	<u>Play Leadership</u>	C	-	-	-	-
	Increase charges by 5% in accordance with Council policy	R	320 CR	320 CR	320 CR	320 CR
		S	-	-	-	-
R095	<u>Other Sports Facilities</u>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	1,130 CR	1,130 CR	1,130 CR	1,130 CR
		S	-	-	-	-
R160	<u>Parks and Green Spaces</u>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	1,250 CR	1,250 CR	1,250 CR	1,250 CR
		S	-	-	-	-
R163	<u>Rangers Services</u>	C	-	-	-	-
	Increase charges by 5% in accordance with Council policy	R	90 CR	90 CR	90 CR	90 CR
		S	-	-	-	-
R236	<u>Grounds Maintenance</u>	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation	R	3,010 CR	3,010 CR	3,010 CR	3,010 CR
		S	-	-	-	-
R185	<u>Car Parks</u>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy (increase starts 1/10/13)	R	28,070 CR	56,160 CR	56,160 CR	56,160 CR
		S	-	-	-	-
R185	<u>Parking Restriction Charges *</u>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	350 CR	350 CR	350 CR	350 CR
		S	-	-	-	-
R200	<u>Event Support - Cleansing *</u>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	10 CR	10 CR	10 CR	10 CR
		S	-	-	-	-
	TOTALS	C	-	-	-	-
		R	64,230 CR	92,320 CR	92,320 CR	92,320 CR
		S	-	-	-	-



Service	Environmental Maintenance
Directorate	Community Well-Being and Environment
Service Manager	Environmental Services Manager
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Trade Waste and Commercial Waste Collections	
WEEKLY COLLECTION	
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax	
120 litre (one lift per week)	194.50
240 litre (one lift per week)	236.00
360 litre (one lift per week)	291.00
660 litre (one lift per week)	451.00
1100 litre (one lift per week)	632.50
COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax	
120 litre (one lift per week)	164.00
240 litre (one lift per week)	176.00
360 litre (one lift per week)	200.00
660 litre (one lift per week)	287.00
1100 litre (one lift per week)	357.00
1100 litre Schools (40 weeks)	302.00
ALTERNATE WEEKLY COLLECTION	
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax	
120 litre (one lift every other week)	106.00
240 litre (one lift every other week)	128.50
360 litre (one lift every other week)	162.50
660 litre (one lift every other week)	272.00
1100 litre (one lift every other week)	378.00
COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax	
120 litre (one lift every other week)	91.00
240 litre (one lift every other week)	98.50
360 litre (one lift every other week)	117.00
660 litre (one lift every other week)	190.00
1100 litre (one lift every other week)	240.00
1100 litre Schools (40 weeks every other week)	213.00
PLASTIC SACKS	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 Service - charge per lift	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)	21.00
OWN BIN DISCOUNT	
120 litre (one lift per week)	15.50
240 litre (one lift per week)	17.50
360 litre (one lift per week)	31.00
660 litre (one lift per week)	90.00
1100 litre (one lift per week)	121.00
1100 litre Schools (40 weeks)	121.00



Service	Environmental Maintenance
Directorate	Community Well-Being and Environment
Service Manager	Environmental Services Manager
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Trade Waste and Commercial Waste Collections	
BULKY CHARGES – TRADE	
First 3 items	17.75
additional items	4.20
Special jobs on quotation	Commercial Judgement
based upon Hourly rate per crew:	
15 minutes	23.00
30 minutes	44.00
60 minutes	75.00

NOTES:

* Charge before VAT (if applicable) at the prevailing rate

** Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate

In the instance of multiple collections a discount not exceeding 20% may be awarded at the discretion of the Director of Service

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.



Service	Environmental Maintenance
Directorate	Community Well-Being and Environment
Service Manager	Environmental Services Manager
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Domestic Waste Collections	
BULKY CHARGES – DOMESTIC	
First 3 items	15.25
additional items	3.75
Special jobs on quotation based upon	Commercial Judgement
Hourly rate per crew:	
15 minutes	19.50
30 minutes	34.50
60 minutes	65.00
Charges for the Supply of a Replacement Wheelie Bin	
Replacement bins - delivered	39.00
Replacement bins - collected	29.50
Garden Waste Bins - Contribution to cost of bin	20.50
Garden Waste Collection Service - Annual Fee	32.50
Side Waste Collections	
Per Black Bin bag	3.15

NOTES:

* Charge before VAT (if applicable) at the prevailing rate

** Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate

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)



Service	Environmental Maintenance
Directorate	Community Well-Being and Environment
Service Manager	Environmental Services Manager
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Fleet Management	
External contracts based upon	Commercial Judgement
Internal Servicing	
Fixed service charges - up to 1.7cc Std A	99.00
(note: includes materials up to £30 in value) Full B	107.00
Fixed service charges - over 1.7cc Std A	98.00
(note: includes materials up to £30 in value) Full B	132.00
Materials above the £30 limit will be charged at cost	
Car Inspection	28.00
Staff / Members Cars	
Labour charges per hour based upon	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
Class 5	53.50
Class 7	53.50
WFDC Taxi	10.00
Internal Charges to PRS	
Taxi inspection - internal charge	28.00
Booking Charge per taxi including MOT/inspection booking	10.00

NOTES:

* Charge before VAT (if applicable) at the prevailing rate

** Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate

Commercial judgement is delegated to the Director of Service



Service	Cemetery
Directorate	Community Well-Being and Environment
Service Manager	Parks Manager
Cabinet Member	Community Well-Being

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Cemetery Fees	
CHARGES ONLY APPLY TO KIDDERMINSTER CEMETERY	
INTERMENTS - RESIDENTS ONLY	
Child aged 1 month to 16 years ***	122.00
Persons over 16 years ***	389.00
Burial of cremated remains ***	142.00
INTERMENTS - NON-RESIDENTS OF WYRE FOREST	
Child aged 1 month to 16 years ***	245.00
Persons over 16 years ***	777.00
Burial of cremated remains ***	284.00
PURCHASED GRAVES - RESIDENTS ONLY	
Purchase of burial rights	441.00
Purchase of burial rights for cremated remains	231.00
PURCHASED GRAVES - NON-RESIDENTS OF WYRE FOREST	
Purchase of burial rights	882.00
Purchase of burial rights for cremated remains	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)	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)	42.00
Use of Cemetery Chapel per hour (or part of)	78.75
Premium to be applied to cost of burials taking place wholly or partially outside normal working hours	10%
Assessing suitability of grave for additional burials	23.00
MONUMENTS / GRAVE STONES ETC	
The right to place or erect a memorial including first inscription	163.00
The right to place or erect a commemorative plaque or kerb stone	83.00
Each additional inscription	28.00
Vase	28.00

NOTES:

- * Charge before VAT (if applicable) at the prevailing rate
 ** Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate
 *** Subject to attendance charge for Registrar



Service	Parks Events
Directorate	Community Well-Being and Environment
Service Manager	Cultural Services Manager
Cabinet Member	Community Well-Being

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Community Development and Museums	
COMMUNITY DEVELOPMENT	
RANGER SERVICES	
Minimum Charge	Free
Maximum Charge	43.00
Young Rangers (per term)	17.00
PLAY SCHEMES	
Per session Minimum Charge	Free
Per session Maximum Charge	22.00
SPORTS, ARTS AND PLAY DEVELOPMENT ACTIVITIES	
Per session Minimum Charge	Free
Per session Maximum Charge	9.00
NATURE RESERVES	
Small charitable or community events (less than 20 people) ****	
up to 3 hrs	6.50
over 3 hrs	12.00
Medium charitable or community events (more than 20 people less than 100) ****	
up to 3 hrs	17.25
over 3 hrs	33.50
Large charitable or community events (more than 100 people) ****	
up to 3 hrs	40.50
over 3 hrs	52.00
Commercial and fund raising events ****	Commercial Judgement
MUSEUMS	
Bewdley Museum	
Adults	Free
Senior Citizen	Free
Accompanied Children	Free
Unaccompanied Children	Free
Residents' Season Ticket	Free
School Parties Admission Charge***	Donation
General Enquiries (per hour)	10.50
Hire of Education Room	
Minimum Charge	Free
Maximum Charge (per half day)	32.50
Commercial Bookings	Commercial Judgement
Hire of Severn Gallery	
Minimum Charge for local organisations & emerging community artists (per week)	10.50
Commercial Bookings	Commercial Judgement
Hire of Wyre Forest Gallery	
Minimum charge for local organisations & emerging community artists (per week)	42.00
Commercial Bookings	Commercial Judgement
Hire of Guild Hall	
Minimum Charge	Free
Maximum Charge	Commercial Judgement

