

Open

Cabinet

Agenda

6.00pm
Tuesday, 19th February 2013
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Cabinet

The Cabinet Members and their responsibilities:-

Councillor J-P Campion	Leader of the Council
Councillor M J Hart	Deputy Leader, Environmental Services
Councillor N J Desmond	Resources and Transformation
Councillor I Hardiman	Community Well-Being
Councillor A Hingley	Place-Shaping

Scrutiny of Decisions of the Cabinet

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

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

The deadline for "calling in" Cabinet decisions is 5pm on 6th March 2013.

Councillors wishing to "call in" a decision on this agenda should contact Sue Saunders, Committee/Scrutiny Officer, Wyre Forest House, Finepoint Way, Kidderminster. Telephone: 01562 732733 or email susan.saunders@wyreforestdc.gov.uk

Urgent Key Decisions

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

Declaration of Interests by Members – interests of members in contracts and other matters

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct ("the Code") requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a disclosable interest in the matter under discussion.

Please see the Members' Code of Conduct as set out in Section 14 of this constitution for full details.

Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)

DPI's and ODI's are interests defined in the Code of Conduct that has been adopted by the District.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council's Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

For further information:

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Sue Saunders, Committee/Scrutiny Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732733 or email susan.saunders@wyreforestdc.gov.uk

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

WEBCASTING NOTICE

This meeting is being filmed for live or subsequent broadcast via the Council's website site (www.wyreforestdc.gov.uk).

At the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

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By entering the meeting room and using the public seating area, you are consenting to be filmed and to the possible use of those images and sound recordings for webcasting and or training purposes.

If members of the public do not wish to have their image captured they should sit in the Stourport and Bewdley Room where they can still view the meeting.

If any attendee is under the age of 18 the written consent of his or her parent or guardian is required before access to the meeting room is permitted. Persons under 18 are welcome to view the meeting from the Stourport and Bewdley Room.

If you have any queries regarding this, please speak with the Council's Legal Officer at the meeting.

Wyre Forest District Council

Cabinet

Tuesday, 19th February 2013

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
3.	Minutes To confirm as a correct record the Minutes of the meeting held on the 22 nd January 2013.	8
4.	CALL INS a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
5.	Items Requiring Urgent Attention To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	Public Participation In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on Monday 11 th February 2013. (See front cover for contact details).	
7.	Leader of the Council	
7.1	Leader's Announcements	

8. Delivering Together With Less		
8.1	<p style="text-align: right;">Councillor N J Desmond</p> <p>Financial Strategy 2013-2016</p> <p>To consider reports from the Director of Resources on the Financial Strategy 2013-2016. To also consider the recommendations from the Overview & Scrutiny Committee at its meeting on 7th February 2013.</p>	11
8.2	<p style="text-align: right;">Councillor N J Desmond</p> <p>Treasury Management Strategy 2013/14</p> <p>To consider a report from the Director of Resources which recommends to Council the approval of the restated Prudential Indicators and Limits for the financial years 2013/14 to 2015/16, the updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2013 to 31st March 2014, the Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP and the Authorised Limit Prudential Indicator. To also consider the recommendations from the Overview & Scrutiny Committee at its meeting on 7th February 2013.</p> <p><i>The appendices to this report have been circulated electronically and a public inspection copy if available on request. (See front cover for details.)</i></p>	80
8.3	<p style="text-align: right;">Councillor N J Desmond</p> <p>National Non Domestic Rate (NNDR) Relief</p> <p>To consider a report from the Director of Economic Prosperity and Place which asks for agreement to cease the current award of NNDR relief to all current recipients on 31st March 2014, giving notice to do so before 31st March 2013; and to introduce a new scheme of NNDR relief from 1st April 2014 following consultation to be undertaken during 2013 and to consider the recommendations from the Cabinet Review Panel meeting held on 28th January 2013.</p>	99
8.4	<p style="text-align: right;">Councillor N J Desmond</p> <p>The Regulation of Investigatory Powers Act 2000 – Revised Policy</p> <p>To consider a report from the Director of Community Assets and Localism which asks Cabinet to approve and adopt the Wyre Forest District Council Policy on the Regulation of Investigatory Powers Act 2000.</p>	107

9. Delivering Together, With Less/Improving Community Well-Being/ Securing the Economic Prosperity of the District		
	Councillor A T Hingley	
9.1	Wyre Forest District Revised Statement of Community Involvement Adoption To consider a report from the Director of Economic Prosperity and Place that recommends to Council adoption of the Revised Statement of Community Involvement. To also consider the recommendations from the Overview & Scrutiny Committee at its meeting on 7 th February 2013. <i>The appendices to this report have been circulated electronically and a public inspection copy if available on request. (See front cover for details.)</i>	124
	Councillor A T Hingley	
9.2	South Worcestershire Development Plan Proposed Submission Document To consider a report from the Director of Economic Prosperity and Place which asks for approval the comments attached at Appendix 1 for submission in response to the consultation on the South Worcestershire Development Plan Proposed Submission Document. To also consider the recommendations from the Overview & Scrutiny Committee at its meeting on 7 th February 2013.	128
10.	To consider any other business, details of which have been communicated to the Director of Community Assets & Localism before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	
11.	Exclusion of the Press and Public To consider passing the following resolution: “That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.	

Part 2

Not open to the Press and Public

12. Delivering Together, With Less/Improving Community Well-Being/ Securing the Economic Prosperity of the District		
	Councillor A T Hingley	
12.1	Urgent Works to a building in Bewdley To consider a report from the Director of Economic Prosperity and Place which seeks approval for urgent works to be undertaken at a building in Bewdley and to the funding of such works.	134
13.	To consider any other business, details of which have been communicated to the Director of Community Assets & Localism before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	

WYRE FOREST DISTRICT COUNCIL

CABINET

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

22ND JANUARY 2013 (6.00PM)

Present:

Councillors: J-P Campion, N J Desmond, I Hardiman, M J Hart and A T Hingley.

Observers:

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

CAB.56 Apologies for Absence

There were no apologies for absence.

CAB.57 Declarations of Interests by Members

No declarations of interest were made.

CAB.58 Minutes

Decision: The minutes of the Cabinet meeting held on 18th December 2012 be confirmed as a correct record and signed by the Chairman.

CAB.59 Call Ins

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

CAB.60 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.61 Leader's Announcements

The Leader of the Council advised Members that there would be a follow-up State of the Area Debate on Thursday 7th March 2013 at Wyre Forest House. There would be a regeneration fair in the reception area and this would be followed by a public meeting which would include a presentation at 6pm. There would also be a panel led question and answer session. The State of the Area debate would be webcast live and it was hoped that people watching from home would 'tweet' in questions. It was confirmed that public transport was available until 8pm in the evening for those members of the public that wished to attend.

CAB.62 Financial Strategy 2013-2016 – Update

A report was considered from the Director of Resources on the Financial Strategy 2013-2016 which provided updates including the Local Government settlement and Fees and Charges proposals.

The Cabinet Member for Resources and Transformation informed Members that the Council had received a 9.4% reduction in the government grant for the next financial year followed by 16% for the following year. Going forward, the Council would be a smaller Council and it would protect front line services but back office staff would be reduced. The option of Shared Services would also be looked into.

An additional £500,000 was proposed for regeneration in addition to the £1m that had been available in the current financial year. It was also proposed to freeze car parking charges for one year and it was perceived that this could help the traders, residents and visitors in the district's three town centres. Members thought that it was important the Council helped households with less disposable income as much as they could.

The Leader of the Council thanked the Director of Resources and the Cabinet Member for Resources and Transformation for their work in what was a difficult period for the Council and also thanked the Budget Review Panel for their work to date. Two meetings of the Panel had already been held with a third one planned for 24th January 2013 where alternative budget proposals would be presented.

Members asked for a comparison of the Council against other authorities in the County for the government grant. It was confirmed that Wychavon District Council had received a lower percentage than Wyre Forest District Council but the information would be provided. In addition, in response to another query, the Director of Resources would provide information on how the Council compared with several districts in the country.

Decision:

Cabinet endorses and recommends for scrutiny:

- 1. The Council's updates to the Medium Term Finance Strategy;**
- 2. Cabinet Proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2013/16 (Appendix 2 of the report to Cabinet);**
- 3. The level of net expenditure and resultant Council Tax for 2013/16 as per paragraph 3.3 of the report to Cabinet;**

- 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 of the report to Cabinet;**
- 5. Delegated authority be granted to the Director of Community Well Being and Environment and the Director of Resources in consultation with the relevant Cabinet Members, to agree and set a schedule of rates by January 2014 for commercial charges including trade, garden and bulky waste to be effective from 1st April 2014.**

The meeting closed at 6.20 pm.

WYRE FOREST DISTRICT COUNCIL

CABINET 19th FEBRUARY, 2013

Proposed Decision: Agenda Item 8.1 (a)

FINANCIAL STRATEGY 2013/16

The Cabinet, having re-considered the Financial Strategy 2013/16 as recommended on 22nd January 2013, the results of the consultation exercise and recommendations of the Overview and Scrutiny Committee (this is a separate item on this agenda 8.1 (d)), **RECOMMENDS TO COUNCIL** :-

1. **CAPITAL PROGRAMME 2012/13 ONWARDS** (pages 91-101)
 - 1.1 **APPROVAL** of the updated Base Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as presented to the Cabinet on 18th December 2012 and further amended to incorporate the Cabinet Proposals identified in Appendix 2 along with the updated Prudential Indicators presented in the separate report on this agenda.
2. **FEES AND CHARGES** (pages 44-86 as updated)
 - 2.1 **APPROVES** fees and charges as attached in Appendix 1.
3. **THREE YEAR BUDGET AND POLICY FRAMEWORK 2013/16** (pages 1-45 as updated)
 - 3.1 The contents of the Reports of the Director of Resources on the Three Year Budget and Policy Framework 2013-2016 (pages 1-45 incorporating the Base Budget Variations (pages 27-28) supplemented by the updated report approved by Cabinet on 22nd January 2013, be **ENDORSED** and in doing so **APPROVE** the Revised Revenue and Capital Budgets for 2012/13.
 - 3.2 **APPROVES** that any Final Account savings arising from 2012/16 over and above the target allowed for in the Council's Finance Strategy, together with surplus Earmarked Reserves, be allocated to the Working Balance.

3.3 The following General Fund Revenue Budget be **APPROVED** including **CABINET PROPOSALS (Appendix 2)** and **FEES AND CHARGES** as proposed by Cabinet on 22nd January 2013 and related amendments (**Appendix 1**):

	Revised 2012/13 £	2013/14 £	2014/15 £	2015/16 £
Net Expenditure on Services (per Appendix 3 (New Appendix 3 updating the position as at 22 nd January and now taking into account Social Fund Grant) <u>Add/(Less)</u> Cabinet Proposals - (Appendix 2)	13,076,950 -	12,691,410 117,810	12,410,560 (187,780)	12,055,100 (263,570)
Net Expenditure	13,076,950	12,809,220	12,222,780	11,791,530
Contribution from Reserves	(344,150)	(524,300)	(636,070)	(665,860)
Net Budget Requirement	12,732,800	12,284,920	11,586,710	11,125,670
<u>Less</u> Business Rate Grant, Government Grant and Collection Fund Surplus	5,615,730	6,179,120	5,390,570	4,933,200
Council Tax Transitional Grant	-	28,630	-	-
Community Right to Bid/Challenge	-	16,400	16,400	-
Homelessness Funding	109,270	108,650	108,650	-
Council Tax Income	<u>£7,007,800</u>	<u>£5,952,120</u>	<u>£6,071,090</u>	<u>£6,192,470</u>
Wyre Forest District Council Tax Level assuming no change in 2013/14 then a 2% increase 2014/15 onwards.	<u>£197.62</u>	<u>£197.62</u>	<u>£201.57</u>	<u>£205.60</u>

Final Government Grant Analysis

<u>Year</u>	Value of Government Support £	Decrease	
		£	%
2012/13	5,391,294		
2013/14	4,884,417	506,877	9.40
2014/15	4,095,955	788,642	16.14
2015/16	3,882,440	213,515	5.21

Note to Government Grant Analysis table: These figures relate to business rates and revenue support grant; they exclude Grants for Homelessness and Council Tax Support, and also Transitional and Freeze Grants (source LG Futures as updated for the final Grant Settlement). The new funding regime for Business Rates greatly increases the significance of the collection of Business Rates, with more emphasis on the actual sums collected rather than collection rates. This change of emphasis may require the Director of Resources to consider deployment of additional staffing resource to ensure maintenance of the Business Rates baseline, including even closer liaison with the Valuation Office. It is hoped this can be achieved within existing resources.

3.4 Reserves available 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	2,511	2,167	1,643	1,007
Contribution to/(from) Reserves	(344)	(524)	(636)	(666)
Reserves as at 31 March	2,167	1,643	1,007	341

3.5 **AGREES** that the decisions on use of the Social Fund Grant including any revision of the provisional distribution reflected in the base budget, should lie outside the normal Financial Regulation requirements for Supplementary Estimates and Virements.

3.6 **Notes** the following updates to the Risk Matrix as published on the 18th December 2012:

- Since the Financial Strategy was presented to Cabinet in December 2012, the position regarding the Contractors Claim for the construction of the New Headquarters has developed further. The financial impact of finalising the account is unknown at this stage and could vary from zero to a potentially significant sum. This will continue to be managed by the Chief Executive and Director of Community Assets and Localism in close liaison with our specialist project managers.
- The continued depressed economy and resultant poor property market continues to represent significant risk to the financial strategy in terms of assumed funding from asset disposals and asset transfers. It is hoped that the position will improve, but assumptions made within the budget will continue to be carefully monitored against results achieved and any significant variances included in future reports to Members.

4 **COUNCIL TAX**

4.1 **RECOMMENDS** a Council Tax for Wyre Forest District Council on a Band D Property of £197.62 for 2013/14 (£197.62 2011/12) which represents no increase on Council Tax from 2012/13.

4.2 **RECOMMENDS** a provisional Council Tax on a Band D Property in 2014/15 of £201.57 and £205.60 in 2015/16 an increase of 2 % per annum over 2013/14.

4.3 **NOTES** that the new Council Tax Discount Scheme approved by Council in November 2012 (subject to minor revision due to a removal of the Class L, repossessed properties, Council Tax exemption) will be effective from 1st April 2013, and that there is a risk from the scheme that there will be a greater financial burden on the Council.

4.4 **NOTES** the decision taken to join the Worcestershire Business Rates Pool to protect the Council from any business rate reductions and help maximise the benefit by retaining more of the business rates delivered from economic growth within Worcestershire.

4.5 That Cabinet **DECIDES** to:

4.5.1 **ACCEPT** the delegation from Worcestershire County Council to administer the distribution of the new pass-ported Social Fund Grant and that **DELEGATED** authority be given to the Director of Resources in consultation with the Cabinet Member for Resources and Transformation to agree the distribution of this Grant.

4.5.2 **APPROVE** the proposed arrangements for distributing the parish council support fund as set out in Appendix 4.

4.5.3 DELEGATE authority to the Director of Community Well Being and Environment and the Director of Resources in consultation with the relevant Cabinet Members, to agree and set a schedule of rates by January 2014, for commercial charges including trade, garden and bulky waste to be effective from 1st April 2014.

WYRE FOREST DISTRICT COUNCIL

FEES AND CHARGES 2013/2014

DIRECTORATE SUMMARY

DIRECTORATE	KEY	CHANGES IN RESOURCES			
		2013/14 £	2014/15 £	2015/16 £	2016/17 £
Community Assets and Localism See Appendix 1 (Part 2)	C	-	-	-	-
	R	2,810 CR	2,810 CR	2,810 CR	2,810 CR
	S	-	-	-	-
Community Well-Being and Environment See Appendix 1 (Part 3)	C	-	-	-	-
	R	48,360 CR	102,230 CR	131,320 CR	131,320 CR
	S	-	-	-	-
Economic Prosperity and Place See Appendix 1 (Part 4)	C	-	-	-	-
	R	7,200 CR	7,200 CR	7,690 CR	7,200 CR
	S	-	-	-	-
GRAND TOTAL	C	-	-	-	-
	R	58,370 CR	112,240 CR	141,820 CR	141,330 CR
	S	-	-	-	-

KEY - Change in Resources

C - Capital

R - Revenue

S - Staffing - Stated in FTEs

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2013/2014****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	-	-	-	-



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
Facilities Fees and Charges			
CIVIC HALLS			
KIDDERMINSTER TOWN HALL			
NON COMMERCIAL ORGANISATIONS			
Music Room - Minimum (per hour)	27.50		29.00
Music Room - Maximum (per hour)	110.25		116.00
Corn Exchange - Minimum (per hour)	22.00		23.00
Corn Exchange - Maximum (per hour)	83.00		87.00
Both Facilities - Minimum (per hour)	42.00		44.00
Both Facilities - Maximum (per hour)	137.50		144.00
Both Facilities - Hourly rates will double for Bank Holidays			
Both Facilities - Hourly rates will double after midnight			
Use of raking seating	194.25		204.00
Use of kitchen facilities Kidderminster Town Hall	132.50		139.00
Use of kitchen facilities King Charles Room	20.00		21.00
Use of bar facilities - per hour	13.75		14.00
King Charles Room/Council Chamber/Court Room			
Minimum (per hour)	38.00		40.00
Wyre Forest House			
Partnership rate			
Council Chamber - half hourly	15.00	15.00	
Council Chamber - Max room charge	150.00	150.00	
SoS & Bewdley rooms combined - half hourly	10.00	10.00	
SoS & Bewdley rooms combined - Max room charge	100.00	100.00	
SoS & Bewdley rooms separately - half hourly	7.50	7.50	
SoS & Bewdley rooms separately - Max room charge	75.00	75.00	
Cookley, Kidderminster, Rock - half hourly	6.00	6.00	
Cookley, Kidderminster, Rock - half hourly	60.00	60.00	
Wolverley, Chadd, Blakedown - half hourly	5.00	5.00	
Wolverley, Chadd, Blakedown - Max room charge	50.00	50.00	
Commercial Rate			
Council Chamber - half hourly	22.50	22.50	
Council Chamber - Max room charge	225.00	225.00	
SoS & Bewdley rooms combined - half hourly	15.00	15.00	
SoS & Bewdley rooms combined - Max room charge	150.00	150.00	
Bewdley room separately - half hourly	15.00	15.00	
Bewdley room separately - Max room charge	100.00	100.00	
Wolverley room - half hourly	11.25	11.25	
Wolverley room - Max room charge	112.50	112.50	
SoS room separately - half hourly	10.00	10.00	
SoS room separately - Max room charge	100.00	100.00	
Cookley, Kidderminster, Rock - half hourly	9.00	9.00	
Cookley, Kidderminster, Rock - half hourly	90.00	90.00	
Chadd, Blakedown - half hourly	7.50	7.50	
Chadd, Blakedown - Max room charge	75.00	75.00	
For All Venues			
Commercial Organisations and bookings for any Bank Holidays			
Per hour	Commercial Judgement		Commercial Judgement
Legal and Corporate Services Administration Account			
Fees relating to surveys prior to lettings	Commercial Judgement		Commercial Judgement
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



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
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	20.00 plus 1.50 per 1,000 entries	
Printed	10.00 plus 5.00 per 1,000 entries	10.00 plus 5.00 per 1,000 entries	
Overseas Electors			
Data	20.00 plus 1.50 per 1,000 entries	20.00 plus 1.50 per 1,000 entries	
Printed	10.00 plus 5.00 per 1,000 entries	10.00 plus 5.00 per 1,000 entries	
Marked Registers			
Data	10.00 plus 1.00 per 1,000 or part	10.00 plus 1.00 per 1,000 or part	
Printed	10.00 plus 2.00 per 1,000 or part	10.00 plus 2.00 per 1,000 or part	
ACTIVITY A3			
LAND CHARGES			
Due to competition - no increases recommended			
1) a. Increase the basic Land Charges Search Fee	96.50	96.50	
2) a. Increase to optional enquiries	18.00	18.00	
b. Increase to each additional property/parcel of land	41.00	41.00	
3) a. Increase to the basic Land Charges Search Fee in respect of Highway information supplied by Worcester County Council	17.00	17.00	
4) a. Increase the basic Commercial properties search fee (previously charged at basic search fee - as per 1a)	125.00	125.00	
b. Increase to each additional property/parcel of land (previously charged at basic additional fee - as per 2b)	47.00	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	83.00	
Scrutiny Committees Agendas (per annum)	78.00	78.00	
Development Control Agendas (per annum)	95.50	95.50	
Other Committee Agendas - individual (per annum)	16.25	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	Service Managers	Land Charges Officer
Directorate	Community Assets and Localism	Cabinet Member	Resources and Transformation

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
Road Closure Orders			
Charitable / community events (if the application received less than 6 weeks in advance of the event)	105.00		110.00
Charitable / community events (if the application received more than 6 weeks in advance of the event)	78.75		83.00
Remembrance Day Parades	0.00		0.00
National Royal Celebrations	0.00		0.00
All other events / reasons for road closure, including commercial events (if application received less than 6 weeks in advance of the event)	131.25		138.00
All other events / reasons for road closure, including commercial events (if application received more than 6 weeks in advance of the event)	105.00		110.00

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****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	Trade Waste	C	-	-	-	-
	Increase charges by an average of 3.5% in line with Council Policy	R	15,280 CR	27,780 CR	28,780 CR	28,780 CR
		S	-	-	-	-
R005	Garden Waste	C	-	-	-	-
	Increase charges by an average of 5% in line with Council Policy and increase the number of participants within the scheme	R	10,430 CR	19,730 CR	19,730 CR	19,730 CR
		S	-	-	-	-
R229	Garage	C	-	-	-	-
	Increase charges by an average of 5% in line with commercial rates and increase the scope of potential customers	R	7,540 CR	7,540 CR	7,540 CR	7,540 CR
		S	-	-	-	-
R235	Bulky waste	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	900 CR	900 CR	900 CR	900 CR
		S	-	-	-	-
R040	Cemeteries	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	Play Leadership	C	-	-	-	-
	Increase charges by 5% in accordance with Council policy	R	320 CR	320 CR	320 CR	320 CR
		S	-	-	-	-
R095	Other Sports Facilities	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	Parks and Green Spaces	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	Rangers Services	C	-	-	-	-
	Increase charges by 5% in accordance with Council policy	R	90 CR	90 CR	90 CR	90 CR
		S	-	-	-	-
R236	Grounds Maintenance	C	-	-	-	-
	Increase charges by an average of 5% as per Chief Officer Recommendation and actively pursue additional contracts	R	10,010 CR	14,010 CR	14,010 CR	14,010 CR
		S	-	-	-	-
R185	Car Parks	C	-	-	-	-
	Freeze car parking charges for 2013/14	R	-	28,070 CR	56,160 CR	56,160 CR
		S	-	-	-	-
R185	Parking Restriction Charges	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	350 CR	350 CR	350 CR	350 CR
		S	-	-	-	-
R200	Event Support - Cleansing	C	-	-	-	-
	Increase charges by 5% in line with Council Policy	R	10 CR	10 CR	10 CR	10 CR
		S	-	-	-	-
	TOTALS	C	-	-	-	-
		R	48,360 CR	102,230 CR	131,320 CR	131,320 CR
		S	-	-	-	-



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
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	201.50	
240 litre (one lift per week)	236.00	244.50	
360 litre (one lift per week)	291.00	301.00	
660 litre (one lift per week)	451.00	467.00	
1100 litre (one lift per week)	632.50	654.50	
COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax			
120 litre (one lift per week)	164.00	170.00	
240 litre (one lift per week)	176.00	182.00	
360 litre (one lift per week)	200.00	207.00	
660 litre (one lift per week)	287.00	297.00	
1100 litre (one lift per week)	357.00	369.50	
1100 litre Schools (40 weeks)	302.00	312.50	
ALTERNATE WEEKLY COLLECTION			
COUNCIL OWNED WHEELIE BINS - Cat 1 - liable to landfill tax			
120 litre (one lift every other week)	106.00	110.00	
240 litre (one lift every other week)	128.50	133.00	
360 litre (one lift every other week)	162.50	168.00	
660 litre (one lift every other week)	272.00	281.50	
1100 litre (one lift every other week)	378.00	391.00	
COUNCIL OWNED WHEELIE BINS - Cat 2 - not liable to landfill tax			
120 litre (one lift every other week)	91.00	94.00	
240 litre (one lift every other week)	98.50	102.00	
360 litre (one lift every other week)	117.00	121.00	
660 litre (one lift every other week)	190.00	196.50	
1100 litre (one lift every other week)	240.00	248.50	
1100 litre Schools (40 weeks every other week)	213.00	220.50	
PLASTIC SACKS	2.50	2.60	
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	1.35	
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	21.50	
OWN BIN DISCOUNT			
120 litre (one lift per week)	15.50	16.00	
240 litre (one lift per week)	17.50	18.00	
360 litre (one lift per week)	31.00	32.00	
660 litre (one lift per week)	90.00	93.00	
1100 litre (one lift per week)	121.00	125.00	
1100 litre Schools (40 weeks)	121.00	125.00	



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
Trade Waste and Commercial Waste Collections			
BULKY CHARGES – TRADE			
First 3 items	17.75	18.75	
additional items	4.20	4.50	
Special jobs on quotation	Commercial Judgement	Commercial Judgement	
based upon Hourly rate per crew:			
15 minutes	23.00	24.50	
30 minutes	44.00	46.25	
60 minutes	75.00	78.75	

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

Prompt payment of annual contracts in full (before the 30th April 2013) will attract a discount of 3.5%.

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

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
Domestic Waste Collections			
BULKY CHARGES – DOMESTIC			
First 3 items	15.25		16.00
additional items	3.75		4.00
Special jobs on quotation based upon	Commercial Judgement		Commercial Judgement
Hourly rate per crew:			
15 minutes	19.50		20.50
30 minutes	34.50		36.50
60 minutes	65.00		68.50
Charges for the Supply of a Replacement Wheelie Bin			
Replacement bins - delivered	39.00		41.00
Replacement bins - collected	29.50		31.00
Garden Waste Bins - Contribution to cost of bin	20.50		21.50
Garden Waste Collection Service - Annual Fee	32.50		34.50
Side Waste Collections			
Per Black Bin bag	3.15		3.30

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

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
Fleet Management			
External contracts based upon	Commercial Judgement	Commercial Judgement	
Internal Servicing			
Fixed service charges - up to 1.7cc Std A	99.00	104.00	
(note: includes materials up to £30 in value) Full B	107.00	112.50	
Fixed service charges - over 1.7cc Std A	98.00	103.00	
(note: includes materials up to £30 in value) Full B	132.00	138.50	
Materials above the £30 limit will be charged at cost			
Car Inspection	28.00	29.50	
Staff / Members Cars			
Labour charges per hour based upon	32.50	34.25	
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		36.00
Class 5	53.50		53.50
Class 7	53.50		53.50
WFDC Taxi	10.00		10.00
Internal Charges to PRS			
Taxi inspection - internal charge	28.00		29.50
Booking Charge per taxi including MOT/inspection booking	10.00		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	Service Manager	Parks Manager
Directorate	Community Well-Being and Environment	Cabinet Member	Community Well-Being

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
Cemetery Fees			
CHARGES ONLY APPLY TO KIDDERMINSTER CEMETERY			
INTERMENTS - RESIDENTS ONLY			
Child aged 1 month to 16 years ***	122.00	128.00	
Persons over 16 years ***	389.00	408.00	
Burial of cremated remains ***	142.00	149.00	
INTERMENTS - NON-RESIDENTS OF WYRE FOREST			
Child aged 1 month to 16 years ***	245.00	257.00	
Persons over 16 years ***	777.00	816.00	
Burial of cremated remains ***	284.00	298.00	
PURCHASED GRAVES - RESIDENTS ONLY			
Purchase of burial rights	441.00	463.00	
Purchase of burial rights for cremated remains	231.00	243.00	
PURCHASED GRAVES - NON-RESIDENTS OF WYRE FOREST			
Purchase of burial rights	882.00	926.00	
Purchase of burial rights for cremated remains	462.00	485.00	
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	88.00	
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	44.00	
Use of Cemetery Chapel per hour (or part of)	78.75	83.00	
Premium to be applied to cost of burials taking place wholly or partially outside normal working hours	10%	10%	
Assessing suitability of grave for additional burials	23.00	24.00	
MONUMENTS / GRAVE STONES ETC			
The right to place or erect a memorial including first inscription	163.00	171.00	
The right to place or erect a commemorative plaque or kerb stone	83.00	87.00	
Each additional inscription	28.00	29.00	
Vase	28.00	29.00	

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

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
Community Development and Museums			
COMMUNITY DEVELOPMENT			
RANGER SERVICES			
Minimum Charge	Free		Free
Maximum Charge	43.00		45.00
Young Rangers (per term)	17.00		18.00
PLAY SCHEMES			
Per session Minimum Charge	Free		Free
Per session Maximum Charge	22.00		23.00
SPORTS, ARTS AND PLAY DEVELOPMENT ACTIVITIES			
Per session Minimum Charge	Free		Free
Per session Maximum Charge	9.00		9.50
NATURE RESERVES			
Small charitable or community events (less than 20 people) up to 3 hrs	6.50		7.00
over 3 hrs	12.00		12.50
Medium charitable or community events (more than 20 people less than 100) up to 3 hrs	17.25		18.00
over 3 hrs	33.50		35.00
Large charitable or community events (more than 100 people) up to 3 hrs	40.50		42.50
over 3 hrs	52.00		54.50
Commercial and fund raising events	Commercial Judgement		Commercial Judgement
MUSEUMS			
Bewdley Museum			
Adults	Free		Free
Senior Citizen	Free		Free
Accompanied Children	Free		Free
Unaccompanied Children	Free		Free
Residents' Season Ticket	Free		Free
School Parties Admission Charge***	Donation		Donation
General Enquiries (per hour)	10.50		11.00
Hire of Education Room			
Minimum Charge	Free		Free
Maximum Charge (per half day)	32.50		34.00
Commercial Bookings	Commercial Judgement		Commercial Judgement
Hire of Severn Gallery			
Minimum Charge for local organisations & emerging community artists (per week)	10.50		11.00
Commercial Bookings	Commercial Judgement		Commercial Judgement
Hire of Wyre Forest Gallery			
Minimum charge for local organisations & emerging community artists (per week)	42.00		44.00
Commercial Bookings	Commercial Judgement		Commercial Judgement
Hire of Guild Hall			
Minimum Charge	Free		Free
Maximum Charge	Commercial Judgement		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



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES FOR INCOME

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ *	Proposed Charge FROM 1/04/2013 £ **
Parks Events			
OTHER SPORTS FACILITIES			
Bowls Green - Pre-purchased Passes			
Per game	Free		Free
Bowls Club per match	31.50		33.00
Cricket			
First Saturday in May to last Saturday in August			
Per match	66.00		69.00
Soccer			
Price increases to apply from the start of the 2012 season			
Grade A Pitch			
Adults - Wyre Forest Resident Team	61.00		64.00
Adults - Non Resident Team	71.50		85.00
Junior - Wyre Forest Resident Team	31.50		33.00
Junior - Non Resident Team	36.75		45.00
Grade B Pitch			
Adults - Wyre Forest Resident Team	44.00		46.00
Adults - Non Resident Team	52.50		60.00
Junior - Wyre Forest Resident Team	29.50		31.00
Junior - Non Resident Team	33.50		40.00
Fines			
For littering pitches or changing rooms	63.00		66.00
Vandalism - plus cost of repairs	63.00		66.00
Per occasion, per team			
Silent Flight per season	173.25		182.00
GREEN SPACES - Parks and Green Spaces (not Nature Reserves)			
Administration charge for use of Public Open Space			
Fund Raising and Charity Events (per day) - Minimum Charge	Free		Free
Fund Raising and Charity Events (per day) - Maximum Charge (refundable deposit applies)	157.50		165.50
Commercial Events (refundable deposit applies)	Commercial Judgement		Commercial Judgement
Grounds maintenance - external contracts			
based upon an hourly rate	Commercial Judgement		Commercial Judgement
Arborists	Commercial Judgement		Commercial Judgement
Plus Vehicle and Materials at cost	Commercial Judgement		Commercial Judgement

NOTES:

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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Parking restrictions and event support			
Parking Restrictions			
Charge per application - for up to 7 days	36.75	39.00	
Events support			
Provision of additional temporary toilet facilities			
Single WC unit (minimum of 3) - charge per unit	42.00	44.00	
Single wheelchair access WC	105.00	110.00	
Trailer cabin unit - charge per unit	367.50	386.00	
Includes all cost of delivery, set up and collection			
The provision of above, but on a more permanent basis	commercial judgement based upon full actual cost	commercial judgement based upon full actual cost	
Facilitating access or removing bollards - charge per hour	30.25	32.00	
Car Boot events	39.00	41.00	
Private Cleansing work based on	Commercial Judgement	Commercial Judgement	

NOTES:

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



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge TO 30/09/2013 £	Proposed Charge FROM 1/10/2013 £ Charges before VAT	Proposed Charge FROM 1/10/2013 £ Charges inclusive of VAT
Car Parks fees and Charges				
CENTRAL RATE	Up to 30 minutes	60 p		60 p
Kidderminster	Up to 1 hour	110 p		110 p
Market Street Surface Vehicle Park				
Bewdley				
Load Street Surface Vehicle Park				
Stourport-on-Severn				
Raven Street Surface Vehicle Park				
INNER RATE	Up to 1 hour	90 p		90 p
Kidderminster	Up to 2 hours	130 p		130 p
Aldi Store Surface Vehicle Park	Up to 3 hours	230 p		230 p
Batemans Yard	3 to 24 hours	460 p		460 p
Bromsgrove Street Surface Vehicle Park	24 to 48 hours	920 p		920 p
Pike Mills Surface Vehicle Park				
Youth Centre Surface Vehicle Park				
Bewdley				
Dog Lane Surface Vehicle Park				
Stourport-on-Severn				
Riverside Meadows Surface Vehicle Park				
Severn Meadows No. 1 Surface Vehicle Park				
Severn Meadows No. 2 Surface Vehicle Park				
Severn Meadows No. 3 Surface Vehicle Park				
OUTER RATE	Up to 1 hour (Mon to Sat)	Free		Free
Kidderminster	Up to 1.5 hours (Sun)	Free		Free
Castle Road Surface Vehicle Park	Up to 2 hours	130 p		130 p
Comberton Place Surface Vehicle Park	Up to 3 hours	210 p		210 p
Horsefair	3 to 24 hours	360 p		360 p
Stadium Close Surface Vehicle Park	24 to 48 hours	720 p		720 p
St. Mary's Church Surface Vehicle Park				
Bewdley				
Gardners Meadow Surface Vehicle Park				
Stourport-on-Severn				
Stourport Sports Centre No. 1 Surface Vehicle Park				
Stourport Sports Centre No. 2 Surface Vehicle Park				
Vale Road Surface Car Park				
RURAL RATE	Up to 1 hour	Free		Free
Blakedown	Up to 2 hours	60 p		60 p
The Avenue Surface Car Park	2 to 24 hours	270 p		270 p
	24 to 48 hours	540 p		540 p
CONTRACT	Up to 1 hour	100 p		tbc
Kidderminster	Up to 2 hours	130 P		tbc
Weavers Wharf *	Up to 3 hours	230 p		tbc
	Up to 4 hours	460 p		tbc
	Over 4 hours	1000 p		tbc

NOTES:

VAT will be included at the prevailing rate if applicable

* Private Contract - owners determine charges



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge TO 30/09/2013 £	Proposed Charge FROM 1/10/2013 £ Charges before VAT	Proposed Charge FROM 1/10/2013 £ Charges inclusive of VAT
Car Parking Season Tickets				
FULL SEASON TICKET	1 month	63.00		63.00
Kidderminster	6 months	316.50		316.50
Aldi Store Surface Vehicle Park	12 months:	575.40		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		33.00
Kidderminster	6 months	158.50		158.50
Castle Road Surface Vehicle Park	12 months:	287.70		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		NA
Bewdley	12 months:	NA		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		40.00
All vehicle parks	12 months:	72.00		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****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

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> To charge permit fees as determined by Government.	C	-	-	-	-
		R	tba	tba	tba	tba
		S	-	-	-	-
R638	<u>Licensing Activities - Licensing Act 2003</u> To maintain Liquor Licensing fees at statutory levels	C	-	-	-	-
		R	tba	tba	tba	tba
		S	-	-	-	-
	TOTALS	C	-	-	-	-
		R	7,200 CR	7,200 CR	7,690 CR	7,200 CR
		S	-	-	-	-



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Hackney Carriage/Private Hire Fees			
Hackney Carriage/Private Hire Drivers Licence (valid for 2 years)	281.00		295.00
Drivers' Knowledge Test	51.50		54.00
Drivers Badge	24.00		25.00
Hackney Carriage Vehicle	396.00		416.00
Private Hire Vehicle	396.00		416.00
Private Hire Operators	441.00		463.00
Vehicle Decals - Replacements	18.00		19.00
Vehicle Retest Fee (if re-tested within 48 hours of failure)	29.50	31.00	
Vehicle Retest Fee (if re-tested after 48 hours of failure)	56.50	59.00	
Change of Business (Sell Car and Transfer Plate)	100.00		105.00
Exemption Notice (Executive Vehicles)	27.50		29.00
Internal (Executive Vehicles) Car Plate	20.00		21.00
External Car Plate	47.00		49.00
CRB check	59.00		62.00

NOTES:

VAT will be included at the prevailing rate if applicable



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Licensing and Registration			
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin			
Colouring -			
Certificate of Registration: (a) Person	142.00		149.00
(b) Premise	205.00		215.00
(c) Persons & Premises	345.00		362.00
Animal Boarding Establishments* Initial	291.00		306.00
Renewal	192.00		202.00
Dangerous Wild Animals* Initial	291.00		306.00
Renewal	192.00		202.00
Dog Breeding Establishments* Initial	291.00		306.00
Renewal	192.00		202.00
Registration of Motor Salvage Operators	95.50		100.00
Copy of Register Entry, Motor Salvage Operators Register	4.00	4.00	
Pet Animals Act* Initial	291.00		306.00
Renewal	192.00		202.00
Public Realm and Streetscene (Control of Street Furniture)	275.00		289.00
Riding Establishments* Initial	291.00		306.00
Renewal	192.00		202.00
Sex Establishments Initial	4,299.00		4,514.00
Renewal	1,650.00		1,733.00
Transfer	298.00		313.00
Zoo Licences* Initial	1,405.00		1,475.00
	(plus Inspector's expenses)		(plus Inspector's expenses)
Renewal	1,262.00		1,325.00
	(plus Inspector's expenses)		(plus Inspector's expenses)

NOTES:

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



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Food, Health & Safety and Pollution Control			
FOOD, HEALTH AND SAFETY			
Issue of Food Surrender Certificates	57.00	60.00	
Release of Officers Statements	264.00	277.00	
Release of Documents	93.50	98.00	
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)	40.00 per hour (up to £500 Max)	
Investigation (each investigation)	40.00 per hour (up to £100 Max)	40.00 per hour (up to £100 Max)	
Granting an Authorisation	100.00 Max	100.00 Max	
Sampling (each visit)	100.00 Max	100.00 Max	
Analysing a sample			
- taken under regulation 10 (small supplies)	25.00 Max	25.00 Max	
- taken during check monitoring	100.00 Max	100.00 Max	
- taken during audit monitoring	500.00 Max	500.00 Max	

NOTES:

VAT will be included at the prevailing rate if applicable



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Environmental Information Regulation Requests			
Control of Rats and Other Pests			
Control of Dogs and Wasps Nests			
Environmental Information Regulation Requests			
Release of Environmental Information (basic)	29.50	31.00	
Release of Environmental Information (detailed)	59.00	62.00	
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		N/A
Plus use of poisons - recharged at cost plus 50%			
Annual contracts (requiring more than one visit)	Commercial Judgement		
Mice infestation (2 visits)	75.50		N/A
Rat infestation (3 visits)	113.50		N/A
Wasps Nests	50.00		N/A
Control of Dogs	44.00		N/A
Dog Recovery Fee			
Plus Vets fees at cost plus 10%			

NOTES:

VAT will be included at the prevailing rate if applicable



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Street Trading			
STREET TRADING			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	1,740.00		1,827.00
- Renewal	1,654.00		1,737.00
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	1,455.00		1,528.00
- Renewal	1,308.00		1,373.00
For every additional 12 x 12 or part thereof or length more than 5m	716.00		752.00
Mobile Traders	682.00		716.00

NOTES:

VAT will be included at the prevailing rate if applicable



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Premises License Fees			
Existing Casinos - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
New Small Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
New Large Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
Regional Casino - New Application	N/A	N/A	
Annual Fee	N/A	N/A	
Application to vary	N/A	N/A	
Application to Transfer	N/A	N/A	
Application for re-instatement	N/A	N/A	
Application for Provisional Statement	N/A	N/A	
Licence Application (Provisional Statement holders)	N/A	N/A	
Copy Licence	N/A	N/A	
Notification of change	N/A	N/A	
Bingo Club - New Application	2,088.00	2,192.00	
Annual Fee	598.00	628.00	
Application to vary	1,045.00	1,097.00	
Application to Transfer	716.00	752.00	
Application for re-instatement	716.00	752.00	
Application for Provisional Statement	2,088.00	2,192.00	
Licence Application (Provisional Statement holders)	716.00	752.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Premises License Fees			
Betting Premises - New Application	1,792.00	1,882.00	
(excluding Tracks) Annual Fee	358.00	376.00	
Application to vary	895.00	940.00	
Application to Transfer	716.00	752.00	
Application for re-instatement	716.00	752.00	
Application for Provisional Statement	1,792.00	1,882.00	
Licence Application (Provisional Statement holders)	716.00	752.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Tracks - New Application	1,493.00	1,568.00	
Annual Fee	598.00	628.00	
Application to vary	746.00	783.00	
Application to Transfer	567.00	595.00	
Application for re-instatement	567.00	595.00	
Application for Provisional Statement	1,493.00	1,568.00	
Licence Application (Provisional Statement holders)	567.00	595.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Family Entertainment Centres - New Application	1,194.00	1,254.00	
Annual Fee	447.00	469.00	
Application to vary	598.00	628.00	
Application to Transfer	567.00	595.00	
Application for re-instatement	567.00	595.00	
Application for Provisional Statement	1,194.00	1,254.00	
Licence Application (Provisional Statement holders)	567.00	595.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Adult Gaming Centres - New Application	1,194.00	1,254.00	
Annual Fee	598.00	628.00	
Application to vary	598.00	628.00	
Application to Transfer	567.00	595.00	
Application for re-instatement	567.00	595.00	
Application for Provisional Statement	1,194.00	1,254.00	
Licence Application (Provisional Statement holders)	567.00	595.00	
Copy Licence	31.00	33.00	
Notification of change	60.00	63.00	
Temporary Use Notices - New Application	304.00	319.00	
Annual Fee	N/A	N/A	

NOTES:

