

Open

Cabinet

Agenda

6pm
Wednesday, 16th September 2015
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Cabinet

The Cabinet Members and their responsibilities:-

Councillor M J Hart	Leader of the Council & Strategy
Councillor I Hardiman	Deputy Leader and Operational Services
Councillor J-P Champion	Planning and Economic Regeneration
Councillor N J Desmond	Resources
Councillor S Chambers	Health Well-Being and Housing
Councillor S Fearn	Transformation & Change

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 28th September 2015.

Councillors wishing to "call in" a decision on this agenda should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster. Telephone: 01562 732763 or email louisa.bright@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 the Council's 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 Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email louisa.bright@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

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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

Wednesday, 16th September 2015

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 14th July 2015.	7
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 Tuesday 8 th September 2015. (See front cover for contact details).	
7.	Leader of the Council	
7.1	Leader's Announcements	-

8.		
8.1	<p style="text-align: right;"><i>Councillor N Desmond</i></p> <p>Budget Monitoring First Quarter 2015-16</p> <p>To receive a report from the Chief Financial Officer which asks Cabinet to note the projected variances.</p> <p><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></p>	13

9.		
9.1	<p style="text-align: right;"><i>Councillor S Chambers</i></p> <p>Revised Partnership Arrangements for Worcestershire Regulatory Services</p> <p>To consider a report from the Director of Economic Prosperity and Place to agree and recommend to Council the proposed changes to the Worcestershire Regulatory Shared Service partner arrangements.</p>	28

10.		
10.1	<p style="text-align: right;"><i>Councillor J-P Campion</i></p> <p>Disposal of Land at Vale Road, Stourport-on-Severn</p> <p>To consider a report from the Director of Economic Prosperity and Place to agree the disposal of land at Vale Road, Stourport-on-Severn forming part of the public car park and disused public toilets.</p>	41

11. <i>Recommendations from Committees</i>		
11.1	<p>Overview & Scrutiny Committee, 8th September 2015 (to follow)</p> <ul style="list-style-type: none"> • Wyre Forest Health and Wellbeing Plan Update • Climate Change Update 	-

12.	<p>To consider any other business, details of which have been communicated to the Solicitor to the Council 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.</p>	
13.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“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”.</p>	

Part 2

Not open to the Press and Public

14.	To consider any other business, details of which have been communicated to the Solicitor to the Council 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

14TH JULY 2015 (6.00 PM)

Present:

Councillors: M J Hart (Chairman), J-P Campion, S J Chambers,
N J Desmond, S E Fearn and I Hardiman.

Observers:

Councillors: N Knowles and F M Oborski MBE.

CAB.11 Apologies for Absence

There were no apologies for absence.

CAB.12 Declarations of Interests by Members

No declarations of interest were made.

CAB.13 Minutes

Decision: The minutes of the Cabinet meeting held on 23rd June 2015 be confirmed as a correct record and signed by the Chairman.

CAB.14 Call Ins

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

CAB.15 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.16 Public Participation

There was no public participation.

CAB.17 Leader's Announcements

The Leader of the Council congratulated Councillor Oborski on her recent MBE in recognition of her service to the local community. Members were informed that the official launch of the new leisure centre had taken place with the burying of a time capsule, work on the Hoobrook link road was underway and the public realm work had commenced along Vicar Street/High Street in Kidderminster.

The Council were watching the progress of the seven authorities in Birmingham and the Black Country were working towards a proposal for a combined authority. It was anticipated that the Council would have to make a decision on combined authorities but no decisions had yet been made as to timescales.

CAB.18 Wyre Forest District Local Plan Revision: Issues and Options Consultation

A report was considered from the Planning Policy Manager to seek Cabinet approval for the Issues and Options Consultation Paper for a six week public consultation commencing on 1st September. This represented the first stage in the District's Local Plan Review.

Members were taken through the report and informed that the Local Plans Review Panel had done a tremendous amount of work that had fed into the process. The Panel members were thanked for the work they had already undertaken.

Decision:

- 1. The Draft Issues and Options Consultation Paper as attached at Appendix 2 of the Cabinet report be published for a six week consultation period, commencing on 1st September 2015.**
- 2. The Draft Consultation Plan as attached at Appendix 1 of the report to Cabinet be approved as the basis for the Issues and Options consultation arrangements in accordance with the Council's Adopted Statement of Community Involvement.**
- 3. Delegated authority be granted to the Director of Economic Prosperity and Place to make any final changes to the formatting and images of the Issues and Options Consultation Paper prior to its publication.**

CAB.19 Wyre Forest District Local Plan Review: Revised Local Development Scheme (Project Plan 2015 – 2018)

A report was considered from the Planning Policy Manager to seek Cabinet approval for the publication of a Revised Local Development Scheme (LDS), which guides the timetable for the production of the District's Local Plans. To also consider the recommendations from the Overview & Scrutiny Committee from its meeting on 2nd July 2015.

Decision:

- 1. The Revised Local Development Scheme as set out at Appendix 1 of the report to Cabinet for publication be approved.**
- 2. Delegated authority be granted to the Director of Economic Prosperity and Place to make any final changes to the formatting of the Revised Local Development Scheme prior to its publication.**

3. **The possibility of introducing a reasonable charging structure for Parish and Town Councils to contribute towards the resource requirements in developing Neighbourhood Development Plans within the District be explored.**

CAB.20 Revised Local Development Order, South Kidderminster Enterprise Park: Adoption

A report was considered from the Director of Economic Prosperity and Place to report the results of the public consultation on the revised Local Development Order (LDO) for the South Kidderminster Enterprise Park and to agree the adoption of the revised document for a period of three years from 13th August 2015.

Members were informed that LDO had been a success for the district and it was important that the Order was adopted with many local companies benefitting from the Order.

Decision: The revised Local Development Order for South Kidderminster Enterprise Park, as attached at Appendix 1 of the report to Cabinet be adopted for a period of three years from 13th August 2015.

CAB.21 Regeneration of Kidderminster Western Gateway Use of Compulsory Purchase Powers

A report was considered from the Director of Economic Prosperity and Place to seek authority for the Council to consider the use of Compulsory Purchase Powers (CPO) to facilitate the regeneration of Kidderminster's Western Gateway.

The Cabinet Member for Planning and Economic Regeneration led Members through the report and informed them that the opening of the Bullring and the river would ensure an interesting and vibrant area for local residents. It was perceived that the proposals would also support private businesses. The Council wanted the town of Kidderminster to be better and fit for purpose. The next phase for the redevelopment was now needed and it was important that the implementation of the CPO was authorised. It was hoped that settlement with local businesses could be agreed before the CPO be put into place.

The Leader of the Council stated that Cabinet had had due regard to Human Rights issues and The Equality Act 2010 in reaching its conclusion.

Members discussed the proposals and felt that it was the best way forward and which would help grow the economy in the town centre. It was an exciting project for the town and with the demolition of the Crown House building, the whole area would be regenerated.