NOTES:

- * Charge before VAT (if applicable) at the prevailing rate
 ** Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate
 *** Minimum donation £1 per child, maximum dependent on programme



Service	Parks Events
Directorate	Community Well-Being and Environment
Service Manager	Parks Manager
Cabinet Member	Community Well-Being

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Parks Events	
<u>OTHER SPORTS FACILITIES</u>	
Bowls Green - Pre-purchased Passes	
Per game	Free
Bowls Club per match	31.50
Cricket	
First Saturday in May to last Saturday in August	
Per match	66.00
Soccer	
Price increases to apply from the start of the 2012 season	
Grade A Pitch	
Adults - Wyre Forest Resident Team	61.00
Adults - Non Resident Team	71.50
Junior - Wyre Forest Resident Team	31.50
Junior - Non Resident Team	36.75
Grade B Pitch	
Adults - Wyre Forest Resident Team	44.00
Adults - Non Resident Team	52.50
Junior - Wyre Forest Resident Team	29.50
Junior - Non Resident Team	33.50
Fines	
For littering pitches or changing rooms	63.00
Vandalism - plus cost of repairs	63.00
Per occasion, per team	
Silent Flight per season	173.25
<u>GREEN SPACES - Parks and Green Spaces (not Nature Reserves)</u>	
Administration charge for use of Public Open Space	
Fund Raising and Charity Events (per day) - Minimum Charge	Free
Fund Raising and Charity Events (per day) - Maximum Charge (refundable deposit applies)	157.50
Commercial Events (refundable deposit applies)	Commercial Judgement
Grounds maintenance - external contracts	
based upon an hourly rate	Commercial Judgement
Arborists	Commercial Judgement
Plus Vehicle and Materials at cost	Commercial Judgement

NOTES:

* Charge before VAT (if applicable) at the prevailing rate

** Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate



Service	Car Parks
Directorate	Community Well-Being and Environment
Service Manager	Environmental Maintenance Manager
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Parking restrictions and event support	TO 31/03/2013 £
Parking Restrictions	
Charge per application - for up to 7 days	36.75
Events support	
Provision of additional temporary toilet facilities	
Single WC unit (minimum of 3) - charge per unit	42.00
Single wheelchair access WC	105.00
Trailer cabin unit - charge per unit	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
Facilitating access or removing bollards - charge per hour	30.25
Car Boot events	39.00
Private Cleansing work based on	Commercial Judgement

NOTES:

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



Service	Car Parks
Directorate	Economic Prosperity & Place
Service Manager	Environmental Maintenance Manager
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge TO 30/09/2013 £
Car Parks fees and Charges		
CENTRAL RATE	Up to 30 minutes	60 p
Kidderminster	Up to 1 hour	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	90 p
Kidderminster	Up to 2 hours	130 p
Aldi Store Surface Vehicle Park	Up to 3 hours	230 p
Batemans Yard	3 to 24 hours	460 p
Bromsgrove Street Surface Vehicle Park	24 to 48 hours	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
Kidderminster	Up to 1.5 hours (Sun)	Free
Castle Road Surface Vehicle Park	Up to 2 hours	130 p
Comberton Place Surface Vehicle Park	Up to 3 hours	210 p
Horsefair	3 to 24 hours	360 p
Stadium Close Surface Vehicle Park	24 to 48 hours	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
Blakedown	Up to 2 hours	60 p
The Avenue Surface Car Park	2 to 24 hours	270 p
	24 to 48 hours	540 p
CONTRACT	Up to 1 hour	100 p
Kidderminster	Up to 2 hours	130 P
Weavers Wharf	Up to 3 hours	230 p
	Up to 4 hours	460 p
	Over 4 hours	1000 p

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Car Parks
Directorate	Economic Prosperity & Place
Service Manager	Environmental Maintenance Manager
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge TO 30/09/2013 £
Car Parking Season Tickets		
FULL SEASON TICKET	1 month	63.00
Kidderminster	6 months	316.50
Aldi Store Surface Vehicle Park	12 months:	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	33.00
Kidderminster	6 months	158.50
Castle Road Surface Vehicle Park	12 months:	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	NA
Bewdley	12 months:	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	40.00
All vehicle parks	12 months:	72.00
	Payable as 10	
	monthly DD	

NOTES:

VAT will be included at the prevailing rate if applicable

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2013/2014 at 5%****ECONOMIC PROSPERITY & PLACE**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	2016/17 £
R631	<u>Street Naming and Numbering</u>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	500 CR	500 CR	500 CR	500 CR
		S	-	-	-	-
R605	<u>Development Control</u>	C	-	-	-	-
	Planning application fees are set by statute and have been increased with effect from 22/11/2012. This increase has already been included in the revenue budget	R	-	-	-	-
		S	-	-	-	-
R605	<u>Development Control - Planning Advice</u>	C	-	-	-	-
	To increase the charge for Planning Enquiries by 5%	R	20 CR	20 CR	20 CR	20 CR
		S	-	-	-	-
R605	<u>Development Control - Permitted Developments</u>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	730 CR	730 CR	730 CR	730 CR
		S	-	-	-	-
R605	<u>Development Control - Pre-application advice</u>	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	210 CR	210 CR	210 CR	210 CR
		S	-	-	-	-
R625	<u>Building Control</u>	C	-	-	-	-
	To Implement charges as set by Worcestershire Regulatory Services	R	tba	tba	tba	tba
		S	-	-	-	-
R625	<u>Building Control - Enquiries</u>	C	-	-	-	-
	To Implement charges as set by North Worcestershire Building Control Shared Service	R	tba	tba	tba	tba
		S	-	-	-	-
R625	<u>Building Control - Sale of Documents</u>	C	-	-	-	-
	To Implement charges as set by North Worcestershire Building Control Shared Service	R	tba	tba	tba	tba
		S	-	-	-	-
R630	<u>Planning, Health & Environment Administration</u>	C	-	-	-	-
	To increase the charge for the sale of documents by 5% in line with Council Policy.	R	100 CR	100 CR	100 CR	100 CR
		S	-	-	-	-
R637	<u>Environmental Health - Pollution Control</u>	C	-	-	-	-
	To maintain LAPPC charges at statutory level (revised annually).	R	tba	tba	tba	tba
		S	-	-	-	-
R637	<u>Environmental Health - Pollution Control</u>	C	-	-	-	-
	To maintain water sampling fees at statutory levels. To increase other charges by 5% in line with Council Policy.	R	20 CR	20 CR	20 CR	20 CR
		S	-	-	-	-
R638	<u>Licensing Activities - Hackney Carriages</u>	C	-	-	-	-
	To increase fees by 5% in line with Council Policy.	R	4,260 CR	4,260 CR	4,750 CR	4,260 CR
		S	-	-	-	-
R638	<u>Licensing Activities - General Licensing</u>	C	-	-	-	-
	To increase charges by 5% in line with Council Policy.	R	1,110 CR	1,110 CR	1,110 CR	1,110 CR
		S	-	-	-	-
R638	<u>Licensing Activities - Gambling Act 2005</u>	C	-	-	-	-
	To increase premises licence fees by 5% in line with Council Policy.	R	250 CR	250 CR	250 CR	250 CR
		S	-	-	-	-

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2013/2014 at 5%****ECONOMIC PROSPERITY & PLACE**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	2016/17 £
R638	<u>Licensing Activities - Gambling Act 2005</u>	C	-	-	-	-
	To charge permit fees as determined by Government.	R	tba	tba	tba	tba
		S	-	-	-	-
R638	<u>Licensing Activities - Licensing Act 2003</u>	C	-	-	-	-
	To maintain Liquor Licensing fees at statutory levels	R	tba	tba	tba	tba
		S	-	-	-	-
	TOTALS	C	-	-	-	-
		R	7,200 CR	7,200 CR	7,690 CR	7,200 CR
		S	-	-	-	-