VAT will be included at the prevailing rate if applicable



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Permits - Statutory Fee Set By Central Government			
Fee Type			
FEC Gaming Machine - Grant	300.00	300.00	
FEC Gaming Machine - Renewal	300.00	300.00	
FEC Gaming Machine - Existing Operator Grant	100.00	100.00	
FEC Gaming Machine - Annual Fee	N/A	N/A	
Prize Gaming - Grant	300.00	300.00	
Prize Gaming - Renewal	300.00	300.00	
Prize Gaming - Existing Operator Grant	100.00	100.00	
Prize Gaming - Annual Fee	N/A	N/A	
Licensed Premises Gaming Machine Permit - Grant	150.00	150.00	
Licensed Premises Gaming Machine Permit - Renewal	N/A	N/A	
Licensed Premises Gaming Machine Permit - Existing Operator Grant	100.00	100.00	
Licensed Premises Gaming Machine Permit - Annual Fee	50.00	50.00	
Club Gaming Permit - Grant *	100.00	100.00	
Club Gaming Permit - Renewal *	100.00	100.00	
Club Gaming Permit - Existing Operator Grant	100.00	100.00	
Club Gaming Permit - Annual Fee	50.00	50.00	
Club Machine Permits - Grant *	100.00	100.00	
Club Machine Permits - Renewal *	100.00	100.00	
Club Machine Permits - Existing Operator Grant	100.00	100.00	
Club Machine Permits - Annual Fee	50.00	50.00	
Small Lottery Registration - Grant	40.00	40.00	
Small Lottery Registration - Renewal	20.00	20.00	
Small Lottery Registration - Existing Operator Grant	N/A	N/A	
Small Lottery Registration - Annual fee	N/A	N/A	
Miscellaneous Fees			
FEC Permits - Change of name	25.00	25.00	
FEC Permits - Copy of permit	15.00	15.00	
FEC Permits - Variation	N/A	N/A	
FEC Permits - Transfer	N/A	N/A	
FEC Permits - Notification	N/A	N/A	
Prize Gaming Permits - Change of name	25.00	25.00	
Prize Gaming Permits - Copy of permit	15.00	15.00	
Prize Gaming Permits - Variation	N/A	N/A	
Prize Gaming Permits - Transfer	N/A	N/A	
Prize Gaming Permits - Notification	N/A	N/A	
Licensed premises Gaming machine Permits - Change of name	25.00	25.00	
Licensed premises Gaming machine Permits - Copy of permit	15.00	15.00	
Licensed premises Gaming machine Permits - Variation	100.00	100.00	
Licensed premises Gaming machine Permits - Transfer	25.00	25.00	
Licensed premises Gaming machine Permits - Notification	N/A	N/A	



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Permits - Statutory Fee Set By Central Government			
Licensed Premises Automatic Notification Process - Change of name	N/A	N/A	
Licensed Premises Automatic Notification Process - Copy of permit	N/A	N/A	
Licensed Premises Automatic Notification Process - Variation	N/A	N/A	
Licensed Premises Automatic Notification Process - Transfer	N/A	N/A	
Licensed Premises Automatic Notification Process - Notification	50.00	50.00	
Gaming Club Permits - Change of name	100.00	100.00	
Gaming Club Permits - Copy of permit	15.00	15.00	
Gaming Club Permits - Variation	100.00	100.00	
Gaming Club Permits - Transfer	N/A	N/A	
Gaming Club Permits - Notification	N/A	N/A	
Gaming Machine Permits - Change of name	100.00	100.00	
Gaming Machine Permits - Copy of permit	15.00	15.00	
Gaming Machine Permits - Variation	100.00	100.00	
Gaming Machine Permits - Transfer	N/A	N/A	
Gaming Machine Permits - Notification	N/A	N/A	

NOTES:

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



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Licensing Act 2003 - Statutory Fee Set By Central Government			
Band A - (rateable value £0 to £4,300)			
Annual	70.00	70.00	
New Licence	100.00	100.00	
Future Variation	100.00	100.00	
Band B - (rateable value £4,301 to £33,000)			
Annual	180.00	180.00	
New Licence	190.00	190.00	
Future Variation	190.00	190.00	
Band C - (rateable value £33,001 to £87,000)			
Annual	295.00	295.00	
New Licence	315.00	315.00	
Future Variation	315.00	315.00	
Band D - (rateable value £87,001 to £125,000)			
Annual *	320.00	320.00	
New Licence *	450.00	450.00	
Future Variation *	450.00	450.00	
Band E - (rateable value over £125,000)			
Annual **	350.00	350.00	
New Licence **	635.00	635.00	
Future Variation **	635.00	635.00	
Premises with no NDRV = Band A			
Premises under construction = Band C			
Number of person present			
5,000 to 9,999 - Additional Fee	1,000.00	1,000.00	
5,000 to 9,999 - Annual Fee	500.00	500.00	
10,000 to 14,999 - Additional Fee	2,000.00	2,000.00	
10,000 to 14,999 - Annual Fee	1,000.00	1,000.00	
15,000 to 19,999 - Additional Fee	4,000.00	4,000.00	
15,000 to 19,999 - Annual Fee	2,000.00	2,000.00	
20,000 to 29,999 - Additional Fee	8,000.00	8,000.00	
20,000 to 29,999 - Annual Fee	4,000.00	4,000.00	
30,000 to 39,999 - Additional Fee	16,000.00	16,000.00	
30,000 to 39,999 - Annual Fee	8,000.00	8,000.00	
40,000 to 49,999 - Additional Fee	24,000.00	24,000.00	
40,000 to 49,999 - Annual Fee	12,000.00	12,000.00	
50,000 to 59,999 - Additional Fee	32,000.00	32,000.00	
50,000 to 59,999 - Annual Fee	16,000.00	16,000.00	
60,000 to 69,999 - Additional Fee	40,000.00	40,000.00	
60,000 to 69,999 - Annual Fee	20,000.00	20,000.00	
70,000 to 79,999 - Additional Fee	48,000.00	48,000.00	
70,000 to 79,999 - Annual Fee	24,000.00	24,000.00	
80,000 to 89,999 - Additional Fee	56,000.00	56,000.00	
80,000 to 89,999 - Annual Fee	28,000.00	28,000.00	
90,000 and over - Additional Fee	64,000.00	64,000.00	
90,000 and over - Annual Fee	32,000.00	32,000.00	



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Licensing Act 2003 - Statutory Fee Set By Central Government			
Other Fees			
Application for a grant or renewal of personal licence	37.00	37.00	
Temporary event notice	21.00	21.00	
Theft, loss etc. of premises licence or summary	10.50	10.50	
Application for a provisional statement	315.00	315.00	
Notification of change of name or address	10.50	10.50	
Application to vary licence to specify DPS	23.00	23.00	
Application for transfer of premises licence	23.00	23.00	
Interim authority notice following death etc. of licence holder	23.00	23.00	
Theft, loss etc. of certificate or summary	10.50	10.50	
Notification of change of name or alternation of rules of club	10.50	10.50	
Change of relevant registered address of club	10.50	10.50	
Theft, loss etc. of temporary event licence	10.50	10.50	
Theft, loss etc. of personal licence	10.50	10.50	
Duty to notify change of name or address	10.50	10.50	
Right of freeholder etc. to be notified of licensing matters	21.00	21.00	

NOTES:

VAT will be included at the prevailing rate if applicable

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

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



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
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		21.00 per Question
If any query requires a site visit to be made (e.g. compliance with conditions)	53.00		56.00
Charges for Copy Documents			
Monthly Decision List	86.00		90.00
Weekly Planning Application List	143.00		150.00
Decision Notices	15.00		16.00
Decision Notices Additional Copies	0.80		0.85
A4 - For each copy	0.80		0.85
A3 - For each copy	1.00		1.05
A2 - For each copy	2.50		2.60
A1 - For each copy	3.10		3.30
A0 - For each copy	4.20		4.40
Note			
Copies, where appropriate, are available free up to a cumulative single transaction value of £10 for individuals (the discretion of Director of Service to be applied in cases of multiple separate transactions) and charged at full cost to representatives of professional and/or commercial companies.			

NOTES:

VAT will be included at the prevailing rate if applicable



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Permitted Developments and Pre-application Advice			
Permitted Development enquiries			
Proposed development type			
Householder	27.00		28.00
Other	54.00		57.00
Pre-Application advice			
Householder	43.00		45.00
Cost of each additional meeting	21.00		22.00
1 - 4 dwellings	268.00		281.00
Cost of each additional meeting	107.00		112.00
Cost of Highway Advice	N/A		N/A
Cost of each additional meeting with Highway Authority	N/A		N/A
Residential Development (see note 1)			
5 - 9 dwellings (site <1ha) (gross floor area <1,000m2)	537.00		564.00
Cost of each additional meeting	107.00		112.00
Cost of Highway Advice	N/A		N/A
Cost of each additional meeting with Highway Authority	N/A		N/A
10 - 49 dwellings (site 1-1.25ha) (gross floor area 1,000 - 2,499m2)	1,072.00		1,126.00
Cost of each additional meeting	536.00		563.00
Cost of Highway Advice	375.00		394.00
Cost of each additional meeting with Highway Authority	188.00		197.00
50 - 199 dwellings (site 1.26-2ha) (gross floor area 2,500 - 9,999m2)	2,145.00		2,252.00
Cost of each additional meeting	793.00		833.00
Cost of Highway Advice	751.00		789.00
Cost of each additional meeting with Highway Authority	278.00		292.00
200+ dwellings (site 2+ha) (gross floor area +10,000m2)	3,217.00		3,378.00
Cost of each additional meeting	1,072.00		1,126.00
Cost of Highway Advice	1,126.00		1,182.00
Cost of each additional meeting with Highway Authority	375.00		394.00
Non Residential/Commercial Development (see note 1)			
Gross floor area up to 500m2 (site up to 0.5ha)	268.00		281.00
Cost of each additional meeting	107.00		112.00
Cost of Highway Advice	N/A		N/A
Cost of each additional meeting with Highway Authority	N/A		N/A
Gross floor area 501m2 - 999m2 (site 0.5 - 1ha)	536.00		563.00
Cost of each additional meeting	107.00		112.00
Cost of Highway Advice	N/A		N/A
Cost of each additional meeting with Highway Authority	N/A		N/A
Gross floor area 1,000 - 2,499m2 (site 1.-1.25ha)	1,072.00		1,126.00
Cost of each additional meeting	536.00		563.00
Cost of Highway Advice	375.00		394.00
Cost of each additional meeting with Highway Authority	188.00		197.00
Gross floor area 2,500 - 9,999m2 (site 1.26-2ha)	2,145.00		2,252.00
Cost of each additional meeting	793.00		833.00
Cost of Highway Advice	751.00		789.00
Cost of each additional meeting with Highway Authority	278.00		292.00
Gross floor area +10,000m2 (site +2ha)	3,217.00		3,378.00
Cost of each additional meeting	1,072.00		1,126.00
Cost of Highway Advice	1,126.00		1,182.00
Cost of each additional meeting with Highway Authority	375.00		394.00



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Permitted Developments and Pre-application Advice			
Other Categories			
Advertisements	54.00		57.00
Cost of each additional meeting	27.00		28.00
Change of Use	161.00		169.00
Cost of each additional meeting	81.00		85.00
Telecommunications	161.00		169.00
Cost of each additional meeting	81.00		85.00
Glasshouses/Poly Tunnels	214.00		225.00
Cost of each additional meeting	107.00		112.00
Others (see note 2)	107.00		112.00
Cost of each additional meeting	54.00		57.00
Historic Environmental and Tree related enquiries			
Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters)	33.00		35.00
(More than 3 Separate Matters)	66.00		69.00
Cost of each additional meeting	16.00		17.00
Separate Tree related Advice - number of trees not exceeding 10	33.00		35.00
Cost of each additional meeting	16.00		17.00
Separate Tree related Advice - number of trees over 10 but not exceeding 30	66.00		69.00
Cost of each additional meeting	16.00		17.00
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.



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Building Control - Fees Set By North Worcestershire Building Control Shared Service			
STANDARD CHARGES FOR THE CREATION OR CONVERSION TO NEW HOUSING			
1 Property - Application Charge	620.00		620.00
Regularisation Charge	780.00		780.00
Additional Charge *	110.00		110.00
2 Properties - Application Charge	855.00		855.00
Regularisation Charge	1,070.00		1,070.00
Additional Charge *	215.00		215.00
3 Properties - Application Charge	1,085.00		1,085.00
Regularisation Charge	1,355.00		1,355.00
Additional Charge *	320.00		320.00
4 Properties - Application Charge	1,310.00		1,310.00
Regularisation Charge	1,860.00		1,860.00
Additional Charge *	425.00		425.00
5 Properties - Application Charge	1,505.00		1,505.00
Regularisation Charge	1,885.00		1,885.00
Additional Charge *	530.00		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		340.00
Regularisation Charge	425.00		425.00
Additional Charge *	110.00		110.00
Extension where floor area is between 10m ² and 40m ² :			
Application Charge	495.00		495.00
Regularisation Charge	620.00		620.00
Additional Charge *	110.00		110.00
Extension where floor area is between 40m ² and 60m ² :			
Application Charge	660.00		660.00
Regularisation Charge	825.00		825.00
Additional Charge *	110.00		110.00
Extension where floor area is between 60m ² and 200m ² :			
Application Charge	835.00		835.00
Regularisation Charge	1,040.00		1,040.00
Additional Charge *	110.00		110.00
Loft Conversions - Application Charge	470.00		470.00
Regularisation Charge	590.00		590.00
Additional Charge *	110.00		110.00
Erection or extension of a non-exempt single storey car-port or garage not exceeding 100m ²			
Application Charge	340.00		340.00
Regularisation Charge	425.00		425.00
Additional Charge *	110.00		110.00



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Building Control - Fees Set By North Worcestershire Building Control Shared Service			
Window Replacement - Application Charge	180.00		180.00
Regularisation Charge	225.00		225.00
Additional Charge *	N/A		N/A
Electrical Work - Application Charge	235.00		235.00
Regularisation Charge	290.00		290.00
Additional Charge *	N/A		N/A
Other domestic alterations costing less than £3,000 which are separate from but are to be undertaken at the same time as the main project			
Application Charge	60.00		60.00
Regularisation Charge	85.00		85.00
Additional Charge *	55.00		55.00
ALL OTHER WORK - ALTERATIONS			
Estimated cost of work £0.00 to £5,000			
Application Charge	240.00		240.00
Regularisation Charge	300.00		300.00
Estimated cost of work £5,001 to £15,000			
Application Charge	340.00		340.00
Regularisation Charge	465.00		465.00
Estimated cost of work £15,001 to £25,000			
Application Charge	455.00		455.00
Regularisation Charge	570.00		570.00
Estimated cost of work £25,001 to £35,000			
Application Charge	560.00		560.00
Regularisation Charge	700.00		700.00
Estimated cost of work £35,001 to £50,000			
Application Charge	720.00		720.00
Regularisation Charge	895.00		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		65.00
Site Visit relating to archived case - per site visit	65.00		65.00
Withdrawn Applications			
Process request - Admin Charge	40.00		40.00
Building Notice - No inspection having taken place	refund fee less admin charge		refund fee less admin charge
Building Notice - Inspections having taken place	refund fee less admin charge less £65 per visit		refund fee less admin charge less £65 per visit
Full Plans - not checked, no inspections	refund fee less admin charge		refund fee less admin charge
Full Plans - checked, no inspections	refund inspection fee less admin charge		refund inspection fee less admin charge
Full Plans - checked, with site inspections	refund inspection fee less admin charge, less £65 per site inspection		refund inspection fee less admin charge, less £65 per site inspection



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Building Control - Fees Set By North Worcestershire Building Control Shared Service			
Redirected Inspection fees/issue copy documents			
Re invoice to new address	40.00		40.00
Re issue previously issued completion certificate or approval/acceptance document	£11.00 plus £0.11 per sheet		£11.00 plus £0.11 per sheet
Optional Consultancy Services	£80.00 per hour		£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.



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 21/11/2012 £	Proposed Charge FROM 22/11/2012 £ Charges before VAT	Proposed Charge FROM 22/11/2012 £ Charges inclusive of VAT
Planning Applications - Statutory Fees Set By Central Government			
OPERATIONS			
New Dwellings			
Outline planning permission			
Site does not exceed 2.5 hectare - rate per 0.1 hectare	335		385
Site exceeds 2.5 hectares	8,285		9,527
Rate per additional 0.1 hectare in excess of 2.5 hectares	100		115
Maximum	125,000		125,000
In other cases			
New Dwellings - dwellings less than 50 houses - rate per dwelling	335		385
New Dwellings - dwellings exceeds 50 houses	16,565		19,409
rate per additional dwelling over 50 houses	100		115
Maximum	250,000		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		385
Site exceeds 2.5 hectares	8,285		9,527
Rate per additional 0.1 hectare in excess of 2.5 hectares	100		115
Maximum	125,000		125,000
In other cases			
No additional floor space	170		195
Gross area less than 40 sq metres	170		195
Gross floor area between 40 and 75 sq metres	335		385
Rate in excess of 75 sq metres, but less than 3,750 (per 75 sq metres)	335		385
Gross floor area in excess of 3,750 sq metres	16,565		19,049
Rate per additional 75 sq meter in excess of 3,750 sq meters	100		115
Maximum	250,000		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		385
Site exceeds 2.5 hectares	8,285		9,527
Rate per additional 0.1 hectare in excess of 2.5 hectares	100		115
Maximum	125,000		125,000
In other cases			
Gross area less than 465 sq metres	70		80
Gross floor area between 465 and 540 sq metres	335		385
Gross floor area between 540 and 4,215 sq meters	335		385
Rate per additional 75 sq metres in excess of 540 sq meters	335		385
Gross floor area in excess of 4,215 sq metres	16,565		19,049
Rate per additional 75 sq metres in excess of 4,215 sq meters	100		115
Maximum	250,000		250,000
Glasshouses on agricultural land			
Gross area less than 465 sq meters	70		80
Gross floor area in excess of 465 sq meters	1,870		2,150
Erection, alteration or replacement of plant or machinery			
Gross area less than 5 hectares	335		385
Gross area in excess of 5 hectares	16,565		19,049
Rate per additional 0.1 hectare in excess of 5 hectares	100		115
Maximum	250,000		250,000



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 21/11/2012 £	Proposed Charge FROM 22/11/2012 £ Charges before VAT	Proposed Charge FROM 22/11/2012 £ Charges inclusive of VAT
Planning Applications - Statutory Fees Set By Central Government			
Enlargement, improvement or alteration of dwellings for domestic purposes			
One dwelling	150		172
2 or more dwellings	295		339
Operations within residential curtilage for domestic purposes (including buildings, gates and fences etc.)	150		172
Car parks, roads and access to serve a single undertaking where associated with existing use	170		195
Operations not within above categories - rate per 0.1 hectare	170		195
Maximum	1,690		1,690
USES			
Change of use of a building to one or more dwellings			
From single dwelling to 50 or fewer dwellings	335		385
From single dwelling to more than 50 dwellings	16,565		19,049
Rate per additional dwelling in excess of 50 dwellings	100		115
Maximum	250,000		250,000
From other building to 50 or fewer dwellings	335		385
From other building to more than 50 dwellings	16,565		19,049
Rate per additional dwelling in excess of 50 dwellings	100		115
Maximum	250,000		250,000
Material changes of use on land or building(s) other than above	335		385
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		110
Sign relating to business in the locality but not visible from that site	95		110
All other advertisements	335		385
OTHER APPLICATIONS			
Certificate of existing use or development	As for a planning application		As for a planning application
Certificate of proposed use or development	50% of planning application		50% of planning application
Prior approval application under the General Permitted Development Order			
Application made under parts 6, 7 or 31	70		80
Application made under part 24	335		385
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		57
Major Development	500		575
All other cases	170		195



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 21/11/2012 £	Proposed Charge FROM 22/11/2012 £ Charges before VAT	Proposed Charge FROM 22/11/2012 £ Charges inclusive of VAT
Planning Applications - Statutory Fees Set By Central Government			
Variation or removal of a condition	170		195
Requests for confirmation that a condition or conditions attached to a grant of planning permission has been complied with			
Householder developments (per request)	25		28
All other cases (per request)	85		97
Application for Non-Material Amendments following a grant of planning permission			
Householder developments (per request)	25		28
All other cases	170		195
Applications for Certificates of Alternative Development	0		195
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.



Wyre Forest District Council



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Private Water Supplies - Statutory Fee Set By Central Government			
Risk Assessment - rate per hour up to a maximum of	40.00 500.00		40.00 500.00
Investigating - rate per hour up to a maximum of	40.00 500.00		40.00 500.00
Granting an authorisation - Maximum charge	100.00		100.00
Analysing samples			
Regio small supplies - maximum	25.00		25.00
During check monitoring - maximum	100.00		100.00
Taken during audit monitoring - maximum	500.00		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	Service Manager	Planning Policy Manager
Directorate	Economic Prosperity & Place	Cabinet Member	Place-shaping

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2013 £	Proposed Charge FROM 1/04/2013 £ Charges before VAT	Proposed Charge FROM 1/04/2013 £ Charges inclusive of VAT
Street Naming and Numbering			
Existing Properties			
Renaming an existing street	210.00		221.00
Additional charge per premise	52.50		55.00
Renaming (where the premise is NOT also numbered) or renumbering a premise	105.00		110.00
Additional charge per premise	21.00		22.00
Adding a name to or renaming a premise (where the premise is also numbered)	0.00		0.00
Additional charge where this includes naming of a building (e.g. a block of flats)	52.50		55.00
New Developments			
Naming a New Street	210.00		221.00
Naming and Numbering a new Premises	105.00		110.00
Additional charge for each adjoining premise	21.00		22.00
Additional Charge where this includes naming of a building (e.g. a block of flats)	52.50		55.00

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.

WYRE FOREST DISTRICT COUNCIL

CABINET PROPOSALS 2013/14 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 following the State of the Area events. Delegate authority to the Director of Economic Prosperity and Place to spend in consultation with the Cabinet Review Panel (will include representation from all groups)	C R S	500,000 120,000 -	- 70,000 -	- 70,000 -	- 70,000 -
R224	To request that the Director investigate the alternative use of any surplus/unused property to complement the Council's Economic and Regeneration priorities, Options to include conversion into either Serviced Business Starter Incubator Units, offices, or for residential use. The business cases for such proposals be considered by the Cabinet Review Panel.					
Various	To request that the Director investigate the possibility of establishing incubator units within the Civic Centre, Stourport on Severn in partnership with Worcestershire County Council and others. Any proposals be considered by the Cabinet Review Panel.	C R S	TBC TBC -	TBC TBC -	TBC TBC -	TBC TBC -
R190 R187 R189	<u>Car Parking</u> During the period of the freeze of car parking charges to undertake a review of Town Centre car parking to include consideration of the provision of some elements of free parking based on the results of the recent free parking initiative	C R S	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC
DELIVERING TOGETHER, WITH LESS						
Various	<u>Staff Terms and Conditions</u> Revision of Staff Terms and Conditions, including introduction of the Living Wage	C R S	- 1,000 CR -	- 10,700 CR -	- 13,600 CR -	- 13,100 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 and to establish a fund of £105k in Yr 1 to support Parish Councils	C R S	- 15,740 -	- 23,460 CR -	- 23,660 CR -	- 23,860 CR -
	<u>Support for Cemeteries</u> Phase out support for cemeteries over four years (75%, 50%, 25%, 0%)	C R S	- 17,070 -	- 11,380 -	- 5,690 -	- - -
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 -

Cost Centre	ACTIVITY AND DESCRIPTION OF CABINET PROPOSAL	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
R410	ICT Review of Members' ICT - staged implementation of revised scheme	C R S	- 1,000 CR -	- 4,000 CR -	- 8,000 CR -	- 12,000 CR -
R410	Members Car Parking Passes Following move to Wyre Forest House, to withdraw the issue of free Car Park Passes to all Members. Members will still be able to claim for any parking costs incurred in line with the Members' Allowances scheme	C R S	- - -	- - -	- - -	- - -
Various	Wyre Forest Forward 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
Various	Wyre Forest Forward To round all Fees and Charges to the nearest whole pounds in the future for ease and efficiency (with the exception of car parking)	C R S	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC	- TBC TBC TBC
Various	Fleet and Waste Strategy Review The Director investigates the usage of the Council's freighter fleet to ensure maximum optimisation.	C R S	TBC TBC -	TBC TBC -	TBC TBC -	TBC TBC -
SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT						
R800	Disabled Facilities Grants Review of funding for Disabled Facilities Grants including seeking grant funding from Health and other partners	C R S	- - -	- - -	- - -	- - -
IMPROVING COMMUNITY WELL-BEING						
R800	Local Authority Mortgage Scheme Future consideration by the Treasury Management Review Panel of the extension of the current LAMS scheme to include Shared Ownership once the existing scheme is fully operational	C R S	TBC TBC -	TBC TBC -	TBC TBC -	TBC TBC -
R720	Reinstate Community Leadership Fund Reinstate a fund of £1,000 per Member for 2013/14; review of effectiveness by December 2013 with a view to approving as a permanent Budget item subject to this review	C R S	- 42,000 -	- - -	- - -	- - -
	TOTALS	C R S	500,000 117,810 2.00 CR	- 187,780 CR 6.00 CR	- 263,570 CR 8.00 CR	- 333,960 CR 10.00 CR

KEY - Changes in Resources

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

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	6,198,820	111,460	6,310,280	6,198,650	233,980	6,432,630	5,341,490	316,960	5,658,450
ECONOMIC PROSPERITY AND PLACE	2,851,330	2,918,440	2,350,930	46,830	2,397,760	1,841,490	95,380	1,936,870	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	13,892,400	192,750	14,085,150	13,222,520	457,900	13,680,420	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)
TOTAL NET EXPENDITURE ON SERVICES	0	0	(58,370)	0	(58,370)	(158,410)	0	(158,410)	(262,230)	0	(262,230)
	13,055,200	13,076,950	12,497,930	193,480	12,691,410	11,951,170	459,390	12,410,560	11,366,510	688,590	12,055,100
LESS: GOVERNMENT SUPPORT GRANTS	(5,564,730)	(5,564,730)			(6,179,120)			(5,390,570)			(4,933,200)
HOMELESSNESS PREVENTION GRANT	(109,270)	(109,270)			(108,650)			(108,650)			0
COMMUNITY RIGHT TO BID/CHALLENGE	0	0			(16,400)			(16,400)			0
COLLECTION FUND SURPLUS	(51,000)	(51,000)			0			0			0
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			406,490			823,850			929,430
COUNCIL TAX LEVY		197.62			197.62			201.57			205.60
COUNCIL TAX BASE		35,461			30,119			30,119			30,119

APPENDIX 4

WYRE FOREST DISTRICT COUNCIL

PARISH COUNCIL SUPPORT FUND, 2013-14 AND SUPPORT FOR LOCAL CEMETERIES

1 The **parish council support fund** is worth £105k in 2013-14. £63k has been allocated to parish and town councils and the Kidderminster Charter Trustees, in order to mitigate the impact of the reduction in council tax base, following the Government's introduction of local schemes of council tax discounts in place of council tax benefit. This document sets out how parish and town councils can access the balance of £42k of funding for 2013-14.

2 The document also sets out arrangements for providing **financial support for local cemeteries** for 2013-14 to 2015-16, which will be the final year of support.

Parish council support fund - policy context

3 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 will enable Parish Councils to collaborate and deliver more services locally. We have a strong presumption in favour of transfer where any ongoing cost to Wyre Forest District Council will be significantly lower as a result. The scheme will also provide for parish councils to provide additional services in their areas through grant funding.

4 Normally, any ongoing funding we provide will be found from within the existing budget for the asset or service concerned. The additional funding that is available in 2013-14 means that we can offer incentives where it leads to significantly lower costs to the Council, contributing to the overall reduction in our expenditure.

Parish council support fund - process for accessing the available funding in 2013-14

6 The fund of £42k is available to provide flexible support in a number of areas. The following types of activity are potentially eligible:

6.1 The Council want to build up capacity and skills in parish and town councils to support them in taking over assets. Examples of the types of activity that we might support include cost of additional staffing resources to work on the transfer of assets and services from WFDC, training and development of existing staff, work to achieve "quality parish" status. Expenditure under this heading can be incurred in 2013-14 and 2014-15 where relevant e.g. training programmes over two years to achieve quality parish status. WFDC would generally look to support no more than 50% of the costs;

6.2 The Council are prepared to help with one-off costs incurred by parish or town councils in preparing for, or in connection with, the transfer of assets or services. Examples of the types of activity that we might support include building condition surveys, consultancy support for preparation of business plans or funding

APPENDIX 4

applications to other bodies. WFDC would generally look to support no more than 50% of the costs;

6.3 we want to encourage parish and town councils to make early progress in agreeing to take over assets or services from WFDC. We are thus willing to offer “reward grants” to incentivise parish or town councils that agree during 2013-14 to take over assets or services, with the transfer taking effect no later than 1 April 2014. The amount of reward grants will be decided on a case-by-case basis and will represent an agreed share of the savings that WFDC will achieve in 2014-15;

6.4 we are prepared to provide financial support for other specific local projects, up to a maximum grant rate of 50%. Proposals under this heading would involve checking the level of reserves of the parish council - it would have to submit its latest audited accounts, together with a written justification about how its reserves cannot be used to deliver the project.

7 Applications for support may be submitted at any time before 31 January 2014, by email to joanne.wagstaffe@wyreforestdc.gov.uk. You should provide sufficient information to enable us to understand what you are seeking financial support for and the amount of funding sought. We may ask you to provide additional information as necessary. In the case of applications under paragraph 6.4 above, you need to submit a copy of your council’s latest audited accounts and a written justification about how your council’s reserves cannot be used to deliver the project. Decisions on what grant support (if any) to provide are at the discretion of the Council in accordance with the delegation to the relevant Director in consultation with the relevant Cabinet Member.

Parish council support fund - arrangements for 2014-15 onwards

8 At present, the fund is fully committed, in order to provide ongoing support to parish and town councils as a consequence of the reduction in the council tax base.

Financial support for local cemeteries

9 Historically, WFDC has provided grants for operational local cemeteries. The grants are provided to parish or town councils where they exist (which, in turn, are expected to pass the funding on to relevant local churches or to spend the grants on cemeteries maintained by them) and directly to two churches in Kidderminster. The District Council intends to phase out this support over a period of three years, commencing in 2013-14.

10 Thus the total funding that will be provided will be as follows:

£	2013-14	2014-15	2015-16	2016-17
Amount of funding	17,070	11,380	5,690	0
As a percentage of funding in 2012-13	75%	50%	25%	0%

11 These grants will be paid automatically.

APPENDIX 4

12 The phasing out of support allows the parish and town councils and the churches to adjust over a period to the change in support from WFDC. It is open to parish and town councils, if they choose to do so, to continue providing current levels of support for churches and cemeteries in their areas. For its part, the District Council has discharged its statutory responsibility by working with Dignity plc to provide the Wyre Forest Cemetery and Crematorium. It expects that additional local provision should be a local responsibility, with any contribution from local government coming from parish or town councils.

13 Any questions about this document including the parish council support fund should be directed to Joanne Wagstaffe, Director of Resources by email or on 01562 732100.

WYRE FOREST DISTRICT COUNCIL**CABINET**
19TH FEBRUARY 2013**RESULTS OF BUDGET CONSULTATION**

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME:	<u>Stronger Communities</u>
CORPORATE PRIORITY:	<u>Delivering Together with Less</u>
CABINET MEMBER:	Councillor N J Desmond
DIRECTOR:	Director of Resources
CONTACT OFFICER:	Joanne Wagstaffe Ext. 2100 joanne.wagstaffe@wyreforestdc.gov.uk
Appendix 1	Budget Consultation Results
Appendix 2	Liberal and Independent Group Alternative Budget Proposals
Appendix 3	The Independent Community and Health Concern Party Alternative Budget Proposals The Labour Group Alternative Budget Proposals
Appendix 4	<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 To consider the results of the budget consultation exercise launched following the presentation of the Financial Strategy 2012/2015 to Cabinet on the 18th December 2012.

2 RECOMMENDATIONS

The Cabinet is asked to NOTE:

- 2.1 The results of the budget consultation exercise as detailed within the reports.

3 **BACKGROUND**

3.1 Following the approval of the Financial Strategy 2013/16 on 20th December 2011 there has been extensive consultation on the proposals. The purpose of this report is to feed back to the Cabinet the results of the consultation ahead of the final recommendations to Council. The main groups which have been consulted are:

- Council Tax Payers, Business Rate payers and Staff
- Other Members of the Council

3.2 This report will summarise the responses from each of the groups detailed above.

3.3 **Council Tax Payers, Business Rate Payers and Staff**

3.4 The Council has invited comments on the budgets proposals presented to Cabinet on the 18th December 2012. A total of 50 respondents accessed the consultation. A summary of the responses is shown below. A full list of the questions and more detailed analysis is available in Appendix 1.

Question 1: This year Wyre Forest District Council is proposing to freeze its proportion of the Council Tax bill, by taking advantage of the Government grant available. What is your opinion on the plan to freeze Council Tax?

Strongly Support/Support	49%
Oppose/Strongly Oppose	42%

Question 2: The council plans to increase its share of the Council Tax bill by 2.0 per cent in subsequent years. Which option do you prefer?

Higher than 2.0%	34%
Around 2% as proposed	48%
Lower than 2%	18%

Question 3: What is your opinion on providing additional resources to the fund to support economic investment and regeneration?

Strongly Support/Support	47%
Oppose/Strongly Oppose	33%

Question 4: What is your opinion on the Cabinet's proposal to review the recipients of Business Rate Relief?

Strongly Support/Support	56%
Oppose/Strongly Oppose	18%

Question 5: The Cabinet is proposing to change some of the staff terms and conditions. What is your opinion on this proposal?

Strongly Support/Support	56%
Oppose/Strongly Oppose	23%

Question 6: What is your opinion on the proposal to review the major contracts currently in place with external organisations? Do you....

Strongly Support/Support	98%
Oppose/Strongly Oppose	0%

Question 7: The Cabinet is looking to set up a Parish Localism Fund to support Parish Councils. Do you....

Strongly Support/Support	51%
Oppose/Strongly Oppose	28%

Question 8: The Cabinet is proposing to change the way in which ICT provision is provided to Council Members. What is your opinion on this proposal?

Strongly Support/Support	87%
Oppose/Strongly Oppose	5%

Question 9: The Cabinet is proposing to expand the Wyre Forest Forward Programme of efficiency savings. What is your opinion on this proposal?

Strongly Support/Support	49%
Oppose/Strongly Oppose	21%

3.5 Other Members of the Council

3.6 Following the meeting of Cabinet the Budget Review Panel have met on three occasions to consider the budget in greater detail. On each occasion there was debate on specific proposals and further information provided to assist in the decision making process.

3.7 At the meeting of the Budget Review Panel on 24th January 2013, alternative proposals to the Cabinets were presented from the following groups:

- The Liberal and Independent Party (Appendix 2)
- The Independent Community and Health Concern (Appendix 3)
- The Labour Party (Appendix 4)

3.8 On all of the Appendices those proposals which differ from the original Cabinet proposals are shaded. In addition wherever the proposals would result in additional expenditure for the Council the source for the relevant financing is shown. All of the proposed budgets were discussed at the Overview and Scrutiny Committee on 7th February 2013 who made the following recommendation:

Having considered the Cabinet proposals, and amendments from the Independent Community and Health Concern, Labour and Liberal and Independent Groups, the Overview and Scrutiny Committee is satisfied that the proposals are all clear, achievable and financially sound.

4 KEY ISSUES

- 4.1 In making the final recommendation to Council on the financial Strategy 2013/16 the Cabinet has considered the results of the budget consultation exercise.

5 FINANCIAL IMPLICATIONS

- 5.1 There are no direct financial implications

6 LEGAL AND POLICY IMPLICATIONS

- 6.1 None

7 EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 An equality impact assessment screening has been undertaken and it is considered that there are no discernible impacts on the nine equality strands.

8 RISK MANAGEMENT

- 8.1 It is good practice to determine the views of Council Tax payers in making determinations on the budgets.

9 CONCLUSION/FURTHER CONSIDERATIONS

- 9.1 The Council continues to engage with the public, staff, other Members and various stakeholders in setting the direction of the Council. In these times of financial austerity difficult choices will be required on selective reductions in costs in line with the Council's stated aims and objectives.

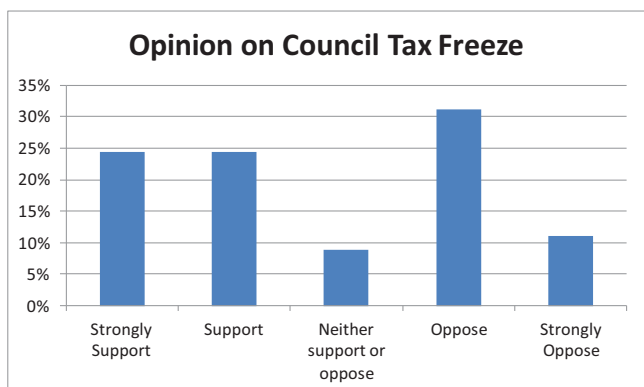
10 CONSULTEES

- 10.1 Cabinet

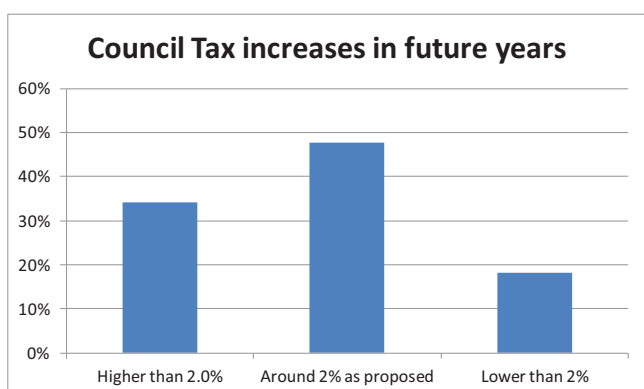
- 10.2 CMT

**Wyre Forest District Council
Budget Consultation Results February 2013
In total 50 respondents accessed the campaign**

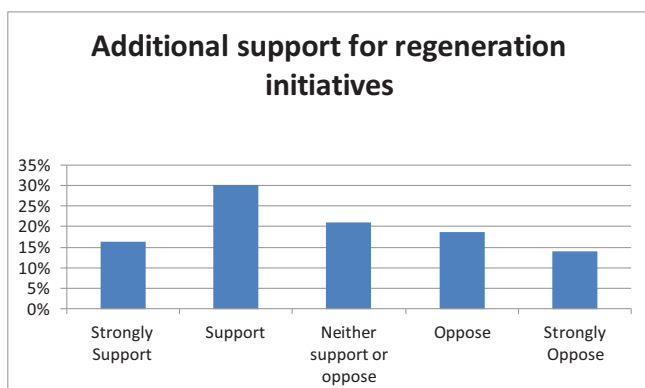
Question 1: This year Wyre Forest District Council is proposing to freeze its proportion of the Council Tax bill, by taking advantage of the Government grant available. This does however create difficulties because the grant is only for two years and will therefore permanently reduce Council Tax income. What is your opinion on the plan to freeze Council Tax?



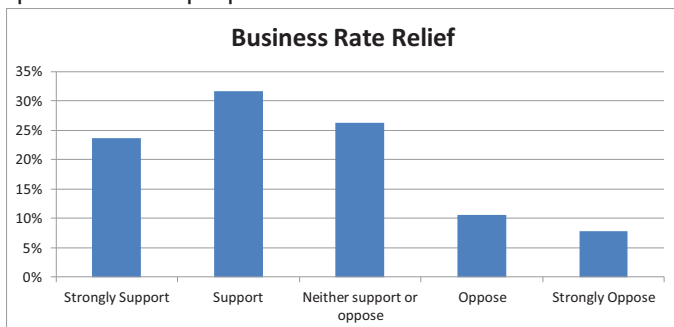
Question 2: The council plans to increase its share of the Council Tax bill by 2.0 per cent in subsequent years. Which option do you prefer?



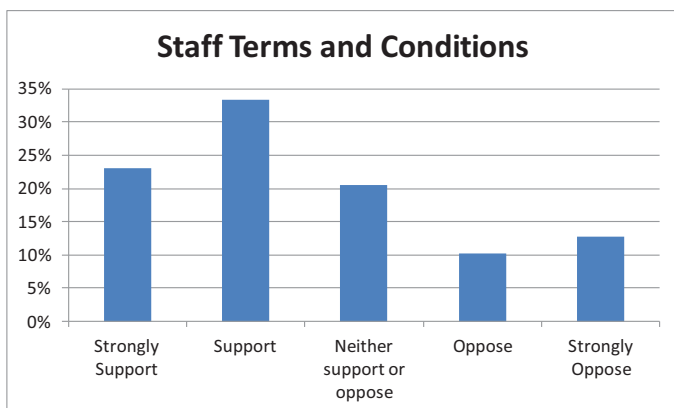
Question 3: The cabinet is planning to provide further support to support economic investment and regeneration initiatives to deliver the Corporate Plan priority 'To Secure the Economic Prosperity of the District' through ReWyre led initiatives. The fund was established last year and is intended to act as a lever to attract further inward investment. The proposals include allocating a further £500,000 to £1 million provided in 2012/13 and the £100,000 for three years for 2012/13. The additional funding would be capital and would come from borrowing. What is your opinion on providing additional resources to the fund to support economic investment and regeneration?



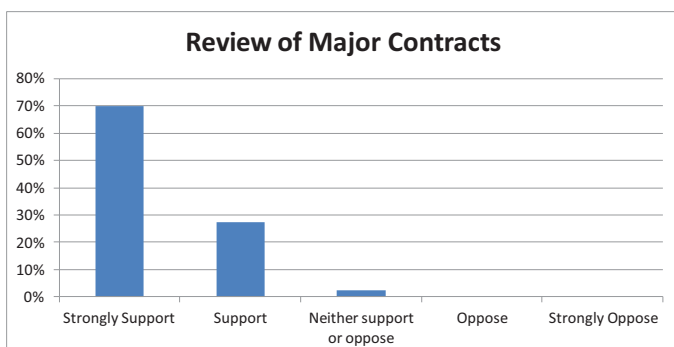
Question 4: What is your opinion on the Cabinet’s proposal to review the recipients of Business Rate Relief? The review will consider how the existing arrangements help the Council to achieve its objectives. The review will also measure the impact of the existing reliefs and will develop a set of agreed criteria upon which future requests will be considered. 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. What is your opinion on this proposal?



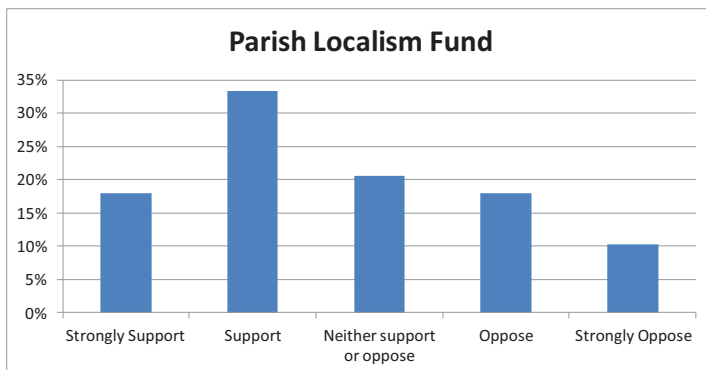
Question 5: The Cabinet is proposing to change some of the staff terms and conditions, this will consider changes to how we pay overtime and additional hours, leave arrangements for staff undertaking election duties, payments for first aid and sign language duties, subsistence and the payment of professional subscriptions. What is your opinion on this proposal?