Decision:

- 1. The progress achieved to date in the purchase of properties through private treaty be noted; and subject to there being no reasonable prospect of such purchases reaching a final conclusion by the end of September 2015,**
 - 1.1 Subject to entering into an indemnity agreement with HUK in respect of the total costs associated with the compulsory purchase and acquisition of the land; and an agreement for the acquisition of properties as set out in 2.4 below, the Council makes a Compulsory Purchase Order (CPO) under section 226(i) (a) of the Town and Country Planning Act 1990 and section 13 of the Local Government (Miscellaneous Provisions) Act 1976 for the acquisition of the land and new rights within the areas shown shaded on the Plan attached to the Cabinet report for the purpose of securing the comprehensive redevelopment of the land in accordance with Policy KCA.WG3 of the Adopted Kidderminster Central Area Action Plan Local Development Plan Document for retail purposes.**
- 2. The Director of Economic Prosperity and Place in consultation with the Solicitor to the Council be authorised to:**
 - 2.1 Take all necessary steps to secure the making, confirmation and implementation of the CPO, including the publication and service of all notices and the presentation of the Council's case at any Public Inquiry.**
 - 2.2 Acquire interests in land and new rights within the CPO either by agreement or compulsorily.**
 - 2.3 Approve agreements with land owners setting out the terms for the withdrawal of objections to the CPO, including, where appropriate, seeking exclusion of land from the CPO and/or making arrangements for relocation of occupiers.**
 - 2.4 Enter into an Agreement with HUK for the acquisition of the properties to be purchased compulsorily (a 'back to back' Agreement) before any CPO is made.**
- 3. Subject to the above referenced indemnity agreement being entered into, the Director of Economic Prosperity and Place appoints consultants as required to act on behalf of the Council in progressing the CPO, including any negotiations for the purchase of any land.**

4. Recommend to Council:

That the Capital Programme be amended to include the acquisition of properties that are the subject of the CPO, while recognising that there will be no cost to the Council as a result of the indemnity agreement and “back-to-back” agreement as set out in recommendations 1 and 2.4 above.

CAB.22 Review of Car Parking Charges

A report was considered from the Director of Economic Prosperity and Place to introduce new car parking charges for the ‘central’ car parks across the three towns in the district; and to introduce a new ‘seasonal’ car parks charging band for car parks in Stourport on the Riverside.

The Cabinet Member for Operational Services took Members through the report. Members believed that the car park charges were fair across the district. It was also noted that free parking in the three towns in the district was also offered. It was pointed out that the council car park charges were cheaper than the charges for the car park at Weavers Wharf.

Decision:

- 1. To include the new ‘seasonal’ category of car park with its published charges and to levy an initial charge of £2.00 for up to 2 hours; £5.00 for up to 24 hours and £10.00 for up to 48 hours on the car parks at Severn Meadows 2 and 3 and Riverside Meadows to take effect from 5th October 2015.**
- 2. Charges be increased in the ‘central’ car parks of Raven Street, Load Street and Market Street to £1.00 for up to 30 minutes and £1.50 for up to one hour, to take effect from 5th October 2015.**
- 3. A new requirement be agreed that a ticket be obtained from the pay & display machines in the appropriate car parks for any of the free parking periods in operation at that time and for the ticket to be displayed in the vehicle in the usual manner.**

CAB.23 Appointment of Honorary Alderman

A report was considered from the Chief Executive which asked Cabinet to consider a recommendation to Council in respect of appointment of an Honorary Alderman.

Members were informed that the Council had first introduced the scheme in 2005. It was proposed that the title of Honorary Alderman be conferred on Councillor Pauline Hayward. She had been an elected member for 33 years until her retirement in May 2015 and had given so much to her community.

It was noted that a special Council meeting would be held and a discussion would be held with the Chairman of the Council as to the date.

Decision: Recommend to Council: The title of Honorary Alderman be conferred on Councillor Pauline Hayward in accordance with Section 249 of the Local Government Act 1972.

The meeting closed at 19.09 pm.

WYRE FOREST DISTRICT COUNCIL**CABINET**
16TH SEPTEMBER 2015**Budget Monitoring First Quarter 2015/16**

OPEN	
CABINET MEMBER:	Councillor N J Desmond
DIRECTOR:	Chief Financial Officer
CONTACT OFFICER:	Tracey Southall Ext. 2100 Tracey.southall@wyreforestdc.gov.uk Kath Pearsall Ext.2165 Kathryn.pearsall@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 - Wyre Forest District Council Revenue Budget Total Requirements - District Council Purposes Appendix 2 - Budgetary Control Report - Revenue Appendix 3 - Final Capital Outturn against Programme 2014/15 Appendix 4 - Capital Programme 2015/16 with slippage from 2014/15 Appendix 5 – Wyre Forest Forward/ Cabinet Proposal Progress Report Appendix 6 - Budget Risk Matrix <i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>

1. PURPOSE OF REPORT

- 1.1 To monitor the Revenue Budget and Capital Programme in accordance with the Local Government Act 2003.
- 1.2 To inform members of the Housing Benefit Overpayment debt position as at 30th June 2015, together with details of performance against targets.
- 1.3 To inform members of the Sundry/Property debt position as at 30th June 2015, together with details of performance against the targets.

2. RECOMMENDATIONS

The Cabinet is asked to **DECIDE:-**

- 2.1 That the projected budget variations and comments outlined within this report and appendices 2 to 6 be noted.

3. **KEY ISSUES - BUDGET MONITORING 1st QUARTER 2015/16**

- 3.1 **The projected outturn at 31st March 2016 of £183,500, is made up of a Services over spend of £50,500 and £133,000 as a result of Business Rate appeals in respect of GP Surgeries.** The details are in **Appendix 2, with more information on Business Rate appeals in paragraphs 4.4 and 4.5** and the main variances are:
- £18,600 favourable – Increase in external work undertaken by Parks and Open Spaces
 - £15,000 favourable – Improved property rentals from Industrial Estates.
 - £11,900 favourable: Additional sale of cemetery plots
 - £133,000 adverse: Business Rate appeals in respect of GP Surgeries now notified by the Valuation Office
 - £36,000 adverse: Reduced garage external income due to fleet maintenance
 - £30,000 adverse: Waste related running costs due to a combination of factors including unexpected vehicle repair and hire charges. Additional costs due to change of landfill site as a result of the temporary closure of Hartlebury will be carefully monitored against the County reimbursement and further reported if appropriate. There is also a £10k cost pressure for the purchase of additional domestic waste bins for new properties – this should be mitigated by income from developers in due course.
 - £20,000 adverse: Reduction in car parking fine income
 - £10,000 adverse: Reduction in contribution to HUB due to changes in Worcestershire County Council funding model, now based on demand levels