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Hackney Carriage/Private Hire Fees	
Hackney Carriage/Private Hire Drivers Licence (valid for 2 years)	281.00
Drivers' Knowledge Test	51.50
Drivers Badge	24.00
Hackney Carriage Vehicle	396.00
Private Hire Vehicle	396.00
Private Hire Operators	441.00
Vehicle Decals - Replacements	18.00
Vehicle Retest Fee (if re-tested within 48 hours of failure)	29.50
Vehicle Retest Fee (if re-tested after 48 hours of failure)	56.50
Change of Business (Sell Car and Transfer Plate)	100.00
Exemption Notice (Executive Vehicles)	27.50
Internal (Executive Vehicles) Car Plate	20.00
External Car Plate	47.00
CRB check	59.00

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Licensing and Registration	
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin Colouring -	
Certificate of Registration: (a) Person	142.00
(b) Premise	205.00
(c) Persons & Premises	345.00
Animal Boarding Establishments* Initial	291.00
Renewal	192.00
Dangerous Wild Animals* Initial	291.00
Renewal	192.00
Dog Breeding Establishments* Initial	291.00
Renewal	192.00
Registration of Motor Salvage Operators	95.50
Copy of Register Entry,	4.00
Motor Salvage Operators Register	
Pet Animals Act* Initial	291.00
Renewal	192.00
Public Realm and Streetscene (Control of Street Furniture)	275.00
Riding Establishments* Initial	291.00
Renewal	192.00
Sex Establishments Initial	4,299.00
Renewal	1,650.00
Transfer	298.00
Zoo Licences* Initial	1,405.00
	(plus Inspector's expenses)
Renewal	1,262.00
	(plus Inspector's expenses)

NOTES:

VAT will be included at the prevailing rate if applicable

* Plus Vet fees where applicable



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Food, Health & Safety and Pollution Control	
FOOD, HEALTH AND SAFETY	
Issue of Food Surrender Certificates	57.00
Release of Officers Statements	264.00
Release of Documents	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)
Investigation (each investigation)	40.00 per hour (up to £100 Max)
Granting an Authorisation	100.00 Max
Sampling (each visit)	100.00 Max
Analysing a sample	
- taken under regulation 10 (small supplies)	25.00 Max
- taken during check monitoring	100.00 Max
- taken during audit monitoring	500.00 Max

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Environmental Information Regulation Requests Control of Rats and Other Pests Control of Dogs and Wasps Nests	TO 31/01/2013 £
Environmental Information Regulation Requests	
Release of Environmental Information (basic)	29.50
Release of Environmental Information (detailed)	59.00
Any information required above the advanced search, will be charged 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 (work now undertaken externally on behalf of Worcestershire Regulatory Services)	
Misc	
Labour Rate per hour	44.00
Plus use of poisons - recharged at cost plus 50%	
Annual contracts (requiring more than one visit)	Commercial Judgement
Mice infestation (2 visits)	75.50
Rat infestation (3 visits)	113.50
Wasps Nests	50.00
Control of Dogs	44.00
Dog Recovery Fee	
Plus Vets fees at cost plus 10%	

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Street Trading	
STREET TRADING	
Single Unit up to 12 x 12 (max 5m length) Food - Initial	1,740.00
- Renewal	1,654.00
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	1,455.00
- Renewal	1,308.00
For every additional 12 x 12 or part thereof or length more than 5m	716.00
Mobile Traders	682.00

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Premises License Fees	
Existing Casinos - New Application	N/A
Annual Fee	N/A
Application to vary	N/A
Application to Transfer	N/A
Application for re-instatement	N/A
Application for Provisional Statement	N/A
Licence Application (Provisional Statement holders)	N/A
Copy Licence	N/A
Notification of change	N/A
New Small Casino - New Application	N/A
Annual Fee	N/A
Application to vary	N/A
Application to Transfer	N/A
Application for re-instatement	N/A
Application for Provisional Statement	N/A
Licence Application (Provisional Statement holders)	N/A
Copy Licence	N/A
Notification of change	N/A
New Large Casino - New Application	N/A
Annual Fee	N/A
Application to vary	N/A
Application to Transfer	N/A
Application for re-instatement	N/A
Application for Provisional Statement	N/A
Licence Application (Provisional Statement holders)	N/A
Copy Licence	N/A
Notification of change	N/A
Regional Casino - New Application	N/A
Annual Fee	N/A
Application to vary	N/A
Application to Transfer	N/A
Application for re-instatement	N/A
Application for Provisional Statement	N/A
Licence Application (Provisional Statement holders)	N/A
Copy Licence	N/A
Notification of change	N/A
Bingo Club - New Application	2,088.00
Annual Fee	598.00
Application to vary	1,045.00
Application to Transfer	716.00
Application for re-instatement	716.00
Application for Provisional Statement	2,088.00
Licence Application (Provisional Statement holders)	716.00
Copy Licence	31.00
Notification of change	60.00



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Premises License Fees	TO 31/03/2013 £
Betting Premises - New Application	1,792.00
(excluding Tracks) Annual Fee	358.00
Application to vary	895.00
Application to Transfer	716.00
Application for re-instatement	716.00
Application for Provisional Statement	1,792.00
Licence Application (Provisional Statement holders)	716.00
Copy Licence	31.00
Notification of change	60.00
Tracks - New Application	1,493.00
Annual Fee	598.00
Application to vary	746.00
Application to Transfer	567.00
Application for re-instatement	567.00
Application for Provisional Statement	1,493.00
Licence Application (Provisional Statement holders)	567.00
Copy Licence	31.00
Notification of change	60.00
Family Entertainment Centres - New Application	1,194.00
Annual Fee	447.00
Application to vary	598.00
Application to Transfer	567.00
Application for re-instatement	567.00
Application for Provisional Statement	1,194.00
Licence Application (Provisional Statement holders)	567.00
Copy Licence	31.00
Notification of change	60.00
Adult Gaming Centres - New Application	1,194.00
Annual Fee	598.00
Application to vary	598.00
Application to Transfer	567.00
Application for re-instatement	567.00
Application for Provisional Statement	1,194.00
Licence Application (Provisional Statement holders)	567.00
Copy Licence	31.00
Notification of change	60.00
Temporary Use Notices - New Application	304.00
Annual Fee	N/A

NOTES:

VAT will be included at the prevailing rate if applicable



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Permits - Statutory Fee Set By Central Government	TO 31/03/2013 £
Fee Type	
FEC Gaming Machine - Grant	300.00
FEC Gaming Machine - Renewal	300.00
FEC Gaming Machine - Existing Operator Grant	100.00
FEC Gaming Machine - Annual Fee	N/A
Prize Gaming - Grant	300.00
Prize Gaming - Renewal	300.00
Prize Gaming - Existing Operator Grant	100.00
Prize Gaming - Annual Fee	N/A
Licensed Premises Gaming Machine Permit - Grant	150.00
Licensed Premises Gaming Machine Permit - Renewal	N/A
Licensed Premises Gaming Machine Permit - Existing Operator Grant	100.00
Licensed Premises Gaming Machine Permit - Annual Fee	50.00
Club Gaming Permit - Grant *	100.00
Club Gaming Permit - Renewal *	100.00
Club Gaming Permit - Existing Operator Grant	100.00
Club Gaming Permit - Annual Fee	50.00
Club Machine Permits - Grant *	100.00
Club Machine Permits - Renewal *	100.00
Club Machine Permits - Existing Operator Grant	100.00
Club Machine Permits - Annual Fee	50.00
Small Lottery Registration - Grant	40.00
Small Lottery Registration - Renewal	20.00
Small Lottery Registration - Existing Operator Grant	N/A
Small Lottery Registration - Annual fee	N/A
Miscellaneous Fees	
FEC Permits - Change of name	25.00
FEC Permits - Copy of permit	15.00
FEC Permits - Variation	N/A
FEC Permits - Transfer	N/A
FEC Permits - Notification	N/A
Prize Gaming Permits - Change of name	25.00
Prize Gaming Permits - Copy of permit	15.00
Prize Gaming Permits - Variation	N/A
Prize Gaming Permits - Transfer	N/A
Prize Gaming Permits - Notification	N/A
Licensed premises Gaming machine Permits - Change of name	25.00
Licensed premises Gaming machine Permits - Copy of permit	15.00
Licensed premises Gaming machine Permits - Variation	100.00
Licensed premises Gaming machine Permits - Transfer	25.00
Licensed premises Gaming machine Permits - Notification	N/A