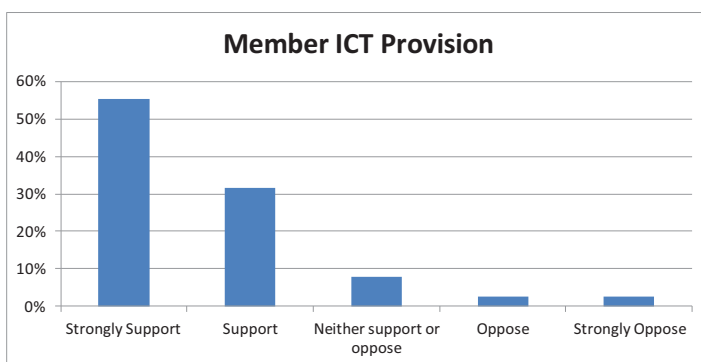
Question 6: What is your opinion on the proposal to review the major contracts currently in place with external organisations? We will consider whether there is any scope to reduce our costs through discussions with our suppliers. Do you....



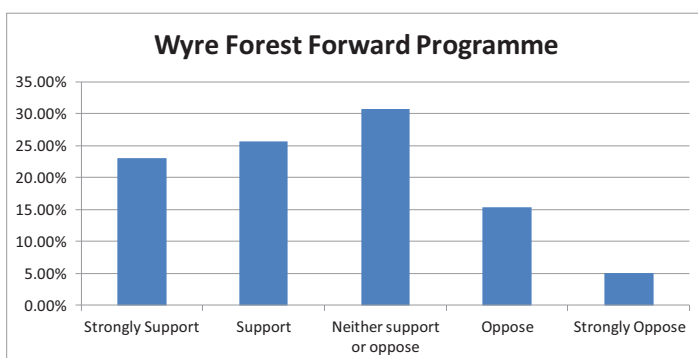
Question 7: The Cabinet is looking to set up a Parish Localism Fund to support Parish Councils. The aim of this fund is to support furthering the Council's aspirations for localism through joint working with the Parish Councils. This fund will help to provide support for grass roots service delivery 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. Do you....



Question 8: The Cabinet is proposing to change the way in which ICT provision is provided to Council Members. The change will support the Council is achieving its financial pressures by reducing expenditure and also reducing on printing, postage and other costs associated with providing support to Members. What is your opinion on this proposal?



Question 9: The Cabinet is proposing to expand the Wyre Forest Forward Programme of efficiency savings. This proposal builds on the savings targets already agreed. The additional savings will be achieved by a range of tools including a management review, including a voluntary redundancy exercise, review and reduce the size of support services including making better use of the website, securing delegation of functions from Worcestershire County Council under the Act Local policy and also by maximizing our revenue. What is your opinion on this proposal?



Response to Question 10 – Any Further Comments

Any review of Staff terms and conditions should be extended to look at those afforded to Members, i.e. allowance, expenses, after Council meals and refreshments. The CEO should also look more closely at the size of CMT, other Councils manage with a much smaller CMT and yet ours continues to be the size that is despite that Council being smaller and continuing to reduce.

Councillors seem to be out of touch with what the public want and far too concerned about making "vote winning" decisions. An example being the recent decision on splash parks. Surely they could see that the vast majority of tax payers don't want to be left with paying off a large debt just to keep a few voters happy. What about the rest of us?

Don't keep targeting staff

How does a parish fund apply to areas that are not designated parish councils? Is a parish perception of community archaic and beyond its sell by date and to the advantage of particular communities ?

I believe that the district needs a huge amount of investment to provide better facilities to both residents and tourists. In my opinion the only way to pay for this is to increase service fees (including Council Tax) and to reduce expenditure on contracts, members expenses, borrowing and benefits.

I have just read ANOTHER action plan, I think this is the 3rd in the last 10 years. It's time to just act, stop paying consultants to write 228 page documents showing cycle paths and what % of who will do what. Frankly its c**p we need jobs, employment, etc For example we are a working class town (not many PHDs) so why on earth have we got rid of the dual carriageway to the M5? We build warehouses but make it longer to get to the M5. This is just one example obvious to people. Please take some action....

It's not always clear by the some of the "changes" will actually reduce costs (e.g. changes to staff terms and conditions) though in responding to this survey it is assumed that costs will reduce. When money is allocated to projects (e.g. ReWyre and funds to parish councils) that there will be rigorous controls over its uses.

REDUCE NUMBERS OF COUNCILLORS AND THEIR EXPENSES AND ALTHOUGH THE NEW HQ WILL APPARENTLY DELIVER SAVINGS YOU ARE STILL RUNNING OTHER BUILDINGS AND THEY SEEM TO SUFFER WHEN YOU HAVE SPENT ALL THIS MONEY ON FACILITIES FOR BACK OFFICE STAFF AND THE BUILDING SEEMS EMPTY - YOU HAVE ALSO TAKEN IT AWAY FROM THE 2 MAIN TOWNS REDUCING REVENUE IN THE TOWNS - WHEN YOU ARE ASKING OPINION RE REGENERATION GRANTS - SURELY YOU SHOULD HAVE KEPT COUNCIL BUILDINGS LOCAL TO THE TOWNS AND NOT OUT IN MIDDLE WHERE STAFF ETC ARE UNABLE TO USE THE TOWNS FOR SHOPPING ETC. ALSO ALL THE MONEY SPENT ON SYSTEMS THINKING WHILST THEN GETTING RID OF STAFF YET YOU CAN JUSTIFY EMPLOYING EXTERNAL CONSULTANTS AND TELLING STAFF THEIR JOBS ARE AT RISK. MAYBE THE COUNCILLORS WOULD DISCUSS A REDUCTION IN NUMBERS/EXPENSES AND BENEFITS IE COMPUTERS ETC SO HARD WORKING STAFF MEMBERS CAN KEEP THEIR JOBS/HOMES AND BUY FOOD - SOON STAFF MEMEBERS OF WFDC WILL BE APPLYING FOR FOOD VOUCHERS

Stop wasting money on splash parks and street entertainers in Kidderminster Town Centre

The council need to reduce the number of services it provides, otherwise they will be trying to deliver services but have no staff left with which to do so.

The economy especially locally is virtually gone, you need to make big, bold and brave moves. Cutting spending, stop the waste, and lets get this town moving. The sugar beat site, the new offices, four day weeks on 5 days pay, final salary pension, all need action.

The top people should be most affected, why are the so many managers as the paper states surely some of those should go before normal workers Get rid of the chief exec he must be on a big wack that should save some money. His salary could be ploughed back into the community

WYRE FOREST DISTRICT COUNCIL

LIBERAL AND INDEPENDENT GROUP PROPOSALS 2013/14 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 -
R224	<u>Asset Management</u> To consider alternative use of any surplus/unused property to complement Economic and Regeneration priorities, including the former Magistrates Court, Coventry Street offices and potentially in the future, Green Street offices. Options to include conversion into either Serviced Business Starter Incubator Units, offices, or for residential use. Costs to be met from Capital Funding, utilising any savings from the New Headquarters Project and/or in partnership with the private sector if possible	C R S	TBC TBC -	TBC TBC -	TBC TBC -	TBC TBC -
R190 R187 R189	<u>Car Parking</u> During the period of the Car Parking Fees Freeze, to reconvene the Car Parking Review Panel to undertake a full review of the Car Parking regime and associated income generated	C R S	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC
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 - implementation of revised scheme to all Members phased in over a 2 year period; full savings to be achieved from year 3 (2015/16). Move to paperless business for all meetings. For any Member unwilling to participate paper copies of agendas etc to be available by collection or by post, subject to a charge for postage	C R S	- 1,000 CR -	- 7,000 CR -	- 12,000 CR -	- 12,000 CR -
R410	<u>Members Car Parking Passes</u> Following move to Wyre Forest House, to withdraw the issue of free Car Park Passes to all Members.	C R S	- - -	- - -	- - -	- - -
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
Various	<u>Wyre Forest Forward</u> Review of Fess and Charges and Revenue Growth including cancellation of increase in Car Parking Charges until October 2014/15	C R S	- 15,870 -	- 18,160 -	- 17,160 -	- 17,160 -
Various	Further Review of Fees, Charges and Revenue Growth					

	to generate additional income, to include Garage Services and involve cross-party membership. To round all Fees and Charges to the nearest whole pounds in the future for ease and efficiency (with the exception of car parking)	C R S	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC
SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT						
R800	Disabled Facilities Grants Review of funding for Disabled Facilities Grants	C R S	- - -	- - -	- - -	- - -
IMPROVING COMMUNITY WELL-BEING						
R800	Local Authority Mortgage Scheme Future consideration of the extension of the current LAMS scheme to include the Local Authority Partnership Purchase scheme currently being finalised by Sector. This would facilitate shared ownership in partnership with a Social Housing Partner. It is likely that £1m Capital Investment would be required but this would be confirmed in further reports when the scheme detail and resultant costs are known	C R S	TBC TBC -	TBC TBC -	TBC TBC -	TBC TBC -
R720	Reinstate Community Leadership Fund Reinstate a fund of £1,000 per Member for 2013/14; review of effectiveness by December 2013 with a view to approving as a permanent Budget item subject to this review	C R S	42,000			
	TOTALS	C R S	500,000 111,110 2.00 CR	- 190,000 CR 6.00 CR	- 262,600 CR 8.00 CR	- 323,800 CR 10.00 CR

KEY - Changes in Resources

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

WYRE FOREST DISTRICT COUNCIL

INDEPENDENT COMMUNITY AND HEALTH CONCERN PARTY 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 -
R185 R187 R189 R190	<u>Car Parking Town Centres</u> To review the parking arrangements in Stourport, Kidderminster and Bewdley town centres in discussion with local members, with the view of providing 2 - 3 hours free parking for up to 50 spaces	C R S	- 37,000 -	- 37,000 -	- 37,000 -	- 37,000 -
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
Various	<u>Wyre Forest Forward</u> Review of Fees and Charges and Revenue Growth including cancellation of increase in Car Parking Charges until October 2014/15	C R S	- 15,870 -	- 18,160 -	- 17,160 -	- 17,160.00 -
Various	<u>Fleet and Waste Strategy Review</u> The Director investigates how effectively our freighter Fleet could be better utilised in collaboration with our immediate neighbouring authorities	C R S	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC	TBC TBC TBC
R220 R221	<u>Civic Centre - "The Civic"</u> To make a 5 year £15,000 pa revenue contribution to "The Civic" project which may be used to support the conversion into business starter units in line with the Council's Economic and Regeneration priorities	C R S	- 15,000 -	- 15,000 -	- 15,000 -	- 15,000 -
Various	<u>Management Restructure</u> To undertake a restructure of senior management	C R S	- 81,420 CR -	- 83,420 CR -	- 85,460 CR -	- 87,520 CR -

R405	<u>Implement IRP Full Recommendation</u> Reduce Members Allowances in line with the recommendations from the Independent Remuneration Panel	C R S	- 49,500 CR -	- 49,500 CR -	- 49,500 CR -	- 49,500 CR -
IMPROVING COMMUNITY WELL-BEING						
Various	<u>District-wide Scheme to Support the Elderly</u> To extend the work of the Fees and Charges Review Group and have cross-party membership, to investigate the introduction of a district-wide scheme to support the Elderly. This work to include discounted Fees and Charges to include Garden Waste, Garage Services and Planning Fees (where this enables the individuals to remain in their own homes)	C R S	- 25,000 -	- 25,000 -	- 25,000 -	- 25,000 -
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 15,190 2.00 CR	- 242,920 CR 6.00 CR	- 316,560 CR 8.00 CR	- 383,820 CR 10.00 CR

KEY - Changes in Resources

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

WYRE FOREST DISTRICT COUNCIL

LABOUR PARTY 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 - Remove Cabinet proposal	C R S	- - -	- - -	- - -	- - -
Various	<u>Staff Terms and Conditions</u> Introduction of the Living Wage	C R S	- 5,500 -	- 6,000 -	- 6,500 -	- 7,000 -
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
Various	<u>Wyre Forest Forward</u> Review of Fess and Charges and Revenue Growth including cancellation of increase in Car Parking Charges until October 2014/15	C R S	- 15,870 -	- 18,160 -	- 17,160 -	- 17,160 -
R405	<u>Implement IRP Full Recommendation</u> Reduce Members Allowances in line with the recommendations from the Independent Remuneration Panel	C R S	- 49,500 CR -	- 49,500 CR -	- 49,500 CR -	- 49,500 CR -
SECURING THE ECONOMIC PROSPERITY OF THE DISTRICT						
R800	<u>Disabled Facilities Grants</u> Additional funding in 2013/14 to increase the Capital Provision to £800,000	C R S	69,000 6,090 -	- 6,090 -	- 6,090 -	- 6,090 -
IMPROVING COMMUNITY WELL-BEING						
R720	<u>Reinstate Community Leadership Fund</u>					

	Reinstate a fund of £1,000 per Member to be spent on local initiatives which support the Council's own aims and objectives	C R S	- 42,000 -	- 42,000 -	- 42,000 -	- 42,000 -
Cost Centre	ACTIVITY AND DESCRIPTION OF CABINET PROPOSAL	KEY	CHANGES IN RESOURCES			
			2013/14 £	2014/15 £	2015/16 £	After 31/03/2016 £
R685	Access to Housing To create a new post of Empty Homes Officer and provide a Minor Repairs sum of £20,000 per annum	C R S	 54,700 1.00	 55,190 1.00	 55,690 1.00	 56,190 1.00
	TOTALS	C R S	569,000 134,400 1.00 CR	- 110,520 CR 5.00 CR	- 177,720 CR 7.00 CR	- 241,920 CR 9.00 CR

KEY - Changes in Resources

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

WYRE FOREST DISTRICT COUNCIL

CABINET
19th FEBRUARY 2013

Report of the Director of Resources in respect of
Sections 25-28 Local Government Act 2003

AN OPEN ITEM	
SUSTAINABLE COMMUNITY STRATEGY THEME	Stronger Communities
CORPORATE PLAN AIM:	Delivering Together with Less
CABINET MEMBER:	Councillor Nathan Desmond
RESPONSIBLE OFFICER:	Director Of Resources
CONTACT OFFICER:	Joanne Wagstaffe, Ext. 2100 joanne.wagstaffe@wyreforestdc.gov.uk
APPENDICES	None

1. PURPOSE OF REPORT

- 1.1 To consider the report of the Director of Resources in respect of statutory duties placed on Local Authority Chief Financial Officers in relation to budget setting and monitoring.

2. RECOMMENDATION

The CABINET is asked to RECOMMEND THAT COUNCIL NOTE:

- 2.1 The Director of Resources' opinion on the budget proposals, recommended by the Cabinet on 19th February 2013, as detailed in this report.

3. BACKGROUND

- 3.1 Sections 25 to 28 of Local Government Act 2003 place statutory duties on Local Authorities on how they set and monitor budgets. The Act requires local authorities to ensure that the Budget estimates are robust, Reserves are adequate, and the Budget is monitored on a regular basis.
- 3.2 Section 25 requires Director of Resources to report to the Council on the robustness of the estimates it makes when calculating its budget requirement under Section 32 of the Local Government Finance Act 1992 and on the adequacy of its proposed financial reserves.
- 3.3 Section 26 requires authorities to adhere to their approved policies in relation to Reserves when setting budgets to ensure that the minimum Reserve levels are maintained.

- 3.4 Section 27 requires the Director of Resources, at the time of the budget setting, to report if it appears that a reserve in relation to the previous financial year is likely to be inadequate. The reasons for the inadequacy and a recommended course of action must be considered by Council.
- 3.5 Section 28 places a statutory duty on the Council to review its budget and all calculations related to it from time to time. If the review shows a deterioration in the financial position, the Council must take such action as it considers necessary (if any) to address the situation.
- 3.6 Whilst Sections 25-27 related specifically to budget and council tax setting for the following financial year, these Sections are being more widely interpreted by External Auditors to include the period of the Council's Financial Strategy and as a consequence it is necessary to report not only on next years Budget but on the period covered by the Three Year Budget Strategy (2013-2016).

4. KEY ISSUES – DIRECTOR OF RESOURCES' OPINION ON 2012/13 BUDGET & THREE YEAR BUDGET STRATEGY

In respect of the Budget Proposals recommended by the Cabinet, in my opinion:-

- 4.1 The estimates made for the purposes of Section 32 of the Local Government Finance Act 1992 Calculations are robust.
- 4.2 The Reserves outlined in the Three Year Budget and Policy Framework Report to the Cabinet on this agenda are adequate in relation to the 2013/16 Budget. However, it should be noted that the Council is planning to use the majority of the available balances in supporting the budget over the next three years. It is therefore essential that the Council reconsiders the current range of services and how they are delivered to ensure that continued financial sustainability is achieved.
- 4.3 The Council have adopted the general principles of the CIPFA Guidance on Local Authority Reserves and Balances, which outline a minimum Reserve (Working Balances) for this Council which has been adhered to in the Financial Strategy 2013/16.
- 4.4 It is important that the level of reserves are carefully monitored and reviewed as the impact of the Local Government Finance Reforms become clear and also once future funding levels are known. The Local Government Finance Reforms place significantly increased risk on local authority income and funding streams and the levels of reserves may need to be reviewed as the reforms are implemented and their impacts become clear.
- 4.5 The Cabinet monitors Budgets on a monthly basis in accordance with Section 28 of the 2003 Act, including 'Budget Risk Management' and takes appropriate action to ensure financial accountability.

5. FINANCIAL IMPLICATIONS

There are no Financial Implications.

6. LEGAL AND POLICY IMPLICATIONS

These are contained in Paragraph 3 of this report.

7. EQUALITY IMPACT NEEDS ASSESSMENT

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

8. RISK MANAGEMENT

- 8.1 Contained within the Financial Strategy and subsequent Cabinet reports are the significant risks and mitigating actions which have been identified which are allied to the budget process.
- 8.2 There are three significant financial risks affecting the Council over the next three years:
- Future funding from Central Government in light of further reductions expected beyond 2013/14;
 - Ongoing return of the Icelandic Investments; and
 - The volatility of future income due to the Local Government Finance Reforms.
- 8.3 It is for the reasons such as the above that the Council retains a working balance reserve of £700k. This fund also provides cover for urgent unforeseen expenditure e.g. in respect of Civil Emergencies.

9. CONCLUSION/FURTHER CONSIDERATIONS

- 9.1 The Council is still reliant on contributions from reserves to balance its budgets over the term of the Financial Strategy. This is not a sustainable position going forward and it is essential that the Council reconsiders the current range of services and how they are delivered in the near future so as to ensure that a fully balanced budget can be set in future years.
- 9.2 There is the risk that further reductions in grant beyond 2013/14 will be greater than originally anticipated. Any reductions in grant would require to be met with further reductions in spending and increased income from fees and charges. It would not be realistic to expect any further shortfall to be met from reserves.
- 9.3 The Local Government Finance Reforms mean that there is increased volatility in income and funding streams and the level of reserves may need to be reconsidered once the impact of the reforms become clear.

10. CONSULTEES

- 10.1 Leader of the Council.
- 10.2 Cabinet Member for Resources.
- 10.3 CMT.

11. BACKGROUND PAPERS

- 11.1 Local Government Act 2003 Sections 25-28.
- 11.2 Local Government Finance Act 1992 Section 32.
- 11.3 The CIPFA Guidance on Local Authority Reserves and Balances.

**WYRE FOREST DISTRICT COUNCIL
Cabinet
19th February 2013**

Recommendations from the Overview and Scrutiny Committee

7th February 2013

Recommendations from Budget Review Panel – Consideration of the Financial Strategy 2013/2016 – Cabinet Proposals and Alternative Budget Proposals

The Committee considered a report from the Director of Resources on the findings of the Budget Review Panel's scrutiny of the Cabinet's Financial Strategy 2013/2016.

Recommend to Cabinet:

Having considered the Cabinet proposals, and amendments from the Independent Community and Health Concern, Labour and Liberal and Independent Groups, the Overview and Scrutiny Committee is satisfied that the proposals are all clear, achievable and financially sound.

WYRE FOREST DISTRICT COUNCIL**CABINET**
19TH FEBRUARY 2013**Treasury Management Strategy 2013/14**

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME	Stronger Communities
CORPORATE PLAN PRIORITY:	Delivering Together, With Less
CABINET MEMBER:	Councillor N J Desmond
DIRECTOR:	Director of Resources
CONTACT OFFICERS:	Joanne Wagstaffe - Ext. 2100 joanne.wagstaffe@wyreforestdc.gov.uk Tracey Southall - Ext. 2125 tracey.southall@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 - MRP Strategy Appendix 2 - Interest Rate Forecasts Appendix 3 - Prudential and Treasury Indicators Appendix 4 - Economic Background Appendix 5 - Specified and Non Specified Investments Appendix 6 - Approved Countries for Investments Appendix 7 - Treasury Management Scheme of Delegation Appendix 8 - The Treasury Management Role of the Section 151 Officer Appendix 9 – Sector Weekly Credit List (Counterparty List as at 18 th January 2013) <i>The appendices to this report have been circulated electronically and a public inspection copy if available on request. (See front cover for details.)</i>

1. PURPOSE OF REPORT

- 1.1 To provide Members with background information on the Chartered Institute of Public Finance (CIPFA) Prudential Code for Capital Finance in Local Authorities (Prudential Code).
- 1.2 To restate the Prudential Indicators and Limits for the financial years 2013/14 to 2015/16 and set out the expected treasury operations for this period.
- 1.3 To seek approval for the Council's Treasury Management Strategy Statement for the period 1st April 2013 to 31st March 2014 that sets out how the Council's treasury service will support the capital decisions taken, the day to day treasury management and the limitations on activity through treasury prudential indicators. The key

indicator is the Authorised Limit, the maximum amount of debt the Council could afford in the short term, but which would not be sustainable in the longer term. This is the Affordable Borrowing Limit required by Section 3 of the Local Government Act 2003 and is in accordance with the CIPFA Code of Practice on Treasury Management and the CIPFA Prudential Code.

- 1.4 To seek approval for the Council's Investment Policy and Strategy Statement for the period 1st April 2013 to 31st March 2014 that sets out the Council's criteria for choosing investment counterparties and limiting exposure to the risk of loss.
- 1.5 To seek approval for the Council's Minimum Revenue Provision Policy Statement for the period 1st April 2013 to 31st March 2014 that sets out the Council's criteria for repayment of Prudential Borrowing.
- 1.6 This proposed strategy was endorsed by the Treasury Management Review Panel on 31st January 2013, who made recommendations to the Overview and Scrutiny Committee held on 7th February 2013. Overview and Scrutiny recommended to Cabinet that Council gives approval to this key strategy. This is in compliance with the CIPFA Treasury Management Code of Practice.
- 1.7 To fulfil four key legislative requirements:
 - The reporting of the Prudential Indicators as required by the CIPFA Prudential Code;
 - The Treasury Management Strategy Statement in accordance with the CIPFA Code of Practice on Treasury Management and CIPFA Prudential Code;
 - The Investment Policy and Strategy Statement (in accordance with Communities and Local Government (CLG) investment guidance);
 - The Minimum Revenue Provision (MRP) Policy Statement (as required by Regulation under the Local Government and Public Involvement in Health Act 2007).

2. RECOMMENDATIONS

In accordance with the recommendations from Overview & Scrutiny Committee that Cabinet recommends to Council to:

- 2.1 **Approve the restated Prudential Indicators and Limits for the financial years 2013/14 to 2015/16 included in Appendix 3, and note the change in the External Debt Indicator explained in paragraph 16.4.**
- 2.2 **Approve the updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2013 to 31st March 2014 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 10 and Appendix 5).**
- 2.3 **Approve the Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1.**
- 2.4 **Approve the Authorised Limit Prudential Indicator included in Appendix 3.**

3. **BACKGROUND**

- 3.1 The Council is required to operate a balanced budget, which broadly means that cash raised during the year will meet cash expenditure. Part of the treasury management operation is to ensure that this cash flow is adequately planned, with cash being available when it is needed. Surplus monies are invested in low risk counterparties or instruments commensurate with the Council's low risk appetite, providing adequate liquidity initially before considering investment return.
- 3.2 The second main function of the treasury management service is the funding of the Council's capital plans. These capital plans provide a guide to the borrowing need of the Council, essentially the longer term cash flow planning to ensure that the Council can meet its capital spending obligations. This management of longer term cash may involve arranging long or short term loans, or using longer term cash flow surpluses. On occasion any debt previously drawn may be restructured to meet Council risk or cost objectives.

3.3 **CIPFA defines treasury management as:**

"The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

3.4 **Reporting Requirements**

The Council is required to receive and approve, as a minimum, three main reports each year, which incorporate a variety of policies, estimates and actuals.

- **Prudential and treasury indicators and treasury strategy** (this report) - The first, and most important report covers:
 - the capital plans (including prudential indicators);
 - a minimum revenue provision (MRP) policy (how residual capital expenditure is charged to revenue over time);
 - the treasury management strategy (how the investments and borrowings are to be organised) including treasury indicators; and
 - an investment strategy (the parameters on how investments are to be managed).
- **A mid year treasury management report** – This will update members with the progress of the capital position, amending prudential indicators as necessary, and whether the treasury strategy is meeting the strategy or whether any policies require revision.
- **An annual treasury report** – This provides details of the actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

3.5 Scrutiny

The above reports are required to be adequately scrutinised before being recommended to the Council. This role is undertaken by the Treasury Management Review Panel who makes recommendations to the Overview and Scrutiny Committee.

3.6 Treasury Management Strategy for the period 1st April 2013 to 31st March 2014

The strategy for 2013/14 covers two main areas:

1. Capital Issues

- the capital plans and the prudential indicators;
- the minimum revenue provision (MRP) strategy.

2. Treasury management Issues

- the current treasury position;
- treasury indicators which will limit the treasury risk and activities of the Council;
- prospects for interest rates;
- the borrowing strategy;
- policy on borrowing in advance of need;
- debt rescheduling;
- the investment strategy;
- creditworthiness policy; and
- policy on use of external service providers.

These elements cover the requirements of the Local Government Act 2003, the CIPFA Prudential Code, the CLG MRP Guidance, the CIPFA Treasury Management Code and CLG Investment Guidance.

4. TREASURY LIMITS FOR THE PERIOD 1st APRIL 2013 to 31st MARCH 2014

- 4.1 It is a statutory duty under Section 3 of the Act and supporting regulations, for the Council to determine and keep under review how much it can afford to borrow. The amount so determined is termed the “Affordable Borrowing Limit”. In England and Wales the Authorised Limit represents the legislative limit specified in the Act.
- 4.2 The Council must have regard to the Prudential Code when setting the Authorised Limit, which essentially requires it to ensure that total capital investment remains within sustainable limits and, in particular, that the impact upon its future council tax levels is ‘acceptable’.
- 4.3 Whilst termed an “Affordable Borrowing Limit”, the capital plans to be considered for inclusion, incorporate financing by both external borrowing and other forms of liability, such as credit arrangements. The Authorised Limit is to be set, on a rolling basis, for the forthcoming financial year and three successive financial years, details of the Authorised Limit can be found in Appendix 3 of this report.

5. CURRENT PORTFOLIO POSITION

5.1 The Council's treasury portfolio position at 18th January 2013 comprised:

Investments Held With	As at 18 th January 2013 £	Average Rate of Return	Duration
NatWest Bank	1,320,000	0.85%	Instant Access
Royal Bank of Scotland	2,040,000	0.85%	Instant Access
Lloyds TSB Bank	2,865,000	0.50%	Instant Access
NatWest Bank	1,000,000	1.20%	95 Day Notice – maturity due 29/03/13
Ignis Money Market Fund	3,906,000	Variable (0.41% on 18/01/13)	Instant Access
Blackrock Money Market Fund	2,685,000	Variable (0.32% on 18/01/13)	Instant Access
Nationwide Building Society	1,000,000	0.40%	Fixed to 07/02/13
Lloyds TSB Bank	1,000,000	3.00%	Fixed to 04/07/13
Nationwide Building Society	1,000,000	0.42%	Fixed to 15/03/13
Barclays Bank	1,000,000	0.44%	Fixed to 15/03/13
Total £	17,816,000		

5.2 Early in October 2008, the Icelandic banks Landsbanki, Kaupthing Singer & Friedlander and Glitnir collapsed and the UK subsidiaries of the banks, Heritable and Kaupthing Singer and Friedlander went into administration. In Iceland, Winding-Up Boards were appointed to oversee the run-off of banks, including Landsbanki. This Council had £9m deposited across three of these institutions. The table below details the Council's Icelandic investments as at 18th January 2013. A ninth dividend of 3p in £, was paid by KSF on 31st October 2012, reducing the principal investment to £1,200,000. Thirteen dividends have been received up to 18th January 2013 from Heritable Bank reducing the principal investment to £227,457. Three dividends have been received up to 18th January 2013 from Landsbanki reducing the principal investment to £1,581,434. A further KSF dividend is anticipated in April 2013.

Icelandic Investments as at 18th January 2013

Bank	Original Investment £	Interest Claimed £	Total Claim £	Dividends Received £	Balance Outstanding including Interest Due £	Balance Outstanding Principal Only £
Landsbanki	3,000,000	183,097	3,183,097	1,505,143	1,677,954	1,581,434
Kaupthing Singer & Friedlander	5,000,000	156,378	5,156,378	3,918,847	1,237,531	1,200,000
Heritable Bank	1,000,000	31,110	1,031,110	796,846	234,264	227,457
Total £	9,000,000	370,585	9,370,585	6,220,836	3,149,749	3,008,891

6. **BORROWING REQUIREMENT**

- 6.1 The Council's Capital Financing Requirement (CFR), its underlying borrowing requirement, is detailed below. Capital expenditure was approved by Council on 29th February 2012. A revision to the CFR was approved by Council on 21st November 2012 following some slippage in the approved Capital Programme.

	2011/12	2012/13	2013/14	2014/15	2015/16
	Actual	Estimate	Estimate	Estimate	Estimate
	£'000	£'000	£'000	£'000	£'000
Capital Financing Requirement as at 31st March	4,570	6,609	9,683	19,104	18,843

7. **PRUDENTIAL AND TREASURY INDICATORS FOR THE PERIOD 1st APRIL 2013 to 31st MARCH 2014**

- 7.1 Prudential and Treasury Indicators (as set out in Appendix 3 to this report) are relevant for the purposes of setting an integrated treasury management strategy.
- 7.2 The Council is also required to indicate if it has adopted the CIPFA Code of Practice on Treasury Management. This Council adopted the Code of Practice on Treasury Management on 27th February 2003 C90 (10), and as a result adopted a Treasury Management Policy Statement (Executive 13th February 2003 ED.223). The November 2011 revision of the Code was adopted by Council on 29th February 2012.
- 7.3 Within the Budget Report to Council in February 2013, revised Prudential Indicators 2013/14 to 2015/16 will be presented for approval.

8. **BORROWING STRATEGY**

- 8.1 The Council is currently maintaining an externally 'under-borrowed' position. This means that the underlying borrowing requirement (Capital Financing Requirement – CFR) has not previously been funded with external loan debt but has been met using cash flow funds. This has been a prudent and cost effective approach in the current economic climate; however, it is no longer sustainable as the Council's cash balances are utilised. The Council undertook a first tranche of external borrowing of £2million in January 2013; this was for a period of 18 months with another Local Authority at a very competitive rate.

The Council's external borrowing position at 18th January 2013 comprised:

Details of External Borrowing	As at 18 th January 2013 £	Interest Rate	Duration
The Borough Council of King's Lynn & West Norfolk	2,000,000	0.75%	18 months Fixed Rate Maturity 14/01/13 – 14/07/14
Total £	2,000,000		

8.2 Prospects for Interest Rates

The Council has appointed Sector as its treasury advisor and part of their service is to assist the Council to formulate a view on interest rates. The following table gives the Sector central view.

Annual Average %	Bank Rate	PWLB Borrowing Rates (including certainty rate adjustment)		
		5 year	25 year	50 year
Dec 2012	0.50	1.50	3.70	3.90
March 2013	0.50	1.50	3.80	4.00
June 2013	0.50	1.50	3.80	4.00
Sept 2013	0.50	1.60	3.80	4.00
Dec 2013	0.50	1.60	3.80	4.00
March 2014	0.50	1.70	3.90	4.10
June 2014	0.50	1.70	3.90	4.10
Sept 2014	0.50	1.80	4.00	4.20
Dec 2014	0.50	2.00	4.10	4.30
March 2015	0.75	2.20	4.30	4.50
June 2015	1.00	2.30	4.40	4.60
Sept 2015	1.25	2.50	4.60	4.80
Dec 2015	1.50	2.70	4.80	5.00
March 2016	1.75	2.90	5.00	5.20

The above Sector forecasts incorporate the **PWLB Certainty Rate** which reduces PWLB borrowing rates by 0.20% for most local authorities. This Council has access to the reduced rate with effect from 1st November 2012.

The economic recovery in the UK since 2008 has been the worst and slowest recovery in recent history, although the economy returned to positive growth in the third quarter of 2012. Growth prospects are weak and consumer spending, the usual driving force of recovery, is likely to remain under pressure due to consumers focusing on repayment of personal debt, inflation eroding disposable income, general malaise about the economy and employment fears.

The primary drivers of the UK economy are likely to remain external. 40% of UK exports go to the Eurozone so the difficulties in this area are likely to continue to hinder UK growth. The US, the main world economy, faces similar debt problems to the UK, but urgently needs to resolve the fiscal cliff now that the Presidential elections are out of the way. The resulting US fiscal tightening and continuing Eurozone problems will depress UK growth and is likely to see the UK deficit reduction plans slip.

This challenging and uncertain economic outlook has several key treasury management implications:

- The Eurozone sovereign debt difficulties provide a clear indication of high counterparty risk. This continues to suggest the use of higher quality counterparties for shorter time periods;
- Investment returns are likely to remain relatively low during 2013/14 and beyond;

- Borrowing interest rates continue to be attractive and may remain relatively low for some time. The timing of any borrowing will need to be monitored carefully;
- There will remain a cost of carry – any borrowing undertaken that results in an increase in investments will potentially incur a revenue loss between borrowing costs and investment returns.

A more detailed Sector forecast is included in Appendix 2.

8.3 Against this background and the risks within the economic forecast, caution will be adopted with the 2013/14 treasury operations. The Director of Resources will monitor interest rates in financial markets and adopt a pragmatic approach to changing circumstances:

- *if it was felt that there was a significant risk of a sharp FALL in long and short term rates* (e.g. due to a marked increase of risks around relapse into recession or of risks of deflation), then long term borrowings will be postponed, and potential rescheduling from fixed rate funding into short term borrowing will be considered.
- *if it was felt that there was a significant risk of a much sharper RISE in long and short term rates than that currently forecast*, perhaps arising from a greater than expected increase in world economic activity or a sudden increase in inflation risks, then the portfolio position will be re-appraised with the likely action that fixed rate funding will be drawn whilst interest rates were still relatively cheap.

Any decisions will be reported to the appropriate decision making body at the next available opportunity.

8.4 In view of the above forecast the Council's borrowing strategy will be to consider all suitable options and take advantage of the most attractive rates available, both from the PWLB and from the Market, including other Local Authorities, as and when required.

8.5 **Policy On Borrowing In Advance Of Need**

The Council will not borrow more than or in advance of its needs purely in order to profit from the investment of the extra sums borrowed. Any decision to borrow in advance will be within forward approved Capital Financing Requirement estimates, and will be considered carefully to ensure that value for money can be demonstrated and that the Council can ensure the security of such funds.

In determining whether borrowing will be undertaken in advance of need the Council will;

- ensure that there is a clear link between the capital programme and maturity profile of the existing debt portfolio which supports the need to take funding in advance of need
- ensure the ongoing revenue liabilities created, and the implications for the future plans and budgets have been considered
- evaluate the economic and market factors that might influence the manner and timing of any decision to borrow

- consider the merits and demerits of alternative forms of funding
- consider the alternative interest rate bases available, the most appropriate periods to fund and repayment profiles to use
- consider the impact of borrowing in advance on temporarily (until required to finance capital expenditure) increasing investment cash balances and the consequent increase in exposure to counterparty risk and other risks and the level of such risks given the controls in place to minimise them

Risks associated with any borrowing in advance activity will be subject to prior appraisal and subsequent reporting through the mid-year or annual reporting mechanism.

9. DEBT RESCHEDULING

- 9.1 The Council has undertaken external borrowing in January 2013. A Policy in respect of debt rescheduling is therefore required.
- 9.2 As short term borrowing rates will be considerably cheaper than longer term fixed interest rates, there may be potential opportunities in the future to generate savings by switching from long term debt to short term debt. However, these savings will need to be considered in the light of the current treasury position and the size of the cost of debt repayment (premiums incurred).
- 9.3 The reasons for any rescheduling to take place will include:
- the generation of cash savings and / or discounted cash flow savings,
 - helping to fulfil the treasury strategy outlined in the above paragraphs, and
 - enhance the balance of the portfolio (amend the maturity profile and/or the balance of volatility).
- 9.4 Consideration will also be given to identify if there is any residual potential for making savings by running down investment balances to repay debt prematurely as short term rates on investments are likely to be lower than rates paid on current debt.
- 9.5 Any rescheduling will be reported to the Cabinet at the earliest meeting following its action.

10. ANNUAL INVESTMENT STRATEGY

10.1 Investment Policy

The Council's investment policy has regard to the CLG's Guidance on Local Government Investments ("the Guidance") and the 2011 revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes ("the CIPFA TM Code"). The Council's investment priorities are: -

- (a) the security of capital and
- (b) the liquidity of its investments.

The Council will also aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. The risk appetite of this Council is low in order to give priority to security of its investments.

The borrowing of monies purely to invest or on-lend and make a return is unlawful and this Council will not engage in such activity.

In accordance with guidance from the CLG and CIPFA, and in order to minimise the risk to investments, the Council has below, clearly stipulated the minimum acceptable credit quality of counterparties for inclusion on the lending list. The creditworthiness methodology used to create the counterparty list fully accounts for the ratings, watches and outlooks published by all three ratings agencies with a full understanding of what these reflect in the eyes of each agency. Using the Sector ratings service potential counterparty ratings are monitored on a real time basis with knowledge of any changes notified electronically as the agencies notify modifications.

Furthermore, the Council's officers recognise that ratings should not be the sole determinant of the quality of an institution and that it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To this end the Council will engage with its advisors to maintain a monitor on market pricing such as "credit default swaps" and overlay that information on top of the credit ratings. This is fully integrated into the credit methodology provided by the advisors, Sector in producing its colour codings which show the varying degrees of suggested creditworthiness.

Other information sources used will include the financial press, share price and other such information pertaining to the banking sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.

The aim of the strategy is to generate a list of highly creditworthy counterparties which will also enable diversification and thus avoidance of concentration risk.

Investment instruments identified for use in the financial year are listed in Appendix 5 under the 'Specified' and 'Non-Specified' Investments categories. Counterparty limits will be as set through the Council's Treasury Management Practices – Schedules.

10.2 Creditworthiness Policy

The Council continues to apply the creditworthiness service provided by Sector.

Sector advise that their service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies - Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- credit watches and credit outlooks from credit rating agencies;
- CDS spreads to give early warning of likely changes in credit ratings;
- sovereign ratings to select counterparties from only the most creditworthy countries.

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate

the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments and are therefore referred to as durational bands. The Director of Resources is satisfied that this service will continue to provide a high level of security for its investments. It is also a service which the Council would not be able to replicate using in house resources.

The Council will therefore use counterparties within the following durational bands:

- Yellow 5 years
- Purple 2 years
- Blue 1 year (only applies to nationalised or semi nationalised UK Banks)
- Orange 1 year
- Red 6 months
- Green 3 months
- No Colour not to be used

The Sector credit worthiness service uses a wider array of information than just primary ratings and by using a risk weighted scoring system does not give undue preponderance to just one Agency's ratings. The financial institutions, on the resultant Counterparty list, are detailed in Appendix 9.

All credit ratings will be monitored on a weekly basis as a minimum requirement. The Council is immediately alerted to changes to ratings of all three agencies through its use of the Sector creditworthiness service.

- If a downgrade results in the counterparty/investment scheme no longer meeting the Council's minimum criteria, its further use as a new investment will be withdrawn immediately.
- In addition to the use of credit ratings the Council will be advised of information in movements in Credit Default Swap against the iTraxx benchmark and other market data on a weekly basis. Extreme market movements may result in downgrade of an institution or removal from the Councils lending list.

Sole reliance will not be placed on the use of this external service. In addition this Council will also use market data and market information, information on government support for banks and the credit ratings of that supporting government; Sector will supply this information to the Treasury team as part of their comprehensive service.

The Local Authority Mortgage Scheme (LAMS) – if the Council participates in the cash backed mortgage scheme it will require the Council to place a matching five year deposit to the life of the indemnity. This capital expenditure is an integral part of the LAMS policy initiative and would be outside the criteria specified above as it is not classified as an Investment for the purposes of the Treasury Management Strategy Statement.

10.3 Non UK Country Limits

The Council has determined that it will only use approved counterparties from countries outside the UK with a minimum sovereign credit rating of AAA from Fitch Ratings (or equivalent from other agencies if Fitch does not provide). The list of countries that qualify using this credit criteria as at the date of this report are shown

in Appendix 6. This list will be added to or deducted from by officers should ratings change in accordance with this policy.

In addition to the minimum sovereign credit rating, no more than 25% would be placed with any individual non-UK country at any time should they meet the creditworthiness criteria.

10.4 Investment Strategy

In-house funds: Investments will accordingly be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

Investment returns expectations: Bank Rate is forecast to remain unchanged at 0.5% before starting to rise from quarter 4 of 2014. Bank Rate forecasts for financial year ends (March) are:

- 2012/13 0.50%
- 2013/14 0.50%
- 2014/15 0.75%
- 2015/16 1.75%

There are downside risks to these forecasts (i.e. start of increases in Bank Rate is delayed even further) if economic growth remains weaker for longer than expected. However, should the pace of growth pick up more sharply than expected there could be upside risk, particularly if Bank of England inflation forecasts for two years ahead exceed the Bank of England's 2% target rate.

The Council will avoid locking into longer term deals while investment rates are down at historically low levels unless attractive rates are available with counterparties of particularly high creditworthiness which make longer term deals worthwhile and within the risk parameters set by this Council.

For its cash flow generated balances, the Council will seek to utilise its instant access/call accounts, business reserve accounts, 30 and 95 day accounts, money market funds, money market instruments (such as gilts and Treasury Bills) and short-dated deposits (overnight to three months) in order to benefit from the compounding of interest.

10.5 End of Year Investment Report

At the end of each financial year, the Council will report on its investment activity as part of its Annual Treasury Report.

10.6 External Fund Managers

The use of specialist investment managers be considered by the Director of Resources on an ongoing basis, to manage a proportion of the Council's investments (minimum market requirement is usually £10 million) where market conditions are considered favourable to achieve higher overall investment returns. Specialist investment managers will be appointed by the Director of Resources under delegated powers and subject to the Council's Standing Orders Relating to

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Contracts, if applicable. It is however highly unlikely the Council will hold sufficient funds for investment to be able to consider the use of External Fund Managers due to diminishing cash reserves and the increasing Capital Financing Requirement.

The Council's external fund manager(s) will comply with the Annual Investment Strategy. The agreement(s) between the Council and the fund manager(s) additionally stipulate guidelines and duration and other limits in order to contain and control risk.