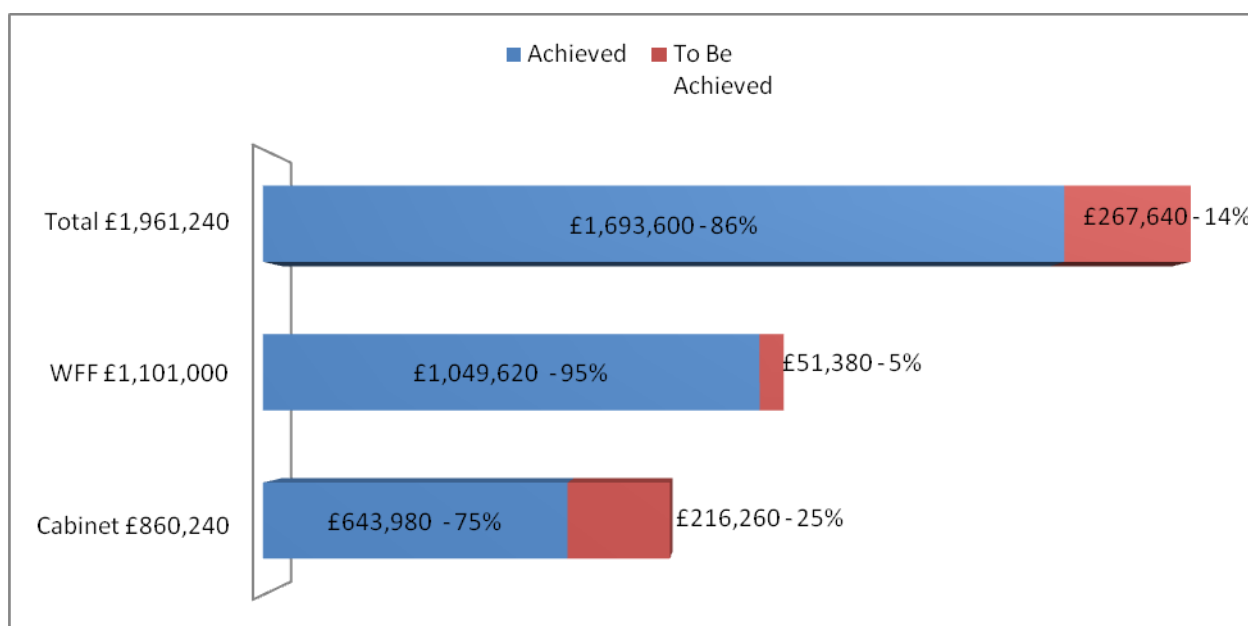
The revised budget process undertaken since Quarter 1 has helped to moderate the estimates above, providing a much healthier view of the external income position, which will mitigate some of the cost pressures mentioned above.

3.2 **Wyre Forest Forward Savings Programme/Cabinet Proposals**

3.2.1 The review of all aspects of the Council to ensure we deliver a balanced budget and services of real value to our residents, has already achieved substantial savings. Progress achieved against Wyre Forest plans and Cabinet Proposals, together, with the current shortfall in savings targets are detailed in **Appendix 5**. A refreshed savings plan based on latest projections will be included in the revised budget process.

3.2.2 Council on the 29th July 2015 approved the Community Governance Review – Kidderminster report for the creation of a parish council for Kidderminster. This should allow the District Council to reduce its expenditure by an estimated £250k per annum. This will make a significant contribution to our future savings programme. Steps are being taken for the costs of setting up and administering the new Council between December 2015 and March 2016 to be funded by the Charter Trustees.

Summary of 2015/16 Wyre Forest Forward and Cabinet Proposal Savings



3.3 Net Expenditure

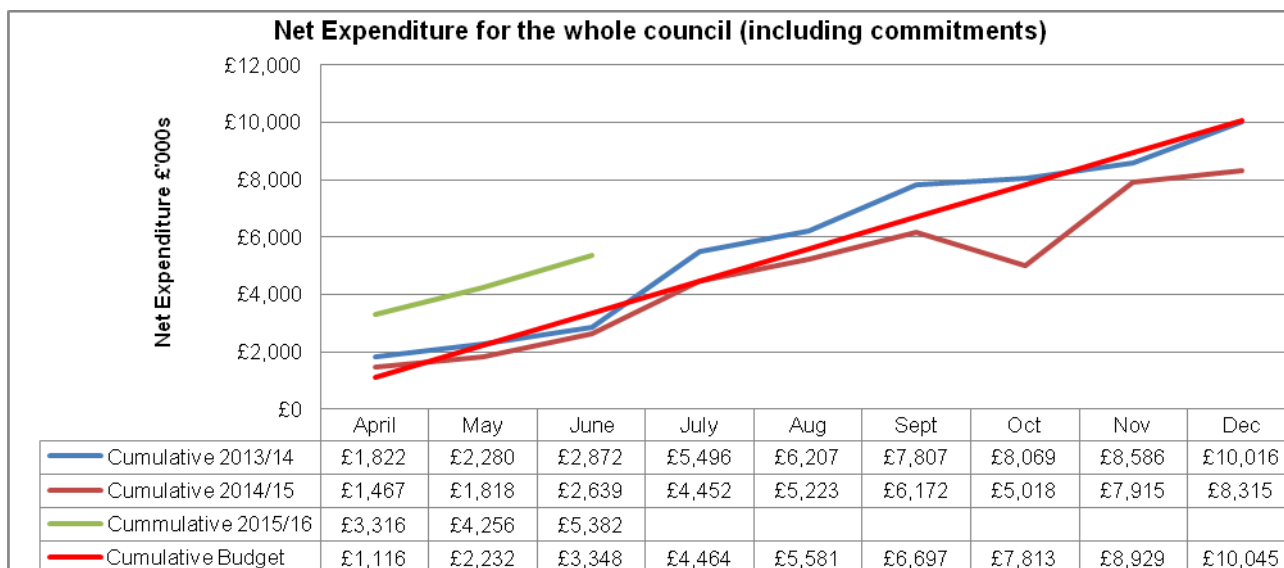
The level of net expenditure should represent the level of resource employed by the Council in order to undertake its statutory and discretionary services. This is because the Council's commercial activity should be undertaken only if the charges made, cover the costs of the service provided, or beyond that, make a contribution to the Council's overheads. At the financial year end, the overall final position is forecast as follows (this excludes the Business Rates funding variance):

Summary of main variances to budget

	Annual Budget (Original Budget 2015-16)	YTD June 2015 (including commitments)	Predicted Outturn	Variance
Positive Variance				
Economic Prosperity and Place	£2,480,770	£1,754,252	£2,465,770	CR£15,000
Capital Account	CR£729,410	CR£311,608	CR£734,410	CR£5,000
Negative Variance				
Chief Executive/Corporate	£5,214,780	£2,103,485	£5,229,780	£15,000
Community Well-Being and Environment	£6,427,090	£1,835,660	£6,482,590	£55,500
TOTALS	£13,393,230	£5,381,789	£13,443,730	50,500

The profile of net expenditure varies against budget, not only because of the fluctuation in income, but also to reflect the seasonal variations in activity and the way that payments are made to, and received from, organisations, including government and other Councils. This is shown in the graph below:

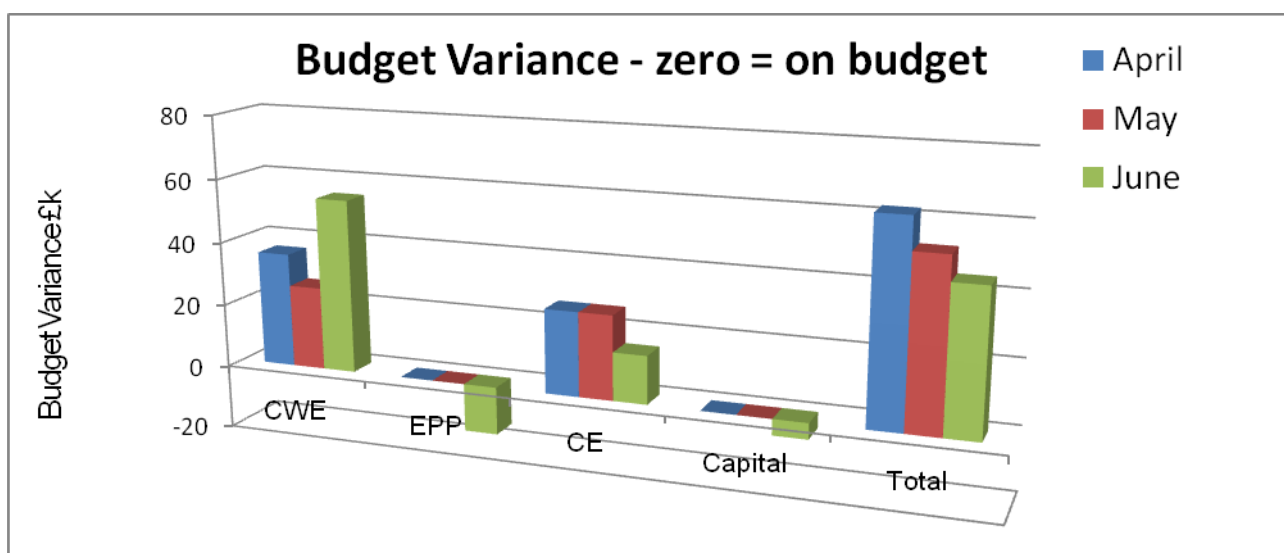
Net Revenue Expenditure profile (including commitments) during 2015/16 compared against budget