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Permits - Statutory Fee Set By Central Government	TO 31/03/2013
	£
Licensed Premises Automatic Notification Process - Change of name	N/A
Licensed Premises Automatic Notification Process - Copy of permit	N/A
Licensed Premises Automatic Notification Process - Variation	N/A
Licensed Premises Automatic Notification Process - Transfer	N/A
Licensed Premises Automatic Notification Process - Notification	50.00
Gaming Club Permits - Change of name	100.00
Gaming Club Permits - Copy of permit	15.00
Gaming Club Permits - Variation	100.00
Gaming Club Permits - Transfer	N/A
Gaming Club Permits - Notification	N/A
Gaming Machine Permits - Change of name	100.00
Gaming Machine Permits - Copy of permit	15.00
Gaming Machine Permits - Variation	100.00
Gaming Machine Permits - Transfer	N/A
Gaming Machine Permits - Notification	N/A

NOTES:

VAT will be included at the prevailing rate if applicable

* Fee will be £200 if premises does not sell alcohol



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Licensing Act 2003 - Statutory Fee Set By Central Government	
Band A - (rateable value £0 to £4,300)	
Annual	70.00
New Licence	100.00
Future Variation	100.00
Band B - (rateable value £4,301 to £33,000)	
Annual	180.00
New Licence	190.00
Future Variation	190.00
Band C - (rateable value £33,001 to £87,000)	
Annual	295.00
New Licence	315.00
Future Variation	315.00
Band D - (rateable value £87,001 to £125,000)	
Annual *	320.00
New Licence *	450.00
Future Variation *	450.00
Band E - (rateable value over £125,000)	
Annual **	350.00
New Licence **	635.00
Future Variation **	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
5,000 to 9,999 - Annual Fee	500.00
10,000 to 14,999 - Additional Fee	2,000.00
10,000 to 14,999 - Annual Fee	1,000.00
15,000 to 19,999 - Additional Fee	4,000.00
15,000 to 19,999 - Annual Fee	2,000.00
20,000 to 29,999 - Additional Fee	8,000.00
20,000 to 29,999 - Annual Fee	4,000.00
30,000 to 39,999 - Additional Fee	16,000.00
30,000 to 39,999 - Annual Fee	8,000.00
40,000 to 49,999 - Additional Fee	24,000.00
40,000 to 49,999 - Annual Fee	12,000.00
50,000 to 59,999 - Additional Fee	32,000.00
50,000 to 59,999 - Annual Fee	16,000.00
60,000 to 69,999 - Additional Fee	40,000.00
60,000 to 69,999 - Annual Fee	20,000.00
70,000 to 79,999 - Additional Fee	48,000.00
70,000 to 79,999 - Annual Fee	24,000.00
80,000 to 89,999 - Additional Fee	56,000.00
80,000 to 89,999 - Annual Fee	28,000.00
90,000 and over - Additional Fee	64,000.00
90,000 and over - Annual Fee	32,000.00



Service	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Licensing Act 2003 - Statutory Fee Set By Central Government	
Other Fees	
Application for a grant or renewal of personal licence	37.00
Temporary event notice	21.00
Theft, loss etc. of premises licence or summary	10.50
Application for a provisional statement	315.00
Notification of change of name or address	10.50
Application to vary licence to specify DPS	23.00
Application for transfer of premises licence	23.00
Interim authority notice following death etc. of licence holder	23.00
Theft, loss etc. of certificate or summary	10.50
Notification of change of name or alternation of rules of club	10.50
Change of relevant registered address of club	10.50
Theft, loss etc. of temporary event licence	10.50
Theft, loss etc. of personal licence	10.50
Duty to notify change of name or address	10.50
Right of freeholder etc. to be notified of licensing matters	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	Planning & Building Control
Directorate	Economic Prosperity & Place
Service Manager	Development Control Manager
Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Planning Advice	
Building Control Advice (Pre 01/01/2012)	
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)	20.00 per Question
If any query requires a site visit to be made (e.g. compliance with conditions)	53.00
Charges for Copy Documents	
Monthly Decision List	86.00
Weekly Planning Application List	143.00
Decision Notices	15.00
Decision Notices Additional Copies	0.80
A4 - For each copy	0.80
A3 - For each copy	1.00
A2 - For each copy	2.50
A1 - For each copy	3.10
A0 - For each copy	4.20
<u>Note</u>	
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
Directorate	Economic Prosperity & Place
Service Manager	Development Control Manager
Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £
Permitted Developments and Pre-application Advice	
Permitted Development enquiries	
Proposed development type	
Householder	27.00
Other	54.00
Pre-Application advice	
Householder	43.00
Cost of each additional meeting	21.00
1 - 4 dwellings	268.00
Cost of each additional meeting	107.00
Cost of Highway Advice	N/A
Cost of each additional meeting with Highway Authority	N/A
Residential Development (see note 1)	
5 - 9 dwellings (site <1ha) (gross floor area <1,000m ²)	537.00
Cost of each additional meeting	107.00
Cost of Highway Advice	N/A
Cost of each additional meeting with Highway Authority	N/A
10 - 49 dwellings (site 1-1.25ha) (gross floor area 1,000 - 2,499m ²)	1,072.00
Cost of each additional meeting	536.00
Cost of Highway Advice	375.00
Cost of each additional meeting with Highway Authority	188.00
50 - 199 dwellings (site 1.26-2ha) (gross floor area 2,500 - 9,999m ²)	2,145.00
Cost of each additional meeting	793.00
Cost of Highway Advice	751.00
Cost of each additional meeting with Highway Authority	278.00
200+ dwellings (site 2+ha) (gross floor area +10,000m ²)	3,217.00
Cost of each additional meeting	1,072.00
Cost of Highway Advice	1,126.00
Cost of each additional meeting with Highway Authority	375.00
Non Residential/Commercial Development (see note 1)	
Gross floor area up to 500m ² (site up to 0.5ha)	268.00
Cost of each additional meeting	107.00
Cost of Highway Advice	N/A
Cost of each additional meeting with Highway Authority	N/A
Gross floor area 501m ² - 999m ² (site 0.5 - 1ha)	536.00
Cost of each additional meeting	107.00
Cost of Highway Advice	N/A
Cost of each additional meeting with Highway Authority	N/A
Gross floor area 1,000 - 2,499m ² (site 1.-1.25ha)	1,072.00
Cost of each additional meeting	536.00
Cost of Highway Advice	375.00
Cost of each additional meeting with Highway Authority	188.00
Gross floor area 2,500 - 9,999m ² (site 1.26-2ha)	2,145.00
Cost of each additional meeting	793.00
Cost of Highway Advice	751.00
Cost of each additional meeting with Highway Authority	278.00
Gross floor area +10,000m ² (site +2ha)	3,217.00
Cost of each additional meeting	1,072.00
Cost of Highway Advice	1,126.00
Cost of each additional meeting with Highway Authority	375.00



Service	Planning
Directorate	Economic Prosperity & Place
Service Manager	Development Control Manager
Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Permitted Developments and Pre-application Advice	TO 31/03/2013 £
Other Categories	
Advertisements	54.00
Cost of each additional meeting	27.00
Change of Use	161.00
Cost of each additional meeting	81.00
Telecommunications	161.00
Cost of each additional meeting	81.00
Glasshouses/Poly Tunnels	214.00
Cost of each additional meeting	107.00
Others (see note 2)	107.00
Cost of each additional meeting	54.00
Historic Environmental and Tree related enquiries	
Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters)	33.00
(More than 3 Separate Matters)	66.00
Cost of each additional meeting	16.00
Separate Tree related Advice - number of trees not exceeding 10	33.00
Cost of each additional meeting	16.00
Separate Tree related Advice - number of trees over 10 but not exceeding 30	66.00
Cost of each additional meeting	16.00
Exemptions	
As set out in Guidance Note (e.g. Parish Councils, etc)	

NOTES:

* Charge before VAT (if applicable) at the prevailing rate

** Charge inclusive of VAT (if applicable) i.e. total fee payable at the prevailing VAT rate

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
Directorate	Economic Prosperity & Place
Service Manager	Building Control Manager - North Worcestershire
Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Building Control - Fees Set By North Worcestershire Building Control Shared Service	TO 31/03/2013 £
STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING	
1 Property - Application Charge	620.00
Regularisation Charge	780.00
Additional Charge *	110.00
2 Properties - Application Charge	855.00
Regularisation Charge	1,070.00
Additional Charge *	215.00
3 Properties - Application Charge	1,085.00
Regularisation Charge	1,355.00
Additional Charge *	320.00
4 Properties - Application Charge	1,310.00
Regularisation Charge	1,860.00
Additional Charge *	425.00
5 Properties - Application Charge	1,505.00
Regularisation Charge	1,885.00
Additional Charge *	530.00
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	340.00
Regularisation Charge	425.00
Additional Charge *	110.00
Extension where floor area is between 10m ² and 40m ² :	
Application Charge	495.00
Regularisation Charge	620.00
Additional Charge *	110.00
Extension where floor area is between 40m ² and 60m ² :	
Application Charge	660.00
Regularisation Charge	825.00
Additional Charge *	110.00
Extension where floor area is between 60m ² and 200m ² :	
Application Charge	835.00
Regularisation Charge	1,040.00
Additional Charge *	110.00
Loft Conversions - Application Charge	470.00
Regularisation Charge	590.00
Additional Charge *	110.00



Service	Building Control
Directorate	Economic Prosperity & Place
Service Manager	Building Control Manager - North Worcestershire
Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Building Control - Fees Set By North Worcestershire Building Control Shared Service	TO 31/03/2013 £
Erection or extension of a non-exempt single storey car-port or garage not exceeding 100m ²	
Application Charge	340.00
Regularisation Charge	425.00
Additional Charge *	110.00
Window Replacement - Application Charge	180.00
Regularisation Charge	225.00
Additional Charge *	N/A
Electrical Work - Application Charge	235.00
Regularisation Charge	290.00
Additional Charge *	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	60.00
Regularisation Charge	85.00
Additional Charge *	55.00
ALL OTHER WORK - ALTERATIONS	
Estimated cost of work £0.00 to £5,000	
Application Charge	240.00
Regularisation Charge	300.00
Estimated cost of work £5,001 to £15,000	
Application Charge	340.00
Regularisation Charge	465.00
Estimated cost of work £15,001 to £25,000	
Application Charge	455.00
Regularisation Charge	570.00
Estimated cost of work £25,001 to £35,000	
Application Charge	560.00
Regularisation Charge	700.00
Estimated cost of work £35,001 to £50,000	
Application Charge	720.00
Regularisation Charge	895.00
For office or shop fit outs, installation or a mezzanine floor and all other work where the estimated cost exceeds £50,000, the customer should contact the North Worcestershire Building Control office for a competitive quote	
Supplementary Charges	
Archived plans	
Re-open archived file and issue completion certificate	65.00
Site Visit relating to archived case - per site visit	65.00



Service	Building Control
Directorate	Economic Prosperity & Place
Service Manager	Building Control Manager - North Worcestershire
Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Building Control - Fees Set By North Worcestershire Building Control Shared Service	TO 31/03/2013 £
Withdrawn Applications	
Process request - Admin Charge	40.00
Building Notice - No inspection having taken place	refund fee less admin charge
Building Notice - Inspections having taken place	refund fee less admin charge less £65 per visit
Full Plans - not checked, no inspections	refund fee less admin charge
Full Plans - checked, no inspections	refund inspection fee less admin charge
Full Plans - checked, with site inspections	refund inspection fee less admin charge, less £65 per site inspection
Redirected Inspection fees/issue copy documents	
Re invoice to new address	40.00
Re issue previously issued completion certificate or approval/acceptance document	£11.00 plus £0.11 per sheet
Optional Consultancy Services	£80.00 per hour

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
Directorate	Economic Prosperity & Place
Service Manager	Development Control Manager
Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Planning Applications - Statutory Fees Set By Central Government	TO 21/11/2012 £
OPERATIONS	
New Dwellings	
Outline planning permission	
Site does not exceed 2.5 hectare - rate per 0.1 hectare	335
Site exceeds 2.5 hectares	8,285
Rate per additional 0.1 hectare in excess of 2.5 hectares	100
Maximum	125,000
In other cases	
New Dwellings - dwellings less than 50 houses - rate per dwelling	335
New Dwellings - dwellings exceeds 50 houses	16,565
rate per additional dwelling over 50 houses	100
Maximum	250,000
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
Site exceeds 2.5 hectares	8,285
Rate per additional 0.1 hectare in excess of 2.5 hectares	100
Maximum	125,000
In other cases	
No additional floor space	170
Gross area less than 40 sq metres	170
Gross floor area between 40 and 75 sq metres	335
Rate in excess of 75 sq metres, but less than 3,750 (per 75 sq metres)	335
Gross floor area in excess of 3,750 sq metres	16,565
Rate per additional 75 sq meter in excess of 3,750 sq meters	100
Maximum	250,000
Agricultural buildings on agricultural land (other than glasshouses)	
Outline planning permission	
Site does not exceed 2.5 hectares - rate per 0.1 hectare	335
Site exceeds 2.5 hectares	8,285
Rate per additional 0.1 hectare in excess of 2.5 hectares	100
Maximum	125,000
In other cases	
Gross area less than 465 sq metres	70
Gross floor area between 465 and 540 sq metres	335
Gross floor area between 540 and 4,215 sq meters	335
Rate per additional 75 sq metres in excess of 540 sq meters	335
Gross floor area in excess of 4,215 sq metres	16,565
Rate per additional 75 sq metres in excess of 4,215 sq meters	100
Maximum	250,000
Glasshouses on agricultural land	
Gross area less than 465 sq meters	70
Gross floor area in excess of 465 sq meters	1,870
Erection, alteration or replacement of plant or machinery	
Gross area less than 5 hectares	335
Gross area in excess of 5 hectares	16,565
Rate per additional 0.1 hectare in excess of 5 hectares	100
Maximum	250,000



Service	Planning Applications
Directorate	Economic Prosperity & Place
Service Manager	Development Control Manager
Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Planning Applications - Statutory Fees Set By Central Government	TO 21/11/2012 £
Enlargement, improvement or alteration of dwellings for domestic purposes	
One dwelling	150
2 or more dwellings	295
Operations within residential curtilage for domestic purposes (including buildings, gates and fences etc.)	150
Car parks, roads and access to serve a single undertaking where associated with existing use	170
Operations not within above categories - rate per 0.1 hectare	170
Maximum	1,690
USES	
Change of use of a building to one or more dwellings	
From single dwelling to 50 or fewer dwellings	335
From single dwelling to more than 50 dwellings	16,565
Rate per additional dwelling in excess of 50 dwellings	100
Maximum	250,000
From other building to 50 or fewer dwellings	335
From other building to more than 50 dwellings	16,565
Rate per additional dwelling in excess of 50 dwellings	100
Maximum	250,000
Material changes of use on land or building(s) other than above	335
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
Sign relating to business in the locality but not visible from that site	95
All other advertisements	335
OTHER APPLICATIONS	
Certificate of existing use or development	As for a planning application
Certificate of proposed use or development	50% of planning application
Prior approval application under the General Permitted Development Order	
Application made under parts 6, 7 or 31	70
Application made under part 24	335
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
Major Development	500
All other cases	170



Service	Planning Applications
Directorate	Economic Prosperity & Place
Service Manager	Development Control Manager
Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 21/11/2012 £
Planning Applications - Statutory Fees Set By Central Government	
Variation or removal of a condition	170
Requests for confirmation that a condition or conditions attached to a grant of planning permission has been complied with	
Householder developments (per request)	25
All other cases (per request)	85
Application for Non-Material Amendments following a grant of planning permission	
Householder developments (per request)	25
All other cases	170
Applications for Certificates of Alternative Development	0
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	Worcestershire Regulatory Services
Directorate	Economic Prosperity & Place
Service Manager	Worcestershire Regulatory Services Officer
Cabinet Member	Environmental Services