The minimum credit criteria to be used by the cash fund manager(s) are as follows: -

	Fitch	Moody's	Standard and Poors
Long Term	A	A2	A
Short Term	F1	P-1	A-1
Viability/Financial Strength	BBB	C	N/A
Support	2	N/A	N/A

(The combination of Fitch ratings above is either B2 or C2)

11. POLICY ON THE USE OF EXTERNAL SERVICE PROVIDERS

- 11.1 The Council uses Sector Treasury Services as its external treasury management advisers. They were appointed in September 2010 following a competitive tendering process for a period of three years, following which there is an option to extend for a further two years. This will be considered by the Director of Resources before September 2013 in liaison with the Treasury Management Review Panel and Cabinet Member.
- 11.2 The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and the Director of Resources will ensure that statutory Section 151 responsibilities continue to be met, in close liaison with, but without undue reliance, upon our external service providers.
- 11.3 It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

12. SCHEME OF DELEGATION

- 12.1 The Council's Treasury Management Scheme of Delegation is detailed in Appendix 7.

13. ROLE OF THE SECTION 151 OFFICER

- 13.1 The Treasury Management Role of the Section 151 Officer is detailed in Appendix 8.

14. MEMBER AND OFFICER TRAINING

- 14.1 The increased Member consideration of treasury management matters and the need to ensure officers dealing with treasury management are trained and kept

up to date requires a suitable training process for Members and officers. This Council has addressed this important issue by:

- Annual Portfolio holder training from Director of Resources and Treasury Consultants;
- Treasury Management Review Panel annual training updates (with additional updates as necessary);
- Quarterly Treasury Update Reports to Members;
- Daily Officer monitoring of Treasury and Money Market information by Treasury Officers;
- Regular attendance by Officers at professional Seminars provided by Treasury Consultants, CIPFA and CLG

15. LOCAL ISSUES

- 15.1 The most significant issue to affect the Council relates to the exposure of investments with links to Icelandic Banks. In reacting to this situation the Council established the Treasury Management Review Panel which examined the circumstances leading up to the placing of the particular investments and continues to make recommendations in relation to the Council's lending lists. Repayments in respect of these investments continue in line with expectations. The Council has already recovered over 60% of the principal and remains optimistic of overall recovery rates.
- 15.2 During the next year the funds available for investment will reduce as the Council progresses its Transformation Agenda. Wyre Forest Forward initiatives are being pursued to ensure that the Council can reduce on-going revenue costs of delivering services. As other approved capital projects progress, the most significant being the Leisure Future Provision, the borrowing requirement will increase as detailed in this report.
- 15.3 Over the coming years the Council is also scheduled to make disposals of assets, however, careful consideration will be made on each opportunity to ensure that the Council sells at a time that maximises the return to the authority.
- 15.4 The Council entered into external borrowing in January 2013 in line with the Finance Strategy.
- 15.5 The TMSS and Annual Investment Strategy was amended by Council on 27th July 2011 to establish cash flow support for Bewdley Development Trust to enable the drawdown of grant funding from the Rural Development Programme for England for the refurbishment/extension of St George's Hall, Bewdley. This scheme is now progressing, with Community Housing Group having already provided £100,000 in cashflow support. It is likely that the cashflow support of £50,000 being provided by the Council will be paid in the near future to facilitate this regeneration project.

16. KEY ISSUES

- 16.1 The Key Issues of this report are summarised as follows:
- The Investment Policy and Strategy Statement 2012/13 was revised by Council on 26th September 2012. Council approved the initial Investment

Policy and Strategy Statement 2012/13 on 29th February 2012. This included the counterparty criteria and investment limits for the financial year 2012/13. The individual counterparty/group limit approved by Council was 25% of total investments (excluding Icelandic investments). However, due to the current banking sector, problems within the Eurozone and depleted fund balances it became increasingly difficult to place effective investments using this criteria, resulting in the increased use of the Debt Management Office to remain within policy. Approval was given to increase the counterparty/group limit to 50% with a maximum limit of £5m (whichever is the lower) for the UK part-nationalised banks, by exception only. Where an investment is above 25% this needs prior approval by the Director of Resources. This has allowed the Council to secure effective rates of return whilst ensuring that the funds are placed with those counterparties that are considered to be a low risk, demonstrating security and liquidity over yield. The Director of Resources has reviewed this Policy and concluded it should continue as part of the ongoing TMSS to avoid increased use of the DMO and to manage investments effectively. It will be subject to regular review and remain to be used by exception only and with specific prior approval.

- The Council entered into external borrowing on 14th January 2013 in accordance with the current approved TMSS. The £2million fixed rate loan will mature on 14th July 2014. The Council secured an advantageous rate of 0.75% from The Borough Council of King's Lynn and West Norfolk.
- It has not yet been possible to launch the Local Authority Mortgage Scheme (LAMS) approved at Council in February 2012. The scheme launch has been deferred due to the diminished differential between the broker/commercial rate Lloyds Bank are currently able to offer (caused by poor market conditions together with the impact of the national local lending scheme) and the costs of borrowing currently available. The reduced differential increases the Council's risk of exposure to any defaults. The Director of Resources will continue to monitor and use her delegated authority to progress the launch if market conditions improve. Provision has been made within the MRP Policy should this scheme proceed.

- 16.2 As reported previously, the returns the Council is currently receiving from investment returns remain significantly lower than those achieved during years up to 2007/2008. Interest rates are estimated to remain historically low and are currently subject to a downward trend. Modest increases are anticipated to commence in March 2015, implemented over a long period. Section 10 of this report identifies the on-going sensitivity that the Council faces in relation to investment returns.
- 16.3 The Director of Resources will continue to keep the current Treasury Management Practices (TMP) under review with the assistance of the Council's Treasury Consultants and report to members as appropriate.
- 16.4 In November 2012, CIPFA issued an amendment to replace the prudential indicator for net debt with an indicator for gross debt to be compared to the CFR; the requirement is now for gross debt to be kept below the CFR, except for in the short term i.e. in the preceding year plus estimates of any additional capital financing requirement in the current and next two financial years. The treasury indicator for gross and net debt has been withdrawn, rather than amended. It

may be difficult, or impossible, to comply with this new requirement beyond the short term as MRP could reduce the CFR below gross debt when the only debt left would attract excessive premiums if it was prematurely repaid and have maturity dates beyond the short term.

CIPFA guidance is that the reasons for this situation should be clearly stated in the TMSS report.

The change to this indicator is unreasonable given this Council's circumstances, and as previously stated, action necessary to ensure compliance would incur excessive repayment premiums and therefore not be financially viable. The Director of Resources has reviewed the change and our subsequent inability to meet the gross debt requirement in the future, with Sector. Whilst Members should be aware that the Council is unable to comply with this indicator in the future, this should not give cause for concern as it does not increase risk. The unexpected change from net to gross debt will be unachievable for many Councils, given past decisions made in full accordance with the Prudential Code, and Sector advice is that it is sufficient to disclose this as part of this Strategy review.

17. FINANCIAL IMPLICATIONS

- 17.1 The Financial Implications of the Treasury Management function are included in the Council's Medium Term Financial Strategy and Three Year Budget and Policy Framework.

18. LEGAL AND POLICY IMPLICATIONS

- 18.1 The Local Government Act 2003 supplemented by Regulations set out a new framework for a prudential system for local authority capital finance. This Act, together with CIPFA's Prudential Code for Capital Finance in Local Authorities, came into effect on 1st April 2004. This code together with recent revised editions, guides decisions on what Local Authorities can afford to borrow and has statutory backing under Regulations issued in accordance with the Local Government Act 2003.
- 18.2 Adoption of the CIPFA Code of Practice on Treasury Management in the Public Services as part of the Authority's Standing Orders and Financial Regulations, gives it the status of a "code of practice made or approved by or under any enactment", and hence proper practice under the provisions of the Local Government and Housing Act 1989.

19. RISK MANAGEMENT

- 19.1 The Council is aware of the risks of passive management of the treasury portfolio. With the support of Sector, the Council's treasury advisors, the Council has proactively managed the portfolio over the year.
- 19.2 Shorter-term variable rates and likely future movement in these rates predominantly determine the Council's investment return. These returns can therefore be volatile and, whilst the risk of loss of principal is minimised through the lending list, accurately forecasting returns can be difficult.
- 19.3 In the event of a counterparty default, a formal demand for payment, to include principal, contractual interest and default interest, will be made as soon as possible. Such demand will need to meet the criteria as specified in the Insolvency Act Amendments Rules 2010.
- 19.4 The main risk associated to the Council's Capital Programme, allied to this TMSS, is that given the current depressed economy, asset disposals are not fully realised in terms of timing and valuation assumptions. This may increase external borrowing until such sales proceeds are realised and also incur additional costs, of debt repayment to these already included in Finance Strategy.
- 19.5 There will be a small increase in risk by placing up to 50% of the total investments with the part-nationalised banks. However, such investments will only be placed by exception, with the express approval of the Director of Resources. The Council will continue to aim to achieve the optimum return on its investments commensurate with its investment priorities of security and liquidity. The Council has been advised that any withdrawal of Government support for the part-nationalised banks could take 12 months.

20. EQUALITY IMPACT ASSESSMENT

- 20.1 This is a financial report and there is no requirement to consider an Equality Impact Assessment.

21. CONCLUSION

- 21.1 See Recommendations.

22. CONSULTEES

- 22.1 Sector Treasury Services.
- 22.2 Cabinet.
- 22.3 CMT.
- 22.4 Treasury Management Review Panel.
- 22.5 Overview and Scrutiny Committee.

23. BACKGROUND PAPERS

- 23.1 Local Government Act 2003.
- 23.2 CIPFA's Revised Prudential Code for Capital Finance in Local Authorities, 2011.
- 23.3 CIPFA's Revised Code of Practice on Treasury Management in the Public Services, 2011.
- 23.4 Local Government and Housing Act 1989.
- 23.5 Council 29/02/12 – The Prudential System of Local Government Finance and the Treasury Management Policy and Strategy Report 2012/2013.
<http://www.wyreforest.gov.uk/council/meetings/com55.htm#mt6972>
- 23.6 Council 26/09/12 – Annual Report on Treasury Management Service, Actual Prudential Indicators 2011/2012 and Revision to the Investment Policy and Strategy Statement 2012/13.
<http://www.wyreforest.gov.uk/council/meetings/com55.htm#mt7147>
- 23.7 Council 21/11/12 – Treasury Management Strategy Statement, Annual Investment Strategy Mid-year Review Report and Updated Prudential Indicators 2012/2013.
<http://www.wyreforest.gov.uk/council/meetings/com55.htm#mt7148>

APPENDIX 1 MINIMUM REVENUE PROVISION (MRP) POLICY FROM 1 APRIL 2013

The Council is required to pay off an element of the accumulated General Fund capital spend each year (the CFR) through a revenue charge (the minimum revenue provision - MRP), although it is also allowed to undertake additional voluntary payments if required (voluntary revenue provision - VRP).

CLG regulations have been issued which require the full Council to approve **an MRP Statement** in advance of each year. A variety of options are provided to councils, so long as there is a prudent provision. The Council is recommended to approve the following MRP Statement:

For capital expenditure incurred before 1 April 2008 or which in the future will be Supported Capital Expenditure, the MRP policy will be:

Option 1: Regulatory Method

Under the previous MRP regulations, MRP was set at a uniform rate of 4% of the adjusted CFR (i.e. adjusted for "Adjustment A") on a reducing balance method (which in effect meant that MRP charges would stretch into infinity). This historic approach must continue for all capital expenditure incurred in years before the start of this new approach. It may also be used for new capital expenditure up to the amount which is deemed to be supported through the SCE annual allocation.

This option provides for an approximate 4% reduction in the borrowing need (CFR) each year.

From 1 April 2008 for all unsupported borrowing (including PFI and finance leases) the MRP policy will be:

Option 3: Asset Life Method

Under this option, it is intended that MRP should be spread over the estimated useful life of either an asset created, or other purpose of the expenditure. There are two useful advantages of this option: -

- Longer life assets e.g. freehold land can be charged over a longer period.
- No MRP charges need to be made until the financial year after that in which an item of capital expenditure is fully incurred and, in the case of a new asset, comes into service use (this is often referred to as being an 'MRP holiday').

The equal instalment method will be used to calculate charges under option 3. Estimated life periods will be determined by the Director of Resources (Section 151 Officer) under powers delegated by Council. To the extent that expenditure is not on the creation of an asset and is of a type that is subject to estimated life periods that are referred to in the guidance, these periods will generally be adopted by the Council as determined by the Director of Resources. However, under these powers delegated by Council, the Director of Resources reserves the right to determine useful life periods and prudent MRP in exceptional circumstances where the recommendations of the guidance would not be appropriate.

As some types of capital expenditure incurred by the Council are not capable of being related to an individual asset, asset lives will be assessed on a basis which most

reasonably reflects the anticipated period of benefit that arises from the expenditure. For example, the Guidance recommends that in the case of Loans and grants towards capital expenditure by third parties (under Regulation 25(1)(b), a charge should be made over a period “equal to the estimated life of the assets in relation to which the third party expenditure is incurred” and this is the approach adopted in this revised MRP Policy. Also, whatever type of expenditure is involved, it will be grouped together in a manner which reflects the nature of the main component of expenditure and will only be divided up in cases where there are two or more major components with substantially different useful economic lives.

This option provides for a reduction in the borrowing need over approximately the asset’s life.

In accordance with the Guidance, MRP will be charged in the financial year following that in which the asset is completed or becomes operational.

The Council are satisfied that the policy for calculating MRP set out in this Policy Statement will result in the Council continuing to make prudent provision for the repayment of debt, over a period that is on average reasonably commensurate with that over which expenditure provides benefit.

The Director of Resources will, where it is prudent to do so, use discretion to review the overall financing of the Capital Programme and the opportunities afforded by the regulations, to maximise the benefit to the Council whilst ensuring the Council meets its duty to charge a prudent provision.

Should this Council decide to launch the Local Authority Mortgage Scheme (LAMS) using the cash backed option, the mortgage lenders require a 5 year deposit from the local authority to match the 5 year life of the indemnity. The deposit placed with the mortgage lender provides an integral part of the mortgage lending, and is treated as capital expenditure and a loan to a third party. The Capital Financing Requirement (CFR) will increase by the amount of the total indemnity. The deposit is due to be returned in full at maturity, with interest paid either annually or on maturity. Once the deposit matures and funds are returned to the local authority, the returned funds are classed as a capital receipt, and the CFR will reduce accordingly. As this is a temporary (five years) arrangement and the funds will be returned in full, there is no need to set aside prudent provision to repay the debt liability in the interim period, so there is no MRP application.

Sector's Interest Rate View														
	Now	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14	Jun-14	Sep-14	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16
Sector's Bank Rate View														
3 Month LIBID	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%	1.50%	1.75%
6 Month LIBID	0.39%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.60%	0.60%	0.70%	0.80%	1.10%	1.40%	1.70%
12 Month LIBID	0.54%	0.70%	0.70%	0.70%	0.70%	0.70%	0.70%	0.80%	0.90%	1.00%	1.10%	1.30%	1.60%	1.90%
5yr PW IB Rate	0.88%	1.00%	1.00%	1.00%	1.00%	1.00%	1.10%	1.10%	1.20%	1.30%	1.30%	1.50%	1.80%	2.10%
10yr PW IB Rate	1.85%	1.50%	1.50%	1.60%	1.60%	1.70%	1.70%	1.80%	2.00%	2.20%	2.30%	2.50%	2.70%	2.90%
25yr PW IB Rate	2.87%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	3.00%	3.20%	3.30%	3.50%	3.70%	3.90%
50yr PW IB Rate	4.02%	3.80%	3.80%	3.80%	3.80%	3.90%	3.90%	4.00%	4.10%	4.30%	4.40%	4.60%	4.80%	5.00%
Bank Rate														
Sector's View	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.75%	1.00%	1.25%	1.50%	1.75%
UBS	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	-	-	-	-	-
Capital Economics	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	0.50%	-	-	-	-	-
5yr PW IB Rate														
Sector's View	1.85%	1.50%	1.50%	1.60%	1.60%	1.70%	1.70%	1.80%	2.00%	2.20%	2.30%	2.50%	2.70%	2.90%
UBS	1.85%	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Economics	1.85%	1.55%	1.30%	1.30%	1.30%	1.30%	1.30%	1.50%	1.60%	-	-	-	-	-
10yr PW IB Rate														
Sector's View	2.87%	2.50%	2.50%	2.60%	2.60%	2.70%	2.70%	2.80%	3.00%	3.20%	3.30%	3.50%	3.70%	3.90%
UBS	2.87%	3.00%	3.10%	3.20%	3.40%	3.50%	3.60%	3.70%	3.80%	-	-	-	-	-
Capital Economics	2.87%	2.55%	2.30%	2.30%	2.30%	2.30%	2.30%	2.30%	2.30%	-	-	-	-	-
25yr PW IB Rate														
Sector's View	4.02%	3.80%	3.80%	3.80%	3.80%	3.90%	3.90%	4.00%	4.10%	4.30%	4.40%	4.60%	4.80%	5.00%
UBS	4.02%	4.20%	4.30%	4.40%	4.50%	4.50%	4.50%	4.50%	4.50%	-	-	-	-	-
Capital Economics	4.02%	3.70%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	3.50%	-	-	-	-	-
50yr PW IB Rate														
Sector's View	4.15%	4.00%	4.00%	4.00%	4.00%	4.10%	4.10%	4.20%	4.30%	4.50%	4.60%	4.80%	5.00%	5.20%
UBS	4.15%	4.30%	4.40%	4.50%	4.60%	4.60%	4.60%	4.60%	4.60%	-	-	-	-	-
Capital Economics	4.15%	4.00%	3.80%	3.80%	3.80%	3.80%	3.80%	3.80%	3.80%	-	-	-	-	-

APPENDIX 3 PRUDENTIAL AND TREASURY INDICATORS

1 THE CAPITAL PRUDENTIAL INDICATORS 2012/13 – 2015/16

The Council's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans are reflected in prudential indicators, designed to assist members' overview and confirm capital expenditure plans.

The prudential indicators will be revised in February 2013 as part of the Council's approval of the Financial Strategy 2013 to 2016, as the indicators included within this report are based on current recommendations.

1.1 Capital expenditure

This prudential indicator is a summary of the Council's capital expenditure plans.

Capital expenditure £'000	2011/12 Actual	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
Community Well-being and Environment	1,322	474	2,019	8,761	0
Community Assets and Localism	4,428	4,305	116	1,850	0
Economic Prosperity and Place	1,074	1,517	2,795	533	547
Resources	416	1,568	600	0	0
Vehicle, Equipment and Systems Renewals	523	594	877	1,051	448
Total	7,763	8,458	6,407	12,195	995

Other long term liabilities. The above financing need excludes other long term liabilities, such as PFI and leasing arrangements which already include borrowing instruments. However, the Council currently has no other long term liabilities.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources. Any shortfall of resources results in a funding borrowing need.

Capital expenditure £'000	2011/12 Actual	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
Total	7,763	8,458	6,407	12,195	995
Financed by:					
Capital receipts	4,756	5,236	1,245	1,930	80
Capital grants	664	981	1,393	444	444
Revenue	570	0	263	0	0
Net financing need for the year	1,773	2,241	3,506	9,821	471

1.2 The Council's borrowing need (the Capital Financing Requirement)

The second prudential indicator is the Council's Capital Financing Requirement (CFR). The CFR is simply the total historic outstanding capital expenditure which has not yet been paid for from either revenue or capital resources. It is essentially a measure of the Council's underlying borrowing need. Any capital expenditure above, which has not immediately been paid for, will increase the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the borrowing need in line with each assets life.

The CFR includes any other long term liabilities (e.g. PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Council's borrowing requirement, these types of scheme include a borrowing facility and so the Council is not required to separately borrow for these schemes. The Council does not currently have such schemes within the CFR.

The current CFR projections are presented below:

£m	2011/12 Actual	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
Capital Financing Requirement					
Total CFR	4,570	6,609	9,683	19,104	18,843
Movement in CFR	1,611	2,039	3,074	9,421	(261)

Movement in CFR represented by:					
Net financing need for the year (above)	1,773	2,241	3,506	9,821	471
Less MRP/VRP and other financing movements	(162)	(202)	(432)	(400)	(732)
Movement in CFR	1,611	2,039	3,074	9,421	(261)

1.3 Affordability prudential indicators

Within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Council's overall finances.

1.4 Ratio of financing costs to net revenue stream

This indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

%	2011/12 Actual	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
Ratio	0.08	1.76	5.32	7.40	12.75

The estimates of financing costs include current commitments.

1.5 Incremental impact of capital investment decisions on the Band D Council Tax

This indicator identifies the revenue costs associated with proposed changes to the three year capital programme compared to the Council's existing approved commitments and current plans. The assumptions are based on the budget, but will invariably include some estimates, such as the level of Government support, which are not published over a three year period.

£	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
Council tax - band D	6.71	12.33	19.57	28.80

1.6 Current portfolio position

The Council's treasury portfolio position at 31 March 2012, with forward projections are summarised below. The table shows the actual external debt (the treasury management operations), against the underlying capital borrowing need (the Capital Financing Requirement - CFR), highlighting any over or under borrowing.

£m	2011/12 Actual	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
External Debt					
Gross debt at 31st March	27	4,024	9,027	18,845	19,313
The Capital Financing Requirement	4,570	6,609	9,683	19,104	18,843
Under / (over) borrowing *	4,543	2,585	656	259	(470)

Within the prudential indicators there are a number of key indicators to ensure that the Council operates its activities within well defined limits. One of these is that the Council needs to ensure that its gross debt does not, except in the short term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2013/14 and the following two financial years. This allows some flexibility for limited early borrowing for future years, but ensures that borrowing is not undertaken for revenue purposes.

The Director of Resources reports that the Council complied with this prudential indicator in the current year and does not envisage difficulties for the short term.

*However, in the future it may be that the Council will not be able to comply with this new indicator since any fixed term maturity loans would not be reduced until they are repaid. The CFR would continue to be reduced by MRP, hence the gross external debt may eventually exceed the CFR. The debt would attract excessive premiums if it was prematurely repaid.

1.7 Treasury Indicators: limits to borrowing activity

The operational boundary

This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt.

Operational boundary £'000	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
Debt	15,000	15,000	25,000	27,000
Other long term liabilities	0	0	0	0
Total	15,000	15,000	25,000	27,000

The authorised limit for external debt

A further key prudential indicator represents a control on the maximum level of borrowing. This represents a limit beyond which external debt is prohibited, and this limit needs to be set or revised by the full Council. It reflects the level of external debt which, while not desired, could be afforded in the short term, but is not sustainable in the longer term.

This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all councils' plans, or those of a specific council, although this power has not yet been exercised.

Authorised limit £'000	2012/13 Estimate	2013/14 Estimate	2014/15 Estimate	2015/16 Estimate
Debt	20,000	20,000	30,000	33,000
Other long term liabilities	0	0	0	0
Total	20,000	20,000	30,000	33,000

1.8 Treasury management limits on activity

There are three debt related treasury activity limits. The purpose of these are to restrain the activity of the treasury function within certain limits, thereby managing risk and reducing the impact of any adverse movement in interest rates. However, if these are set to be too restrictive they will impair the opportunities to reduce costs/improve performance. The indicators are:

- Upper limits on variable interest rate exposure. This identifies a maximum limit for variable interest rates based upon the debt position net of investments;
- Upper limits on fixed interest rate exposure. This is similar to the previous indicator and covers a maximum limit on fixed interest rates;
- Maturity structure of borrowing. These gross limits are set to reduce the Council's exposure to large fixed rate sums falling due for refinancing, and are required for upper and lower limits.

	2013/14	2014/15	2015/16
Interest rate exposures			
	Upper	Upper	Upper
Limits on fixed interest rates based on net debt	100%	100%	100%
Limits on variable interest rates based on net debt	100%	100%	100%
Maturity structure of fixed interest rate borrowing 2013/14			
	Lower	Upper	
Under 12 months	0%	100%	
12 months to 2 years	0%	100%	
2 years to 5 years	0%	100%	
5 years to 10 years	0%	100%	
10 years and above	0%	100%	
Maturity structure of variable interest rate borrowing 2013/14			
	Lower	Upper	
Under 12 months	0%	100%	
12 months to 2 years	0%	100%	
2 years to 5 years	0%	100%	
5 years to 10 years	0%	100%	
10 years and above	0%	100%	

The upper limit is 100% in each case as this Council's current borrowing is low and these maturity structures will not have a substantial impact on revenue. These limits give maximum flexibility for borrowing, to ensure financial advantages of each transaction.

1.9 Investment treasury indicator and limit

This indicator sets the limits on total principal funds invested for greater than 364 days. These limits are set with regard to the Council's liquidity requirements and to reduce the need for early sale of an investment, and are based on the availability of funds after each year-end.

Maximum principal sums invested > 364 days			
£m	2013/14	2014/15	2015/16
Principal sums invested > 364 days	£2m	£2m	£2m

APPENDIX 4 ECONOMIC BACKGROUND

Economic Background

4.1. Global economy

The Eurozone debt crisis has continued to cast a pall over the world economy and has depressed growth in most countries. This has impacted the UK economy which is unlikely to have grown significantly in 2012 and is creating a major headwind for recovery in 2013. Quarter 2 of 2012 was the third quarter of contraction in the economy; this recession is the worst and slowest recovery of any of the five recessions since 1930. A return to growth at 0.9% in quarter 3 is unlikely to prove anything more than a washing out of the dip in the previous quarter before a probable return to negative growth in quarter 4; this would leave overall growth in 2012 close to zero and could then lead into negative growth in quarter 1 of 2013, which would then mean that the UK was in its first triple dip recession since records began in 1955.

The **Eurozone sovereign debt crisis** abated following the European Central Bank's (ECB) commitment to a programme of Outright Monetary Transactions i.e. a pledge to buy unlimited amounts of bonds of countries which ask for a bailout. The immediate target for this statement was Spain which continues to prevaricate on making such a request, (for a national bailout), and so surrendering its national sovereignty to International Monetary Fund (IMF) supervision. However, the crisis in Greece has subsided, for the time being, as a result of the Eurozone agreement to provide a further €50bn financial support package in December. Many commentators, though, still view a Greek exit from the Euro as being likely in the longer term as successive rounds of austerity packages could make it more difficult to bring down the annual deficit and total debt as ratios of Gross Domestic Product (GDP) due to the effect they have on shrinking the economy and reducing employment and tax revenues. However, another possible way out would be a major write down of total Greek debt; this has now been raised by the German Chancellor as a possible course of action, but not until 2014/15, and provided the Greek annual budget is in balance.

Sentiment in financial markets has improved considerably since this ECB action and additional financial support for Greece to ensure that the Eurozone remained intact during 2012. However, the foundations to this "solution" to the Eurozone debt crisis are still weak and do not address the huge obstacle of unemployment rates of over 25% in Greece and Spain. It is also possible that the situations in Portugal and Cyprus could deteriorate further in 2013 and, although they are minor economies, such developments could unnerve financial markets. There are also general elections coming up in Italy and Germany which could potentially produce some upsets on the political scene. It is, therefore, quite possible that sentiment in financial markets could turn during 2013 after the initial burst of optimism at the start of the year. While equity prices have enjoyed a strong start to 2013, the foundations for this stock market recovery are shallow given the economic fundamentals in western economies. In addition, Quantitative Easing (QE) has to come to an end at some point in time and there is a distinct increase in doubt in the central banks of the United States (US) and United Kingdom (UK) as to the effectiveness of any further QE in stimulating economic growth. An end to central purchases of bonds may lead to a fall in bond prices.

The US economy has only been able to manage weak growth in 2012 despite huge efforts by the Federal Reserve to stimulate the economy by liberal amounts of QE combined with a commitment to a continuation of ultra low interest rates into 2015. Unemployment levels have been slowly reducing but against a background of a fall in the numbers of those available for work. The fiscal cliff facing the President at the start of 2013 has been a major dampener discouraging business from spending on investment and increasing employment more significantly in case there is a sharp contraction in the economy in the pipeline. The fiscal cliff, and raising the total debt ceiling, still await final resolution by the end of February. The housing market, though, does look as if it has, at long last, reached the bottom and house prices are now on the up.

Hopes for a broad based recovery have, therefore, focused on the **emerging markets**. Recent news from China appears to indicate that the economy has returned to a healthier rate of growth. However, there are still concerns around the unbalanced nature of the economy which is heavily dependent on new investment expenditure. The potential for the bubble in the property sector to burst, as it did in Japan in the 1990s, could have a material impact on the economy as a whole.

4.2 UK economy

The Government's austerity measures, aimed at getting the public sector deficit into order, have now had to be extended, in the autumn statement, over a longer period than the original four years. Achieving this new extended timeframe will still be dependent on the UK economy returning to a reasonable pace of growth towards the end of this period.

Currently, the UK is enjoying a major financial benefit from some of the lowest sovereign borrowing costs in the world as the UK is seen as a safe haven from Eurozone debt. However, the subsiding of market concerns over the Eurozone has unwound some of the attractiveness of gilts as a safe haven and led to a significant rise in gilt yields. There is little evidence that UK consumer confidence levels are recovering, nor that the manufacturing sector is picking up. The dominant services sector disappointed in December, with the Purchasing Managers' Index (PMI) survey indicating the first fall in activity in two years. On the positive side, banks have made huge progress since 2008 in shrinking their balance sheets to more manageable levels and also in reducing their dependency on wholesale funding. However, availability of credit remains tight in the economy and the Funding for Lending scheme, which started in August 2012, has not yet had time to make a significant impact in respect of materially increasing overall borrowing in the economy. Finally, the housing market remains tepid and the outlook is for house prices to be little changed for a prolonged period.

Economic Growth. Economic growth has basically flat lined since the election of 2010 and, worryingly, the economic forecasts for 2012 and beyond were revised substantially lower in the Bank of England Inflation quarterly report for August 2012 and were then further lowered in the November Report. QE increased by £50bn in July 2012 to a total of £375bn. Many forecasters are expecting the Monetary Policy Committee (MPC) to vote for a further round of QE in early 2013 to try to stimulate economic activity. The announcement in November 2012 that £35bn will be transferred from the Bank of England's Asset Purchase Facility to the Treasury (representing coupon payments to

the Bank by the Treasury on gilts held by the Bank) was also effectively a further addition of QE.

Unemployment. The Government's austerity strategy has resulted in a substantial reduction in employment in the public sector. Despite this, total employment has increased to the highest level for four years as over one million jobs have been created in the private sector in the last two years.

Inflation and Bank Rate. Inflation has fallen sharply during 2012 from a peak of 5.2% in September 2011 to 2.2% in September 2012. However, inflation increased back to 2.7% by the end of the year, though it is expected to fall back to reach the 2% target level within the two year horizon.

AAA rating. The UK continues to enjoy an AAA sovereign rating. However, the three main credit rating agencies have stated that they will be reviewing this rating in early 2013; they will, thereafter, also be carefully monitoring the rate of growth in the economy as a disappointing performance in that area could lead to a major derailment of the plans to contain the growth in the total amount of Government debt over the next few years.

4.3 Sector's forward view

Economic forecasting remains difficult with so many external influences weighing on the UK. There does, however, appear to be consensus among analysts that the economy remains relatively fragile and whilst there is still a broad range of views as to potential performance, expectations have all been downgraded during 2012. Key areas of uncertainty include:

- the potential for the Eurozone to withdraw support for Greece at some point if the Greek government was unable to eliminate the annual budget deficit and the costs of further support were to be viewed as being prohibitive, so causing a worsening of the Eurozone debt crisis and heightened risk of the breakdown of the bloc or even of the currency itself. The same considerations could also apply to Spain;
- inter government agreement on how to deal with the overall Eurozone debt crisis could fragment;
- the impact of the Eurozone crisis on financial markets and the banking sector;
- the impact of the Government's austerity plan on confidence and growth and the need to rebalance the economy from services to manufactured goods;
- the under-performance of the UK economy which could undermine the Government's policies that have been based upon levels of growth that are unlikely to be achieved;
- the risk of the UK's main trading partners, in particular the EU and US, falling into recession;
- stimulus packages failing to stimulate growth;
- elections due in Italy and Germany in 2013;

- potential for protectionism i.e. an escalation of the currency war / trade dispute between the US and China;
- the potential for action to curtail the Iranian nuclear programme;
- the situation in Syria deteriorating and impacting other countries in the Middle East.

The focus of so many consumers, corporates and banks on reducing their borrowings, rather than spending, will continue to act as a major headwind to a return to robust growth in western economies.

Given the weak outlook for economic growth, Sector sees the prospects for any changes in Bank Rate before 2015 as very limited. There is potential for the start of Bank Rate increases to be even further delayed if growth disappoints.

Sector believes that the longer run trend is for gilt yields and Public Works Loan Board (PWLB) rates to rise due to the high volume of gilt issuance in the UK, and the high volume of debt issuance in other major western countries. The interest rate forecast in this report represents a balance of downside and upside risks. The downside risks have already been commented on. However, there are specific identifiable upside risks as follows to PWLB rates and gilt yields, and especially to longer term rates and yields:

- UK inflation being significantly higher than in the wider EU and US causing an increase in the inflation premium in gilt yields;
- Reversal of QE; this could initially be allowing gilts held by the Bank to mature without reinvesting in new purchases, followed later by outright sale of gilts currently held;
- Reversal of Sterling's safe haven status on an improvement in financial stresses in the Eurozone;
- Investors reverse de-risking by moving money from government bonds into shares in anticipation of a return to worldwide economic growth;
- The possibility of a UK credit rating downgrade.

APPENDIX 5 SPECIFIED AND NON-SPECIFIED INVESTMENTS**SPECIFIED INVESTMENTS:**

The Council has determined to authorise Specified Investments as follows:

(All such investments will be sterling denominated, with **maturities up to maximum of 1 year**, meeting the minimum ‘high’ rating criteria where applicable)

	Minimum ‘High’ Credit Criteria	Use
Debt Management Agency Deposit Facility	-	In-house
The Councils Own Bank	End of day balance £1m	In-house
Term deposits – local authorities	-	In-house
Term deposits – banks and building societies *	Green	In-house
Money Market Funds and Financial Instruments	Green	In-house

	Minimum Credit Criteria	Use	Max % of total investments*	Max. maturity period
UK nationalised banks*– currently Lloyds Bank and Royal Bank of Scotland. These banks can be included if they continue to be part nationalised or they meet the ratings in the Table above.	Blue	In-house	50% (subject to a maximum value of £5m, whichever is the lower) Requires Director of Resources approval if greater than 25%	As per colour
Banks nationalised by high credit rated (AAA sovereign rating) countries – non UK*. For UK revert to Sector Creditworthiness Methodology	Green	In-house and Fund Managers	25%	As per colour
Government guarantee (explicit) on ALL deposits by high credit rated (non UK AAA sovereign rating) countries**. For UK revert to Sector Creditworthiness Methodology	Green	In-house and Fund Managers	25%	As per colour

- * Where a bank is part of a group then the total exposure to the group will be the same as the individual exposure assigned to the parent organisation
- ** e.g. Singapore (AAA); specified list of countries approved for investing with their banks detailed in Appendix 6

Additional Information on Specified Investments as Detailed Above

Nationalised banks in the UK have credit ratings which do not conform to the credit criteria usually used by local authorities to identify banks which are of high creditworthiness. In particular, as they are no longer separate institutions in their own right, it is impossible for Fitch to assign them a viability individual rating for their stand alone financial strength. Accordingly, Fitch assigned a BBB rating which means that at a historical point of time, this bank failed and is now owned by the Government. However, these institutions are now recipients of an F1+ short term rating as they effectively take on the creditworthiness of the Government itself i.e. deposits made with them are effectively being made to the Government. They also have a support rating of 1; in other words, on both counts, they have the highest ratings possible. Current examples include Lloyds Banking Group and Royal Bank of Scotland Group.

Other countries. The US, countries within the EU and Switzerland (and other countries) are currently providing major support packages to their banking systems. The Council will only consider investments with non UK countries that are AAA rated (for UK revert to Sector Creditworthiness Methodology).

Councils Own Bank. Where the Council's own bankers fail to meet the basic credit criteria, balances will be minimised as far as possible with an upper limit of £1m. This allows for reasonable flexibility needed for day to day cash flow management.

NON-SPECIFIED INVESTMENTS:

The Council has determined to authorise Non-Specified Investments as follows:

1. Maturities of ANY period

	Minimum Credit Criteria	Use	Max % of total investments	Max. maturity period
Fixed term deposits with variable rate and variable maturities: - Structured deposits	Green	In-house	25%	As per colour
Treasury Bills	UK sovereign rating	In-house and Fund Managers	25%	6 months
Bonds issued by multi-lateral development banks	AAA	In-house and Fund Managers	25%	As per colour
CDs or Corporate Bonds with banks and building societies	Green	In-house and Fund Managers	25%	As per colour

2. Maturities in excess of 1 year

	* Minimum Credit Criteria/Colour Band	Use	Max % of total investments	Max. maturity period
Term deposits – local authorities	-	In-house	25%	As per colour
Term deposits – banks and building societies	Green	In-house	25%	As per colour
Certificates of deposit issued by banks and building societies covered by UK Government (explicit) guarantee	Green	In-house	25%	As per colour
Certificates of deposit issued by banks and building societies covered by the UK government banking support package (implicit guarantee)	Green	In-house	25%	As per colour
Certificates of deposit issued by banks and building societies NOT covered by UK Government support package (implicit guarantee)	Green	In-house	25%	As per colour
UK Government Gilts	UK sovereign rating	In-house and Fund Managers	25%	As per colour

For both Specified and Non Specified Investments, due to the uncertainty in the financial markets, it is recommended that the Investment Strategy is approved on a similar approach to previous years which will provide officers with the flexibility to deal with any unexpected occurrences. Officers will restrict the pool of available counterparties from this criteria to ensure that security of capital remains the paramount consideration. Currently this involves the use of the Debt Management Account Deposit Facility (DMADF), AAA rated Money Market Funds and institutions (as deemed appropriate) with higher credit ratings than those outlined in the investment strategy or which are provided support from the Government. Investments are being maintained short term to also improve the security of investments. This is also applicable to the approved countries detailed in Appendix 6.

APPENDIX 6 APPROVED NON UK COUNTRIES FOR INVESTMENTS

AAA

- Australia
- Canada
- Denmark
- Finland
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

The Council has determined that it will only use approved counterparties from non UK countries with a minimum sovereign credit rating of AAA from Fitch Ratings (or equivalent from other agencies if Fitch does not provide). This list will be added to or deducted from by officers should ratings change in accordance with this policy. For the UK revert to Sector Methodology (currently AA-).

In addition to the minimum sovereign credit rating, no more than 25% would be placed with any individual non-UK country at any time, should they meet the credit worthiness criteria.

APPENDIX 7 TREASURY MANAGEMENT SCHEME OF DELEGATION

(i) Full Council

- receiving and reviewing reports on treasury management policies, practices and activities
- approval of annual strategy.

(ii) Committees/Council/responsible body – Cabinet, with recommendations from the Overview and Scrutiny Committee and Treasury Management Review Panel as appropriate

- approval of/amendments to the organisation's adopted clauses, treasury management policy statement and treasury management practices
- budget consideration and approval
- approval of the division of responsibilities
- receiving and reviewing regular monitoring reports and acting on recommendations
- approving the selection of external service providers and agreeing terms of appointment.

(iii) Body/person(s) with responsibility for scrutiny – Cabinet, with recommendations from the Overview and Scrutiny Committee and Treasury Management Review Panel as appropriate

- reviewing the treasury management policy and procedures and making recommendations to the responsible body.