The Quarter 1 position includes over £1,937k of commitments to cover expenditure for the whole financial year.

Changes in Final year Outturn based on monthly forecasts

Key: positive = increase shortfall against budget, negative = improved position against budget



CWE – Community Well Being and Environment EEP – Economic Prosperity and Place
CE – Chief Executive/Corporate

At Quarter 1, variances to budget are difficult to anticipate. The risks are identified in **Appendix 6**.

3.4 External Income

External Income is a very important element within the finances of the Council, it affects the level of resources the Council can fund and makes an important contribution to a balanced budget.

The level of external income predicted for 2015/16 is £5.115m, against a 2014/15 actual performance of £4.931m. This is £22k below Original Budget for 2015/16.

Summary of income performance against budget throughout the year

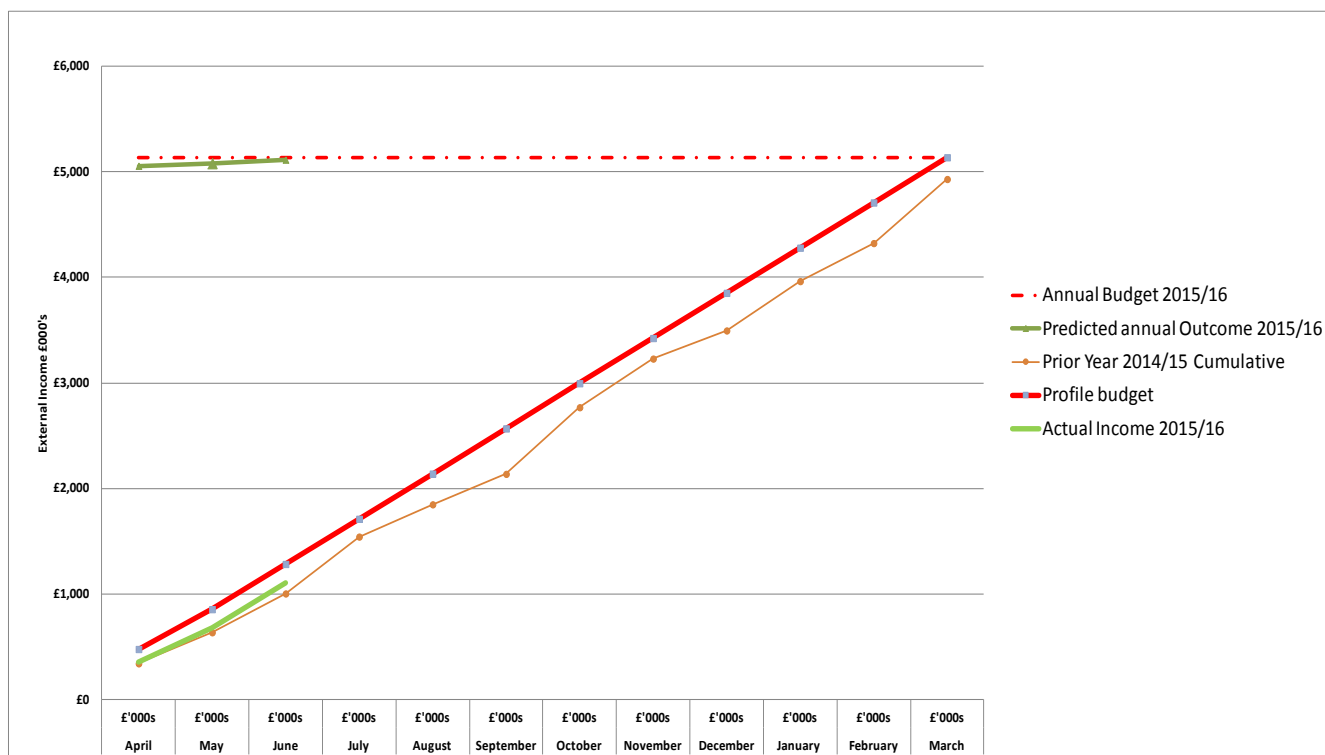
(Note all figures are cumulative)

	April	May	June	July	August	September	October	November	December	January	February	March
	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s	£'000s
Annual Budget 2015/16	£5,137	£5,137	£5,137	£5,137	£5,137	£5,137	£5,137	£5,137	£5,137	£5,137	£5,137	£5,137
Predicted annual Outcome 2015/16	£5,057	£5,077	£5,115									
Actual Income 2015/16	£353	£678	£1,105									
Prior Year 2014/15 Cumulative	£343	£637	£1,005	£1,544	£1,849	£2,138	£2,769	£3,230	£3,496	£3,964	£4,324	£4,931
Prior Year 2013/14 Cumulative	£625	£636	£953	£1,535	£1,963	£2,317	£2,709	£3,233	£3,522	£3,991	£4,252	£4,973
Prior Year 2012/13 Cumulative	£279	£713	£1,043	£1,469	£1,757	£2,047	£2,537	£3,117	£3,583	£3,974	£4,263	£4,848
Prior Year 2011/12 Cumulative	£305	£603	£1,095	£1,574	£1,938	£2,233	£2,551	£2,870	£3,574	£4,068	£4,227	£4,894
Profile budget	£478	£856	£1,284	£1,712	£2,140	£2,568	£2,996	£3,425	£3,853	£4,281	£4,709	£5,137

External Income achieved to date exceeds the position this time last year and all prior years since 2011/12, allowing some degree of confidence in the annual budget target.

As in previous years, the actual income generated lags behind the profiled budget – this is mainly due to recharges made in arrears, annual contract arrangements with the County or other Local Government bodies.

Project of External Income against Original Budget



The position at June 2015 predicts a shortfall in the year end income target by £22K.

Summary of Income Performance by Category – June 2014

Category All figures in £'000s	Original Budget 2015/16 £000's	Projection as at June 2015 £000's	Actual June 2015 YTD £000's	% achieved of Budget	Projected Year End Variance £000's	% achieved of projection
Fees and Charges	£3,241	£3,184	£852	26.3%	£57	26.8%
Grant or Subsidies	£61	£69	£5	8.4%	-£8	7.4%
Interest	£75	£80	£20	26.9%	-£5	25.2%
Other	£141	£144	£27	19.4%	-£3	19.0%
Rental Income	£718	£737	£194	27.0%	-£19	26.3%
Shared Services Income	£901	£901	£7	0.8%	£0	0.8%
Total	£5,137	£5,115	£1,105	21.5%	£22	21.6%

Actual income is 21.5% of budget - and therefore 3.5% points below the target position as at June 2015, this amounts to a £146K shortfall at this stage of the year.