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge
Private Water Supplies - Statutory Fee Set By Central Government	TO 31/03/2012 £
Risk Assessment - rate per hour	40.00
up to a maximum of	500.00
Investigating - rate per hour	40.00
up to a maximum of	500.00
Granting an authorisation - Maximum charge	100.00
Analysing samples	
Regio small supplies - maximum	25.00
During check monitoring - maximum	100.00
Taken during audit monitoring - maximum	500.00
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
Directorate	Economic Prosperity & Place
Service Manager	Planning Policy Manager
Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

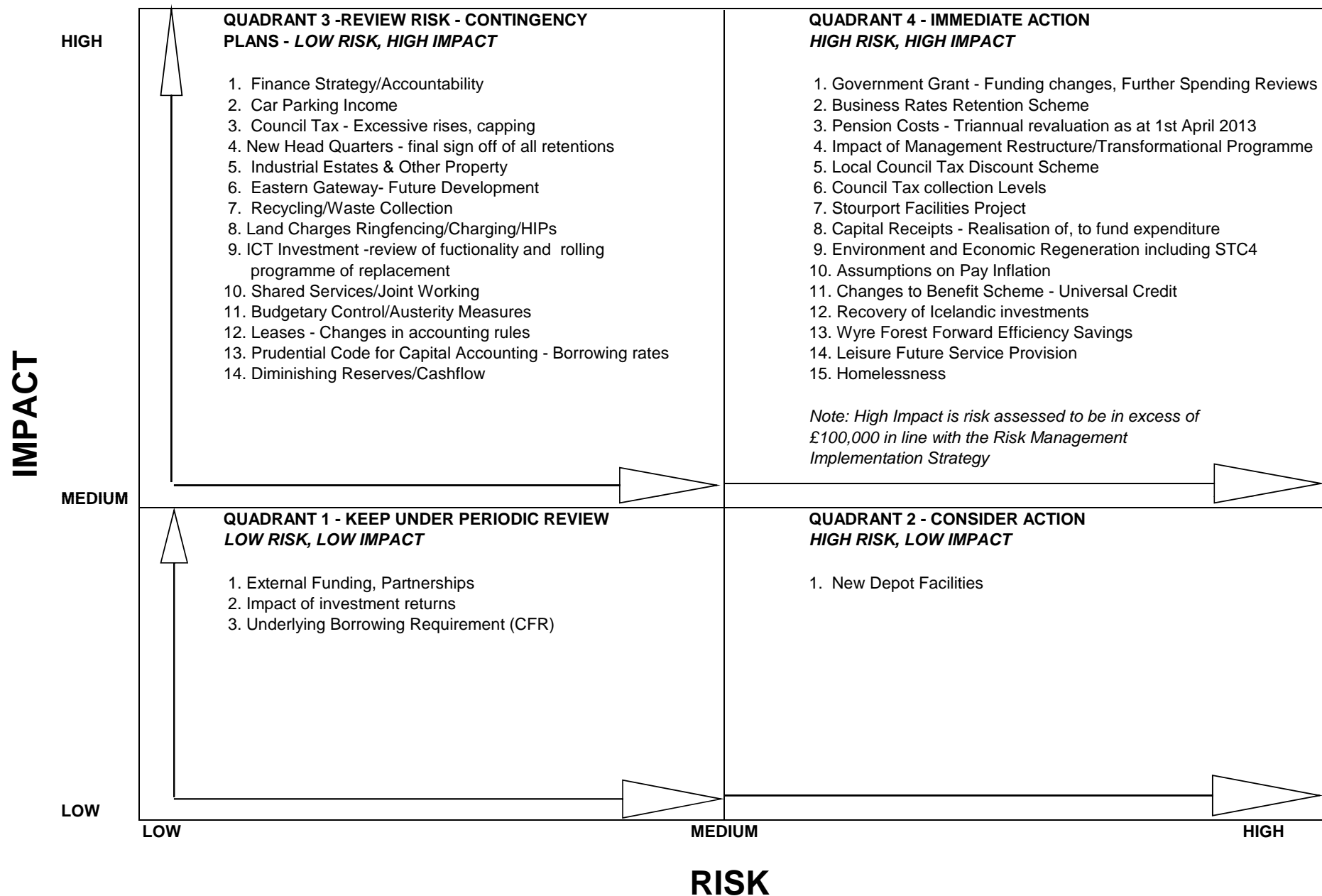
INCOME DESCRIPTION	Current Charge TO 31/03/2012 £
Street Naming and Numbering	
Existing Properties	
Renaming an existing street	210.00
Additional charge per premise	52.50
Renaming (where the premise is NOT also numbered) or renumbering a premise	105.00
Additional charge per premise	21.00
Adding a name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

BUDGET RISK MATRIX 2013/2016



Budget Risk Matrix

BUDGETARY RESPONSE TO EACH RISK MANAGEMENT ISSUE IN ORDER OF QUADRANT	
ISSUE	BUDGETARY RESPONSE
Quadrant 1 - Low Risk, Low Impact 1. External Funding, Partnerships 2. Impact of Investment Returns 3. Underlying Borrowing Requirement (CFR)	Keep under periodic review Continue to evaluate sustainability of each scheme as part of project appraisal. Continue to monitor and report as appropriate. 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. The rising CFR over the term of the Budget Strategy will be carefully monitored in close liaison with Sector to gauge both the timing and type of external borrowing
Quadrant 2 - High Risk, Low Impact 1. New Depot Facilities	Consider Action Under consideration as part of longer term Budget Process
Quadrant 3 - Low Risk, High Impact 1. Finance Strategy/Accountability 2. Car Parking Income 3. Council Tax - Excessive rises, referendum 4. New Headquarters final sign off of all retentions 5. Industrial Estates and Other Property 6. Eastern Gateway - Future Development 7. Recycling/Waste Collection 8.. Land Charges Ring fencing /Charging/HIPs 9. ICT Investment 10. Shared Services Joint working 11. Budgetary Control/Austerity Measures 12. Leases – changes in accounting rules 13. Prudential Code for Capital Accounting – Borrowing rates 14. Diminishing Reserves/Cash flow	Review Risk - Contingency Plans Council are required to adopt a three year Balanced Budget Strategy. Usages/Income Level closely monitored, have been adversely affected during current economic downturn, this, together with alternative usage of car parking land is factored in the MTFP Low risk due to political prudence/Key Commitments. Managed closely by RLB and Project Steering Group Managed through Property Disposal Strategy Development opportunities continue to be explored. Review of revised working patterns in progress and further efficiencies planned for 2013/14 Reduced income allowed for within Base Budget reduces the scale of any challenge. ICT Strategy nearly fully rolled out, post benefits review in progress New Shared Services for 2012/13 include Emergency Planning, these partnerships continue to contribute to collaborative efficiencies but will be monitored to ensure risk is managed and mitigated. Expenditure Controls in place should reduce non essential expenditure, monthly budget monitoring reports also well in progress to provide more management information Planned changes for the future accounting for leases could impact on the revenue budget, this will be assessed as the timescale for potential introduction in 2014 approaches External borrowing is now imminent, rates remain low but the economy is still volatile and future rates difficult to predict; Sector continue to provide technical advice Cash flow management will be tighter given reduction in capital and revenue reserves and use of the Sector Cash flow model is being trialled to improve management information to help mitigate any risk in this area
Quadrant 4 - High Risk, High Impact 1. Government Grant –Funding Changes, further Spending Reviews 2.. Business Rates Retention Scheme 3.. Pension Costs 4. Impact of Management Restructure/Transformational Programme 5. Local Council Tax Discount Scheme 6. Council Tax Collection levels	Immediate Action Significant issue given the scale of the Spending deficit, Wyre Forest Forward coordinating Councils future Plans New Funding arrangements introduce uncertainty and risk, the decision to join the Worcestershire Pool should mitigate this, together with our robust regeneration programme The impact of the Triannual revaluation as at 1 April 2013 will be carefully assessed in liaison with Worcestershire County Council, the pension authority Wyre Forest Forward is managing the Transformation Process including the Management Restructure to align with the Budget process. The impact of the Local Scheme will be kept under review by the Director of Resources Assumptions in relation to decreased collection rates have been made in the Council Tax Base calculations as a result of the Local Council Tax Discount Scheme and these will be carefully managed and reported on