APPENDIX 8 THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER

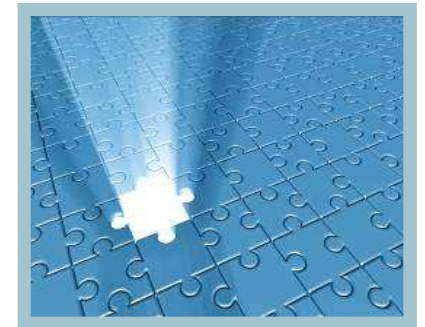
The S151 (responsible) officer

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance
- submitting regular treasury management policy reports
- submitting budgets and budget variations
- receiving and reviewing management information reports
- reviewing the performance of the treasury management function
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the treasury management function
- ensuring the adequacy of internal audit, and liaising with external audit
- recommending the appointment of external service providers

SECTOR

Sector - Credit List

Friday 18th January 2013



Upper Boundary (iTraxx + 50bps) 182.1

Top 5 Counterparties closest to moving FROM "Monitoring" TO "Out of Range" status








Reference	Institution	Current CDS	Proximity to Boundary	Week % Change
1	UniCredit Bank AG (Suspended)	173.02	9.08	-8.92%
2	KBC Bank NV	169.60	12.50	0.01%
3	Societe Generale	167.01	15.10	3.41%
4	Credit Agricole SA	163.35	18.75	7.82%
5	Santander UK plc	158.10	24.00	-1.70%

iTraxx Senior Financials Index 132.0973 (127.3119)

Top 5 Counterparties closest to moving FROM "In Range" TO "Monitoring" status





Reference	Institution	Current CDS	Proximity to Boundary	Week % Change
1	BNP Paribas	128.01	4.08	5.81%
2	Barclays Bank plc	127.66	4.44	7.61%
3	Norddeutsche Landesbank Girozentrale	124.86	7.24	4.18%
4	Nationwide BS	124.02	8.07	-4.38%
5	Danske Bank	123.93	8.16	0.04%

Institution BenchmarkiTraxx Senior Financials Index 132.0973 (127.3119)
Upper Boundary (iTraxx + 50bps) 182.1Sovereign BenchmarkiTraxx SOVX Western Europe Index 98.7756 (100.5)
Upper Boundary (SOVX iTraxx + (Std Dev x Factor)) 111.7

	Counterparty		Credit Ratings																		Subjective Overlay										
			Fitch Rating								Moody's Ratings						S&P Ratings				CDS Data										
			Long Term Status	Long Term	Short Term Status	Short Term	Viability Status	Viability	Support Status	Support	Long Term Status	Long Term	Short Term Status	Short Term	FSR Status	FSR	Long Term Status	Long Term			Short Term Status	Short Term	Suggested Duration	Suggested Duration (Watch/Outlook Adjusted)	17/01/2013	Week % Change	1 Month % Change	3 Month % Change		6 Month % Change	CDS Status
	Abu Dhabi (U.A.E)		SB	AA						SB	Aa2					SB	AA			Not Applicable	Not Applicable							Not Applicable			
	National Bank of Abu Dhabi		SB	AA-		F1+		a-		1	SB	Aa3		P-1	SB	C	SB	A+		A-1	R - 6 mths	R - 6 mths							R - 6 mths		
	Australia		SB	AAA							SB	Aaa					SB	AAA			Not Applicable	Not Applicable	47.4	6.8%	16.7%	-13.3%	-36.8%	In Range	Not Applicable		
	Australia and New Zealand Banking Group Ltd		SB	AA-		F1+		aa-		1	SB	Aa2		P-1	SB	B-	SB	AA-		A-1+	O - 12 mths	O - 12 mths	102.5	3.3%	0.6%	-19.9%	-35.1%	In Range	O - 12 mths		
	Commonwealth Bank of Australia		SB	AA-		F1+		aa-		1	SB	Aa2		P-1	SB	B-	SB	AA-		A-1+	O - 12 mths	O - 12 mths	102.5	3.3%	0.5%	-19.9%	-35.1%	In Range	O - 12 mths		
	Macquarie Bank Limited		SB	A		F1		a		3	SB	A2		P-1	SB	C-	SB	A		A-1	N/C - 0 mths	N/C - 0 mths	145.5	2.7%	-11.5%	-29.1%	-46.1%	Monitoring	N/C - 0 mths		
	National Australia Bank Ltd		SB	AA-		F1+		aa-		1	SB	Aa2		P-1	SB	B-	SB	AA-		A-1+	O - 12 mths	O - 12 mths	104.0	6.3%	3.3%	-16.6%	-34.7%	In Range	O - 12 mths		
	Westpac Banking Corporation		SB	AA-		F1+		aa-		1	SB	Aa2		P-1	SB	B-	SB	AA-		A-1+	O - 12 mths	O - 12 mths	104.3	3.2%	-0.9%	-20.2%	-35.0%	In Range	O - 12 mths		
(I)	Belgium		NO	AA							NO	Aa3					NO	AA			Not Applicable	Not Applicable	74.8	-5.8%	-7.3%	-9.7%	-59.7%	In Range	Not Applicable		
(I)	Fortis Bank		SB	A+		F1		a-		1	SB	A2		P-1	SB	C-	NO	A+		A-1	G - 3 mths	G - 3 mths	117.0	5.1%	-9.7%	-24.2%	-39.5%	In Range	G - 3 mths		
(I)	KBC Bank NV		SB	A-		F1		bbb-		1	SB	A3		P-2	SB	D+	PO	A-		A-2	N/C - 0 mths	N/C - 0 mths	169.6	0.0%	-12.8%	-33.9%	-49.7%	Monitoring	N/C - 0 mths		
	Canada		SB	AAA							SB	Aaa					SB	AAA			Not Applicable	Not Applicable							Not Applicable		
(I)	Bank of Montreal		SB	AA-		F1+		aa-		1	RD	Aa2		P-1	RD	B-	SB	A+		A-1	O - 12 mths	O - 12 mths							O - 12 mths		
(I)	Bank of Nova Scotia		SB	AA-		F1+		aa-		1	RD	Aa1		P-1	RD	B	SB	A+		A-1	O - 12 mths	O - 12 mths							O - 12 mths		
(I)	Canadian Imperial Bank of Commerce		SB	AA-		F1+		aa-		1	RD	Aa2		P-1	RD	B-	SB	A+		A-1	O - 12 mths	O - 12 mths							O - 12 mths		
(I)	National Bank of Canada		SB	A+		F1		a+		1	RD	Aa2		P-1	RD	B-	SB	A-		A-2	R - 6 mths	R - 6 mths							R - 6 mths		
	Royal Bank of Canada		SB	AA		F1+		aa		1	SB	Aa3		P-1	SB	C+	SB	AA-		A-1+	O - 12 mths	O - 12 mths							O - 12 mths		
(I)	Toronto Dominion Bank		SB	AA-		F1+		aa-		1	RD	Aaa		P-1	RD	B+	SB	AA-		A-1+	P - 24 mths	P - 24 mths							P - 24 mths		
	Denmark		SB	AAA							SB	Aaa					SB	AAA			Not Applicable	Not Applicable	30.7	-2.7%	-2.6%	-14.0%	-68.1%	In Range	Not Applicable		
(I)	Danske Bank		NO	A		F1		a		1	SB	Baa1		P-2	SB	C-	PO	A-		A-2	N/C - 0 mths	N/C - 0 mths	123.9	0.0%	-9.2%	-26.7%	-58.7%	In Range	N/C - 0 mths		
(I)	Finland		SB	AAA							SB	Aaa					SB	AAA			Not Applicable	Not Applicable	28.6	-4.5%	-2.9%	-7.0%	-52.7%	In Range	Not Applicable		
1(I)	Nordea Bank Finland plc ~		SB	AA-		F1+				1	SB	Aa3		P-1	SB	C	NO	AA-		A-1+	R - 6 mths	R - 6 mths	75.2	3.4%	-9.6%	-18.4%	-50.1%	In Range	R - 6 mths		
(I)	France		NO	AAA							NO	Aa1					NO	AA+			Not Applicable	Not Applicable	84.5	-1.7%	-3.8%	15.2%	-47.9%	In Range	Not Applicable		
(I)	BNP Paribas		SB	A+		F1+		a+		1	SB	A2		P-1	SB	C-	NO	A+		A-1	R - 6 mths	R - 6 mths	128.0	5.8%	-12.4%	-8.6%	-49.1%	In Range	R - 6 mths		
2(I)	Credit Agricole Corporate and Investment Bank		NO	A+		F1+				1	NO	A2		P-1	SB	D-	NO	A		A-1	N/C - 0 mths	N/C - 0 mths	191.0	6.0%	1.1%	6.3%	-35.9%	Out Of Range	N/C - 0 mths		
3(I)	Credit Industriel et Commercial		SB	A+		F1+				1	NO	Aa3		P-1	SB	C-	NO	A+		A-1	G - 3 mths	G - 3 mths							G - 3 mths		
◆ (I)	Credit Agricole SA		NO	A+		F1+		a		1	NO	A2		P-1	NO	D	NO	A		A-1	G - 3 mths	G - 3 mths	163.4	7.8%	-0.7%	-0.5%	-44.9%	Monitoring	N/C - 0 mths		

	Counterparty	Credit Ratings														Subjective Overlay												
		Fitch Rating							Moody's Ratings							S&P Ratings				CDS Data								
		Long Term Status	Long Term	Short Term Status	Short Term	Viability Status	Viability	Support Status	Support	Long Term Status	Long Term	Short Term Status	Short Term	FSR Status	FSR	Long Term Status	Long Term	Short Term Status	Short Term	Suggested Duration	Suggested Duration (Watch/Outlook Adjusted)	17/01/2013	Week % Change	1 Month % Change	3 Month % Change	6 Month % Change	CDS Status	Suggested Duration (CDS Adjusted with manual override)
◆ (I)	Societe Generale	NO	A+		F1+		a-		1	SB	A2		P-1	SB	C-	NO	A		A-1	G - 3 mths	G - 3 mths	167.0	3.4%	-7.7%	-6.2%	-42.7%	Monitoring	N/C - 0 mths
(I)	Germany	SB	AAA							NO	Aaa					SB	AAA			Not Applicable	Not Applicable	40.0	-4.7%	4.8%	12.6%	-46.4%	In Range	Not Applicable
(I)	Commerzbank AG	SB	A+		F1+		bbb-		1	NO	A3		P-2	NO	D+	NO	A		A-1	N/C - 0 mths	N/C - 0 mths	141.7	7.4%	-14.4%	-27.5%	-52.1%	Monitoring	N/C - 0 mths
(I)	Deutsche Bank AG	SB	A+		F1+		a		1	SB	A2		P-1	SB	C-	NO	A+		A-1	R - 6 mths	R - 6 mths	90.6	4.4%	-10.6%	-34.7%	-54.7%	In Range	R - 6 mths
	DZ Bank AG (Deutsche Zentral-Genossenschaftsbank)	SB	A+		F1+				1	SB	A1		P-1	SB	C-	SB	AA-		A-1+	G - 3 mths	G - 3 mths							G - 3 mths
	Landesbank Baden Wuerttemberg	SB	A+		F1+		bbb-		1	SB	A3		P-2	SB	D+					N/C - 0 mths	N/C - 0 mths	89.4	-1.4%	-10.8%	-27.6%	-42.1%	In Range	N/C - 0 mths
	Landesbank Berlin AG	SB	A+		F1+		bbb-		1	SB	A1		P-1	SB	D+					G - 3 mths	G - 3 mths							G - 3 mths
	Landesbank Hessen-Thuringen Girozentrale (Helaba)	SB	A+		F1+				1	SB	A2		P-1	SB	D+	SB	A		A-1	G - 3 mths	G - 3 mths	93.5	0.8%	-7.3%	-27.9%	-42.9%	In Range	G - 3 mths
(I)	Landwirtschaftliche Rentenbank	SB	AAA		F1+				1	NO	Aaa		P-1			SB	AAA		A-1+	O - 12 mths	O - 12 mths							O - 12 mths
	Norddeutsche Landesbank Girozentrale	SB	A		F1		bbb-		1	SB	A3		P-2	SB	D	SB	BBB+		A-2	N/C - 0 mths	N/C - 0 mths	124.9	4.2%	-1.9%	-19.0%	-27.9%	In Range	N/C - 0 mths
(I)20◆	UniCredit Bank AG (Suspended)	SB	A+		F1+		a-		1	NO	A3		P-2	NO	C-	NO	A		A-1	G - 3 mths	G - 3 mths	173.0	-8.9%	-16.8%	-23.5%	-43.4%	Monitoring	N/C - 0 mths
(I)	Hong Kong	SB	AA+							PO	Aa1					SB	AAA			Not Applicable	Not Applicable							Not Applicable
	The Hong Kong and Shanghai Banking Corporation Ltd	SB	AA-		F1+		aa-		1	SB	Aa2		P-1	SB	B	SB	AA-		A-1+	O - 12 mths	O - 12 mths							O - 12 mths
(I)	Luxembourg	SB	AAA							NO	Aaa					SB	AAA			Not Applicable	Not Applicable							Not Applicable
(I)	Banque et Caisse d'Epargne de l'Etat									NO	Aa1		P-1	SB	C	SB	AA+		A-1+	R - 6 mths	R - 6 mths							R - 6 mths
	Clearstream Banking	SB	AA		F1+		aa		1							SB	AA		A-1+	P - 24 mths	P - 24 mths							P - 24 mths
(I)	Netherlands	SB	AAA							NO	Aaa					NO	AAA			Not Applicable	Not Applicable	48.4	3.0%	6.5%	3.6%	-43.1%	In Range	Not Applicable
(I)	Bank Nederlandse Gemeenten	SB	AAA		F1+				1	NO	Aaa		P-1	NO	A	NO	AAA		A-1+	P - 24 mths	P - 24 mths							P - 24 mths
6	Coöperatieve Centrale Raiffeisen Boerenleenbank BA	SB	AA		F1+				1	SB	Aa2		P-1	SB	B-	SB	AA-		A-1+	O - 12 mths	O - 12 mths	65.4	4.4%	-6.0%	-26.4%	-48.1%	In Range	O - 12 mths
(I)	ING Bank NV	SB	A+		F1+		a		1	NO	A2		P-1	NO	C-	NO	A+		A-1	R - 6 mths	G - 3 mths	100.5	1.3%	-15.0%	-36.2%	-54.9%	In Range	G - 3 mths
	Norway	SB	AAA							SB	Aaa					SB	AAA			Not Applicable	Not Applicable	18.3	1.4%	-1.4%	2.3%	-42.4%	In Range	Not Applicable
7	DnB Bank	SB	A+		F1		a+		1	SB	A1		P-1	SB	C-	SB	A+		A-1	R - 6 mths	R - 6 mths							R - 6 mths
	Qatar									SB	Aa2					SB	AA			Not Applicable	Not Applicable	71.8	-2.5%	-13.3%	-31.0%	-37.4%	In Range	Not Applicable
	Qatar National Bank	SB	A+		F1		a		1	SB	Aa3		P-1	SB	C-	SB	A+		A-1	R - 6 mths	R - 6 mths							R - 6 mths
	Saudi Arabia	SB	AA-							SB	Aa3					SB	AA-			Not Applicable	Not Applicable							No Data Available
	Arab National Bank	SB	A		F1		a		1	SB	A1		P-1	SB	C	SB	A		A-1	G - 3 mths	G - 3 mths							G - 3 mths
	Riyad Bank	SB	A+		F1		a		1	SB	A1		P-1	SB	C	SB	A+		A-1	R - 6 mths	R - 6 mths							R - 6 mths
	Samba Financial Group	SB	A+		F1		a		1	SB	Aa3		P-1	SB	C+	SB	A+		A-1	R - 6 mths	R - 6 mths							R - 6 mths
	Singapore	SB	AAA							SB	Aaa					SB	AAA			Not Applicable	Not Applicable							Not Applicable
8 (I)	DBS Bank Ltd	SB	AA-		F1+		aa-		1	NO	Aa1		P-1	NO	B	SB	AA-		A-1+	P - 24 mths	O - 12 mths							O - 12 mths

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	Counterparty	Credit Ratings																		Subjective Overlay									
		Fitch Rating								Moody's Ratings						S&P Ratings				CDS Data									
		Long Term Status	Long Term	Short Term Status	Short Term	Viability Status	Viability	Support Status	Support	Long Term Status	Long Term	Short Term Status	Short Term	FSR Status	FSR	Long Term Status	Long Term			Short Term Status	Short Term	Suggested Duration	Suggested Duration (Watch/Outlook Adjusted)	17/01/2013	Week % Change	1 Month % Change		3 Month % Change	6 Month % Change
	Oversea Chinese Banking Corporation Ltd	SB	AA-		F1+		aa-		1	SB	Aa1		P-1	SB	B	SB	AA-		A-1+	P - 24 mths	P - 24 mths							P - 24 mths	
	United Overseas Bank Ltd	SB	AA-		F1+		aa-		1	SB	Aa1		P-1	SB	B	SB	AA-		A-1+	P - 24 mths	P - 24 mths							P - 24 mths	
	Sweden		SB	AAA						SB	Aaa					SB	AAA			Not Applicable	Not Applicable	18.3	-4.6%	-3.2%	-13.9%	-64.9%	In Range	Not Applicable	
9(I)	Nordea Bank AB	SB	AA-		F1+		aa-		1	SB	Aa3		P-1	SB	C	NO	AA-		A-1+	O - 12 mths	O - 12 mths	75.2	3.4%	-9.6%	-18.4%	-50.1%	In Range	O - 12 mths	
10(I)	Skandinaviska Enskilda Banken AB	SB	A+		F1		a+		1	SB	A1		P-1	SB	C-	NO	A+		A-1	R - 6 mths	R - 6 mths	95.4	2.2%	-10.0%	-19.9%	-46.3%	In Range	R - 6 mths	
11(I)	Swedbank AB	SB	A+		F1		a+		1	SB	A2		P-1	SB	C-	NO	A+		A-1	R - 6 mths	G - 3 mths	96.0	-0.7%	-12.2%	-21.0%	-45.5%	In Range	G - 3 mths	
(I)	Svenska Handelsbanken AB	SB	AA-		F1+		aa-		1	SB	Aa3		P-1	SB	C	NO	AA-		A-1+	O - 12 mths	O - 12 mths	73.3	4.4%	-3.5%	-10.3%	-33.9%	In Range	O - 12 mths	
	Switzerland		SB	AAA						SB	Aaa					SB	AAA			Not Applicable	Not Applicable							Not Applicable	
(I) 12	Credit Suisse AG	SB	A		F1		a		1	SB	A1		P-1	SB	C-	NO	A+		A-1	G - 3 mths	G - 3 mths	87.2	4.8%	-7.3%	-23.6%	-53.4%	In Range	G - 3 mths	
(I)	UBS AG	SB	A		F1	PW	a-		1	SB	A2		P-1	SB	C-	SB	A		A-1	G - 3 mths	G - 3 mths	90.2	7.2%	-3.9%	-32.0%	-53.0%	In Range	G - 3 mths	
(I)	U.K		NO	AAA						NO	Aaa					NO	AAA			Not Applicable	Not Applicable	46.2	10.8%	23.5%	31.5%	-23.7%	In Range	Not Applicable	
13	Bank of New York Mellon (International) Ltd	SB	AA-		F1+				1											O - 12 mths	O - 12 mths						O - 12 mths		
(I)	Barclays Bank plc	SB	A		F1		a		1	NO	A2		P-1	SB	C-	NO	A+		A-1	G - 3 mths	G - 3 mths	127.7	7.6%	-3.8%	-12.9%	-44.9%	In Range	G - 3 mths	
14	Cater Allen																			G - 3 mths	G - 3 mths						N/C - 0 mths		
(I)	Citibank International Plc	SB	A		F1				1	NO	Baa1		P-2	NO	D+	NO	A		A-1	N/C - 0 mths	N/C - 0 mths						N/C - 0 mths		
(I) 15	Clydesdale Bank	SB	A		F1		bbb		1	SB	A2		P-1	SB	C-	PO	BBB+		A-2	N/C - 0 mths	N/C - 0 mths						N/C - 0 mths		
(I)	Co-operative Bank Plc	NW	BBB+	NW	F2	NW	bbb+	PW	3	RD	A3		P-2	RD	C-					N/C - 0 mths	N/C - 0 mths						N/C - 0 mths		
(I) 16	Credit Suisse International	SB	A		F1				1	SB	A1		P-1			NO	A+		A-1	O - 12 mths	R - 6 mths						R - 6 mths		
	Crown Agents Bank Ltd	SB	BBB+		F2		bbb+		5											N/C - 0 mths	N/C - 0 mths						N/C - 0 mths		
17	DB UK Bank Limited									SB	Baa2		P-2	SB	C-					N/C - 0 mths	N/C - 0 mths						N/C - 0 mths		
(I)	HSBC Bank plc	SB	AA-		F1+		a+		1	NO	Aa3		P-1	SB	C	NO	AA-		A-1+	O - 12 mths	O - 12 mths	72.5	7.0%	-8.5%	-29.8%	-46.5%	In Range	O - 12 mths	
	MBNA Europe Bank	SB	A		F1				1											R - 6 mths	R - 6 mths						R - 6 mths		
(I)19	Santander UK plc	SB	A		F1		a		1	NO	A2		P-1	SB	C-	NO	A		A-1	G - 3 mths	G - 3 mths	158.1	-1.7%	-14.7%	-27.0%	-46.4%	Monitoring	N/C - 0 mths	
(I)	Standard Chartered Bank	NO	AA-		F1+		aa-		1	SB	A1		P-1	SB	B-	NO	AA-		A-1+	O - 12 mths	O - 12 mths	88.0	5.6%	-4.7%	-19.7%	-39.7%	In Range	O - 12 mths	
(I)	Sumitomo Mitsui Banking Corporation Europe Ltd ~	SB	A-		F1				1	SB	Aa3		P-1	SB	C	NO	A+		A-1	G - 3 mths	G - 3 mths	94.4	10.3%	3.2%	-10.9%	-30.8%	In Range	G - 3 mths	
	UBS Ltd	SB	A		F1				1	SB	A2		P-1			SB	A		A-1	R - 6 mths	R - 6 mths						R - 6 mths		
24	Virgin Money plc	SB	BBB		F3		bbb		5							SB	BBB+		A-2	N/C - 0 mths	N/C - 0 mths						N/C - 0 mths		
(I)	U.S.A		NO	AAA						NO	Aaa					NO	AA+			Not Applicable	Not Applicable	43.8	9.2%	17.4%	38.1%	-6.1%	In Range	Not Applicable	
(I)	Bank of America, N.A.~	SB	A		F1		bbb+		1	SB	A3		P-2	SB	D+	NO	A		A-1	N/C - 0 mths	N/C - 0 mths	119.4	5.8%	-8.3%	-11.9%	-52.2%	In Range	N/C - 0 mths	
(I) 18	Bank of New York Mellon, The	SB	AA-		F1+		aa-		1	SB	Aa1		P-1	SB	B	NO	AA-		A-1+	P - 24 mths	P - 24 mths							P - 24 mths	
(I)	Citibank, N.A. ~	SB	A		F1		a-		1	NO	A3		P-2	NO	D+	NO	A		A-1	G - 3 mths	N/C - 0 mths	121.6	7.3%	1.0%	-11.9%	-51.0%	In Range	N/C - 0 mths	

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	Counterparty	Credit Ratings																		Subjective Overlay								
		Fitch Rating								Moody's Ratings						S&P Ratings				CDS Data								
		Long Term Status	Long Term	Short Term Status	Short Term	Viability Status	Viability	Support Status	Support	Long Term Status	Long Term	Short Term Status	Short Term	FSR Status	FSR	Long Term Status	Long Term	Short Term Status	Short Term	Suggested Duration	Suggested Duration (Watch/Outlook Adjusted)	17/01/2013	Week % Change	1 Month % Change	3 Month % Change	6 Month % Change	CDS Status	
(I)	HSBC Bank USA, N.A.	SB	AA-		F1+		a-		1	SB	A1		P-1	NO	C-	NO	AA-		A-1+	R - 6 mths	R - 6 mths							R - 6 mths
(I)	JP Morgan Chase Bank NA	SB	A+		F1		a+		1	SB	Aa3		P-1	SB	C	NO	A+		A-1	R - 6 mths	R - 6 mths	84.4	5.9%	-2.5%	-15.6%	-32.5%	In Range	R - 6 mths
	Northern Trust Company	SB	AA-		F1+		aa-		5	SB	Aa3		P-1	SB	B	SB	AA-		A-1+	G - 3 mths	G - 3 mths							G - 3 mths
(I)	State Street Bank and Trust Company	SB	A+		F1+		a+		1	SB	Aa2		P-1	SB	B	NO	AA-		A-1+	O - 12 mths	O - 12 mths							O - 12 mths
(I)	Wells Fargo Bank NA	SB	AA-		F1+		aa-		1	SB	Aa3		P-1	SB	C+	NO	AA-		A-1+	O - 12 mths	O - 12 mths	73.6	1.4%	-2.5%	-6.4%	-20.4%	In Range	O - 12 mths
	UK BUILDING SOCIETIES																											
	Coventry BS	SB	A		F1		a		5	SB	A3		P-2	SB	C					N/C - 0 mths	N/C - 0 mths							N/C - 0 mths
	Leeds BS	SB	A-		F2		a-		5	SB	A3		P-2	SB	C					N/C - 0 mths	N/C - 0 mths							N/C - 0 mths
(I) ♦	Nationwide BS	NO	A+		F1		a+		1	SB	A2		P-1	SB	C	NO	A+		A-1	R - 6 mths	R - 6 mths	124.0	-4.4%	-12.1%	-27.9%	-39.0%	In Range	R - 6 mths
	Newcastle BS	SB	BB+		B		bb+		5											N/C - 0 mths	N/C - 0 mths							N/C - 0 mths
	Nottingham BS									SB	Baa2		P-2	SB	C-					N/C - 0 mths	N/C - 0 mths							N/C - 0 mths
	Principality BS	SB	BBB+		F2		bbb+		5	SB	Ba1		NP	SB	D+					N/C - 0 mths	N/C - 0 mths							N/C - 0 mths
(I)	Skipton BS	SB	BBB-		F3		bbb-		5	NO	Ba1		NP	NO	D+					N/C - 0 mths	N/C - 0 mths							N/C - 0 mths
	West Bromwich BS									SB	B2		NP	SB	E+					N/C - 0 mths	N/C - 0 mths							N/C - 0 mths
	Yorkshire BS	SB	BBB+		F2		bbb+		5	SB	Baa2		P-2	SB	C-	SB	A-		A-2	N/C - 0 mths	N/C - 0 mths	154.3	-11.3%	-11.6%	-18.5%	-30.7%	Monitoring	N/C - 0 mths
	AAA Rated																											
	Collateralised LA Deposit*		AAA								Aaa						AAA			Y - 60 mths	Y - 60 mths							No Data Available
	Debt Management Office		AAA								Aaa						AAA			Y - 60 mths	Y - 60 mths							No Data Available
	Multilateral Development Banks		AAA								Aaa						AAA			Y - 60 mths	Y - 60 mths							No Data Available
	Supranationals		AAA								Aaa						AAA			Y - 60 mths	Y - 60 mths							No Data Available
	UK Gilts		AAA								Aaa						AAA			Y - 60 mths	Y - 60 mths							No Data Available
	* This is an assumed rating on the basis that all collateral is LA LOBOs which is government risk																											
	NATIONALISED AND PART NATIONALISED BANKS																											
(I)	Lloyds Banking Group plc	SB	A		F1		bbb		1	NO	A3					NO	A-		A-2									Not Applicable
(I)	Bank of Scotland Plc	SB	A		F1				1	NO	A2		P-1	SB	D+	NO	A		A-1	B - 12 mths	B - 12 mths							Not Applicable
(I)	Lloyds TSB Bank Plc	SB	A		F1		bbb		1	NO	A2		P-1	SB	C-	NO	A		A-1	B - 12 mths	B - 12 mths	137.8	13.5%	3.9%	-13.9%	-52.0%		Not Applicable
(I)	Royal Bank of Scotland Group plc	SB	A		F1		bbb		1	NO	Baa1		P-2			SB	A-		A-2									Not Applicable
(I)	National Westminster Bank Plc	SB	A		F1				1	NO	A3		P-2	SB	D+	SB	A		A-1	B - 12 mths	B - 12 mths							Not Applicable
(I)	The Royal Bank of Scotland Plc	SB	A		F1		bbb		1	NO	A3		P-2	SB	D+	SB	A		A-1	B - 12 mths	B - 12 mths	150.7	10.4%	-4.4%	-12.1%	-50.8%		Not Applicable
(I)	Ulster Bank Ltd	SB	A-		F1		ccc		1	NO	Baa2		P-2	NO	D-	NO	BBB+		A-2	B - 12 mths	B - 12 mths							Not Applicable

Key

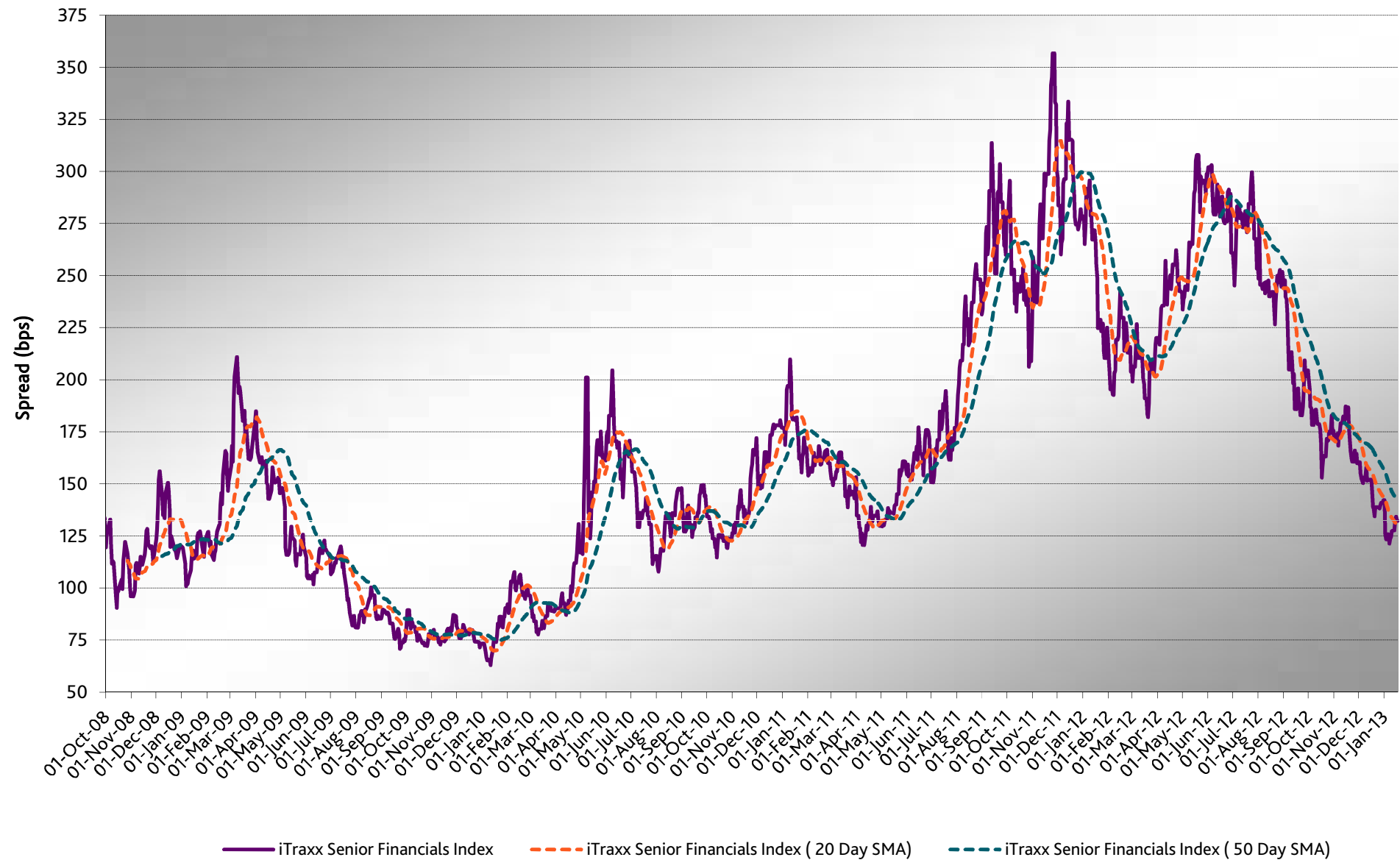
■	Newly included on, or deleted from, the list OR Changes to ratings which have a significant effect	60 Months	Y
□	Change to ratings	24 Months	P
(!)	Ratings on Rating Watch / Rating Alert / Rating Outlook	12 Months	B
•	New rating/ affirmation of rating	12 Months	O
×	Ratings withdrawn	6 Months	R
◆	Change of duration based on CDS overlay	3 Months	G
		0 Months	N/C
NO	Negative Outlook	DG NO	Downgrade & Negative Outlook
NW	Negative Watch	DG NW	Downgrade & Negative Watch
DG	Downgrade	DG RD	Downgrade & Under Review For Possible Downgrade
RD	Under Review for Possible Downgrade	DG SB	Downgrade & Stable Outlook
PO	Positive Outlook	DG EW	Downgrade & Evolving Watch
PW	Positive Watch	DG EO	Downgrade & Evolving Outlook
UP	Upgrade	DG DO	Downgrade & Developing Outlook
RU	Under Review for Possible Upgrade	DG UN	Downgrade & Direction Uncertain
SB	Stable Outlook	UP PO	Upgrade & Positive Outlook
EW	Evolving Watch	UP PW	Upgrade & Positive Watch
EO	Evolving Outlook	UP RU	Upgrade & Under Review For Possible Upgrade
WD	Rating Withdrawn	UP SB	Upgrade & Stable Outlook
DO	Developing Outlook	UP EW	Upgrade & Evolving Watch
UN	Direction Uncertain	UP EO	Upgrade & Evolving Outlook
		UP DO	Upgrade & Developing Outlook
		UP UN	Upgrade & Direction Uncertain

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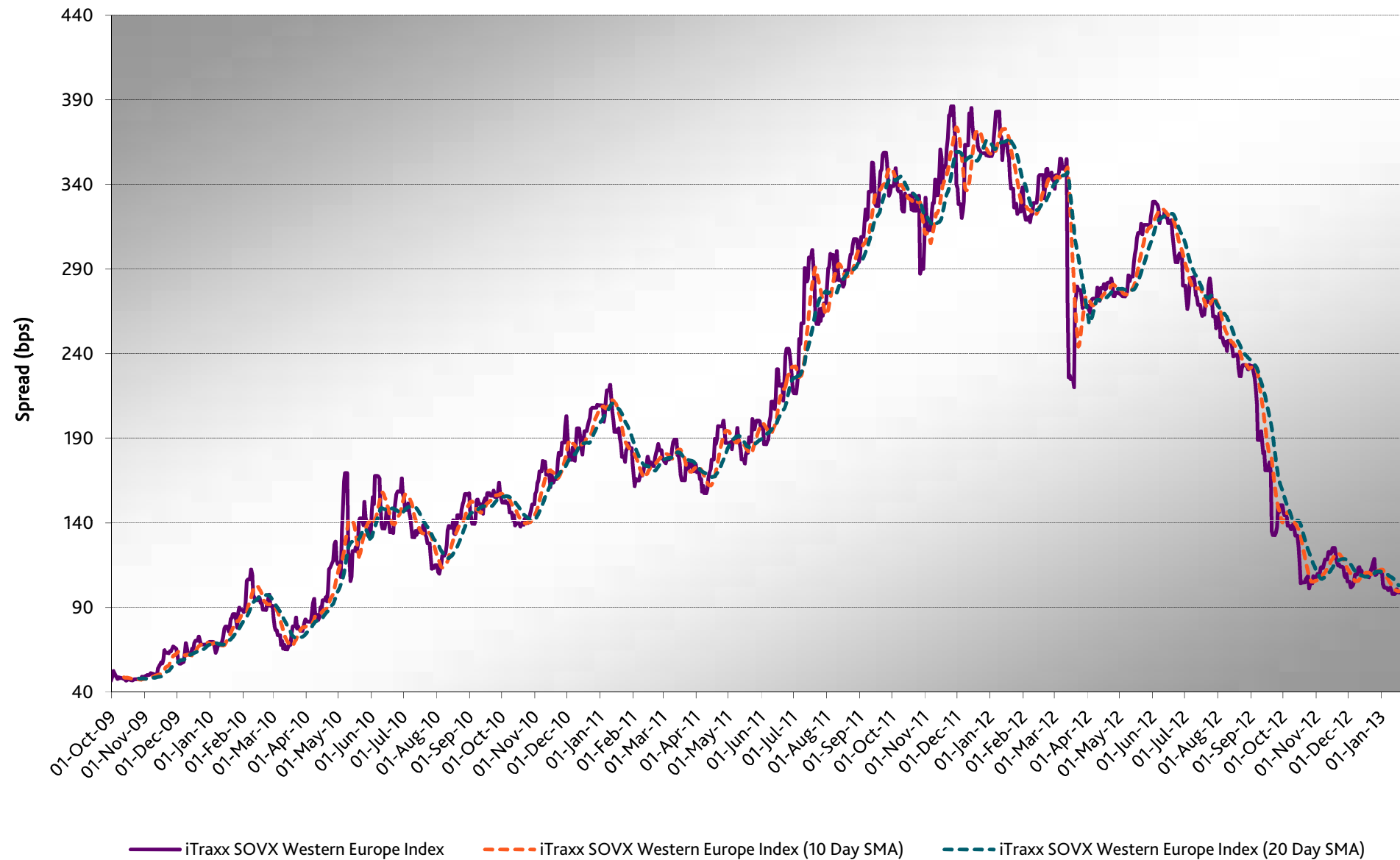
Additional Notes

Reference	Institution	Notes
1	Nordea Bank Finland Plc	Name changed from Mertia Bank Ltd.
2	Credit Agricole Corporate and Investment Bank	Name changed from CALYON Corporate and Investment Bank
3	Credit Industriel et Commercial	Name changed from Compagnie Financiere de CIC et de l'Union Europeenne to CIC Group and then changed to Credit Industriel et Commercial (CIC)
4	Intesa Sanpaolo	Merger between Unicredit Banca di Roma Spa and Unicredit SpA
5	UniCredit SpA	Merger between Unicredit Banca di Roma Spa and Unicredit SpA
6	Cooperatieve Centrale Raiffeisen - Boerenleenbank BA	Also trades as Rabobank/Rabobank International/Rabobank Nederland
7	DnB NOR Bank	Name changed from DnB NOR Bank. Merger between the former Den Norske Bank and Union Bank of Norway January 04
8	DBS Bank Ltd	Name changed from Development Bank of Singapore Ltd
9	Nordea Bank AB	(publ) Name changed from Nordea Bank Sweden (previously Nordbanken AB)
10	Skandinaviska Enskilda Banken AB	(publ) (SEB AB)
11	Swedbank AB	Name changed from ForeningsSparbanken AB
12	Credit Suisse	Merger between Credit Suisse and Credit Suisse First Boston
13	Bank of New York Mellon (International) Ltd	Formerly, The Bank of New York Europe Ltd
14	Cater Allen	Unconditionally guaranteed by Santander UK
15	Clydesdale Bank	Yorkshire Bank is the trading entity of Clydesdale Bank
16	Credit Suisse International	Name changed from Credit Suisse First Boston International
17	DB UK Bank Limited	Name changed from Morgan Grenfell and Co Ltd
18	Bank of New York Mellon, The	Formerly Bank of New York, The
19	Santander UK plc	Name changed from Abbey National plc
20	UniCredit Bank AG	Name changed from Bayerische Hypo und Vereinsbank
21	Belfius Bank	Name changed from Dexia Bank Belgium
22	Sumitomo Mitsui Trust Bank, Limited	Name changed from Sumitomo Trust & Banking Co Ltd
23	Permanent TSB plc	Name changed from Irish life & Permanent plc
24	Northern Rock plc	Name changed from Northern Rock plc to Virgin Money plc
~		CDS prices inherited from Parent/Group Company

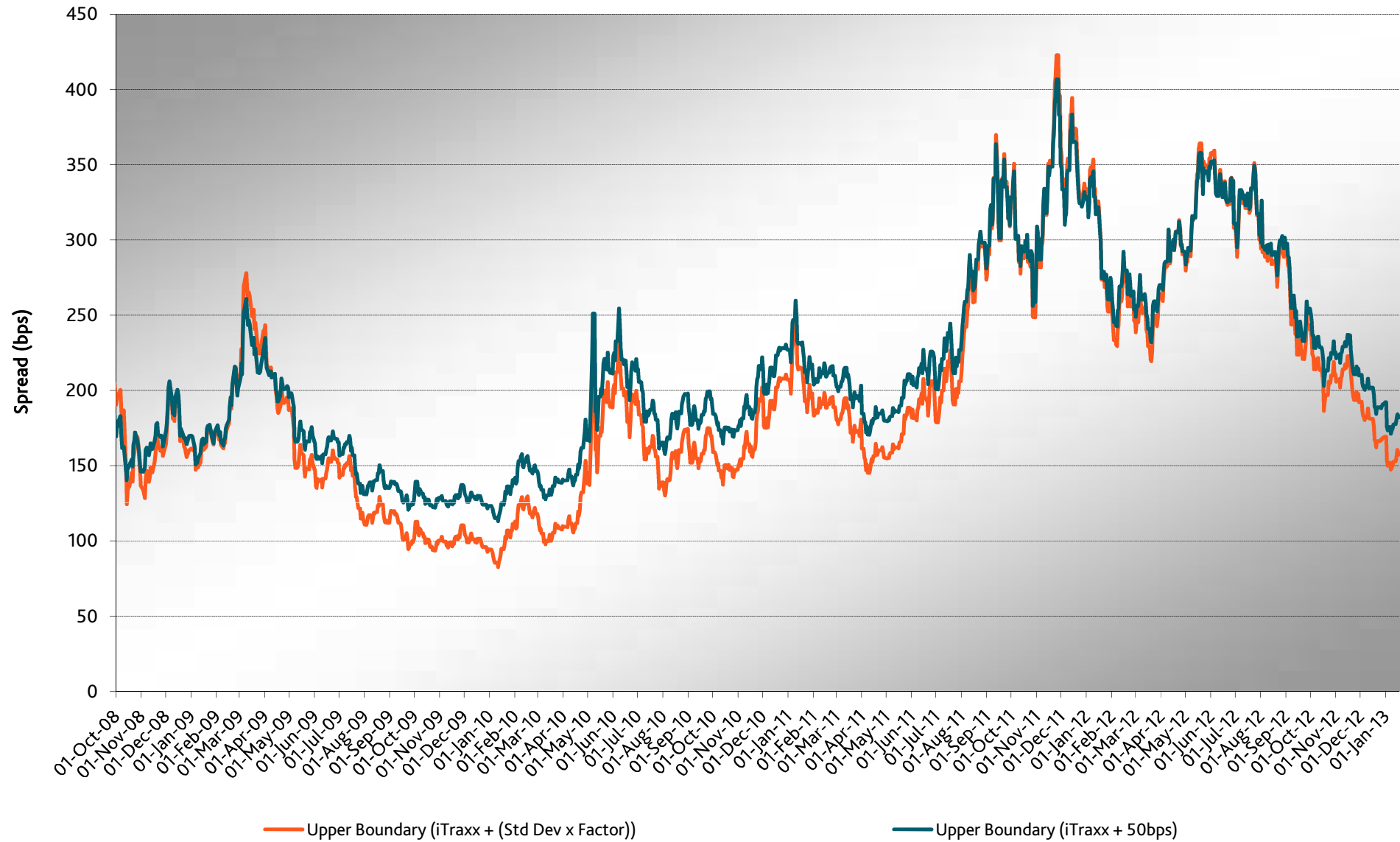
SECTOR



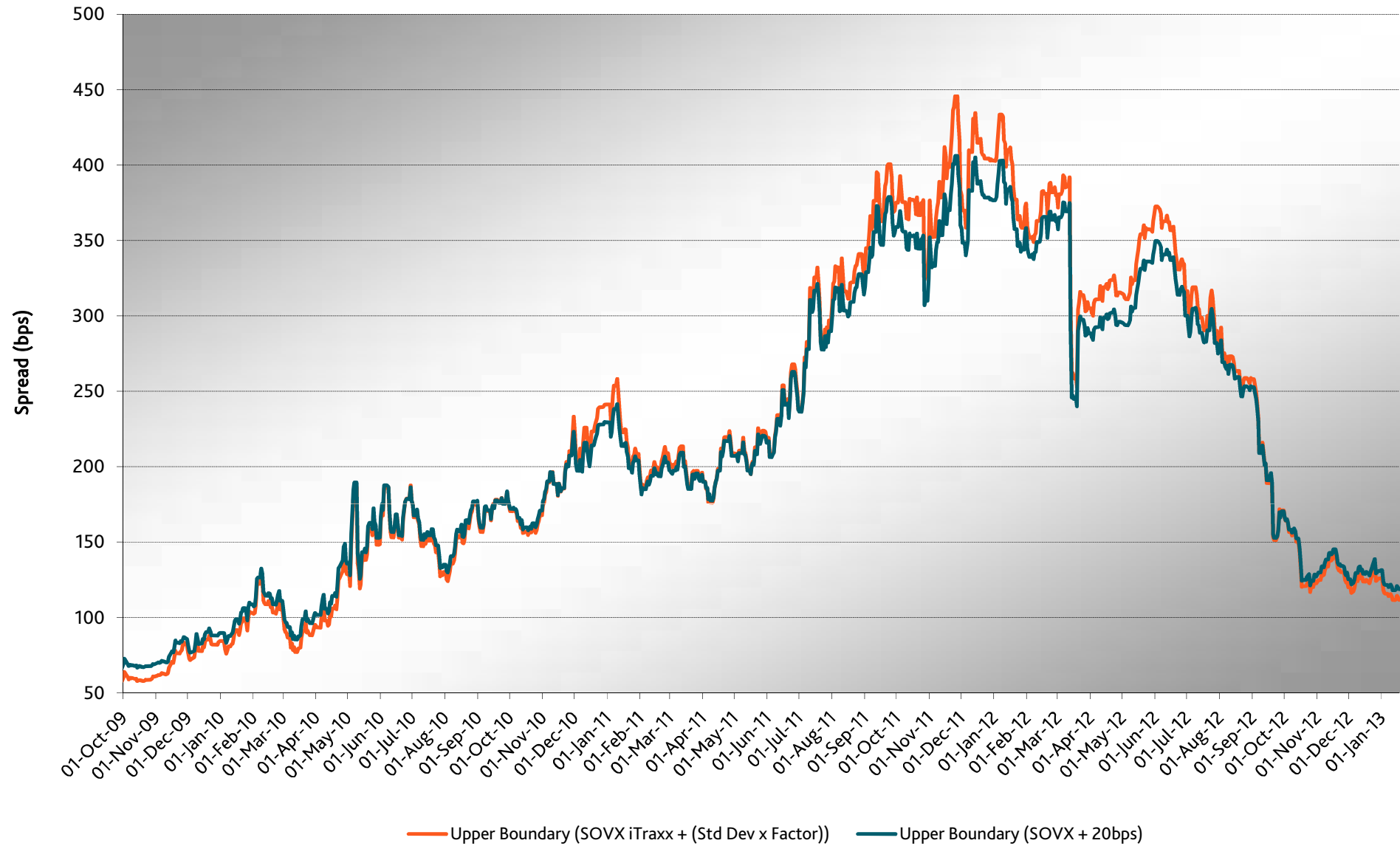
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**WYRE FOREST DISTRICT COUNCIL
Cabinet
19th February 2013**

Recommendations from the Overview and Scrutiny Committee

7th February 2013

**Recommendations from Treasury Management Review Panel: Consideration of Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Investment Policy and Strategy Statement for the period 1st April 2013 to 31st March 2013
Council Tax Benefit Reform**

The Committee considered a report from the Director of Resources which sought approval of the Treasury Management Strategy Statement, Minimum Revenue Provision Policy Statement and Investment Policy and Strategy Statement for the period 1st April 2013 to 31st March 2014.