Based upon the income projection completed each month - the following variations to budget have been identified; all other income is expected to be on budget.

Full Year Income Generation Projection 2015-16 – Qtr1

Description	2015/16 Budget £	2015/16 Profiled Budget £	2015/16 Actual To Date £	Projection to Year End £	Variance Projection Less Budget £	Comment
SOME SECTIONS PREDICT EXTERNAL INCOME IN EXCESS OF ORIGINAL BUDGET						
Highways General Cleansing - External Works Income	-£66,960	-£589	-£5,544	-£100,000	-£33,040	Transfer of Bulky Income to Cleansing plus additional work
Other Industrial Estates - Property Rental Income	-£144,610	-£37,685	-£54,794	-£159,610	-£15,000	Rent Reviews
Cemetery Fees and Charges	-£28,140	-£6,295	-£19,735	-£40,000	-£11,860	Additional sale of cemetery plots
Parks and Open Spaces - External Works Income	-£133,070	-£16,742	-£8,460	-£146,000	-£12,930	Sponsorship and external "small" works
Interest Received on Investments	-£75,000	-£18,773	-£20,172	-£80,000	-£5,000	
SOME SECTIONS PREDICT A SHORTFALL IN EXTERNAL INCOME COMPARED TO ORIGINAL BUDGET						
Domestic Waste - Waste Disposal Fees	-£683,760	-£224,513	-£221,674	-£665,000	£18,760	Transfer of Bulky Income to Cleansing
Garage Fees and Charges	-£61,430	-£9,645	-£3,542	-£25,000	£36,430	Reduction in anticipated MOT and external work
Car Parks Fees	-£1,324,930	-£351,043	-£317,570	-£1,280,000	£44,930	Fine income

Note – variances in external income do not always translate in to variances in the final outturn due to variances in expenditure.

3.5 **Capital Programme**

The final Capital Programme and Vehicle, Equipment and Systems Renewal Schedule for 2014/15 is enclosed as **Appendix 3**. Spending was generally in line with budget although expenditure on some schemes has slipped into 2015/16.

- 3.6 The updated Capital Programme and Vehicle, Equipment and Systems Renewal Schedule for 2015/16, including slippage from 2014/15 is enclosed as **Appendix 4**.

3.7 **Risk Matrix**

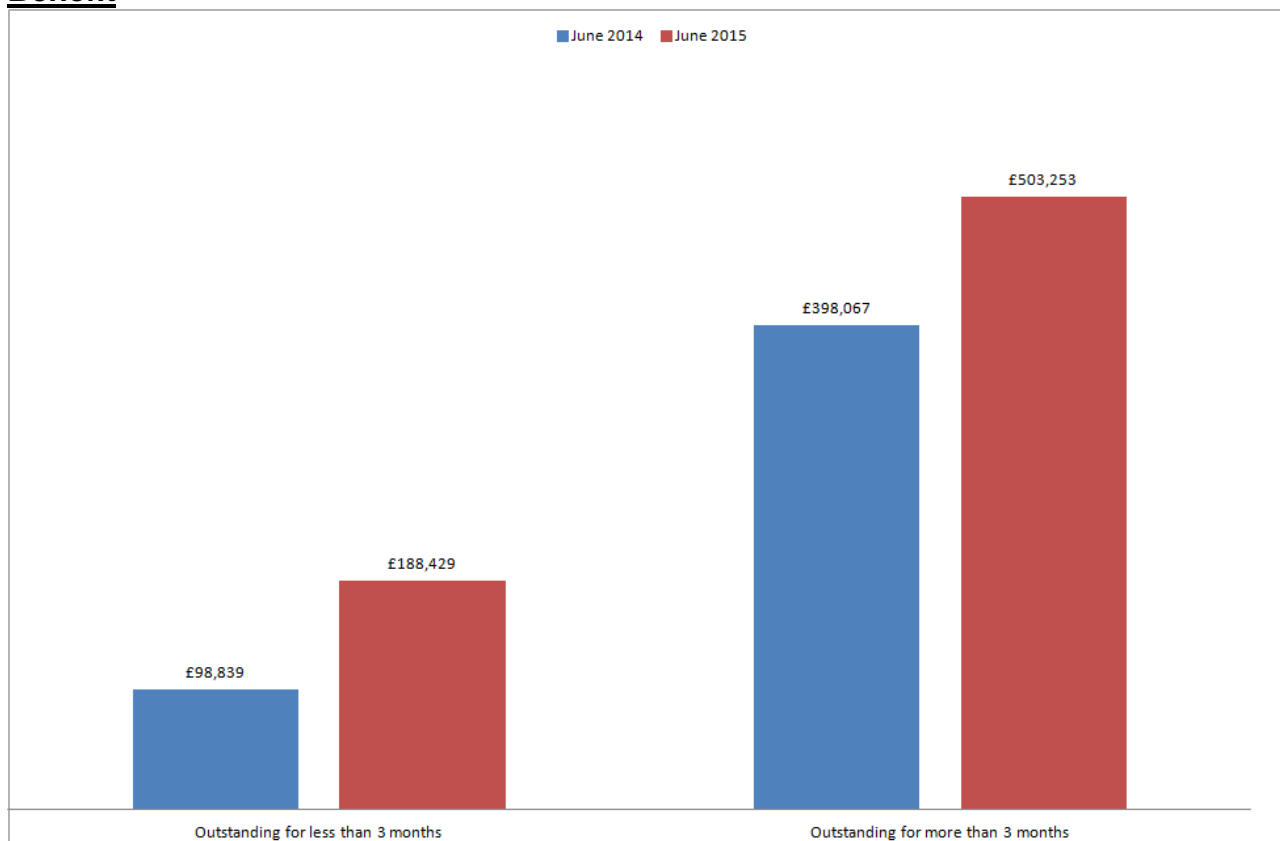
The Budget Risk Matrix has been reviewed to reflect the current assessment of risk. A copy is enclosed for information as **Appendix 6**.