ISSUE	BUDGETARY RESPONSE
Quadrant 4 - High Risk, High Impact	Immediate Action
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 when necessary.
9. Environment and Economic Regeneration including STC4	The Council continues to be proactive in this area and this is closely monitored by Cabinet/CMT
10. Assumptions on Pay inflation	1% assumed for 2013/14 and 1.5% thereafter. This will be kept under review
11. Changes to Housing Benefit Scheme – universal credit/localisation of support for Council Tax from 2013	The major overhaul of the benefits systems from 2013 will be carefully managed and monitored
12. Recovery 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.
13. Wyre Forest Forward Efficiency savings	Progress continues to be monitored and reported regularly to members
14. Leisure Future Service Provision	Project Group meets every 2 weeks, site acquisition well underway and appropriate use of external consultants
15. Homelessness	The impending Welfare Reform, Universal Credit and Council Tax Benefit Reform could all increase the number of Homelessness cases within the district. This will be carefully monitored and managed by the Housing Team

WYRE FOREST DISTRICT COUNCIL

CABINET 18 DECEMBER 2012

Capital Programme 2012/13 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:	Joanne Wagstaffe Ext. 2100 joanne.wagstaffe@wyreforestdc.gov.uk Tracey Southall Ext 2125 tracey.southall@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 – Capital Programme 2012/17 Appendix 2 – Vehicle, Equipment and Systems Renewal Schedule 2012/17 Exempt - Appendix 3 - Schedule of Properties for Disposal <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 2012/13 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 Schedule of Properties for Disposal, in Appendix 3 that aims to deliver the Council's decision to dispose of surplus assets in order to generate new usable capital receipts for the balance of 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 Disposal Strategy. The Capital Programme is prepared in accordance with this Strategy taking into account all the relevant factors, such as the Priorities for 2013/14.

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. This is no longer sustainable as the Council's cash balances are much reduced and can not continue to support further capital expenditure without entering into external borrowing.

5. FINANCIAL IMPLICATIONS

Base Capital Programme

5.1 A Revised Capital Programme of approved schemes, including details of actual expenditure, prior to 1 April 2012 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 was reduced to £10m from £10.5m. The funding of this scheme is shown in the following table:

Total Funding Source for New Headquarters	2012/13 Receipts Received £	Future Receipts Anticipated £	Total Revised Funding £
Capital Receipts and Revenue Financing Secured*	8,625,390	-	8,625,390
Future Disposal of Surplus Assets	-	1,374,610	1,374,610
Total Funding Plan	8,625,390	1,374,610	10,000,000

*Expenditure to date on the New Headquarters is £9.2m, further payments will be made as the Council finalises the scheme. Pending the disposal of further surplus assets the Director of Resources will use temporary bridging finance to meet the balance of funding identified in the table above.

- 5.2.2 Cabinet on 18th October 2011 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 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 Community Assets and Localism. The capital contribution of £450,000 for this scheme will be funded by the majority of the Council’s remaining unallocated capital receipts. Work on this challenging project for the transfer of this asset, continues to progress positively with an estimated date for completion of 31st March 2013.
- 5.2.3 As identified in the above table, further assets to the value of £1.375m need to be realised, some of which will result in reduced revenue income to the Council. These assumptions have been built into the Medium Term Financial Plan. Appendix 3 contained within the exempt section of this agenda provides the detail of how the Council will achieve these asset disposals.
- 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 base Capital Programme includes expenditure fully supported by Government Grant for Disabled Facilities Grants for 2014/15 onwards. Council has been undertaking a review of this policy during the year; 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.
- 5.2.6 The Capital Programme includes £10.135m for the Future Leisure Provision as approved by Council on the 29th February 2012. This scheme is to be funded by Prudential Borrowing. As demonstrated in the Financial Appraisal reported to Cabinet on the 31st January 2012, the costs of financing this borrowing and other

associated revenue costs are less than current Management Fees paid for the three leisure centres under the current contract. This major capital scheme continues to progress well. Council has approved the acquisition of the Victoria Carpets Sports Ground site for the new development, the formal planning application is currently being prepared and it is hoped to have an unconditional legal agreement in place for this purchase early in 2013/14.

5.3 It should also be noted, that the future funding of the Capital Programme includes an estimated underlying Capital Financing Requirement of £18.493 million (as at 31/03/2016 – the end of the Finance Strategy).

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 Economic Prosperity and Place, in consultation with the Cabinet Member for Place Shaping.

5.5 Prudential Borrowing

5.5.1 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 5.6 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 5.5.4.

5.5.2 The Council does not currently have any external borrowing, as the Director of Resources has used her 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.

5.5.3 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 Disposal Strategy.

5.5.4 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 has been sustainable on a temporary basis; in line with our expenditure approvals, our cash balances have now diminished to levels whereby the Director of Resources predicts we will be going to the market to formally enter into external borrowing with the Public Works Loans Board (PWLB) before the end of the financial year. Borrowing rates are currently very low and this authority has also signed up to the PWLB Certainty Rate Government Scheme giving us a reduction of 20bps on borrowing interest rates. The timing of external borrowing will be carefully considered in liaison with Sector our Treasury Management advisors.

Description	2012/13 (and prior to 1/4/2012)	2013/14	2014/15	2015/16 (and beyond)	Closing CFR (at 31/3/2016)
	£'000	£'000	£'000	£'000	£'000
Estimated Capital Financing Requirement at 31st March	8,668	9,233	18,704	18,493	18,493

5.5.5 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.

- 5.5.6 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.

5.6 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, albeit very low risk, is that the construction contract for the New Headquarters exceeds the approved budget. This has been 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. This risk is much reduced now we are in full occupation and the finalisation of this contract, including release of all retentions nears completion.
- 7.3 These risks, together with all other risks associated with the Capital Programme 2012/13 onwards are robustly managed as shown in the separate report on this agenda - Three year Budget and Policy framework 2012/16, 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 is now complete; Members will continue to receive updates in relation to the final capital cost compared to the budget for this major scheme as the project is finalised.
- 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. This now 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. The projected Capital Financing Requirement, for several capital schemes, along with the vehicles and other systems replacements, will also generate a total underlying requirement for Prudential Borrowing of £18.493 million at end of 2016. A table of potential future Prudential Borrowing Requirement is given in paragraph 5.5.4.
- 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 Disposal Strategy
- 11.4 Cabinet 20th December 2011
- 11.5 Cabinet 12th November 2012

CAPITAL PROGRAMME 2012 TO 2016

Appendix 1

Detail	2012/2013		2013/2014 Estimate £	2014/2015 Estimate £	2015/2016 and beyond £	Prior to 01/04/2012 £	Total £
	Original £	Revised £					
1. COMMITTED EXPENDITURE							
1. COMMUNITY WELL-BEING AND ENVIRONMENT							
Future Leisure Provision	1,494,000	1,244,000	130,000	8,761,000	-	-	10,135,000
Improvements to Paddling Pools	-	1,250	-	-	-	88,750	90,000
Paddling Pools - Strategic Review	300,000	300,000	-	-	-	-	300,000
St Mary's Churchyard Boundary Wall	-	2,840	-	-	-	36,960	39,800
Liveability Scheme: Brinton Park	-	2,240	-	-	-	386,260	388,500
Wyre Hill Play Area	-	310	-	-	-	30,690	31,000
Stourport Sports Village	329,860	529,860	-	-	-	-	529,860
Franchise Street S106 - Brinton Park	53,370	53,370	-	-	-	8,840	62,210
Franchise Street S106 - Arts Development	-	9,330	-	-	-	-	9,330
Franchise Street S106 - Countryside / Rangers	-	7,260	-	-	-	-	7,260
Improvements to Coronation Gardens	-	550	-	-	-	30,450	31,000
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
Waste Strategy - Garden Waste Containers	20,000	-	12,960	-	-	54,520	67,480
SUB TOTAL	2,197,230	2,350,680	142,960	8,761,000	0	949,830	12,204,470
2. COMMUNITY ASSETS AND LOCALISM							
New Headquarters - Office Accommodation	3,226,070	3,854,760	105,900	-	-	6,039,340	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)	450,000	450,000	-	-	-	10,000	460,000
Boundary Wall at 49 Worcester Street	-	10,000	-	-	-	-	10,000
SUB TOTAL	3,676,070	4,314,760	105,900	1,850,000	0	6,049,340	12,320,000