The Committee noted that the prudential indicators in the report to the Overview and Scrutiny Committee would be revised in February 2013 as part of the Council's approval of the Financial Strategy 2013/14 to 2015/16, as the indicators included within the report were based on current recommendations.

Recommend to Cabinet:

- 1. The restated Prudential Indicators and Limits for the financial years 2013/14 to 2015/16 included in Appendix 3 of the report to the Overview and Scrutiny Committee be approved, and the change in the External Debt Indicator explained in paragraph 3.13.4 of the report to the Overview and Scrutiny Committee be noted.**
- 2. The updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2013 to 31st March 2014 be approved (the associated Prudential Indicators are included in Appendix 3 of the report to the Overview and Scrutiny Committee and the detailed criteria is included in Section 3.7 and Appendix 5 of the report to the Overview and Scrutiny Committee).**
- 3. The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to the Overview and Scrutiny Committee be approved.**
- 4. The Authorised Limit Prudential Indicator included in Appendix 3 of the report to the Overview and Scrutiny Committee be approved.**

WYRE FOREST DISTRICT COUNCIL**CABINET**
19th FEBRUARY 2013**National Non Domestic Rate (NNDR) Relief**

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME:	Stronger Communities
CORPORATE PLAN PRIORITY:	Delivering Together with Less
CABINET MEMBER:	Councillor N J Desmond
DIRECTOR:	Director of Economic Prosperity and Place
CONTACT OFFICER:	Mike Parker - Ext. 2500 Mike.parker@wyreforestdc.gov.uk
APPENDICES:	Appendix 1: Proposed eligibility criteria for consultation on scheme of NNDR relief to operate from 1 st April 2014

1. PURPOSE OF REPORT

- 1.1 To agree to cease the current award of NNDR relief to all current recipients on 31st March 2014, giving notice to do so before 31st March 2013; and to introduce a new scheme of NNDR relief from 1st April 2014 following consultation to be undertaken during 2013.

2. RECOMMENDATIONS

That Cabinet DECIDES to:

- 2.1 **Give notice to all current recipients of NNDR relief that the current award will cease after 31st March 2014, such notice to be given before 31st March 2013.**
- 2.2 **Consult, via direct notification to all current recipients of NNDR relief and otherwise via the Council's website for a period of 8 weeks, on a proposed scheme for considering new awards of NNDR relief from 1st April 2014 and to receive a further report following consultation to agree the final implementation of the new scheme.**

3. BACKGROUND

- 3.1. The collection of NNDR is undertaken by local authorities from those who occupy non-domestic properties. Each non-domestic property has a rateable value (RV) which is normally set by the Valuation Office. The RV broadly represents the yearly rent the property could have been let for on the open market.
- 3.2. The amount of Business Rates due on a property is calculated by multiplying the RV of the property by a multiplier set by the government each financial year.

- 3.3. There are some entitlements to relief from the payment of these business rates, for example for the benefit of small businesses, occupation of a single property with a RV less than £12,000 attracts relief on a sliding scale up to 100% if the RV is less than £6,000 (this lasts until March 2014). Charities and registered community amateur sports clubs are entitled to 80% relief where the property is occupied by the charity or club and is wholly or mainly used for charitable purposes or as a sports club.
- 3.4. The local authority also has discretion to offer further relief to charities, sports clubs and non profit making organisations or in cases of hardship.
- 3.5. Wyre Forest District Council has a budget of £152,350 in 2012/13 rising to £156,150 and £160,060 in the following two financial years to fund discretionary rate relief. With this budget it funds a plethora of businesses, charities and clubs across the district.
- 3.6. When discretionary rate relief is offered by the Council, if it is to a charitable organisation/club that is entitled to the 80% relief, then the Council bears 75% of the cost of the discretionary 20% (and the Pool meets 25% of the cost); if relief is granted to another organisation that is not eligible for the 80% relief, then the Council only bears the cost of 25% of that discretionary relief and the Pool bears 75% of the cost.
- 3.7. In 2012 the 25% cost to the Council was £67,773.68 and the 75% cost £84,226.13, the total being £151,999.81. The consequent total cost to the Pool was £231,396.47.

4. THE PROPOSAL

- 4.1 The Council's 2013/16 Financial Strategy proposes a reduction of the budget the Council makes available for NNDR Relief by 20% in 2014/15, 10% in 2015/16 and 10% in 2016/17; the actual savings that would be delivered would be £31,000, £44,000 and £55,000 in respective financial years. By the 2016/17 financial year the budget available would thus be reduced from the £160,000 to just over £105,000.
- 4.2 In order to achieve these suggested savings, a set of eligibility criteria was considered by a Cabinet Review Panel on 28th January 2013 as the basis for a revised scheme for the Council to apply from 1st April 2014 when approaches are made by organisations seeking awards of discretionary rate relief. The Cabinet Review Panel considered the impact of applying these criteria to organisations currently receiving NNDR relief, against the savings targets outlined in paragraph 4.1, on the basis of available information.
- 4.3 Cabinet Review Panel agreed the criteria and recommended the scheme to Cabinet as the basis for consultation, having added the proposal that Independent Schools should be excluded from receipt of discretionary rate relief. There are other schools such as Free Schools that are charities and will benefit from 80% mandatory relief; for consistency the proposed policy as set out in Appendix 1 excludes all schools from being eligible.

- 4.4 All current recipients of discretionary rate relief will need to be notified in writing before 31st March 2013 that the existing scheme will end on 31st March 2014 and the new scheme will take effect on 1st April 2014. Clearly some of the current recipients of discretionary rate relief will no longer be eligible under the new scheme to take effect from 1st April 2014, some will see a reduction in the amount they receive currently and others who currently receive nothing may realise that they are eligible under the new scheme.
- 4.5 The basic principles under which the new scheme to take effect from 1st April 2014 would operate are:
- i. Once the agreed NNDR relief budget is exhausted no further offers of relief will be made unless further monies are made available either by the Council or by recipients no longer receiving awards of relief.
 - ii. The scheme shall operate for a three year period between 1st April 2014 and 31st March 2017; at the end of the three year period, the Council reserves the right to review the scheme and all recipients again.
 - iii. The Council will require all recipients to submit their accounts on an annual basis by 31st March of the financial year in order to confirm their continued eligibility for the following year. Failure to do so will result in the award being withdrawn.
 - iv. Upon review of the accounts submitted at iii) the Council reserves the right to notify the recipient of the withdrawal of relief if their financial circumstances are such that it is deemed that an award of relief is not considered financially necessary.

5. FINANCIAL IMPLICATIONS

- 5.1 The Council has an agreed budget from which awards of NNDR relief will be met.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The Council is required to give recipients of NNDR relief twelve months' notice of the withdrawal of funding, ending on 31st March, hence the need to notify current recipients of the proposed changes by 31st March 2013 in readiness for the new scheme to take effect on 1st April 2014.

7. RISK MANAGEMENT

- 7.1 Failure to agree a new scheme following consultation for implementation in April 2014 will mean the Council is unable to achieve the desired budget savings.
- 7.2 There is a risk of impact on current recipients and this will be better understood by undertaking the consultation.

8. EQUALITY IMPACT NEEDS ASSESSMENT (EIA)

- 8.1 As the full impact of this proposal will be better understood after consultation has taken place, a screening EIA will be undertaken after consultation as part of the follow up report to Cabinet before a new scheme is finalised.

9. CONCLUSION

- 9.1 The Council proposes to change the basis upon which awards of NNDR relief are made from 1st April 2014 and proposes to consult on a new scheme during 2013 after it has given the requisite notice to all current NDR relief recipients of the cessation of the current scheme on 31st March 2014.

10. CONSULTEES

- 10.1 Cabinet Review Panel.

11. BACKGROUND PAPERS

- 11.1 Cabinet Review Panel 28th January 2013.

APPENDIX 1

Proposed eligibility criteria for discretionary National Non Domestic Rate Relief for charities and non profit making organisations commencing 2014/15

Wyre Forest District Council, as a 'charging authority', has powers under S47 of the Local Government Act 1988 to award discretionary rate relief to charities and non profit making organisations. The following criteria are proposed to assess requests made by those organisations for discretionary rate relief from 1st April 2014:

Eligible

Discretionary rate relief **may** be awarded as follows *:

Type of organisation	Eligibility criteria	Level of discretionary rate relief
Sports and Social clubs	Sports and social clubs that provide significant indoor or outdoor sports facilities. Eligible sports and social clubs that are not registered as Community Amateur Sports Clubs will be encouraged to do so, in order to qualify for 80% mandatory relief	Up to 50%
Development Companies	Development companies operating for the benefit of towns and villages in Wyre Forest District	Up to 100%
Museums	Museums that are open to the public on a regular basis, and are based in Wyre Forest District	Up to 100%
Youth Organisations	Youth organisations that provide activities wholly or mainly for young people resident in Wyre Forest District	Up to 20%
Village Halls	Village Halls that are not owned by parish or Town Councils	Up to 20%
Other charities	Other charities that provide services solely or mainly for people resident in Wyre Forest District	Up to 20%

* Subject to:

- The total amount of rate relief granted (discretionary plus mandatory) will not exceed 100%
- Non profit organisations must submit accounts for the preceding 3 years to demonstrate that they have not made a profit or that any surplus has been re-invested in the organisation

As a matter of general principle, the following would be ineligible for discretionary rate relief:

1. Housing Associations/Registered social landlords**
2. Leisure Centres – except DC Leisure until expiry of the current agreement
3. Museum collections for museums not based in Wyre Forest District
4. National youth facilities
5. National charities
6. Nurseries and playgroups
7. Shops operated by charities
8. Schools

**Housing Associations/RSLs currently receiving rate relief will have that relief ‘tapered out’ as follows:

2014/15- 75%

2015/16 – 50%

2016/17 – 25%

2017/18 onwards - zero

**Wyre Forest District Council
Cabinet Review Panel
28th January 2013**

Recommendations from Cabinet Review Group – NNDR

Purpose of Report

To consider the impact of a proposed new scheme of NNDR relief to come into effect from 1st April 2014 and to recommend to Cabinet the basis of a new scheme for consultation.

Recommendations to Cabinet

- 1. The following criteria are proposed to assess requests made by those organisations for discretionary rate relief from 1st April 2014:**

Eligible

Discretionary rate relief may be awarded as follows *:

Type of organisation	Eligibility criteria	Level of discretionary rate relief
Sports and Social clubs	Sports and social clubs that provide significant indoor or outdoor sports facilities. Eligible sports and social clubs that are not registered as Community Amateur Sports Clubs will be encouraged to do so, in order to qualify for 80% mandatory relief	Up to 50%
Development Companies	Development companies operating for the benefit of towns and villages in Wyre Forest District	Up to 100%
Museums	Museums that are open to the public on a regular basis, and are based in Wyre Forest District	Up to 100%
Youth Organisations	Youth organisations that provide activities wholly or mainly for young people resident in Wyre Forest District	Up to 20%
Village Halls	Village Halls that are not owned by parish or Town Councils	Up to 20%
Other charities	Other charities that provide services solely or mainly for people resident in Wyre Forest District	Up to 20%

*** Subject to:**

- The total amount of rate relief granted (discretionary plus mandatory) will not exceed 100%**

- **Nonprofit organisations must submit accounts for the preceding 3 years to demonstrate that they have not made a profit or that any surplus has been re-invested in the organization**
- 2. As a matter of general principle, the following would be ineligible for discretionary rate relief:**
 - 1. Housing Associations/Registered social landlords****
 - 2. Leisure Centres – except DC Leisure until expiry of the current agreement**
 - 3. Museum collections for museums not based in Wyre Forest District**
 - 4. National youth facilities**
 - 5. National charities**
 - 6. Nurseries and playgroups**
 - 7. Shops operated by charities**
 - 8. Independent Schools**

****Housing Associations/RSLs's currently receiving rate relief will have that relief 'tapered out' as follows:**

2014/15- 75%

2015/16 – 50%

2016/17 – 25%

2017/18 onwards - zero

WYRE FOREST DISTRICT COUNCIL

CABINET
19TH FEBRUARY 2013

The Regulation of Investigatory Powers Act 2000
Revised Policy

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME:	Stronger Communities
CORPORATE PLAN PRIORITY:	Delivering Together with Less
CABINET MEMBER:	Councillor N J Desmond
DIRECTOR:	Director of Community Assets and Localism
CONTACT OFFICER:	Caroline Newlands, Ext. 2712 caroline.newlands@wyreforestdc.gov.uk
APPENDICES:	Appendix A - Draft Policy for the Regulation of Investigatory Powers Act Appendix B – Current Policy for the Regulation of Investigatory Powers Act

1. PURPOSE OF REPORT

- 1.1 To advise Cabinet of the changes to the Regulation of Investigatory Powers Act 2000 and to propose the adoption of a reviewed policy to reflect these changes.

2. RECOMMENDATION

The Cabinet is asked to DECIDE:

- 2.1 To approve and adopt the Wyre Forest District Council Policy on the Regulation of Investigatory Powers Act 2000 at Appendix A to this report.**

3. BACKGROUND

- 3.1 The Regulation of Investigatory Powers Act 2000 (RIPA) sets out the regulatory framework for the use of covert investigatory techniques by public authorities. The Council does not frequently use such techniques but on occasions, for example in the investigation of benefit fraud, authorisations under the Act are required. The purpose of the policy is to ensure that such surveillance is correctly authorised and carried out in accordance with RIPA.
- 3.2 RIPA has recently been amended by two pieces of legislation:
- a) Amendments to the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 (in force November 2012) and
 - b) The Protection of Freedoms Act 2012

4. KEY ISSUES

- 4.1 The 2010 Order limits the application of authorised surveillance to where the offence being investigated is punishable by a maximum of at least 6 months imprisonment or to specified offences relating to the sale of alcohol and tobacco to children.
- 4.2 The Protection of Freedoms Act 2012 requires that following an internal authorisation it is necessary to apply to the Magistrates Court for an order authorising the surveillance.
- 4.3 It has therefore been necessary to amend the Council's policy to reflect the legislative position. The previous delegations to 'authorised officers' continue although the policy has been updated to reflect changes in job titles and the removal of officers now employed by the Worcestershire Regulatory Services.

5. FINANCIAL IMPLICATIONS

- 5.1 The new procedure will involve additional costs where surveillance is required due to the need to apply to the Magistrates Court for an Order.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The amendments to policy reflect the legislative position.

7. EQUALITY IMPACT NEEDS ASSESSMENT

- 7.1 It is not considered that the policy requires an equality impact needs assessment.

8. RISK MANAGEMENT

- 8.1 To minimise risk it is important that the Council keeps policies under review.

9. CONCLUSION

- 9.1 The current policy for the Regulation of Investigatory Powers Act 2000 (appended at Appendix B) requires updating and the draft policy appended at Appendix A is recommended for adoption.

10. CONSULTEES

- 10.1 Cabinet Member for Resources and Transformation.

11. BACKGROUND PAPERS

- 11.1 Existing RIPA Policy.
- 11.2 Legislation referred to within this report and the Home office guidance to local authorities in England and Wales on the Judicial approval process for RIPA and the crime threshold for directed surveillance.

APPENDIX A

WYRE FOREST DISTRICT COUNCIL POLICY
REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

This policy is based upon the requirements of RIPA, the Protection of Freedoms Act 2012 and Home Offices Code of Practices on covert surveillance.

If any Officer is unsure about any aspect of this document they should contact as soon as possible the Director of Community Assets and Localism for advice and assistance.

The Director of Community Assets and Localism will maintain and check the corporate register of all RIPA authorisations reviews renewals cancellations and rejections. It is the responsibility of the relevant authorised Officer to ensure that the Director of Community Assets and Localism receives a copy of the relevant forms within one week of authorisation, review, renewal, cancellation or rejection.

RIPA and this document are important for the effective and efficient operation of the Council's action with regard to covert surveillance. This document will be kept under review by the Director of Community Assets and Localism. Any suggestions for improvement should be brought to the attention of Director of Community Assets and Localism.

1 District Council Policy Statement

- 1.1 The District Council takes its statutory responsibilities seriously and will at all times act in accordance with the law and take necessary and proportionate action in these types of matters.
- 1.2 The Officers authorised to authorise, renew and cancel directed surveillance in accordance with s28 of RIPA are:
 - (a) Director of Resources
 - (b) Financial Services Manager (Accountancy & Revenues)
 - (c) Benefits Manager
 - (d) Principal Auditor("Authorised Officers")
- 1.3 If any of the above posts are subject to minor amendments in title or their functions are transferred to a different post, the new postholder will have delegated authority in respect of directed surveillance in place of the officer specified in paragraph 1.2 above.

2. Authorised Officer Responsibilities

- 2.1 Only the approved forms available on the Home Office website will be acceptable.
- 2.2 It is the responsibility of Authorised Officers who have been certified to ensure the relevant members of staff are also suitably trained as applicants so as to avoid common mistakes appearing on forms for RIPA authorisation. Authorised Officers will also ensure that staff follow the policy and do not undertake or carry out any form of surveillance without first obtaining the relevant authorisations in compliance with this document.

- 2.3 Authorised Officers must also pay particular attention to health and safety issues that may be raised by any proposed surveillance activity. Under no circumstances should an Authorised Officer approve any RIPA form unless and until they are satisfied that health and safety of Council employees and agents are suitably addressed and all the risks minimised, so far as possible and proportionate to the surveillance being processed. If any Authorised Officer is in any doubt he should obtain prior guidance from his or her Chief Officer, the District Council's Health and Safety Officer and/or the Director of Community Assets and Localism.

3. Purpose of the Act

- 3.1 RIPA provides a statutory basis for local authorities to seek authorisation from a Magistrate to use directed surveillance and covert human intelligence sources and accessing communications data.
- 3.2 The Human Rights Act 1998 requires that all actions which may potentially breach an individual's human rights are:
- a. Proportionate
 - b. Necessary
 - c. Non-discriminatory
 - d. Lawful
- 3.2 RIPA provides lawful authority to carry out certain types of surveillance, the carrying out of which could potentially breach an individual's human rights, provided that specified procedures are followed.
- 3.3 Directly employed Council staff and external agencies working for the Council are covered by the Act for the time they are working for the Council. All external agencies must therefore comply with RIPA and the work carried out by the agencies on the Council's behalf must be properly authorised by one of the Council's designated Authorised Officers.
- 3.4 If the correct procedures are not followed evidence may be disallowed by the Courts a complaint of maladministration could be made to the Ombudsman and/or the Council could be ordered to pay compensation. Obviously such action would not promote the good reputation of the Council and would be subject to adverse press and media interest.
- 3.5 It is therefore essential that all involved with RIPA comply with the document and any further guidance issued by Director of Community Assets and Localism.

4. What RIPA does and does not do

4.1 RIPA does:-

- require prior internal authorisation of directed surveillance followed by external authorisation by a Magistrate.
- prohibit the Council from carrying out intrusive surveillance.

4.2 RIPA does not:

- make unlawful conduct which is otherwise lawful.
- prejudice or dis-apply any existing powers available to the Council to obtain information by means not involving conduct that may be authorised under this Act.

4.3 The Protection of Freedoms Act 2012 restricts the use of RIPA to:

- Conduct that would constitute a criminal offence which is punishable by a maximum custodial sentence of 6 months or more.
- The sale of alcohol or tobacco to children.

5 Types of Surveillance

5.1 Surveillance includes:

- Monitoring observing listening to persons watching or following their movements listening to their conversations and other such activities or communications;
- Recording anything mentioned above in the course of authorised surveillance;
- Surveillance by or with the assistance of appropriate surveillance devices.

5.2 Surveillance can be overt or covert:

6 Overt Surveillance

6.1 Surveillance carried out by the Council can be done overtly. There is nothing secretive or hidden about it. Surveillance will be overt if the subject has been told it will happen, or is carried out overtly.

7 Covert Surveillance

7.1 Covert Surveillance is carried out in a manner calculated to ensure that the person subject to this surveillance is unaware of it taking place.

7.2 RIPA regulates two types of covert surveillance directed and intrusive. This policy does not cover intrusive surveillance as the Council is not permitted to carry out intrusive surveillance. Intrusive Surveillance is: covert; relates to residential premises and vehicles; and involves the presence of a person in the premises or in the vehicle or is carried out by a surveillance device in the premises or vehicles. Surveillance equipment mounted outside the premises will not be intrusive unless the device consistently records information of the same quality and detail as might be expected if they were in the premises or vehicle.

8. Directed Surveillance

8.1 Directed surveillance is surveillance which:

is covert; and
is not intrusive surveillance.

8.2 It is not carried out in an immediate response to events which may otherwise make seeking authorisation under the act unreasonable for example spotting something suspicious and continuing to observe it.

8.3 It is undertaken for the purpose of a specific investigation or operation in a manner likely to obtain private information about an individual.

8.4 Private information in relation to a person includes any information relating to his private and family life his home and his correspondence. Prolonged surveillance targeted on this single person will undoubtedly result in the obtaining of private information about him or her.

- 8.5 CCTV cameras do not normally require authorisation but if the camera is tasked for a specific purpose which involved prolonged surveillance on a particular person authorisation will be required. The way a person runs his or her business may also be information about his or her private life and the private lives of others.
- 8.6 For the avoidance of doubt only those Officers designated and certified to be Authorised Officers for the purpose of RIPA can authorise directed surveillance if and only if the RIPA authorisation procedures detailed in this document are followed and external authorisation is provided by the magistrates court.

9. Covert Human Intelligence Source (CHIS)

- 9.1 This is someone who establishes or maintains a personal or other relationship for the covert purpose of obtaining information.
- 9.2 RIPA does not apply in circumstances where members of the public volunteer information to the District Council as part of their normal civic duties, or to contact numbers set up to receive information.
- 9.3 The conduct or use of a CHIS would be a separate issue from all of the above and would require the prior authorisation of the Chief Executive or the Director of Community Assets and Localism followed by the external authorisation of the magistrates. However, **such authorisation would be granted only in exceptional circumstances as the District Council has decided that it will not generally conduct or use a CHIS.**
- 9.4 Carrying out test purchases will not require the purchaser to establish a relationship with the supplier with the covert purpose of obtaining information and, therefore, the purchase will not normally be a CHIS. For example, prior CHIS authorisation would not normally be required for activities carried out in the ordinary course of business (e.g. walking into a shop and purchasing a product over the counter). By contrast, developing a relationship with a person in a shop to obtain information about the seller's suppliers of an illegal product (e.g. an illegally imported product) would require authorisation as a CHIS. Similarly, using mobile, hidden recording devices or CCTV cameras to record what was going on in a shop would require authorisation as directed surveillance.
- 9.5 Persons who complain about anti-social behaviour, and are asked to keep a diary, will not normally be a CHIS as they are not required to establish or maintain a relationship for a covert purpose. Recording the level of noise (e.g. the decibel level) will not normally capture private information and, therefore, does not require authorisation. Recording sound (with a Blue SOLO system or equivalent) on private premises could constitute intrusive surveillance unless it is done overtly. It is, therefore, important to inform the noise maker that sound-recording will occur if the level of noise continues. Placing a stationary or mobile video camera outside a building to record anti-social behaviour on residential estates will require authorisation.

Any covert surveillance operation involving directed surveillance and covert human intelligence sources must be authorised either in writing or exceptionally in urgent cases, orally. Following internal authorisation an application must also be externally authorised by a Magistrate. No investigation can commence until both internal and external authorisations have been given.

10 Authorisation Procedure

- 10.1 Authorisations under RIPA are for specific investigations only and must be renewed or cancelled once specific surveillance is complete or about to expire.
- 10.2 Only the approved RIPA forms available on the Home Office website must be used. Any other forms will be rejected by the Authorised Officer.
- 10.3 Directed surveillance can only be authorised by the Council on one of the following grounds:
 - a. For the prevention or detection of crime where the conduct would be punishable by a maximum custodial sentence of 6 months or more; or
 - b. The sale of alcohol to children (s146 of the Licensing Act 2003), allowing the sale of alcohol to children (s147 of the Licensing Act 2003) and/ or persistently selling alcohol to children (s147A of the Licensing Act 2003).

11 Assessing the Application Form

- 11.1 Before an Authorised Officer signs a form he or she must:
 - (a) be mindful of this Policy and any other guidance issued from time to time by the Director of Community Assets and Localism.
 - (b) Satisfy him or herself that the RIPA authorisation is:
 - (i) in accordance with the law;
 - (ii) necessary in the circumstances of the particular case on one of the grounds as mentioned above; and
 - (iii) proportionate to what it seeks to achieve.
 - (c) In assessing whether or not the proposed surveillance is proportionate, consider other appropriate means of gathering the information. The least intrusive method will be considered proportionate by the courts.
 - (d) Take into account the risk of intrusion into the privacy of persons other than the specified subject of the surveillance. Measures must be taken wherever practicable to avoid or minimise so far as possible collateral intrusion and the matter may be an aspect of determining proportionality.
 - (e) Set a date for review of the authorisation and review on only that date.
 - (f) Allocate a Unique Reference Number for the application as follows:

Year/Department/Number of Application
 - (g) Ensure that any RIPA Department Register is duly completed and that a copy of the RIPA Forms and any review or cancellation of the same is forwarded to Director of Community Assets and Localism within one week of the relevant authorisation, review, renewal, cancellation or rejection.

12 Urgent Authorisations

- 12.1 Urgent authorisations should not be necessary. In exceptional circumstances they may be given orally if the time that would elapse before written authorisation can be granted would endanger life or jeopardise the investigation or operation for which the authorisation was being given.
- 12.2 It will not be urgent where the need for authorisation has been neglected or is of the Officer's own making.
- 12.3 Urgent authorisations last for no more than 72 hours. They must be recorded in writing on the standard form as soon as practicable and the extra boxes on the form completed to explain why the authorisation was urgent.

13 Application to the Magistrates Court

- 13.1 Sections 37 and 38 of the Protection of Freedoms Act 2012 introduced the requirement that a local authority that wishes to authorise the use of directed surveillance, acquisition of Communications Data or use of a CHIS under RIPA will need to obtain an order approving the grant or renewal of an authorisation from a Justice of the Peace (a District Judge or lay magistrate) before it can take effect. The JP needs to be satisfied that the statutory tests have been met and that the use of the technique is necessary and proportionate.
- 13.2 Case Officers requesting the authorisation are referred to the Home Office guidance 'Protection of Freedoms Act 2012 – changes to provisions under the Regulation of Investigatory Powers Act 2000 (October 2012) for further guidance regarding application to a JP.
- 13.3 The Council may authorise case officers to attend the Magistrates Court under s223 of the Local Government Act 1972, if such authorisation is not in place the case officer shall instruct Legal Services to make the application.

14 Duration

- 14.1 The Form must be reviewed in the time stated and cancelled once it is no longer needed. The authorisation to carry out the surveillance lasts for a maximum of 3 months from authorisation for Directed Surveillance. The Forms do not expire when the conditions are no longer met and have to be reviewed and/or cancelled once they are no longer required.
- 14.2 Urgent authorisation if not already ratified in a written authorisation will cease to have effect after 72 hours beginning with the time when the authorisation was granted.
- 14.3 Authorisations can be renewed in writing when the maximum period has expired. The Authorising Officer must consider matters afresh including taking into account the benefit of the surveillance to date and any collateral intrusion that has occurred. Further application to the Magistrates Court is required for any renewal.
- 14.4 If at any point during the surveillance it becomes clear that the conduct does not amount to a serious criminal offence (punishable by at least six months custodial sentence or involving the sale of alcohol or tobacco to children) the use of directed surveillance must cease and any authorisation cancelled.

15 Working with/Through Other Agencies

- 15.1 When another agency has been instructed on behalf of the Council to undertake any action under RIPA this Policy and the Forms in it must be used as normal procedure and the agency advised or kept informed as necessary of the various requirements.
- 15.2 When some other agency for example the Police, Customs and Excise, Inland Revenue etc.
- (a) wish to use the Council's resources (e.g. CCTV surveillance systems), that agency must use its own RIPA procedures and before any Officer agrees to allow the Council's resources to be used for the other agency's purposes he or she must obtain a copy of that agency's RIPA Form for the record a copy of which must be passed to Director of Community Assets and Localism.
- (b) wish to use the Council's premises for their own RIPA action, the Officer should normally co-operate unless there are security or other good operational or managerial reasons as to why the Council's premises should not be used for the agency's activities. Suitable insurance or other appropriate indemnities may be sought if necessary from the other agency. The District Council's own RIPA form should not be used as the Council are only assisting.
- 15.3 If the Police or other agency wish to use the Council's resources for general surveillance an appropriate letter requesting the proposed use extent of remit duration who will be undertaking the general surveillance and the purpose of it must be obtained from the Police or other agency before any of the Council's resources are made available for the proposed use.

16 Record Management

- 16.1 The District Council must keep a detailed record of all authorisations renewals cancellations and rejections in Departments and a Central Register of all Authorisation Forms will be maintained and monitored by Director of Community Assets and Localism.

17 Records maintained in the Division

- 17.1 The following documents must be retained by the relevant Chief Officer:
- A copy of the Forms together with any supplementary documentation and notification of the approval given by the Authorising Officer and the JP;
 - A record of the period over which the surveillance has taken place;
 - The frequency of reviews prescribed by the Authorised Officer;
 - A record of the result of each review of the authorisation;
 - A copy of any renewal of an authorisation together with the supporting documentation submitted when the renewal was requested;
 - The Unique Reference Number for the authorisation

18 Central Register maintained by the Director of Community Assets and Localism

- 18.1 Authorised Officers must forward details of each Form to the Director of Community Assets and Localism for the Central Register within 1 week of the authorisation review renewal cancellation or rejection.
- 18.2 The District Council will retain records for a period of 3 years commencing at the end of the authorisation. The Office of the Surveillance Commissions can audit/review the District Council's policies and procedures and individual authorisation.

19 Conclusion

- 19.1 Obtaining an authorisation under RIPA and following this Policy will ensure that action is carried out in accordance with the law and subject to stringent safeguards against abuse of anyone's human rights.
- 19.2 For further assistance please contact the Director of Community Assets and Localism.

WYRE FOREST DISTRICT COUNCIL POLICY
REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

This policy is based upon the requirements of RIPA and Home Offices Code of Practices on covert surveillance.

If any Officer is unsure about any aspect of this document they should contact as soon as possible the Head of Legal and Democratic Services for advice and assistance.

The Head of Legal and Democratic Services will maintain and check the corporate register of all RIPA authorisations reviews renewals cancellations and rejections. It is the responsibility of the relevant authorised Officer to ensure that the Head of Legal & Democratic Services receives a copy of the relevant forms within one week of authorisation, review, renewal, cancellation or rejection.

RIPA and this document are important for the effective and efficient operation of the Council's action with regard to covert surveillance. This document will be kept under 6 monthly review by the Head of Legal and Democratic Services. Any suggestions for improvement should be brought to the attention of Head of Legal & Democratic Services.

1 District Council Policy Statement

- 1.1 The District Council takes its statutory responsibilities seriously and will at all times act in accordance with the law and take necessary and proportionate action in these types of matters.
- 1.2 On 5th December 2001 the Council resolved as follows:

That pursuant to Section 30(1) of the Regulation of RIPA part 1 of the Schedule to RIPA (Description of Officers Rank and Positions) Order 2000 the following Officers (or their equivalent) being assistant Chief Officers or Officers responsible for the management of investigations be given delegated authority to authorise, renew and cancel directed surveillance in accordance with Section 28 of RIPA.

- (a) Head of Financial Services
- (b) Financial Services Manager (Accountancy & Revenues)
- (c) Benefits Manager
- (d) Principal Auditor
- (e) Head of Planning, Health and Environment
- (f) Environmental Health Manager
- (g) Pollution Control Officer.

- 1.3 If any of the above posts are subject to minor amendments in title or their functions are transferred to a different post, the new postholder will have delegated authority in respect of directed surveillance in place of the officer specified in paragraph 1.2 above.

2. Authorised Officer Responsibilities

- 2.1 Only the approved forms attached at Appendix 1 will be acceptable.
- 2.2 It is the responsibility of Authorised Officers who have been certified to ensure the relevant members of staff are also suitably trained as applicants so as to avoid common mistakes appearing on forms for RIPA authorisation. Authorised Officers

will also ensure that staff follow the policy and do not undertake or carry out any form of surveillance without first obtaining the relevant authorisations in compliance with this document.

- 2.3 Authorised Officers must also pay particular attention to health and safety issues that may be raised by any proposed surveillance activity. Under no circumstances should an Authorised Officer approve any RIPA form unless and until they are satisfied that health and safety of Council employees and agents are suitably addressed and all the risks minimised, so far as possible and proportionate to the surveillance being processed. If any Authorised Officer is in any doubt he should obtain prior guidance from his or her Chief Officer, the District Council's Health and Safety Officer and/or the Head of Legal & Democratic Services.

3. General Information on RIPA

- 3.1 The Human Rights Act 1998 requires the District Council and any organisation working on its behalf pursuant to Article 8 of the European Convention, to respect the private and family life of citizens, his home and his correspondence.
- 3.2 The European Convention did not make this an absolute right but a qualified right. In certain circumstances the District Council may interfere in the citizen's right mentioned if such interference is
- (a) in accordance with the law;
 - (b) necessary; and
 - (c) proportionate.
- 3.3 Directly employed Council staff and external agencies working for the Council are covered by the Act for the time they are working for the Council. All external agencies must therefore comply with RIPA and the work carried out by the agencies on the Council's behalf must be properly authorised by one of the Council's designated Authorised Officers.
- 3.4 If the correct procedures are not followed evidence may be disallowed by the Courts a complaint of maladministration could be made to the Ombudsman and/or the Council could be ordered to pay compensation. Obviously such action would not promote the good reputation of the Council and would be subject to adverse press and media interest.
- 3.5 It is therefore essential that all involved with RIPA comply with the document and any further guidance issued by Head of Legal and Democratic Services.

4. What RIPA does and does not do

4.1 RIPA does:-

- require prior authorisation of directed surveillance.
- prohibit the Council from carrying out intrusive surveillance.

4.2 RIPA does not:

- make unlawful conduct which is otherwise lawful.
- prejudice or dis-apply any existing powers available to the Council to obtain information by means not involving conduct that may be authorised under this Act.

5 Types of Surveillance

5.1 Surveillance includes:

- Monitoring observing listening to persons watching or following their movements listening to their conversations and other such activities or communications;
- Recording anything mentioned above in the course of authorised surveillance;
- Surveillance by or with the assistance of appropriate surveillance devices.

5.2 Surveillance can be overt or covert:

6 Overt Surveillance

6.1 Surveillance carried out by the Council can be done overtly. There is nothing secretive or hidden about it. Surveillance will be overt if the subject has been told it will happen.

7 Covert Surveillance

7.1 Covert Surveillance is carried out in a manner calculated to ensure that the person subject to this surveillance is unaware of it taking place.

7.2 RIPA regulates two types of covert surveillance directed and intrusive.

8. Directed Surveillance

8.1 Directed surveillance is surveillance which:

is covert; and
is not intrusive surveillance.

8.2 It is not carried out in an immediate response to events which may otherwise make seeking authorisation under the act unreasonable for example spotting something suspicious and continuing to observe it.

8.3 It is undertaken for the purpose of a specific investigation or operation in a manner likely to obtain private information about an individual.

8.4 Private information in relation to a person includes any information relating to his private and family life his home and his correspondence. Prolonged surveillance targeted on this single person will undoubtedly result in the obtaining of private information about him or her.

8.5 CCTV cameras do not normally require authorisation but if the camera is tasked for a specific purpose which involved prolonged surveillance on a particular person authorisation will be required. The way a person runs his or her business may also be information about his or her private life and the private lives of others.

8.6 For the avoidance of doubt only those Officers designated and certified to be Authorised Officers for the purpose of RIPA can authorise directed surveillance if and only if the RIPA authorisation procedures detailed in this document are followed.

9. Intrusive Surveillance

9.1 This is when it:

- is covert;
- relates to residential premises and vehicles; and
- involves the presence of a person in the premises or in the vehicle or is carried out a surveillance device in the premises or vehicles. Surveillance equipment mounted outside the premises will not be intrusive unless the device consistently records information of the same quality and detail as might be expected if they were in the premises or vehicle.

This form of surveillance can be carried out only by Police and other law enforcement agencies. Council Officers must not carry out intrusive surveillance.

9a. Covert Human Intelligence Source (CHIS)

- 9a.1 This is someone who establishes or maintains a personal or other relationship for the covert purpose of obtaining information.
- 9a.2 RIPA does not apply in circumstances where members of the public volunteer information to the District Council as part of their normal civic duties, or to contact numbers set up to receive information.
- 9a.3 The conduct or use of a CHIS would be a separate issue from all of the above and would require the prior authorisation of the Chief Executive or the Head of Legal and Democratic Services. However, **such authorisation would be granted only in exceptional circumstances as the District Council has decided that it will not generally conduct or use a CHIS.**
- 9a.4 Carrying out test purchases will not require the purchaser to establish a relationship with the supplier with the covert purpose of obtaining information and, therefore, the purchase will not normally be a CHIS. For example, prior CHIS authorisation would not normally be required for activities carried out in the ordinary course of business (e.g. walking into a shop and purchasing a product over the counter). By contrast, developing a relationship with a person in a shop to obtain information about the seller's suppliers of an illegal product (e.g. an illegally imported product) would require authorisation as a CHIS. Similarly, using mobile, hidden recording devices or CCTV cameras to record what was going on in a shop would require authorisation as directed surveillance.
- 9a.5 Persons who complain about anti-social behaviour, and are asked to keep a diary, will not normally be a CHIS as they are not required to establish or maintain a relationship for a covert purpose. Recording the level of noise (e.g. the decibel level) will not normally capture private information and, therefore, does not require authorisation. Recording sound (with a Blue SOLO system or equivalent) on private premises could constitute intrusive surveillance unless it is done overtly. It is, therefore, important to inform the noise maker that sound-recording will occur if the level of noise continues. Placing a stationary or mobile video camera outside a building to record anti-social behaviour on residential estates will require authorisation.

10 Authorisation Procedures

- 10.1 Directed surveillance can only be lawfully carried out if properly authorised and in strict accordance with the terms of the authorisation.

11 Authorised Officers

- 11.1 Authorisations under RIPA are for specific investigations only and must be renewed or cancelled once specific surveillance is complete or about to expire. The authorisations do not lapse with time.

12 Application Forms

- 12.1 Only the approved RIPA forms set out in this document must be used. Any other forms will be rejected by the Authorised Officer.

13 Grounds for Authorisation

- 13.1 Directed surveillance can only be authorised by the Council on one of the following grounds:

For the prevention or detection of crime;
In the interests of public safety;
For the purpose of protecting public health;
For the purpose of assessing or collecting any tax, duty, levy or other imposition, contribution or charge payable to the Government.

14 Assessing the Application Form

- 14.1 Before an Authorised Officer signs a form he or she must:

- (a) be mindful of this Policy and any other guidance issued from time to time by the Head of Legal & Democratic Services.
- (b) Satisfy him or herself that the RIPA authorisation is:
 - (i) in accordance with the law;
 - (ii) necessary in the circumstances of the particular case on one of the grounds as mentioned above; and
 - (iii) proportionate to what it seeks to achieve.
- (c) In assessing whether or not the proposed surveillance is proportionate, consider other appropriate means of gathering the information. The least intrusive method will be considered proportionate by the courts.
- (d) Take into account the risk of intrusion into the privacy of persons other than the specified subject of the surveillance. Measures must be taken wherever practicable to avoid or minimise so far as possible collateral intrusion and the matter may be an aspect of determining proportionality.
- (e) Set a date for review of the authorisation and review on only that date.
- (f) Allocate a Unique Reference Number for the application as follows:

Year/Department/Number of Application
- (g) Ensure that any RIPA Department Register is duly completed and that a copy of the RIPA Forms and any review or cancellation of the same is forwarded to Head of Legal and Democratic Services within one week of the relevant authorisation, review, renewal, cancellation or rejection.

15 Urgent Authorisations

- 15.1 Urgent authorisations should not be necessary. In exceptional circumstances they may be given orally if the time that would elapse before written authorisation can be granted would endanger life or jeopardise the investigation or operation for which the authorisation was being given.
- 15.2 It will not be urgent where the need for authorisation has been neglected or is of the Officer's own making.
- 15.3 Urgent authorisations last for no more than 72 hours. They must be recorded in writing on the standard form as soon as practicable and the extra boxes on the form completed to explain why the authorisation was urgent.

16 Duration

- 16.1 The Form must be reviewed in the time stated and cancelled once it is no longer needed. The authorisation to carry out the surveillance lasts for a maximum of 3 months from authorisation for Directed Surveillance. However, whether the surveillance is carried out or conducted or not in the relevant period does not mean the authorisation is spent. The Forms do not expire and have to be reviewed and/or cancelled once they are no longer required.
- 16.2 Urgent authorisation if not already ratified in a written authorisation will cease to have effect after 72 hours beginning with the time when the authorisation was granted.
- 16.3 Authorisations can be renewed in writing when the maximum period has expired. The Authorising Officer must consider matters afresh including taking into account the benefit of the surveillance to date and any collateral intrusion that has occurred.

17 Working with/Through Other Agencies

- 17.1 When another agency has been instructed on behalf of the Council to undertake any action under RIPA this Policy and the Forms in it must be used as normal procedure and the agency advised or kept informed as necessary of the various requirements.
- 17.2 When some other agency for example the Police, Customs and Excise, Inland Revenue etc.,
 - (a) wish to use the Council's resources (e.g. CCTV surveillance systems), that agency must use its own RIPA procedures and before any Officer agrees to allow the Council's resources to be used for the other agency's purposes he or she must obtain a copy of that agency's RIPA Form for the record a copy of which must be passed to Head of Legal and Democratic Services.
 - (b) wish to use the Council's premises for their own RIPA action, the Officer should normally co-operate unless there are security or other good operational or managerial reasons as to why the Council's premises should not be used for the agency's activities. Suitable insurance or other appropriate indemnities may be sought if necessary from the other agency. The District Council's own RIPA form should not be used as the Council are only assisting.
- 17.3 If the Police or other agency wish to use the Council's resources for general surveillance an appropriate letter requesting the proposed use extent of remit

duration who will be undertaking the general surveillance and the purpose of it must be obtained from the Police or other agency before any of the Council's resources are made available for the proposed use.

18 Record Management

- 18.1 The District Council must keep a detailed record of all authorisations renewals cancellations and rejections in Departments and a Central Register of all Authorisation Forms will be maintained and monitored by Head of Legal and Democratic Services.