3.8 **Income and Outstanding Debt**

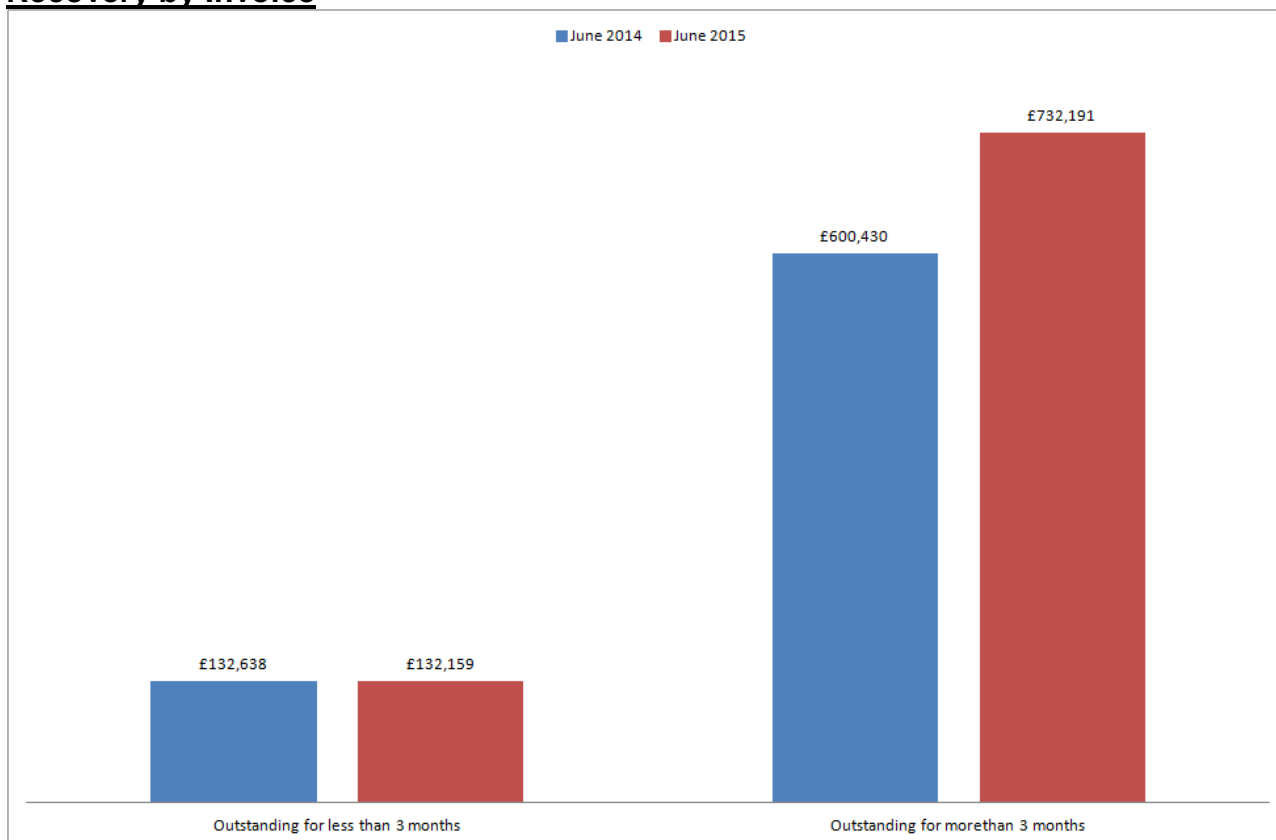
The position relating to Housing Benefit Overpayment is shown in the next two graphs, split to show those debts being recovered from on-going benefit and those debts being recovered via an invoice:

Comparison of the value of Housing Benefit Overpayment outstanding as at June 2014 and June 2015

Recovery by On-going Benefit



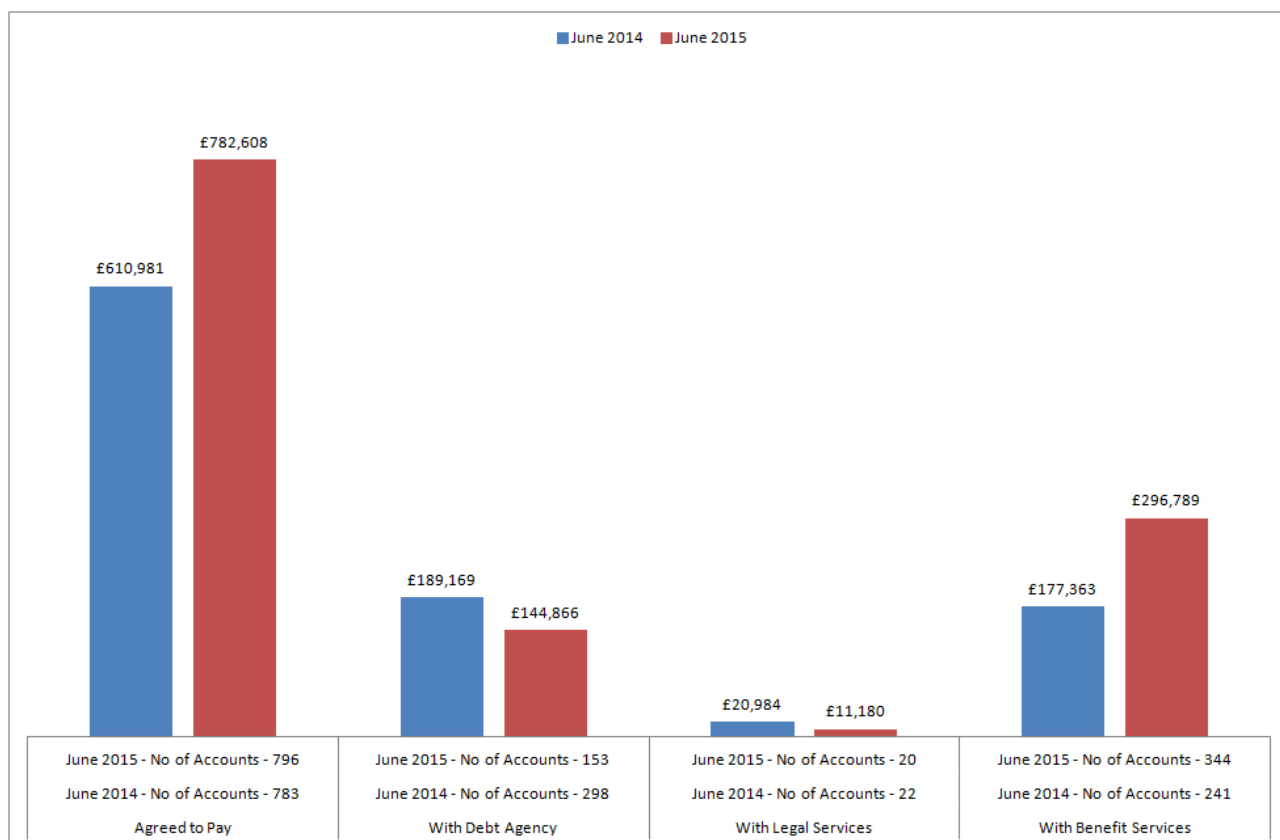
(E.G. In June 2014 the total value of debts outstanding for less than three months, being collected from on-going benefit was £98,839, compared to June 2015 where £188,429 was outstanding for less than three months)

Recovery by Invoice

(E.G. In June 2014 the total value of debts outstanding for less than three months, being collected by invoice was £132,638, compared to June 2015 where £132,159 was outstanding for less than three months)

Debts over three months old have agreements in place to pay, have been referred to Collectica Enforcement Services, our Debt Collection Agency or the Council's Legal Services, or remain with the Benefits Team to pursue. The number of accounts, the value outstanding and how this will be collected is shown in the following graph:

Agenda Item No. 8.1

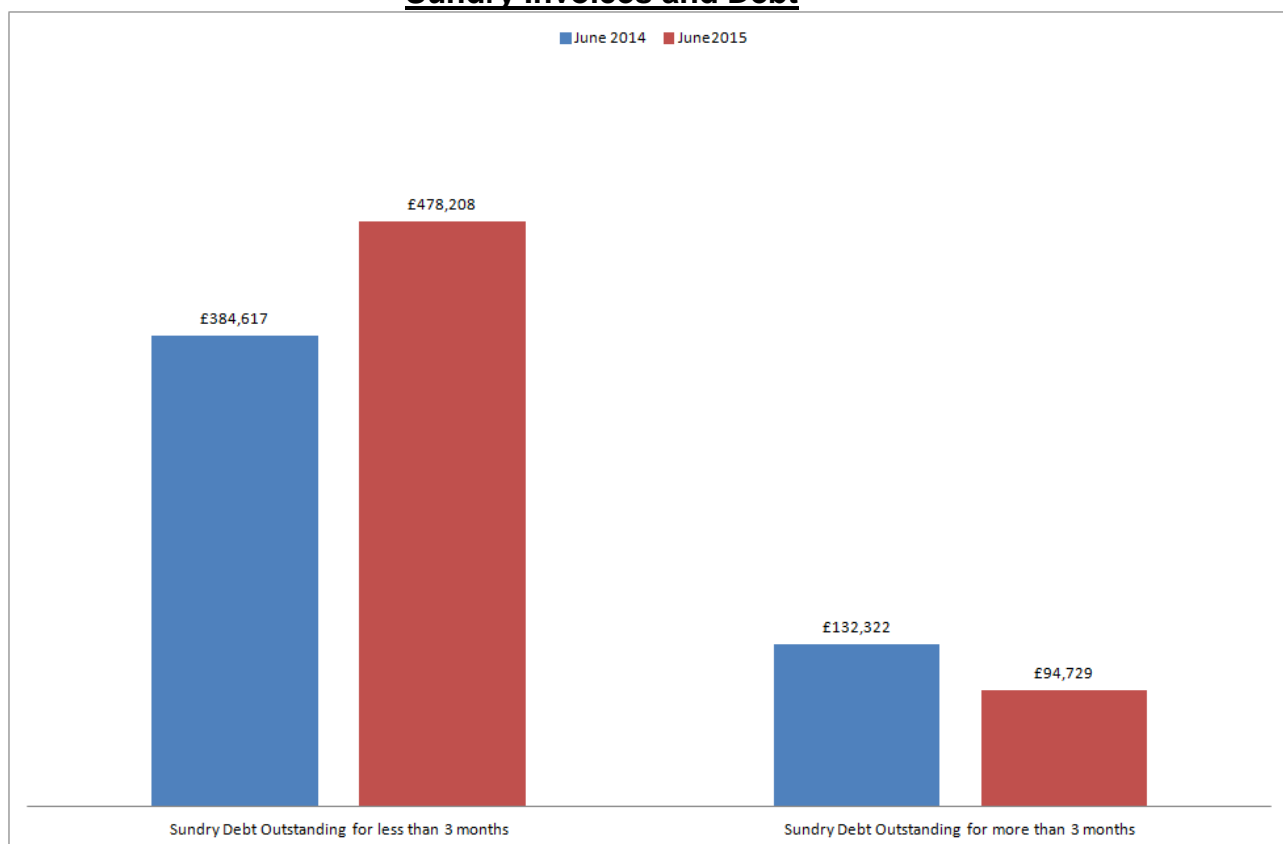


(E.G. In June 2014, 783 claimants with a total debt of £610,981 had agreed to pay compared to June 2015, where 796 claimants with a total debt of £782,608 had agreed to pay)

3.9 The position relating to Sundry/Property Customer Invoices are as follows:

Sundry Customer Invoices:

Sundry Invoices and Debt

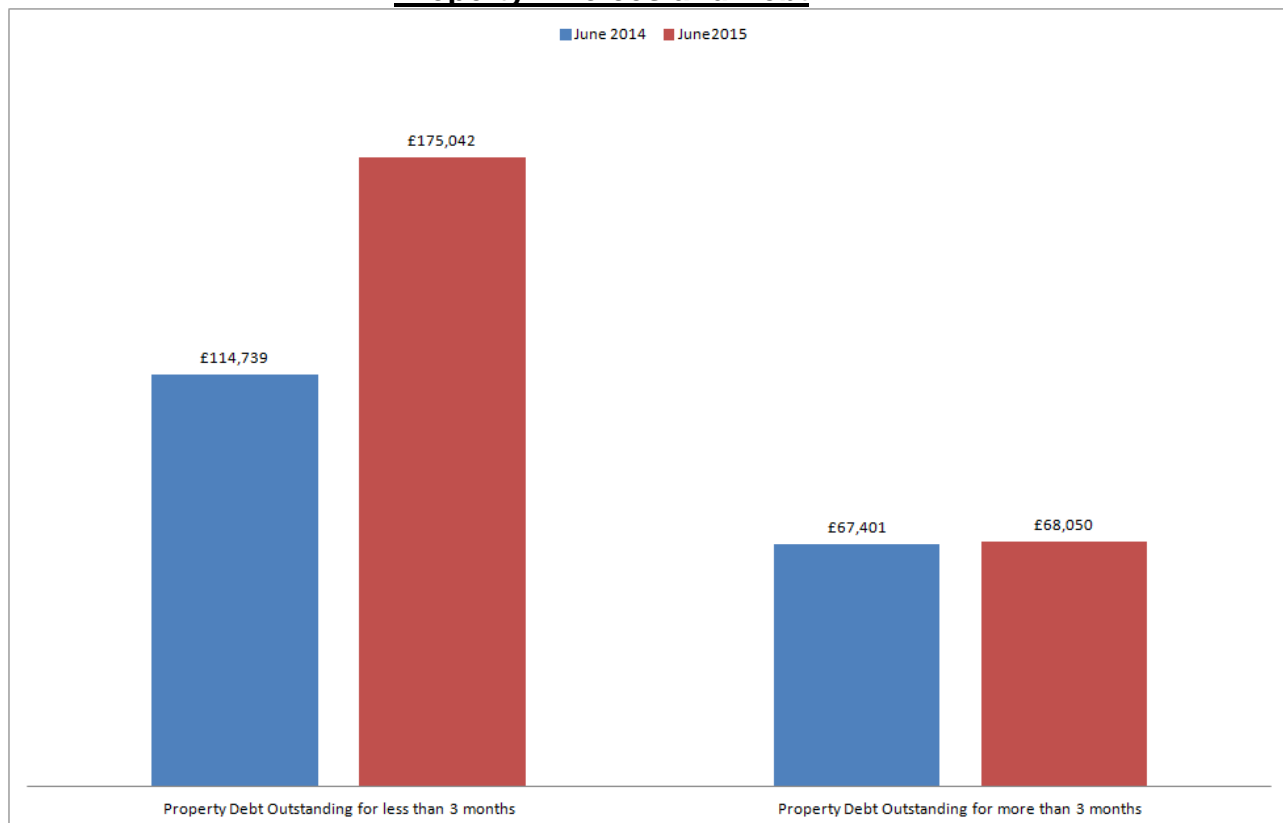


(E.G. In June 2014 the total value of debts outstanding for less than three months, was £384,617, compared to June 2015 where £478,208 was outstanding for less than three months).

The reduction in long term debt (Sundry Debt for more than 3 months) is mainly due to a review of commercial waste debt. The increase in short term debt (Sundry Debt for less than 3 months) is a combination of an increase in commercial and green waste contracts and additional funding from external organisations.