CAPITAL PROGRAMME 2012 TO 2016

Appendix 1

Detail	2012/2013		2013/2014 Estimate £	2014/2015 Estimate £	2015/2016 and beyond £	Prior to 01/04/2012 £	Total £
	Original £	Revised £					
3. ECONOMIC PROSPERITY AND PLACE							
Housing Strategy:							
Disabled Facilities Grants	800,000	800,000	731,110	444,000	444,000	6,825,520	9,244,630
Affordable Housing Grants to Registered Social Landlords*	208,000	265,000	69,000	-	-	2,758,740	3,092,740
Housing Assistance (including Decent Homes Grant)	491,110	156,650	351,110	80,000	80,000	1,422,610	2,090,370
Community Alarm Equipment Grant	10,000	10,380	-	-	-	489,620	500,000
Planning Delivery Grant Capital Projects	-	26,240	-	-	-	231,520	257,760
Flood Relief	-	5,000	34,510	-	-	159,490	199,000
WETT Programme - Regulatory Services	24,630	126,690	-	-	-	-	126,690
Regeneration of Economic Development	800,000	800,000	-	-	-	-	800,000
Carbon Management Plan	111,520	21,520	154,250	8,640	22,960	-	207,370
Bewdley Medical Centre**	-	-	250,000	-	-	-	250,000
* Subject to Cabinet Proposal							
** Subject to Council Approval							
SUB TOTAL	2,445,260	2,211,480	1,589,980	532,640	546,960	11,887,500	16,768,560
4. RESOURCES							
ICT Strategy	143,000	768,030	400,000	-	-	1,339,180	2,507,210
Local Authority Mortgage Scheme (LAMS)	1,000,000	1,000,000	-	-	-	-	1,000,000
SUB TOTAL	1,143,000	1,768,030	400,000	0	0	1,339,180	3,507,210
5. VEHICLE, EQUIPMENT & SYSTEMS RENEWAL SCHEDULE							
Vehicles & Equipment	705,000	726,000	662,420	1,051,000	448,000	5,153,080	8,040,500
Financial Management System Replacement	-	77,470	-	-	-	9,600	87,070
Total Operational Management System	-	4,810	-	-	-	121,190	126,000
SUB TOTAL	705,000	808,280	662,420	1,051,000	448,000	5,283,870	8,253,570
TOTAL COMMITTED EXPENDITURE	10,166,560	11,453,230	2,901,260	12,194,640	994,960	25,509,720	53,053,810

CAPITAL PROGRAMME 2012 TO 2016

Appendix 1

Detail	2012/2013		2013/2014 Estimate £	2014/2015 Estimate £	2015/2016 and beyond £	Prior to 01/04/2012 £	Total £
	Original £	Revised £					
<u>2. FINANCING</u>							
Capital Receipts: Funding Approved	616,310	1,246,950	823,100	80,000	80,000		2,230,050
New Headquarters Office Accommodation - Capital Receipts Funding	1,957,360	2,586,050	-	-	-		2,586,050
New Headquarters Office Accommodation - Temporary Borrowing/Asset Disposals	1,268,710	1,268,710	105,900	-	-		1,374,610
Replacement of Depot Facilities - Asset Disposals	-	-	-	1,850,000	-		1,850,000
Contribution towards replacement of Civic Facilities - Capital Receipts Funding	450,000	450,000	-	-	-		450,000
Prudential Borrowing for WETT Programme - Regulatory Services Scheme	24,630	126,690	-	-	-		126,690
Prudential Borrowing for Regeneration of Economic Development Scheme	800,000	800,000	-	-	-		800,000
Prudential Borrowing for Future Leisure Provision Scheme	1,494,000	1,244,000	130,000	8,761,000	-		10,135,000
Prudential Borrowing for Paddling Pools Scheme	300,000	300,000	-	-	-		300,000
Prudential Borrowing for Carbon Management Scheme	111,520	111,520	154,250	8,640	22,960		297,370
Prudential Borrowing for Local Authority Mortgage Scheme (LAMS) Scheme	1,000,000	1,000,000	-	-	-		1,000,000
Disabled Facilities Grant	444,000	551,110	444,000	444,000	444,000		1,883,110
Decent Homes Grant	591,800	257,340	284,120	-	-		541,460
Liveability/Heritage Lottery Grant Funding (for Brinton Park)	-	2,240	-	-	-		2,240
Planning Delivery Grant	-	26,240	-	-	-		26,240
S.106 Funding (Parking - Contractual Agreement)	-	159,280	-	-	-		159,280
S.106 Funding (Franchise Street)	53,370	69,960	-	-	-		69,960
S.106 Funding (for Stourport Sports Village)	329,860	529,860	-	-	-		529,860
Flood Relief Grant (from CLG)	-	5,000	34,510	-	-		39,510
Vehicles & Equipment (Prudential Borrowing)	705,000	636,000	662,420	1,051,000	448,000		2,797,420
Financial Management System Replacement (Prudential Borrowing)	-	77,470	-	-	-		77,470
Total Operational Management Systems (Prudential Borrowing)	-	4,810	-	-	-		4,810
<u>Direct Revenue Funding:</u>							
Waste Strategy - Garden Waste Containers	20,000	-	262,960	-	-		262,960
	10,166,560	11,453,230	2,901,260	12,194,640	994,960		27,544,090

VEHICLE, EQUIPMENT AND SYSTEMS RENEWALS SCHEDULE 2012/2016

Appendix 2

Detail	2012/13		2013/14 Estimate £	2014/15 Estimate £	2015/16 and beyond £
	Original £	Revised £			
1. VEHICLES					
Refuse Freighter	-	-	150,000	150,000	-
Refuse Freighter	-	-	150,000	150,000	-
Refuse Freighter	140,000	140,000	150,000	150,000	-
Refuse Freighter	140,000	140,000	-	150,000	-
Small Refuse Freighter	70,000	70,000	-	-	-
Flatbeds for Bulky	-	-	45,000	-	-
Flatbeds for Bulky	-	-	-	-	40,000
Ford Fusion	-	-	-	12,000	-
Ford Fusion	-	-	-	12,000	-
Ford Connect	-	25,000	-	18,000	18,000
Ford Ranger 4x4	-	-	-	20,000	-
Ford Ranger 4x4	-	-	-	20,000	-
Blitz Vehicle	33,000	30,000	-	-	-
Blitz Vehicle	33,000	30,000	-	-	-
Blitz Vehicle	-	-	-	-	30,000
Mechanical Sweeper (Medium)	100,000	100,000	-	-	-
Mechanical Sweeper (Schmit)	75,000	75,000	-	-	-
Mechanical Sweeper (Johnson V650)	-	-	-	-	100,000
Mechanical Sweeper (Small JOHNSON C200)	-	-	-	65,000	-
Mechanical Sweeper (Small JOHNSON C200)	-	-	-	65,000	-
Mechanical Sweeper (Small JOHNSON C200)	-	-	-	65,000	-
Transit Van	-	-	-	20,000	20,000
Transit Van	-	-	-	20,000	-
Garage Equipment - Replacement (slippage from prior years)	-	5,000	18,420	-	-
Iveco Daily	30,000	-	-	30,000	30,000
Iveco Daily	30,000	30,000	-	30,000	30,000
Iveco Daily	-	-	-	-	30,000
Iveco Daily	-	-	-	-	30,000
Iveco Daily	-	-	-	-	30,000
Iveco Daily	-	-	-	-	30,000
Midi Tractor	-	-	30,000	-	-
Mowing Machine	-	-	35,000	-	-
Timberwolf chipper	-	-	-	-	30,000
Timberwolf chipper	-	-	-	-	30,000
Tractor	54,000	54,000	32,000	-	-
Canter	-	-	-	38,000	-
Small Van - Low range electrical	-	-	15,000	-	-
Fork Lift Truck	-	-	10,000	-	-
CMP Engine Management Systems	-	13,500	13,500	18,000	-
CMP Electric bin lifts	-	13,500	13,500	18,000	-
2. OTHER					
Financial Management System replacement	-	77,470	-	-	-
Total Operational Management System	-	4,810	-	-	-
	705,000	808,280	662,420	1,051,000	448,000