19 Records maintained in the Division

- 19.1 The following documents must be retained by the relevant Chief Officer:
- A copy of the Forms together with any supplementary documentation and notification of the approval given by the Authorising Officer;
 - A record of the period over which the surveillance has taken place;
 - The frequency of reviews prescribed by the Authorised Officer;
 - A record of the result of each review of the authorisation;
 - A copy of any renewal of an authorisation together with the supporting documentation submitted when the renewal was requested;
 - The Unique Reference Number for the authorisation

20 Central Register maintained by the Head of legal & Democratic Services

- 20.1 Authorised Officers must forward details of each Form to the Head of Legal and Democratic Services for the Central Register within 1 week of the authorisation review renewal cancellation of rejection.
- 20.2 The District Council will retain records for a period of at least 6 years from the ending of the authorisation. The Office of the Surveillance Commissions can audit/review the District Council's policies and procedures and individual authorisation.

23 Conclusion

- 23.1 Obtaining an authorisation under RIPA and following this Policy will ensure that action is carried out in accordance with the law and subject to stringent safeguards against abuse of anyone's human rights.
- 23.2 For further assistance please contact the Head of Legal and Democratic Services.

WYRE FOREST DISTRICT COUNCIL**CABINET**
19TH FEBRUARY 2013**Wyre Forest District Revised Statement of Community Involvement
Adoption**

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME:	All
CORPORATE PLAN AIM:	All
CABINET MEMBER:	Councillor A T Hingley
DIRECTOR:	Director of Economic Prosperity and Place
CONTACT OFFICER:	Maria Dunn – Ext 2551 Maria.Dunn@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 –Schedule of Representation Summaries and Responses Appendix 2 – Revised Statement of Community Involvement Appendix 3 – Equality Impact Assessment <i>The appendices to this report have been circulated electronically and a public inspection copy if available on request. (See front cover for details.)</i>

1. PURPOSE OF REPORT

- 1.1 This report seeks Cabinet approval to adopt the Revised Statement of Community Involvement.

2. RECOMMENDATION

That Cabinet **DECIDE** to:

- 2.1 **Recommend to Council that the Revised Statement of Community Involvement as set out at *Appendix 2* to this report is adopted and that the responses to the representations made, as set out at *Appendix 1* to this report are endorsed.**

3. BACKGROUND

- 3.1 The Planning and Compulsory Purchase Act 2004 introduced the requirement for all planning authorities to prepare a Statement of Community Involvement setting out how they would consult communities on the preparation of planning policy and the determination of planning applications. Wyre Forest District adopted its Statement of Community Involvement in May 2006.

- 3.2 Since this time a number of changes have been made to the planning system through the revision of regulation governing the development of planning policy and the determination of planning applications. The Localism Act 2011 and the introduction of neighbourhood planning are also significant. As a result of these changes, the 2006 Statement of Community Involvement is now dated and does not reflect the current legal requirements for consultation.
- 3.3 Cabinet will recall that a report was agreed at Overview & Scrutiny Committee on 4th October 2012 for a six-week consultation to be undertaken on the Draft Revised Statement of Community Involvement. Following approval by the Cabinet Member for Place-Shaping a six-week consultation took place between 1st November and 14th December 2012.

4. KEY ISSUES

- 4.1 During the consultation period, a total of 65 representations were received from 10 respondents. 60% of these were supporting, 35% were comments and 5% were objections. Four respondents were statutory consultees and six were general consultees.
- 4.2 The main issues arising from the representations are as follows:
- Concern regarding the removal of the requirement to place a formal advert in the press at the start of consultation periods.
 - Suggestion that notice of planning applications should cover a wider area than they currently do and that a leaflet should be included in the free press.
 - Suggestion that the SCI should set out more detail on the use of delegated powers in determining planning applications.
 - A suggestion that Parish and Town Councils and neighbourhood forums should be required to hold public forums to formulate their responses to planning application consultations.
 - Suggestion that more information on the types of planning applications should be included.
 - Request that Herford and Worcester Fire and Rescue Service are added into Appendix 1.
 - Request that community groups are added into *Appendix 1*.
- 4.3 A number of minor changes have been made to address some of the issues raised through the consultation. A summary of each of the representations received and the responses to these are set out at Appendix 1. The responses detail where amendments have been made to the SCI as a result of the representations.
- 4.4 In addition to the amendments made in response to the representations, officers have made an additional amendment to remove the Stourport-on-Severn and Bewdley Hubs from the list of deposit locations. These Hubs both have limited space and do not have facilities available for members of the public to access documents electronically; therefore, it is not practical to list these as deposit locations. Therefore, the deposit locations will be the Worcestershire Hub in Kidderminster and the libraries in Kidderminster, Stourport-on-Severn and Bewdley.

5. FINANCIAL IMPLICATIONS

- 5.1 The requirements of the SCI will continue to be met from existing budgets.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The District Council is required to have a Statement of Community Involvement in place and this revision is in accordance with the latest consultation requirements.

7. RISK MANAGEMENT

- 7.1 Adopting a Revised Statement of Community Involvement which is in accordance with the latest legislative requirements will ensure that the District Council carries out planning consultation in accordance with the legal requirement as a minimum.

8. EQUALITY IMPACT ASSESSMENT

- 8.1 No negative impacts result from the adoption of the SCI.

9. NEXT STEPS

- 9.1 Upon adoption of the Revised Statement of Community Involvement all planning consultations must be carried out in accordance with its contents.

10. CONCLUSION

- 10.1 The District Council adopted its first Statement of Community Involvement in May 2006 and since this time there have been changes to the procedure for preparing and undertaking consultation on planning policy and for consulting on planning applications. The Revised Statement of Community Involvement addresses these changes and its adoption will ensure that the District Council carries out consultation on planning matters in accordance with the legal requirements.

11. CONSULTEES

- 11.1 Director of Community Assets and Localism.

12. BACKGROUND PAPERS

- 12.1 Overview and Scrutiny 4th October 2012 -
http://www.wyreforest.gov.uk/council/docs/doc47187_20121004_o_and_s_agenda.pdf

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
Campaign to Protect Rural England	RSCI1	Whole document	No comment on the document except to say that CPRE would like to remain on a list of consultees for issues of planning policy and to continue to receive (alongside parish councils) the weekly list of planning applications.	Comments are noted. CPRE will remain on the planning policy database and will continue to receive the weekly list of planning applications.
NATS Safeguarding	RSCI2	Whole document	No comments to make on this document.	Noted.
Shuttes J	RSCI3	Whole document	<p>Feels that SCI covers appropriate areas but concerned that the free press does not reach everyone. Feels that reliance on the internet for satisfying public notice is not satisfactory. Notices in the purchased press or on several of the local radio stations events notice boards would be of assistance.</p> <p>Notice of planning applications should cover a wider area than immediate neighbours and a simple leaflet in the free press, where available could be used.</p>	<p>Comments are noted.</p> <p>Where the free press is used to publicise consultations via a leaflet then the leaflet issued is also delivered to all of those properties in the District who do not receive the free press.</p> <p>The 2012 Regulations make it possible to advertise by way of internet only, rather than through a formal press advert. However, a leaflet is usually produced for major consultations which is distributed via the free press and posted to households who do not receive the free press in addition to meeting the legal requirements. The Planning Policy team also holds a database which interested people can register on to be notified</p>

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
				<p>of all planning policy consultations.</p> <p>Anyone who shares a boundary with a site subject to a planning application is notified. In addition to this, a weekly list of all applications received and decided is available on the District Council's web-site and at the Worcestershire Hub.</p>
West Mercia Police	RSCI7	Whole document	Comments are made on behalf of both West Mercia Police and Herford and Worcester Fire and Rescue Service and constitute a continued engagement within the planning process.	Comments are noted.
The Coal Authority	RSCI59	Whole document	I am pleased to see that The Coal Authority is on your list of Specific Consultees. However, having reviewed your document, I confirm that we have no specific comments to make on this document at this stage.	Comments are noted.
Worcestershire Wildlife Trust	RSCI64	Whole document	The Trust welcomes the commentary provided in the SCI. The Trust is pleased with the proposed methods of engagement and wish to support the continuation of those mechanisms which are in place already. Targeted engagement with specific stakeholders is	Comments are noted and support is welcomed.

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
			important to the Trust in policy preparation and weekly lists, targeted planning application consultation and the information available on the web-site are important in helping to inform the Council's development decisions.	
Natural England	RSCI65	Whole document	Sets out information on how to consult Natural England and states that they do not have the resources to respond to consultations on individual SCIs.	Comments are noted.
Core11	RSCI11	Paragraph 1.1	States that the NPPF is not a legislative document and should not be referred to as such.	Comments are noted. Amend the penultimate sentence of paragraph 1.1 to read "The revision has been written to reflect the current requirements as set out in..."
Core11	RSCI12	Paragraph 1.2	Support	Support is welcomed.
Core11	RSCI52	Paragraph 2.1	Support	Support is welcomed.
Shuttes J	RSCI4	Paragraph 2.2	Accepts the statement in paragraph 2.2 but feels that the Authority should set an example in use in the planning process and not use the rules to its advantage to limit or block full and open discussion on major projects.	Comments are noted.
Core11	RSCI13	Paragraph 2.2	Support	Support is welcomed.

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
Chaddesley Corbett Parish Council	RSCI63	Paragraph	No objections to the proposals, however refer to page 6, item 2.2 - this statement does seem to be a bit contradictory to the whole process.	Comments are noted however, it is considered to be important to set out that whilst the District Council will actively consult it is not always possible to take everyone's views on board, particularly where a number of different views are out forward in response to a consultation.
Core11	RSCI53	Paragraph 2.3	Support	Support is welcomed.
Core11	RSCI14	Paragraph 2.4	Support	Support is welcomed.
Core11	RSCI54	Paragraph 2.5	Requests that parameters for deciding which applications are dealt with through delegated powers are set out. Questions whether committee accept responsibility for the statutory requirements of delegated applications and decisions.	Comments are noted. Delegated powers are exercised in accordance with the District Council's Adopted Scheme of Delegation, the most recent version was adopted in June 2012. Amend paragraph 2.5 to refer to the Scheme of Delegation.
Shuttes J	RSCI5	Paragraph 2.6	Feels that consultation with neighbouring authorities should be carried out and committed to more strongly. Concerned that it has only been paid lip service in the past.	Comments are noted. The District Council will continue to work with neighbouring authorities to address and overcome cross-boundary issues and to meet the requirements of the Duty to Co-operate.
West Mercia Police	RSCI8	Paragraph 2.6	Supports the commitment to working with infrastructure providers on plan.-making. This will help to meet the requirements of the Duty to Co-operate and paragraph 156 of the NPPF.	Comments are noted and support is welcomed.

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
Core11	RSCI15	Paragraph 2.6	Does this section 110 Localism, refer to cross district or county boundaries, or other major infrastructure projects.	Yes. The Duty to Co-operate places a duty on local authorities and other agencies to work together to address strategic planning issues and this includes working with neighbouring authorities as well as with the County Council.
Core11	RSCI55	Section 3 - Who Will be Involved in Consultation	Support	Support is welcomed.
Core11	RSCI16	Paragraph 3.2	Support	Support is welcomed.
Core11	RSCI56	Paragraph 3.3	Support	Support is welcomed.
Core11	RSCI17	Paragraph 3.4	Support	Support is welcomed.
Core11	RSCI18	Paragraph 3.5	Support	Support is welcomed.
Core11	RSCI19	Paragraph 3.6	Support	Support is welcomed.
Core11	RSCI20	Paragraph 3.7	Support	Support is noted.
Core11	RSCI21	Paragraph 3.8	Support	Support is welcomed.
Core11	RSCI22	Paragraph 3.9	Support	Support is welcomed.
Core11	RSCI23	Paragraph 3.10	Support	Support is welcomed.
Core11	RSCI24	Paragraph 3.11	Support	Support is welcomed.
Canal & River Trust	RSCI62	Section 4 - The Local Planning	Canal & River Trust were not listed as a specific consultation body within the Town	Comments are noted. The District Council will continue to engage with the Canal & River

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
		Process	<p>and Country Planning (Local Planning) (England) Regulations 2012 which came into force in April 2012, nor in the revoked 2004 regulations (as amended). However, we would welcome continued work with us and consultation on local planning matters relating to the Canals.</p> <p>The Town and Country Planning Association, with the support of Canal & River Trust, have produced a Policy Advice Note (PAN) on Inland Waterways. Appendix 1 of Policy Advice Note (PAN) on Inland Waterways sets out waterway proofing of planning policy as all different spatial levels which is a useful reference tool in order to help unlock the economic, environmental and social benefits offered by the waterways.</p>	Trust as a general consultee.
Core11	RSCI25	Paragraph 4.1	Can SPD & SPG documents be accessed on WFDC internet site or some other way? During their consultation period.	Yes. Supplementary Planning Documents will be made available electronically and in the deposit locations during their consultation period. Consider that this is already set out within the Draft Revised SCI and that no further change is necessary.
Core11	RSCI26	Paragraph 4.2	Could this item be expanded for clarification please?	Comments are noted. Amend paragraph 4.2 to further clarify the position.

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
Core11	RSCI27	Paragraph 4.3	Support and applaud	Support is welcomed.
Core11	RSCI28	Paragraph 4.4	A prime aspect of community involvement, and the production of sound development documents. Evidence base is the tool for moving forward sustainably. This item 4.4 is to be commended.	Comments are noted and support is welcomed.
Core11	RSCI29	Paragraph 4.5	Item 4.5 gives support to Item 4.4 and is of prime importance.	Comments are noted and support is welcomed.
Core11	RSCI30	Paragraph 4.6	4.6 - Is to be admired lets hope it can be come to fruition.	Comments are noted and support is welcomed.
Core11	RSCI31	Paragraph 4.7	Support	Support is welcomed.
Core11	RSCI32	Paragraph 4.8	Support	Support is welcomed.
Core11	RSCI33	Paragraph 4.9	Support	Support is welcomed.
Core11	RSCI34	Paragraph 4.10	Support	Support is welcomed.
Core11	RSCI35	Paragraph 4.11	Support	Support is welcomed.
Core11	RSCI36	Paragraph 4.12	Support	Support is welcomed.
Core11	RSCI37	Paragraph 4.16	Support	Support is welcomed.
Core11	RSCI38	Paragraph 5.1	Support	Support is welcomed.
Shuttes J	RSCI6	Section 7 - Community	Suggests that Parish Councils, Town Councils and Neighbourhood Forums	Comments are noted however it is up to individual Parish and Town Councils to decide

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
		Involvement in Planning Application Decisions	should be required to hold public forums to formulate their response to "major developments" which should be Councillor or officer led. Cites the London Boroughs as an example of this.	how to formulate their responses to planning application consultations.
Canal & River Trust	RSCI60	Section 7 - Community Involvement in Planning Application Decisions	Sets out information relating to when the Canal & River Trust should be consulted.	Comments are noted.
Core11	RSCI39	Paragraph 7.1	The final sentence at 7.1 is unacceptable because to say "depending on the type of application" without qualifying the types gives no direction to the statement. Are the three types indicated at 7.3 relevant or are there more types for consideration.	Comments are noted. This is clarified in paragraph 7.3 however, it is accepted that paragraph 7.1 could cross-reference to this and the text will be amended accordingly.
Core11	RSCI40	Paragraph 7.4	Suggests omitting the last sentence of paragraph 7.4 as it makes a judgement about whether applications are controversial or not.	Comments are noted. However, the sentence is based on the fact that the District Council does receive a number of 'major planning applications' each year and not all of these generate a large number of consultation responses.
West Mercia Police	RSCI9	Paragraph 7.5	Welcomes the recognition that HWFRS and WMP are external organisations who	Comments are noted. Amend as requested.

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
			would want to be improved in pre-application discussions. Requests that the term 'Fire Safety Unit' be amended to 'Hereford and Worcester Fire and Rescue Service'.	
Core11	RSCI57	Paragraph 7.5	7.5 Requires more information regarding, at least some, of the trigger points that may lead to involvement of any representatives listed. The information at 7.4 is possibly relevant.	Comments are noted, however, the exact make-up of the development team is decided on a case-by-case basis depending on the nature of the application and the specific issues which it presents.
Canal & River Trust	RSCI61	Paragraph 7.5	Canal & River Trust have been identified as an External Organisation to be involved in the Wyre Forest Development Team at pre-application stage. Canal & River Trust welcomes pre-application consultation from applicants and LPAs on proposals likely to affect inland waterways that we own or manage, particularly where proposals are likely to have a significant impact on the waterway.	Comments are noted.
Core11	RSCI41	Paragraph 7.7	Add to list of methodologies "reference to WFDC, LDF Core Strategy", which covers most scenarios.	Comments are noted however the Adopted Core Strategy is a policy document rather than a method of community engagement.

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
Core11	RSCI42	Paragraph 7.9	Support	Support is welcomed.
Core11	RSCI43	Paragraph 7.10	Support	Support is welcomed.
Core11	RSCI44	Paragraph 7.11	Support	Support is welcomed.
Core11	RSCI45	Paragraph 7.12	Support	Support is welcomed.
Core11	RSCI46	Paragraph 7.13	7.13 If this directive is followed, the community will be better served and feel the playing field is fairer. Councillors should be the voice of the Community at large. The Pre Application process does not have {at that time} sufficient community input for individual, personal opinions of councillors to be put forward.	Comments are noted.
Core11	RSCI58	Paragraph 7.13	7.13 If this directive is followed, the community will be better served and feel the playing field is fairer. Councillors should be the voice of the Community at large. The Pre Application process does not have {at that time} sufficient community input for individual, personal opinions of councillors.	Comments are noted.
Core11	RSCI47	Paragraph 7.14	Support	Support is welcomed.
Core11	RSCI48	Section 8 -	Support	Support is welcomed.

Draft Revised Statement of Community Involvement 2012 – Summary of Responses

Respondent	Response No		Summary of Response	WFDC Officer Response
		Reviewing the SCI		
Core11	RSCI49	Paragraph 8.1	Support	Support is welcomed.
Core11	RSCI50	Paragraph 8.2	Support	Support is welcomed.
West Mercia Police	RSCI10	Appendix A - List of Specific Consultees	Welcomes the inclusion of 'West Mercia Constabulary Police HQ' within the list at Appendix A but requests that it is referred to as 'West Mercia Police and also that Hereford and Worcester Fire and Rescue Service are included within the list.	Comments are noted. Amend as suggested.
Core11	RSCI51	Appendix A - List of Specific Consultees	Considers that the community should be a statutory consultee.	Comments are noted however, the specific consultees set out at appendix A are those which fall under the definition of specific consultees within the 2012 Regulations. Whilst the importance of engaging the wider community is recognised throughout the SCI, the wider community falls under general consultees and these are not listed due to the number of groups and the frequency with which the list changes.

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1 Introduction

1.1 This Statement of Community Involvement (SCI) sets out how the District Council will consult on planning policy documents and planning application decisions. Paragraph 18 of the Planning and Compulsory Purchase Act 2004 requires all Local Planning Authorities to produce an SCI. Wyre Forest District Council adopted its first SCI in April 2006 under regulations which have since been replaced. This review has become necessary due to changes in the legislation which governs the preparation of planning policy and the determination of planning applications, as well as the introduction of Neighbourhood Planning. This revision has been written to reflect the current requirements as set out by The Planning Act 2008, The Localism Act 2011, The Town and Country Planning (Local Planning) (England) Regulations 2012, The Neighbourhood Planning (General) Regulations 2012 and the National Planning Policy Framework (NPPF). The District Council is legally required to comply with its SCI once it is adopted.

1.2 The Localism Act 2011 places a strong emphasis on involving local communities in shaping the places where they live. As well as involving local communities in the preparation of planning policies at the District level, the Localism Act introduces Neighbourhood Planning, allowing communities to develop their own plans for their local areas. Following on from the Localism Act, the NPPF, published in March 2012, reinforces the importance of community involvement through the first of its 12 Core Planning Principles:

"planning should be genuinely plan-led, empowering local people to shape their surroundings, with succinct local and neighbourhood plans setting out a positive vision for the future of the area."⁽¹⁾

1.3 In April 2012 the regulations governing the preparation of local planning policy were updated and new regulations governing the preparation of Neighbourhood Development Plans were published. These regulations set out the minimum requirements for community involvement in plan-making and have informed the proposals for consultation set out within this Revised Statement of Community Involvement.

1.4 This document sets out how the District Council will involve the local community and other key stakeholders in the development of planning policy and in determining planning applications. It describes how consultation will be carried out and when, what methods of consultation will be used and how the representations received will be dealt with. The statement clearly sets out:

- How people will have the chance to contribute their ideas, and the process for considering and responding to these views.
- How people will get the chance to participate in developing proposals and options.
- How people can submit representations on formal planning proposals.
- How the District Council will seek to provide feedback to keep the community informed on progress and outcomes.

1.5 The National Planning Policy Framework (NPPF) was published in April 2012 to replace the existing series of Planning Policy Guidance Notes (PPGs) and Planning Policy Statements (PPSs). The document retains a strong focus on community involvement within the planning

1 NPPF, (2012) p.5, para. 17

process. The first of 12 core planning principles states that planning should *"be genuinely plan-led, empowering local people to shape their surroundings, with succinct local and neighbourhood plans setting out a positive vision for the future of the area"*⁽²⁾. The Town and Country Planning (Local Planning) (England) Regulations 2012 and The Neighbourhood Planning (General) Regulations 2012 set out the minimum level of community engagement for Local Plans and Neighbourhood Development Plans respectively.

1.6 Wyre Forest District Council is responsible for preparing planning policies for the District. The District Council adopted its Local Plan in 2004 and a number of the policies set out within this remain extant. In December 2010 the District Council adopted its Core Strategy which sets out the strategic policy for the development of the District until 2026 and this replaced a number of the policies within the Adopted Local Plan. The District Council are now in the latter stages of preparing a Site Allocations and Policies Development Plan Document (DPD) and a Kidderminster Central Area Action Plan DPD which will guide new development and allocate specific sites for specific uses across the District. It is anticipated that these documents will be adopted in 2013, at which stage the remaining Adopted Local Plan policies will lapse. Section 4 sets out how the community will be involved in the local planning process.

1.7 In addition to the Local Plan, the District Council can also prepare Supplementary Planning Documents (SPDs) to provide a detailed interpretation of policies relating to a specific subject or a specific site. SPDs are quicker and simpler to prepare but they can not introduce new policies, they can only provide guidance on interpreting existing policies. Section 5 sets out how stakeholders and the wider community will be involved in the preparation of SPDs.

1.8 The District Council is also responsible for assisting Neighbourhood Forums and Parish and Town Councils with the preparation of Neighbourhood Development Plans should they wish to develop one. These plans must be in general conformity with the planning policies already adopted within the District. Section 6 sets out how the community will be involved in the neighbourhood planning process.

1.9 The District Council is also responsible for determining the majority of planning applications within its boundary. Community involvement is a key part of the development management process and has been strengthened by the provisions in the Localism Act. Section 7 sets out the procedures for involving the community in the development management process.

1.10 The arrangements for monitoring the implementation of the SCI and reviewing it are set out at section 8.

Preparing the Statement of Community Involvement

1.11 The SCI was prepared during 2012 and was subject to a six-week consultation between 1st November and 14th December 2012. It was adopted by Full Council at their meeting on 27th February 2012.

2 Community Engagement

The Benefits of Community Engagement

2.1 The District Council places great emphasis on involving the community in planning issues and believes the following benefits can be achieved:

- It will help strengthen the evidence base for Local Plans and Neighbourhood Development Plans.
- It will help to inform decisions on planning applications.
- It will help to foster community commitment to the future development of the area.
- It promotes a sense of ownership and strengthens the delivery of projects. The involvement of communities at an early stage helps to resolve issues.

2.2 It should be noted however that whilst the District Council will seek a general consensus when engaging communities, in reality, it will not always be possible to achieve this.

Principles of Engagement

2.3 The key aims of the SCI are:

- To offer the widest range of opportunities to stakeholders and the community to participate in the plan-making process with the resources available.
- To comply with, and where appropriate, exceed the minimum legal requirements for stakeholder and community consultation in the planning process.

2.4 The following key principles will apply to all planning consultations:

- Information will be presented in a clear and concise format using Plain English and avoiding the use of technical jargon where possible.
- The opinions of stakeholders, community groups and individuals will be valued. Where possible, changes will be made to reflect comments received, and where this is not possible, the reasons will be clearly explained.
- Consultation techniques which are appropriate to the subject matter and the particular consultees involved will be used.
- The value of diversity will be recognised with equal and fair treatment of all of those involved in the consultation process.
- The District Council will make every effort to ensure it engages with those groups not traditionally involved with the planning process.

Community Engagement, Stourport Carnival



- The public will always be involved at an early stage in the planning process.
- All consultation responses will be analysed and the outcomes reported in a clear and understandable way within a reasonable timeframe.

The Role of Elected Councillors

2.5 Elected Councillors play a key role in the planning process. Their role in planning policy includes approving development plans for consultation and submission for Examination in Public. There are a number of different panels and committees with different powers to scrutinise plans and make decisions. Any plan which forms part of the Local Development Framework or which is a Supplementary Planning Document must be approved by Full Council before it is submitted for an Examination in Public or adopted. Elected Members also play a key role in the development management process. The District Council's Planning Committee determine planning applications, however, smaller applications can be determined by officers using delegated powers in accordance with the Adopted Scheme of Delegation.

Duty to Co-operate

2.6 Section 110 of the Localism Act 2011 introduced the Duty to Co-operate. This is a legal requirement for Local Planning Authorities, National Park Authorities, County Councils and a number of other public organisations, such as infrastructure providers, to work together and consider joint approaches to plan-making. Wyre Forest District Council will continue to work closely with neighbouring authorities and key stakeholders to deliver positive planning within the area and fulfil the requirements of the Duty to Co-operate.

3 Who Will be Involved in Consultation

Wyre Forest District Community Profile

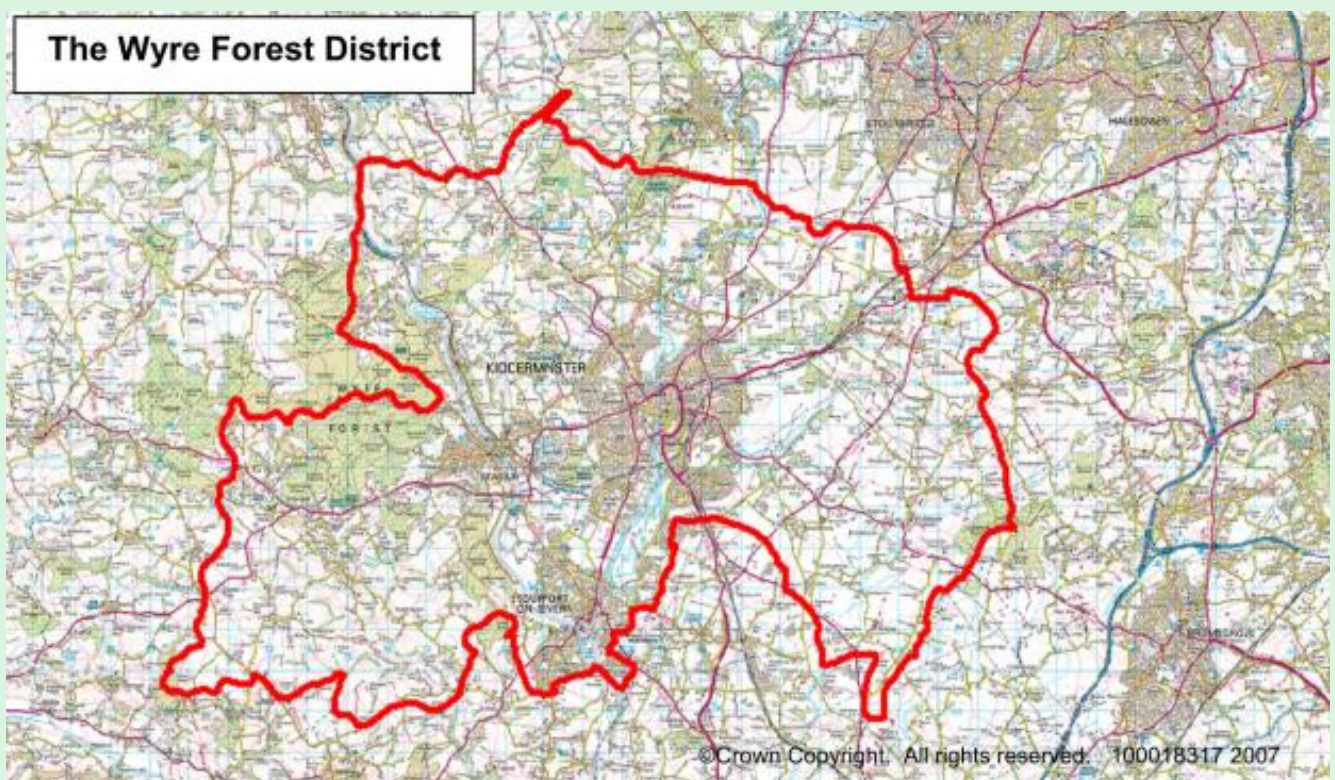
3.1 Wyre Forest District is situated in North Worcestershire and lies to the South of the West Midlands conurbation. It covers an area of 75 square miles and has a population of 98,000 (2011 Census) with around 55,000 people living in the main town of Kidderminster. The three towns of Kidderminster, Stourport-on-Severn and Bewdley form a triangle surrounded by a number of outlying villages and hamlets.

3.2 The District has an ageing population and the number of residents aged over 45 increased by 8,350 between 2001 and 2011 (2011 Census). Almost 30% of the District's population is over 60. The ethnic make-up of the District is predominantly white (98.2% (2001 census)). The largest ethnic minority group is Bangladeshi (0.5%), who live mainly within Broadwaters ward.

3.3 Wyre Forest District is relatively prosperous. However, there are pockets of deprivation, particularly within the Oldington and Foley Park and Broadwaters wards of Kidderminster. The largest contributors to deprivation in Wyre Forest District are income, health and education. However, in the rural west, there are some deprivation issues which arise from poor access to services and facilities.

3.4 The SCI sets out how all sections of the community will be involved in plan preparation and development control decision making. It is important to recognise that some sectors of the community will find it difficult to engage and this is addressed through the processes set out within the SCI.

Map of Wyre Forest District



Engaging Stakeholders and the Community

3.5 This SCI sets out how the District Council will actively seek to engage all community groups within the Wyre Forest District in preparing planning policy and making decisions on planning applications. The Town and Country Planning (Local Planning) (England) Regulations 2012 set out a list of specific and general consultation bodies. Local Planning Authorities are required to consult specific consultation bodies which they consider may have an interest in the subject of the proposed planning policy document and the general consultation bodies which it considers are appropriate.

3.6 The District Council will maintain a database with the contact details of the organisations and individuals which are specific or general consultees. A range of interests are represented by those people and organisations within the database. A list of the specific consultees for Wyre Forest District is set out at Appendix 1 to this report. The general consultees are not listed because of the frequency with which organisations are added to, or removed from the list. However, the following categories can be used to give an indication of the range of interests represented:

- Local Strategic Partnership Members
- Local Transport Providers
- Community Service Providers
- Voluntary Bodies
- Ethnic Minority Groups
- Religious Groups
- Disabled Persons/Mobility Impaired/Local Disability Groups
- Business Representatives and Developers
- Landowners
- Older Persons' Groups
- Countryside and Conservation Groups
- Public Sector Housing Interest Groups
- Youth Groups, Schools and Colleges
- Residents Groups
- Local Residents

3.7 The District Council is also keen to ensure that it involves as many local residents and businesses as possible and the consultation measures set out within the following sections set out how the various stages of consultation will be advertised to as wide an audience as possible. Anyone who submits representations to a consultation will automatically be added to the database and notified of subsequent consultations unless they request that their details are removed from the database.

Involving 'Hard to Reach' Groups

3.8 Within the District there are groups which have traditionally been 'hard to reach' through consultations and this is particularly apparent in relation to planning matters. These include ethnic minorities, older people, single mothers, those with special needs, isolated rural residents, younger people, Gypsies and Travellers, and those residing in more socially deprived wards such as Oldington & Foley Park and Broadwaters. The general consultees listed on the

consultation database include a number of 'hard to reach' groups. It is recognised that these groups in particular have different levels of access to information and therefore find it harder to get involved in the decision making process. This has often resulted in certain community groups not being able to successfully put their views across to the Local Planning Authority.

3.9 The District Council recognises that it will need to employ a variety of methods to present information and promote discussion if it is to successfully involve the local community and meet the requirements of relevant anti-discriminatory legislation including the Race Relations Act 2000 and the Disability Discrimination Act 1995. Different methods of consultation will be appropriate at different stages of the plan-making process and these are set out within the appropriate sections of this SCI.

Accessing Information

3.10 The District Council will ensure that all consultation material on the LDF is available for the public to access at 'deposit locations'. Unless otherwise stated, the 'deposit locations' will be the Worcestershire Hub in Kidderminster and the libraries within the District which are located within Kidderminster, Stourport-on-Severn and Bewdley. Where appropriate, this information will be made available in hard copy. However, sometimes it may be more appropriate to make the information available electronically. A document loan scheme is operated by the Planning Policy Team, whereby consultation documents can be loaned free of charge. Additionally, all consultation material will be placed on the District Council's website where it can be viewed and where comments can be submitted electronically. Where required by the relevant regulations, statutory notices will be published on the District Council's website setting out consultation periods and the times and places where documents can be viewed.

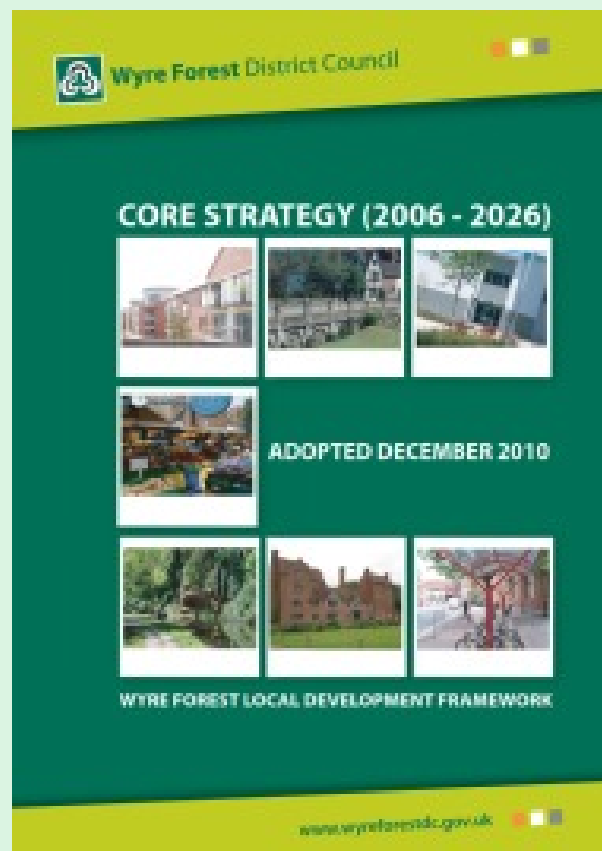
3.11 Where the SCI states that people will be notified or that copies of documents will be sent, electronic communication will be used where e-mail addresses have been provided unless consultees specifically request to receive a hard copy notification letter or a hard copy of the relevant documents.

4 The Local Planning Process

4.1 The 2004 Planning and Compulsory Purchase Act introduced the Local Development Framework (LDF). This system replaced the single Local Plan with a suite of planning policy documents. Wyre Forest District has the following planning policies in place:

- **Adopted Core Strategy (December 2010)** - this document establishes the Vision and Development Objectives for the District and sets out the Development Strategy for the District including the level of housing, employment, retail and office development the District will need to deliver up until 2026. It also sets out strategic planning policies to achieve the vision.
- **Emerging Site Allocations and Policies Development Plan Document (DPD)** - this document allocates specific sites for specific uses for the District (excluding the Kidderminster Central Area) and provides detailed planning policies which apply across the District.
- **Emerging Kidderminster Central Area Action Plan DPD** - this document allocates specific sites for specific uses within the central area of Kidderminster and provides detailed planning policies to guide its regeneration.
- **Supplementary Planning Guidance and Supplementary Planning Documents** relating to a number of policy areas and specific development sites.

Adopted Core Strategy



4.2 The Localism Act 2011 reverts back to a single Local Plan setting out both strategic and detailed policies as well as allocating sites for development. The District Council will continue under the 2004 LDF system until the current emerging DPDs are adopted. The District Council's planning policy will therefore be set out in the Adopted Core Strategy (2010) and the Site Allocations and Policies and Kidderminster Central Area Action Plan DPDs once they are adopted. However, any subsequent review of planning policy will lead to the production of a Local Plan.

4.3 The District Council is required to produce a Local Development Scheme (LDS). The LDS is a three-year work programme which sets out any planning policy documents which will be produced and the anticipated dates of the consultation stages for these documents. The District Council are required to publish the most up-to-date LDS on their website.

4.4 In order for the District Council to develop 'sound' local planning policies it is important that an evidence base is established. This will provide a thorough understanding of the issues within the District as well as opportunities for addressing these issues and the constraints. Sustainability Appraisal is a legal requirement which tests the social, economic and environmental sustainability of the policies prepared and sites suggested and informs the District Council's policy choices. Sustainability Appraisal forms a key part of the evidence base, helping to demonstrate that the most appropriate policy options and sites are selected from the alternatives considered. The Sustainability Appraisal process provides a number of opportunities for community involvement and these will be highlighted in the following sections.

4.5 In addition to the Sustainability Appraisal, the Evidence Base also includes a number of technical studies looking at flood risk, open space, housing requirements, employment land requirements, retail and commercial leisure provision, historic environment, green infrastructure and the water cycle. The involvement of key stakeholders, in particular, will help to ensure that when such studies are undertaken they are robust and provide the basis for 'sound' policy making.

4.6 The Town and Country Planning (Local Planning) (England) Regulations 2012 set out the process which must be followed when producing a Local Plan, including the stages at which consultation must take place. The Regulations also set out minimum standards for undertaking such consultation. This chapter will explain the requirements of the Regulations and how the District Council will meet those requirements.

Early Engagement

Regulation 18

Regulation 18 sets out the requirements for early engagement and it requires the District Council to:

- Notify both the specific and general consultation bodies of the subject of the Local Plan which they propose to prepare.
- Invite those people notified to make representations to the local authority about what a local plan with that subject should contain.
- Take into account any representations received when preparing the Draft Local Plan.

4.7 In order to meet the requirements of Regulation 18 the District Council will notify all of those people registered on the database, which it feels are appropriate, that the document will be prepared. Representations will be invited at this stage relating to the topic areas which the plan should cover.

4.8 In order to publicise the proposals to residents and businesses in the area, a leaflet will be produced which will be distributed to all households within the District. Where households receive the local free newspaper, the leaflet will usually be distributed with this. Where households do not receive the local free newspaper, alternative arrangements will be made to deliver leaflets. An interactive version of the consultation document will be made available to enable

electronic representations to be made. Representations will also be accepted by e-mail, post or fax. It may be possible to accept late submissions as part of continuous community engagement.

4.9 In addition to meeting the requirements of regulation 18, the District Council will also at this stage make available all of the relevant consultation material on its website and in the appropriate deposit locations within the District. Documents will also be available to loan.

4.10 In order to increase levels of engagement, it may be considered appropriate and necessary to hold exhibitions within accessible locations to publicise proposals to a wider audience. Exhibitions will be held in the three main towns of Kidderminster, Stourport-on-Severn and Bewdley as a minimum. Exhibitions will only be held in the rural areas where there are specific proposals relating to that area. When organising the exhibition schedule and venues, consideration will be given to selecting venues and tailoring opening hours to attract the widest audience. This will mean that where exhibitions take place during the working week they will be open into the evening and, where appropriate, exhibitions will take place on Saturdays. The District Council will also prepare a press release to be circulated to local newspapers and radio stations which may lead to media coverage of the consultation. The press release will include details of any planned exhibitions.

4.11 All representations received at this stage will be acknowledged within five working days of their receipt and will be entered into a database and summarised. District Council officers will report the representations and suggested District Council responses to the appropriate committee meetings. Once approved by the appropriate committee, the representations and District Council responses will be published on the District Council's website and will be used to inform the preparation of the Draft Local Plan. The tables setting out the summary of representations and the District Council's responses to these will also be made available in the deposit locations.

4.12 At this stage, information will be made available on the Sustainability Appraisal process and how it has informed the preparation of the consultation documents. This information will either be set out within the document or within a separate Sustainability Appraisal leaflet.

Publication

Regulation 19

Regulation 19 sets out the requirements for the Publication stage and it requires the District Council to:

- Make copies of each of the proposed submission documents and a statement of representations procedure available in accordance with regulation 35.
- Ensure that the statement of representation procedure and the statement of the fact that the proposed submission documents are available for inspection is sent to each of the specific and general consultation bodies invited to make representations under regulation 18.

4.13 In order to comply with regulations 19 and 35, the District Council will publish the Draft Local Plan for a minimum of six weeks before it is submitted to the Secretary of State. This allows interested parties to make representations on the soundness and legal compliance of the plan. At this stage, the District Council will publish on its website a Statement of Representation Procedure and a statement that the documents are available to view and where, along with the proposed submission documents as set out within Regulation 17. These documents will be placed in the deposit locations. The District Council will also prepare a press release to be circulated to local newspapers and radio stations which may lead to media coverage of the consultation. An interactive version of the Draft Local Plan will be made available on-line to enable electronic representations to be made. Representations will also be accepted via e-mail, post and fax. At the Publication stage late responses will not be accepted.

4.14 Representations submitted at the Publication stage will be acknowledged by the District Council within five working days of their receipt. All representations received at the Publication stage will be submitted to the Secretary of State, alongside the Draft Local Plan, for consideration by an independent inspector as part of the Examination in Public process. It should be noted that only those who make a representation seeking a change to the DPD within the advertised publication period will have the right to appear at the Examination.

4.15 At this stage, the Full Sustainability Appraisal Report will be made available for consultation. This report will include a non-technical summary setting out the key stages in the Sustainability Appraisal process and the main findings.

Examination in Public

4.16 Following the Publication period, the Draft Local Plan will be submitted to the Secretary of State to undergo an Examination in Public by an independent inspector. The Examination will check that the plan has been prepared in accordance with The Duty to Cooperate, meets all legal and procedural requirements and is 'sound'. To be sound a Local Plan must be:

- Positively prepared
- Justified
- Effective
- Consistent with national policy

Regulations 24 to 26

Regulations 24 to 26 set out the requirements for community engagement during and following the examination process. The specific requirements at each stage are as follows:

- Regulation 24 (Independent Examination):
 - Make the time, date and place where the hearings are to be held available in accordance with regulation 35 at least 6 weeks before the hearings start and notify any person who made a representation at Publication stage of this information.
- Regulation 25 (Inspector's Report):

- The Local Authority must publish the Inspector's Report as soon as practicable after its receipt; this requires it to be made available in accordance with regulation 35 and notification that it is available to be sent to those people notified of the publication period.
- If the Secretary of State gives a direction or the appointed inspector makes a recommendation in relation to the Plan this must be published as soon as practicable, this requires it to be made available in accordance with regulation 35 and notification that it is available to be sent to those people notified of the publication period.
- Regulation 26 (Adoption):
 - As soon as practicable after a Local Authority adopts a plan it must publish in accordance with regulation 35:
 - The Local Plan
 - An adoption statement
 - The Sustainability Appraisal report
 - Details of where and when the Local Plan can be inspected.
 - Send a copy of the adoption statement to the Secretary of State and any to person who has requested to be notified of the adoption of the Local Plan.

4.17 In accordance with Regulation 24, the District Council will publish details of the date, time and location of any hearing sessions and the name of the person appointed to carry out the Examination at least six weeks before the hearings are to be held. The information will be made available in the deposit locations as well as on the District Council's website. Any person who made a representation during the Publication period will also be notified of this information in writing.

4.18 In accordance with Regulation 25, the District Council will notify in writing any person who has requested to be notified of the publication of the inspector's report, or where made, any Direction from the Secretary of State or recommendations from the inspector.

4.19 Following the adoption of a Local Plan the Adopted Local Plan, the Adoption Statement and the Sustainability Appraisal Report will be made available in the deposit locations as well as on the District Council's website. The District Council will also publish on its website details of where and when the plan is available for inspection as well as sending a copy of the adoption statement to any person who has requested to be notified of the plan's adoption and to the Secretary of State.

5 Supplementary Planning Documents

5.1 Supplementary Planning Documents (SPDs) can provide additional policy guidance on specific issues such as design, or specific sites allocated for development within the Local Plan. SPDs have fewer stages in their preparation than the Local Plan and they are not subject to an Examination in Public. This means they can be prepared more quickly. Despite this, community consultation is an important part of the process of preparing SPDs.

Early Engagement

Regulation 12(a)

Regulations 12(a) sets out the requirements for consultation on SPDs and it requires the following:

- The Local Authority must prepare a statement setting out who was consulted, the main issues raised and how these issues have been addressed in the SPD.

5.2 When preparing an SPD, the District Council will publish on its website details of the SPD which is being prepared. A scoping paper will be prepared setting out the likely areas which the SPD will cover and any relevant options for consideration. The District Council will hold a consultation period of no less than four weeks in duration to give the opportunity for representations to be made on the scoping paper. At the start of the consultation period copies of the scoping paper will be made available on the District Council's website and at the deposit locations.

5.3 Additional consultation techniques will be tailored to the nature of the SPD. For example, it may be appropriate to hold a community planning event for a site specific SPD or to arrange exhibitions within close proximity to the site. Where an SPD is site specific and it falls within a Parish or Town Council area, the relevant Parish or Town Council will be offered a presentation and discussion session. Site notices will also be used to publicise site specific SPDs. For topic-based SPDs it may be appropriate to hold exhibitions within Kidderminster, Stouptort-on-Severn and Bewdley. Where SPDs cover more technical topics it may be more appropriate to hold a key stakeholder workshop. A press release will also be prepared which may lead to media coverage relating to the SPD.

5.4 All representations will be acknowledged within five working days, summarised and report to elected members along with suggested District Council responses. Once approved by Cabinet the representations will be made available on the District Council's website and in the deposit locations. The representations will inform the development of the Draft SPD.

Example Exhibition

5.5 Sustainability Appraisal is not always required for an SPD. Where it is not required a screening report will be produced setting out the reasons why a full Sustainability Appraisal is not necessary. Where a Sustainability Appraisal is necessary, a scoping report will be published for consultation at the early engagement stage.

Draft SPD**Regulations 12(b) and 13**

Regulation 12(b) and 13 set out the requirements for seeking representations on a Draft SPD. The District Council are required to:

- Make copies of the statement prepared in accordance with Regulation 12(a) and the Draft SPD available in accordance with Regulation 35 together with details of the deadline for representations to be received and details of how to make representations.

5.6 In order to satisfy the requirements of regulation 12(b), the District Council will prepare a consultation statement setting out the details of the consultation that has taken place during the preparation of the SPD, a summary of the issues raised within the comments and details of how these issues have been addressed within the SPD. The Draft SPD together with the consultation statement will be made available at the deposit locations well as on the District Council's website for a period of no less than four weeks to enable representations to be made. The District Council will also provide details of the time and date by which representations are to be received and how to make such representations. In addition to meeting the requirements of the regulations, the District Council will also notify in writing any specific or general consultee

who has previously made representation on the SPD that the consultation statement and Draft SPD are available for inspection. Where appropriate, other specific and general consultees will be notified also.

5.7 It may be considered appropriate at this stage to use any of the consultation techniques explained within the early engagement section at paragraph 4.2. All representations received at this stage will be acknowledged within five working days. They will be used to inform the final SPD. All representations will be entered into a database, summarised and responded to indicating how the representation has informed the final SPD and if it has not then why not. This information will be reported to elected members alongside the final SPD.

5.8 Where Sustainability Appraisal is required a Draft Sustainability Appraisal Report will be published for consultation alongside the Draft SPD. Representations received will be reported in the same way as those received on the SPD and will be used to refine the Sustainability Appraisal report before the SPD is adopted.

Adoption

Regulation 14

Regulation 14 sets out the requirements in relation to the adoption of an SPD. The District Council are required to:

- Make the SPD and adoption statement available in accordance with Regulation 35 as soon as possible after adoption and send a copy of the adoption statement to anyone who has asked to be notified of the adoption of the SPD.

5.9 Upon Council resolving to adopt an SPD, an adoption statement will be prepared. The adopted SPD and adoption statement will be made available at the deposit locations and on the District Council's website. A copy of the adoption statement will be sent to anyone who has asked to be notified of the adoption of the SPD.

Example Outdoor Exhibition



6 Neighbourhood Planning

6.1 The Localism Act 2011 also introduced Neighbourhood Development Plans. These are prepared by Parish and Town Councils where they exist and by Neighbourhood Forums in areas without parishes. Whilst the preparation of Neighbourhood Development Plans is optional, where they are prepared, the District Council has a duty to support the process. The District Council will need to ensure that any body preparing a Neighbourhood Development Plan meets the requirements of the regulations and this chapter provides guidance for doing so. The District Council will also need to publish any Draft Neighbourhood Development Plan which is submitted and the steps the District Council will take to meet the legal requirements for doing so are also set out within this chapter. The procedures set out within this chapter are the minimum consultation requirements. Different qualifying bodies may wish to use additional consultation techniques as appropriate.

Establishing Neighbourhood Forums and Neighbourhood Areas

Regulations 6 and 7: Designating a Neighbourhood Area

Regulation 6 sets out the requirements for the District Council to publicise a neighbourhood area application and it requires that:

- As soon as possible after receiving an area application, the District Council must publicise it on their web-site and in any other manner considered appropriate to bring it to the attention of people living, working or carrying out business in the area. The authority must publish a copy of the area application, details of how to make representations and the date by which representations should be made. A period of at least six weeks must be allowed for representations to be made.

Regulation 7 sets out the requirements following the determination of a neighbourhood area application. Where a neighbourhood area application is approved, the District Council must publicise the name of the area, a map of the area and the name of the body who applied for the area to be designated on their website and in any other manner considered appropriate to bring it to the attention of people living, working or carrying out business in the area.

If the application for the neighbourhood area is refused, the District Council must publish the 'decision statement' which must set out the reasons for refusing the application, together with details of where the decision statement can be inspected, on their website and in any other manner considered appropriate to bring it to the attention of people living, working or carrying out business in the area.

6.2 Before a Neighbourhood Development Plan can be prepared, the area which it will relate to must be designated as a neighbourhood area. Only a Parish or Town Council, neighbourhood forum or group wishing to become a neighbourhood forum, known as the qualifying body, can make an application for an area to be designated as a neighbourhood area. The qualifying body must make an application to the District Council and the District Council must then publicise

the application for a minimum of six weeks and invite representations. Neighbourhood area applications will be published on the District Council's website as a minimum but may also be advertised on the qualifying body's website where possible. Additionally, where possible, notices will be placed within the area, for example, on parish notice boards.

6.3 The District Council will consider all representations when deciding whether to make the neighbourhood area designation. The outcome of the neighbourhood area application will be publicised in the same ways as the application was originally publicised. Full details will be placed on the District Council's website, including a table of representations and details of how these were considered. Where an application is refused, the 'decision statement' will be placed in the Worcestershire Hub in Kidderminster, as well as in any appropriate public buildings within the area covered by the application.

Regulations 9 and 10: Designating a Neighbourhood Forum

Regulation 9 sets out the requirements which the District Council must meet when consulting on a neighbourhood forum application. The regulations require that:

- As soon as possible after receiving a neighbourhood forum application, the District Council must publicise the following on their website and in any other manner considered appropriate to bring it to the attention of people living, working or carrying out business in the area:
 - A copy of the application.
 - A statement that if the designation is made no other organisation or body may be designated for that neighbourhood area until that designation expires or is withdrawn.
 - Details of how to make representations and the date by which they must be received, being no less than six weeks from when the application was first publicised.

Regulation 10 sets out the requirements for publicising a decision on a neighbourhood forum application. The Regulations require that:

- As soon as possible after designating a neighbourhood forum the District Council must publicise the following on their web-site and in any other manner considered appropriate to bring it to the attention of people living, working or carrying out business in the area:
 - The name of the neighbourhood forum.
 - A copy of the written constitution of the neighbourhood forum.
 - The name of the neighbourhood area to which the designation relates.
 - Contact details for at least one member of the neighbourhood forum.
- Where an application for a neighbourhood forum is refused the District Council must publicise the following on their web-site and in any other manner considered appropriate to bring it to the attention of people living and working in the area:

- A copy of the 'refusal statement' setting out the decision and the reasons for making that decision.
- Details of when and where the refusal statement can be inspected.

6.4 Where a Parish or Town Council exists, any Neighbourhood Development Plan which covers their area must be prepared by them. In areas without parishes, a Neighbourhood Forum must be established to prepare a Neighbourhood Development Plan. Any group of people wishing to become a neighbourhood forum must make an application to the District Council. However, areas can only be covered by one neighbourhood forum. Under Regulation 9, the District Council must then consult on the application for a minimum of six weeks. The Council will publish the application on its website as a minimum. In addition, a press release will be issued which may lead to media coverage.

6.5 The District Council will consider all representations in deciding whether or not to designate the neighbourhood forum. Should the neighbourhood forum be designated, then the designation will be placed on the District Council's website and will also be advertised in any other way in which the original application was advertised.

6.6 Where an application for a neighbourhood forum is refused, the 'refusal statement' will be made available in the Kidderminster Hub and appropriate public buildings within the neighbourhood area.

6.7 Where applications need to be made to designate both the neighbourhood area and the neighbourhood forum then the applications for both the neighbourhood area and neighbourhood forum will be considered alongside each other allowing for a joint consultation to take place. However, should the neighbourhood area which is approved be different from the area submitted, then a further six week consultation will be held in order to allow people to comment on whether the proposed neighbourhood forum is still representative of the area designated.

Pre-Submission Consultation and Publicity

Regulation 14: Pre-Submission Consultation and Publicity

Regulation 14 sets out the requirements for the consultation which the qualifying body must undertake on a Neighbourhood Development Plan before it is submitted to the District Council. The Regulations require:

- That the qualifying body publicise, in a manner that is likely to bring the attention of people who live, work or carry out business in the area:
 - Details of the proposals for a Neighbourhood Development Plan.
 - Details of where and when the proposals for a Neighbourhood Development Plan may be inspected.
 - Details of how to make representations and the date by which they must be made which must be at least six weeks from when the proposals were first publicised.

- That the qualifying body consult any of the consultation bodies listed in the regulations whose interests may be affected by the Neighbourhood Development Plan.
- That the qualifying body send the Local Planning Authority a copy of the Neighbourhood Development Plan.

6.8 Regulation 14 requires the qualifying body to undertake consultation before submitting the Neighbourhood Development Plan to the Local Authority. At this stage, the qualifying body is required to publicise the proposals, details of where the draft plan can be inspected, details of how to make representation, and the date by which representations must be made which must be at least six weeks from when the documents are made available. Whilst the regulations do not set out exactly how this should be done, the following techniques could be used to do this:

- Leaflet drop to all households within the neighbourhood area.
- Posters within the neighbourhood area.
- Exhibitions.
- Public meetings.
- Workshop events.
- Information on the qualifying body's website.
- Information on District Council's website.
- Press release via the District Council.

6.9 Regulation 14 also requires that the qualifying body consult any specific or general consultee whose interests may be affected by the Neighbourhood Development Plan. The District Council will use its database to advise the qualifying body on the people who should be consulted. The qualifying body is also required to send a copy of the Neighbourhood Development Plan to the District Council who will undertake a formal check for conformity with higher level policies.

6.10 Following the consultation, the qualifying body should use the representations received to refine the plan. The qualifying body will need to produce a consultation statement setting out how representations have been addressed and where requested changes have not been made the reasons for this will need to be explained.

Publicising a Plan Proposal

Regulation 16: Plan Proposals

Regulation 16 sets out the action that the District Council must take once a Neighbourhood Development Plan is submitted by a qualifying body. Regulation 16 requires that the District Council:

- Publicise on their website and in a manner that is likely to bring the attention of people who live, work or carry out business in the area:
 - Details of the plan proposals.

- Details of where and when the plan can be inspected.
- Details of how to make representations.
- A statement that any representations may include a request to be notified of the District Council's decision as to whether or not to adopt the Neighbourhood Development Plan.
- The date by which representations must be received being no less than 6 weeks from the date the proposal is first publicised.
- Notify any consultation body referred to in the consultation statement submitted, alongside the Neighbourhood Development Plan that the plan has been submitted.

6.11 The qualifying body is required, under regulation 15, to submit the Neighbourhood Development Plan to the District Council. Once the District Council receives the Neighbourhood Development Plan, it is required, under Regulation 16, to publish the proposals for a minimum of six weeks. At this stage, the following consultation techniques will be used:

- Preparation and publication of a statement setting out when and where documents can be inspected, details of how to make representations and when they must be made by, and that they may include a request to be notified of the Local Authority's decision on how to progress with the Neighbourhood Development Plan.
- Written notification to all of those bodies who were consulted by the qualifying body during the plan's preparation.
- Publication of the Neighbourhood Development Plan on District Council's website.
- Publication of the Neighbourhood Development Plan on qualifying bodies website where appropriate.
- Displaying of posters within the neighbourhood area.
- Making copies of the documents available to view at the Worcestershire Hub in Kidderminster and at any locations within the neighbourhood area where documents were made available under regulation 14.
- Preparing a press release.

6.12 Following the close of the consultation period the District Council will appoint an independent inspector and all representations received will be forwarded to the inspector to be addressed through the examination process.

Examination and Inspector's Report

Regulation 18: Inspector's Report

Once the Inspector's Report has been received by the District Council and a decision has been made regarding how to proceed, regulation 18 requires that the District Council publish on their website and in a manner that is likely to bring the attention of people who live, work or carry out business in the area:

- The 'decision statement' which should set out their decision and the reasons for it.

- Details of where the decision statement can be inspected.
- The inspector's report.

6.13 Once the inspector's report is received, the District Council will decide how to proceed with the Neighbourhood Development Plan and publish their decision in a 'decision statement' which will be made available on the District Council's website and in those places where the plan was made available during the Regulation 16 consultation period. A copy of the 'decision statement' will be sent to the qualifying body and to any person who requested to be notified. The District Council will also ask the qualifying body to publish the 'decision statement' on their website, where possible, and will use posters in the neighbourhood area to advertise the fact the 'decision statement' is available.

Publicising the Neighbourhood Development Plan

Regulation 20: Neighbourhood Development Plan

Once the District Council has adopted a Neighbourhood Development Plan regulation 20 requires that they:

- Publish on their website and a manner that is likely to bring the attention of people who live, work or carry out business in the area:
 - The Neighbourhood Development Plan
 - Details of where and when the Neighbourhood Development Plan can be inspected.
- Notify any person who has asked to be notified of the making of the Neighbourhood Development Plan and where and when it can be inspected.

6.14 The Neighbourhood Development Plan will be adopted by the District Council if it passes a local referendum. The measures set out in relation to publicising the 'decision statement' above will be repeated to publicise the fact the Neighbourhood Development Plan has been adopted in accordance with the requirements of regulation 20.

7 Community Involvement in Planning Application Decisions

7.1 This section sets out details of how the District Council will involve the community in determining planning applications. The District Council has an adopted set of procedures for publicising planning applications and inviting comments from the community and these procedures vary depending on the type of application. The different types of planning applications are outlined at paragraph 7.3

7.2 The District Council sits within a two-tier administrative system with Worcestershire County Council overseeing a much larger area. The County Council is responsible for determining applications in relation to the working of minerals (together with the processing of minerals and other related activities) and the deposit of waste materials (including treatment, storage, processing and other related activities). However, Wyre Forest District Council is responsible for all other development control functions within the District.

7.3 The District Council deals with a number of different types of planning applications, the three main types which are covered by the SCI being:

- **Outline** - to establish the principle of development. Outline applications can only be made for the erection of buildings and are usually used for larger sites and developments.
- **Full** - all details need to be submitted when the application is made.
- **Reserved Matters** - following an outline planning approval, reserved matters applications finalise the details of the development and relate to matters including design, access and layout.

Major Planning Applications

7.4 Major planning applications are those which fall under the Government's definition of 'major development': residential developments comprising of 10 or more dwellings; or a site of 0.5 hectares or more where the number of dwellings is not given in the application; and for other uses where the floorspace to be built is 1,000m² or greater; or the site is 1 hectare or more. The Council receives a number of 'major' planning applications each year, the majority of which are not controversial.

Pre-Application Discussions and Early Community Involvement

7.5 The District Council encourages developers to enter into early dialogue through the use of the Development Team Approach. Representatives of the following District Council sections and external organisations may be involved in the development team:

- **Wyre Forest District Council:**
 - Development Control
 - Planning Policy
 - Legal
 - Parks and Greenspaces
 - North Worcestershire Economic Development and Regeneration

- **External Organisations:**

- Worcestershire Regulatory Services
- North Worcestershire Building Control
- Worcestershire County Council Highways Partnership Unit
- Environment Agency
- West Mercia Police
- Hereford and Worcester Fire and Rescue Service
- Canal and River Trust
- English Heritage

7.6 Pre-application discussions are confidential between the District Council and the applicant. Pre-application discussions have the following benefits:

- They help to achieve better quality applications with more chance of a successful outcome;
- They help to identify at an early stage whether specialist input is required;
- They ensure all the necessary drawings and information is provided to enable the application to be registered as valid; and
- They highlight any key considerations at the beginning of the process, including whether there are any major issues with the proposal or what contributions may be required to make the proposal acceptable in policy terms. Where it is indicated that a proposal is completely unacceptable, this could save considerable costs in pursuing a formal application.

7.7 It is not just major planning applications which can be controversial. At the pre-application stage, planning officers can advise applicants as to whether or not their proposal may be sensitive and therefore require a more detailed level of community involvement. The Localism Act 2011 amended the Town and Country Planning Act 1990 so that it now requires that developers undertake pre-application public consultation on most planning applications. It also includes a duty to take account of representations received. Applicants will always be encouraged to consider the benefits of involving the community in developing their proposals whether it is legally required or not. The following methodologies could be adopted to involve the community:

- Public exhibitions
- Public meetings
- Development briefs
- Use of websites
- Questionnaires and surveys
- Site Notices

7.8 Applicants should discuss community involvement with District Council officers and agree the groups which should be involved, how they should be involved and the timetable for engagement.

Community Involvement in Planning Application Decisions

7.9 Statutory consultation requirements for planning applications are set out in Article 8 of the Town and Country Planning (General Development Procedure) Order 1995 as amended. The District Council has a number of procedures currently in place to involve the community in planning application decisions and these are:

- Site notices
- Neighbour notification letters
- Weekly list of planning applications (circulated to specific consultees and available on the District Council's website)
- Consultation with specific bodies (e.g. Parish Councils)
- Existing protocols with particular organisations (e.g. Environment Agency, Highways Authority).

7.10 Further information can be found within Development Control Practice Note 3: Publicity and Consultation on Planning Applications. Development Control Practice Note 13: Public Speaking at Planning (Development Control) Committee sets out the procedures and opportunities for enabling people to address the Council's Planning Committee. Development Control Practice Note 10: Protocol on Parish Representations at Planning (Development Control) Committee sets out the procedures for involving Parish Councils that have signed up to the Protocol in Planning (Development Control) meetings to speak on applications which interest them. The District Council sees these Practice Notes as a way of increasing public representation in the open and democratic process by which planning applications are determined. Copies of these Practice Notes can be viewed on the District Council's website or at the Worcestershire Hub.

7.11 Where early discussions with applicants identify potentially sensitive applications, additional consultation methodologies such as exhibitions will be considered. In order for the District Council to maintain its impartiality when determining planning applications, it will be the responsibility of the applicant to take the lead role in community engagement and to cover any costs resulting from the process. The District Council will expect applicants to provide evidence of pre-application consultation in accordance with the requirements of The Localism Act 2011. Such evidence should be set out within a Consultation Statement outlining what consultation has been carried out and how the results of the exercise have been incorporated into the submitted proposals. Inadequate pre-application consultation may lead to delays in processing applications as new issues emerge late in the process.

7.12 Comments can be submitted on any planning application within 21 days of it being registered. Comments can be submitted online, by e-mail or in writing to the Development Management Team. You must supply your name and address for your comments to be considered.

Member Involvement

7.13 Local Councillors will be encouraged to participate in the planning process at pre-application stage by attending public meetings and exhibitions in line with the Member's Code of Good Practice. However, Councillors should keep an open mind and not give an opinion at this stage as pre-determination of a planning application may prejudice their position in any future decision making on that matter at Planning (Development Control) Committee.

Appeals

7.14 When a planning application is refused, or not determined by the Authority within the statutory period, the applicant may appeal to the Planning Inspectorate. It is not possible to submit further comments on the planning application at the appeals stage, but all of the original comments received on the application will be forwarded to the Planning Inspectorate. Interested parties can attend the hearing sessions and listen to the discussion and those people who have submitted comments on the original application may be able to speak at the discretion of the inspector. The District Council will consult on appeals in the following ways:

- All of those people who were consulted on the original application and those who commented on the application will be re-notified.
- If the appeal is to be heard by informal hearing or public inquiry, all of those people who were consulted on the original application will be re-notified, with information about the date, time and venue of the hearing. If it is a significant hearing/inquiry a site notice detailing the date, time and location of the hearing/inquiry will be posted on or near the site.
- If the appeal is for a householder application, all of those people who were consulted on the original application and those who commented on the application will be re-notified. However, further comments cannot be submitted. Any comments received on the original application will be forwarded to the Planning Inspectorate.

8 Reviewing the Statement of Community Involvement

8.1 The SCI will be kept under review and community engagement in planning will be monitored through the production of the District Council's Annual Monitoring Report. A review of the SCI would only be considered necessary following significant changes in the legislation governing the production of planning policy, the determining of planning applications or community involvement in planning, or where the AMR identifies consistently low or declining levels of public participation in planning.

8.2 Should a review of the SCI become necessary, the District Council will consult on a draft and take those comments into consideration when finalising the SCI. The SCI will need to be adopted at a meeting of Full Council in accordance with the District Council's constitution.

A List of Specific Consultees

A.1 The specific consultees fall into a number of groups:

- **Environmental Bodies:**
 - Environment Agency
 - English Heritage
 - Natural England
- **Neighbouring Authorities:**
 - Bromsgrove District Council
 - Dudley Metropolitan Borough Council
 - Malvern Hills District Council
 - Wychavon District Council
 - Shropshire Council
 - South Staffordshire District Council
 - Staffordshire County Council
- **Service and Infrastructure Providers:**
 - British Telecom
 - Central Works
 - Hereford and Worcester Fire and Rescue Service
 - Highways Agency
 - Network Rail
 - Office of Rail Regulation
 - Severn Trent Water Limited
 - South Staffordshire Water Plc
 - Staffordshire Police Authority
 - The Coal Authority
 - Transco West Midlands Local Distribution Zone
 - West Mercia Police
 - West Midlands Strategic Health Authority
 - Worcestershire Primary Care Trust
- **Parish Councils:**
 - Bewdley Town Council
 - Broome Parish Council
 - Chaddesley Corbett Parish Council
 - Churchill and Blakedown Parish Council
 - Kidderminster Charter Trustees
 - Kidderminster Foreign Parish Council
 - Rock Parish Council
 - Rushock Parish Council

- Stone Parish Council
- Stourport-on-Severn Town Council
- Upper Arley Parish Council
- Wolverley and Cookley Parish Council

- **Adjoining Parish Councils:**
 - Abberley Parish Council
 - Astley and Dunley Parish Council
 - Bayton Parish Council
 - Belbroughton Parish Council
 - Clent Parish Council
 - Cleobury Mortimer Parish Council
 - Dodford with Grafton Parish Council
 - Elmbridge Parish Council
 - Elmley Lovett Parish Council
 - Hagley Parish Council
 - Hartlebury Parish Council
 - Highley Parish Council
 - Kinlet Parish Council
 - Kinver Parish Council
 - Milson and Neen Sollars Parish Council
 - Pensax Parish Council
 - Upton Warren Parish Council

- **Key Stakeholders:**
 - Greater Birmingham and Solihull Local Enterprise Partnership
 - Homes and Communities Agency
 - The Planning Inspectorate
 - Worcestershire County Council
 - Worcestershire Local Nature Partnership
 - Worcestershire Local Enterprise Partnership
 - Worcestershire Partnership

B Jargon Guide

Adopted Core Strategy (2010) - this sets out the broad locations for delivering housing and other major development needs in the District such as employment, retail and transport. It does not deal with site-specific issues.

Adopted Local Plan (2004) - the existing planning policy document for the Wyre Forest District. This was adopted in 2004 to guide future development within the District until 2011. Along with the Worcestershire County Structure Plan 1996-2011 and the Hereford and Worcester County Minerals Local Plan (1997) it constituted the Development Plan for the Wyre Forest District and has been partially replaced by the Core Strategy. The remaining extant policies will be replaced by the Site Allocations and Policies DPD and the Kidderminster Central Area Action Plan DPD.

Annual Monitoring Report (AMR) - an annually produced document which sets out the progress made in achieving the timetable set out in the Local Development Scheme as well as measuring the effectiveness of the development plan policies.

Development Plan Documents (DPDs) - the collective term given to all statutory documents that form the LDF for the District. These comprise of the Core Strategy, Site Allocations and Policies, Kidderminster Central Area Action Plan and a Proposals Map.

Evidence Base - the information and data gathered by local authorities to justify the 'soundness' of the policy approach set out in Local Development Documents, including the physical, economic and social characteristics of an area.

General Consultation Bodies - organisations with an interest in the social, economic and environmental development of an area and which may be consulted on the development of planning policies for the area.

Infrastructure - basic services necessary for development to take place; for example, roads, electricity, sewerage, water, education and health facilities.

Kidderminster Central Area Action Plan DPD (KCAAP) - a DPD targeted specifically to regenerating the central area of Kidderminster.

Local Development Framework (LDF) - this will provide the framework for delivering the planning strategy and policies for Wyre Forest District.

Local Development Scheme (LDS) - a three year timetable setting out the type of DPDs to be produced under the LDF and the key milestones for their development.

Local Strategic Partnerships: Partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood and how services are provided. They are often single, non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

Major Developments - major developments include;

- Residential development compromising at least 10 dwellings or a site area of at least 0.5 hectare if the number of dwellings is not specified.
- Other uses where the floor space to be built is greater than 1,000 square metres or the site area is at least 1 hectare in size.

National Planning Policy Framework (NPPF)- the document which sets out the Government's planning policies for England and how these are expected to be applied. It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities. The NPPF must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in decisions on planning applications.

Natural England - Natural England works for people, places and nature to conserve and enhance biodiversity, landscapes and wildlife in rural, urban, coastal and marine areas.

Neighbourhood Development Plan - A Neighbourhood Development Plan

Soundness: The 'soundness' of a submission Development Plan Document or Local Plan, and objections to it, must be considered by an independent inspector at Examination. 'Soundness' includes assessing whether it has been prepared in the right way using the right procedures, and if it broadly conforms with other planning policies in place including those set out within the National Planning Policy Framework.

Specific Consultation Bodies - are the bodies defined in the Local Planning Regulations which must be consulted when a Local Plan is produced. They are set out at Appendix A.

Supplementary Planning Documents (SPDs) - provide additional information to guide and support DPDs.

Sustainable Community Strategy - the Sustainable Community Strategy 2008-2014 brings together the concerns of Wyre Forest communities under six main themes which the Council and its partners need to focus their efforts on in order to improve the social, economic and environmental wellbeing of the District. These are:- Communities that are safe and feel safe; A Better Environment for Today And Tomorrow; Economic Success Shared By All; Improving Health & Wellbeing; Meeting the Needs of Children and Young People and Stronger Communities. These themes will be addressed through the Adopted Core Strategy.

Sustainability Appraisal (SA) - the purpose of SA is to ensure that all DPDs and Supplementary Planning Documents (SPDs) conform to the Government principles of Sustainable Development which are:

- Living within environmental limits
- Ensuring a strong, healthy and just society
- Achieving a sustainable economy
- Promoting good governance
- Using sound science responsibly.

The Planning Inspectorate - The Planning Inspectorate is responsible for processing planning and enforcement appeals and conducts examinations into local plans.

Equality Impact Assessment- Screening

The purpose of an Equality Impact Assessment is to ensure the Council:

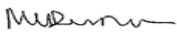
- does not discriminate in the way it provides services and employment
- fulfils its duties as set out by the Equality Act 2010
- where possible, it does all it can to promote equality and good relations between different groups

Name of service / policy / project being assessed	Revised Statement of Community Involvement (February 2013)	Is this a new or existing service / policy / project?	Revision of existing policy
Directorate	Economic Prosperity and Place		
Officers responsible for: a) Service / policy / project b) Completing EIA	a) Rebecca Mayman b) Maria Dunn		
Date	December 2012		
What is the purpose and expected outcomes?	<p>It is a legal requirement under the Planning and Compulsory Purchase Act that the District Council has a Statement of Community Involvement setting out how it intends to engage stakeholders and communities in the planning process. The first Statement of Community Involvement was adopted in May 2006 and this revised version brings it into line with the current consultation requirements as set out in the 2012 Local Planning and Neighbourhood Planning Regulations.</p> <p>The Revised Statement of Community Involvement will ensure that the District Council is meeting the minimum legal requirements in relation to both planning policy and development management consultations and that where it exceeds the minimum requirement a consistent approach is being taken.</p>		
Will there be any affect on other council procedures or strategies e.g. Corporate Plan or the <u>council's workforce</u> ?	No		
Are there any statutory requirements or implications?	Yes, the District Council is required by the Planning and Compulsory Purchase Act 2004 to have a Statement of Community Involvement.		

Agenda Item No. 9.1 Appendix 3

Are there any other organisations / bodies involved?	The Revised Statement of Community Involvement set out how stakeholders and members of the wider community will be engaged in planning decision and the plan-making process.
Who are the main customer groups / stakeholders affected?	All of the statutory and general planning consultees.
What information / statistics / evidence are you using?	2001 Census information for District profile.

What impact does the service / policy / project have on the nine protected characteristics as defined by the Equality Act 2010 – for definitions, please see overleaf.	
1. Age	Positive <u>Evidence: The Revised Statement of Community Involvement sets out how people will be engaged in the planning process regardless of age.</u>
2. Disability	Positive/ <u>Evidence: The Revised Statement of Community Involvement sets out how people will be engaged in the planning process regardless of disability.</u>
3. Gender Reassignment	Positive/Negative <u>Evidence: No Impact</u>
4. Marriage and Civil Partnership	Positive/Negative <u>Evidence: No impact</u>
5. Pregnancy and Maternity	Positive/Negative <u>Evidence: No impact</u>
6. Race	Positive/ <u>Evidence: The Revised Statement of Community Involvement sets out how people will be engaged in the planning process regardless of race.</u>
7. Religion or belief	Positive/ <u>Evidence: The Revised Statement of Community Involvement sets out how people will be engaged in the planning process regardless of religion or belief.</u>
8. Sex	Positive/ <u>Evidence: The Revised Statement of Community Involvement sets out how people will be engaged in the planning process regardless of sex.</u>
9. Sexual orientation	Positive/ <u>Evidence: The Revised Statement of Community Involvement sets out how people will be engaged in the planning process regardless of sexual orientation.</u>

Other e.g. Deprivation, health inequalities, urban/rural divide, community safety.	The Statement of Community Involvement seeks to ensure that all have the opportunity to contribute and overcomes issues such as deprivation and the urban/rural divide by setting out a number of consultation techniques.
Conclusion The Statement of Community Involvement seeks to give all community groups the opportunity to participate in the planning process.	Is a full assessment required? NO
 Signed	Date 17 th December 2012
Agreed Rebecca Mayman	Date 17 th December 2012
A full EIA is required if the initial screening has identified the service / policy / project is going to have the potential to cause adverse impact or discriminate against different groups in the community or the council's workforce.	

Prior to the Equality Act 2010, there were 3 separate public sector equality duties covering race, disability and gender. The Equality Act 2010 replaced these with a new single equality duty covering the following protected characteristics:

Protected characteristics: definitions

Age - where this is referred to, it refers to a person belonging to a particular age (e.g. 32 year olds) or range of ages (e.g. 18 - 30 year olds).

Disability - a person has a disability if s/he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

Gender reassignment - The process of transitioning from one gender to another.

Marriage and civil partnership - marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.

Pregnancy and maternity - pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes treating a woman unfavourably because she is breastfeeding.

Race - It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Religion and belief - religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism).

Sex - a man or a woman.

Sexual orientation - whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

**WYRE FOREST DISTRICT COUNCIL
Cabinet
19th February 2013**

Recommendations from the Overview and Scrutiny Committee

7th February 2013

Wyre Forest District Revised Statement of Community Involvement - Adoption

The Committee considered a report from the Senior Forward Planning Officer which sought approval to adopt the Revised Statement of Community Involvement.

A six week consultation had been undertaken on the Draft Revised Statement of Community Involvement between 1st November and 14th December 2012. A total of 65 representations had been received from 10 respondents.

Recommend to Cabinet:

The Revised Statement of Community Involvement as set out at Appendix 2 of the report to the Overview and Scrutiny Committee be adopted and the responses to the representations made, as set out at Appendix 1 of the report to the Overview and Scrutiny Committee be endorsed.

WYRE FOREST DISTRICT COUNCIL**CABINET**
19TH FEBRUARY 2013**South Worcestershire Development Plan Proposed Submission Document**

OPEN	
SUSTAINABLE COMMUNITY STRATEGY THEME:	All
CORPORATE PLAN AIM:	All
CABINET MEMBER:	Councillor A T Hingley
DIRECTOR:	Director of Economic Prosperity and Place
CONTACT OFFICER:	Maria Dunn – Ext 2551 Maria.Dunn@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 – Draft Response

1. PURPOSE OF REPORT

- 1.1 This report seeks Cabinet approval to submit the comments attached at Appendix 1 in response to the South Worcestershire Development Plan.

2. RECOMMENDATION

That Cabinet DECIDE to:

- 2.1 **Approve the comments attached at Appendix 1 for submission in response to the consultation on the South Worcestershire Development Plan Proposed Submission Document.**

3. BACKGROUND

- 3.1 Cabinet will recall that representations have been submitted throughout the development of the South Worcestershire Development Plan. The most recent stages of consultation were the Preferred Options in November 2011 and the Proposed Significant Changes in September 2012.
- 3.2 The South Worcestershire Authorities have now published the proposed Submission SWDP. This consultation only relates to the specific issues outlined within the 'Proposed Significant Changes' consultation document and was not an opportunity to re-open other issues.

4. KEY ISSUES

- 4.1 This section outlines the main issues addressed within the suggested representations set out at Appendix 1 to this report and provides the background to them.

- 4.2 The Roxel site which straddles the boundary between Wyre Forest District and Wychavon District is allocated as an employment site within Wyre Forest District but lies within the Green Belt within Wychavon. At the Proposed Significant Changes stage, the SWDP proposed to remove the site from the Green Belt meaning that it would be treated consistently in planning terms by both Districts, an approach which Wyre Forest District supported. However, the Publication document leaves the site in the Green Belt but gives it major developed site status. The Council's proposed representation seeks to revert to the position of removing the site from the Green Belt in order to deliver a consistent approach whilst supporting the recognition of the importance of this site for employment.
- 4.3 The SWDP does not allocate specific sites for provision of accommodation for Travellers and Travelling Showpeople. It commits to outlining sites within urban extensions as well as Malvern Hills and Worcester City producing their own topic specific Development Plan Documents (DPDs) to allocate further sites. The draft response raises concerns about addressing the issue through a separate DPD and that an under-provision within the South Worcestershire area could lead to increased demand in Wyre Forest District.
- 4.4 There are a number of specific allocations which raise some concerns centred on implications around service delivery in Stourport-on-Severn. Land off Worcester Road, Hartlebury is allocated for 100 dwellings and there are smaller allocations at Great Witley and Abberley Common. The District supported the reduction in the number of dwellings proposed at Abberley Common and Great Witley through the proposed Significant Changes consultation. However, there is still some concern about the level of development and the possible impacts on services within Stourport-on-Severn which would be the closest main service centre to the proposed developments.
- 4.5 There are concerns over the allocation of land adjacent to Highbrae, Clows Top for residential development. Whilst the number of dwellings has been reduced from the 25 originally suggested to 17 there are concerns about the infrastructure within Clows Top village, particularly the drainage infrastructure which both Wyre Forest and Malvern Hills District Council's proposals would need to address. Development of this site together with the site allocated by Wyre Forest District through its own Site Allocations and Policies DPD raises concerns around over development within this location.
- 4.6 Concerns are also raised in relation to potential additional development arising from windfalls, Community Right to Build Orders and Neighbourhood Development Plans, all of which could lead to additional development affecting services in Wyre Forest District on a more sporadic basis. Officers will continue to update members with details of any emerging plans.
- 4.7 Finally, whilst no sites are allocated for development at Astley Cross, there is known to be pressure for development in the area and as such, the proposed comments include the Council's support for the position of not allocating land in the area for development.

- 4.8 In conclusion, the speedy progress of the South Worcestershire Development Plan should be supported as it will provide a clear planning framework for the location of future development within the South Worcestershire Authorities. The progression of the plan to adoption will avoid the threat of planning by appeal which would have more significant implications for the District.

5. FINANCIAL IMPLICATIONS

- 5.1 None.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 None.

7. RISK MANAGEMENT

- 7.1 None.

8. EQUALITY IMPACT ASSESSMENT

- 8.1 The South Worcestershire Authorities will undertake an Equality Impact Needs Assessment on the Plan as part of their submission requirements.

9. NEXT STEPS

- 9.1 The South Worcestershire Development Plan will be submitted to the Secretary of State to undergo an Examination in Public.

10. CONCLUSION

- 10.1 The representations attached at Appendix 1 outline the main concerns raised by the South Worcestershire Development Plan Proposed Submission Document.

11. CONSULTEES

- 11.1 Director of Community Assets and Localism.

12. BACKGROUND PAPERS

- 12.1 Overview and Scrutiny 7th February 2013 –
http://www.wyreforest.gov.uk/council/docs/doc47455_20121206_o_and_s_agenda.pdf

South Worcestershire Development Plan – Publication

Wyre Forest District Council Response

Wyre Forest District Council has engaged with the South Worcestershire Development Plan preparation process and has submitted comments at (outline stages comments were submitted. The District Council's previous comments have highlighted concerns over the housing numbers proposed for certain villages and the impact that will have on service delivery within Wyre Forest District. The comments made at this stage reflect the concerns raised at previous stages of consultation.

SWDP 2: Development Strategy and Settlement Hierarchy (Roxel)

Wyre Forest District Council supported the proposal set out within the Proposed Significant Changes consultation to take the Roxel site out of the Green Belt as the site straddles the District boundary and the part of the site which falls within Wyre Forest District Council's boundary is not within the Green Belt. However, it is noted that the proposed submission document does not take the approach of amending the Green belt boundary but instead allocates the Roxel site as a Major Developed Site within the Green Belt. The District Council therefore have concerns that the approach on this site is inconsistent between the two local authorities into which it falls. However, the District Council does support the identification of the site for employment uses.

Policy SWDP17: Travellers and Travelling Showpeople

Wyre Forest District Council is disappointed to see that specific sites have not been allocated for the provision of accommodation for Travellers and Travelling Showpeople. The District Council is concerned that failure to deliver adequate sites within the South Worcestershire authorities could increase the demand within other Districts, including Wyre Forest District. It is noted that under Policy SWDP 17 it is the intention of both Malvern Hills District Council and Worcester City Council to produce separate DPDs for Gypsy, Traveller and Travelling Showpeople pitch provision. Whilst remaining concerned about the delegation of the issue to subsequent DPDs, particularly when precise locations of site required to meet the need up until 2017 have not been identified, the District Council wishes to reserve the right to comment on these DPDs as they emerge.

Policy SWDP 59: Category 1 Village Allocations

Wyre Forest District Council expressed concerns regarding the allocation of Land West of Worcester Road, Hartlebury for 100 dwellings at the Preferred Options stage in June 2011. The village of Hartlebury relies heavily on Stourport-on-Severn for the provision of services and facilities and the District Council is concerned about the impact of the scale of development proposed at Hartlebury on service provision within Stourport-on-Severn.

Wyre Forest District Council has previously expressed its concerns regarding the level of development at Abberley Common and Great Witley. Again, these villages are reliant on Stourport-on-Severn for the provision of services and facilities. Whilst the reduction in numbers since the Preferred Options paper is welcome the District Council remains concerned about the impact of the proposed level of development on services and facilities within Stourport-on-Severn.

Policy SWDP60: Category 2 Village Allocations

Wyre Forest District Council has outstanding concerns regarding the allocation of land adjacent to Highbrae, Clows Top for 17 dwellings. Whilst the Council supports the reduction in the number of dwellings proposed at this site, it is concerned that when considered together with the site that at Clows Top that Wyre Forest District Council have allocated for residential development within its own Local Plan, the site will represent overdevelopment within the village. There are particular concerns relating to drainage within the area which will need to be addressed through development proposals on both sites. Additionally, land adjacent to Highbrae is a greenfield site whereas the site allocated by Wyre Forest District Council is brownfield.

Windfall Developments and Neighbourhood Planning

In addition to the allocations set out within the SWDP, it is recognised that windfall developments, Neighbourhood Development Plans and Community Right to Build Orders may increase the amount of new development within the villages which rely on Stourport-on-Severn for the provision of services and facilities. Therefore, the District Council reserves the right to comment on any such proposals as they emerge.

Astley Cross

The District Council would not be supportive of an allocation of land to the south of Stourport-on-Severn in the Astley Cross area and is pleased to see that this site has not been included within the proposed submission SWDP. We understand that should the SWDP not progress through to submission, then the risk of a speculative planning application for this area would be heightened. The District Council would strongly object to such an application, as it would be considered contrary to its Adopted Core Strategy. It is also considered that the pressure on local services would impact most significantly on Stourport-on-Severn and more specifically Areley Kings.

**WYRE FOREST DISTRICT COUNCIL
Cabinet
19th February 2013**

Recommendations from the Overview and Scrutiny Committee

7th February 2013

South Worcestershire Development Plan - Publication

The Committee considered a report from the Senior Forward Planning Officer which provided Members with an update on the preparation of the South Worcestershire Development Plan. Members were advised that the South Worcestershire Development Plan should provide a clear planning framework for the location of future development within the South Worcestershire Authorities.

Members attention had been drawn to the main issues outlined within the suggested representations set out in Appendix 1 of the report to the Committee.

Recommend to Cabinet:

The representations set out at Appendix 1 of the report to the Overview and Scrutiny Committee be approved for submission in response to the Publication consultation.