Property Customer Invoices

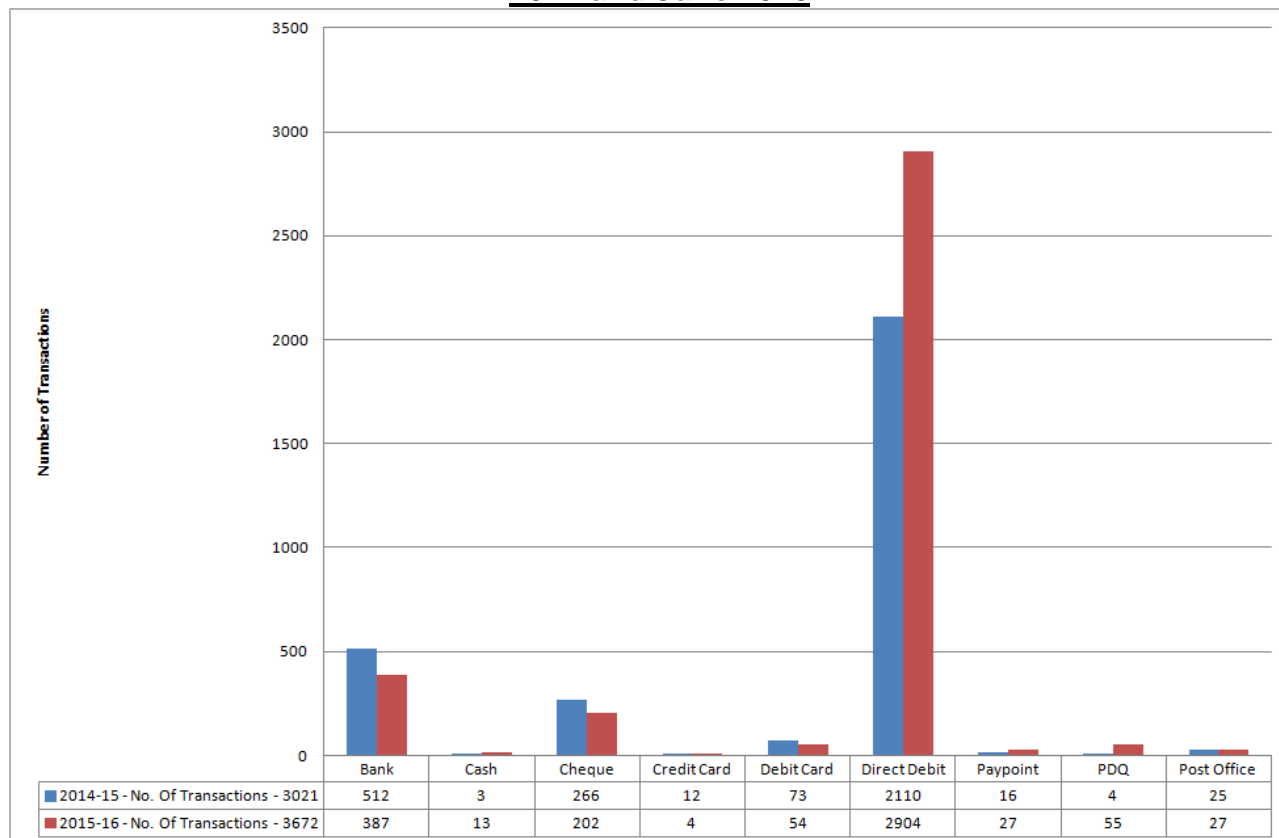
Property Invoices and Debt



(E.G. In June 2014 the total value of debts outstanding for less than three months, was £114,739, compared to June 2015 where £175,042 was outstanding for less than three months)

The additional increase in short term debt (Property debt outstanding for less than 6 months) is mainly related to additional tenants at Wyre Forest House.

3.10 Comparison of payment methods for customer invoices raised as at June 2014 and June 2015



4. FINANCIAL IMPLICATIONS - BUDGET MONITORING 1ST QUARTER 2015/2016

- 4.1 A copy of the Council's approved Revenue Budget is enclosed as **Appendix 1** for Members' information.
- 4.2 The Summer Budget announced in early July 2015 launched the Chancellor's spending review with a call for £20bn cuts to Whitehall budgets. The Government has ring-fenced the NHS, international development, defence and parts of education, meaning departments such as Communities and Local Government are expected to face significant cuts. Each unprotected department has been asked to come up with savings plans of between 25% and 40% of their budget. This has set the scene for another challenging budget cycle for 2016/17. However, the underlying economic tone continues to be more positive, and it is against this context that this budget monitoring report is now presented. While the report suggests a modest over spend, on services, the Business Rates funding decline is of more concern making the projected overspend more significant. Close monitoring by the Chief Financial Officer and all Directorates will continue, with reports to Cabinet as part of the ensuing Budget process of any emerging budget pressures.
- 4.3 The individual position of this Council will not be known until November 2015 at the earliest when the Government should issue more specific funding details. Whilst we are progressing well with ambitious savings plans to bridge the gap between reducing funding and the cost of services achieving around 86% of the target savings for this year, it will become increasingly challenging to maintain the pace of change and it is likely the revised budget process will introduce revised and updated savings plans. The progression of the new Town Council for Kidderminster and other

proactive transformation work streams will provide some mitigation of risk during the next budget cycle and help ensure continuity of a sustainable budget.

- 4.4 The Worcestershire Business Rates Pool was unable to protect the member Councils including Wyre Forest against the severe impact of the GP Surgery appeals in 2014/15. This has resulted in a lower contribution to General Reserves of circa £260k from the 2014/15 accounts; a reduction of around £290k as a direct result of Business rate appeals compared to the previously report saving of £550k for this year. This will be confirmed at Audit Committee on the 28th September.
- 4.5 The ongoing annual reduction in Business Rates payable by GP surgeries as a result of these appeals, most of which relates to the 2010 rating list, recently notified by the Valuation Office is £133,000pa for this Council. This could reduce Business Rates funding for the 2015/16 budget subject to the overall Pool position. The Southern local authorities of Malvern Hills, Wychavon and Worcester City have been hit much harder than Wyre Forest since they have also had to pay out for such appeals going back to the 2005 rating list in 2014/15. This means there is unlikely to be sufficient Risk Reserve during 2015/16 to make good our loss of income and therefore at this early stage the full amount of £133,000 has been assumed as a budget pressure. The Financial Strategy Report will cover this complex area in greater detail when more information is available as part of the budget process.
- 4.5 Housing Benefits overpayments – the council needs to monitor performance as it receives from the Department of Work and Pensions benefit subsidy on those payments which are identified as overpayments. The rate of subsidy varies dependent on the classification of the overpayment. In addition should the Council recover the full or any part of an overpayment then those recovered monies can be retained by the Council.
- 4.6 Sundry/Property Debt – The income generated through the raising of invoices is a very important part of the Council's finances. We will continue to monitor Sundry and Property debt to ensure that invoices are paid in a timely manner and that processes are in place to recover outstanding income. The new part-time Fraud Investigator /Corporate Debt Recovery Officer post from 1st September 2015 will proactively review the corporate debt position and it is hoped this work will have a positive impact to reduce outstanding debt.

5. LEGAL AND POLICY IMPLICATIONS

- 5.1 The Local Government Act 2003 (sections 25–29) placed additional duties on Local Authorities on how they set and prioritise budgets.
- 5.2 Section 28 places a statutory duty on an authority to review its budget from time to time during the year. If the Budget Monitoring Report shows that there has been deterioration in the Authority's financial position, the Authority must take such action as it concludes necessary. The Cabinet currently reviews the Budget on a quarterly basis.
- 5.3 Our External Auditor Grant Thornton makes an assessment based on the annual programme of external audit work. The focus is on ensuring there are proper arrangements in place for securing financial resilience and that the organisation has proper arrangements for challenging how it secures economy, efficiency and effectiveness.

6. EQUALITY IMPACT ASSESSMENT

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

7. RISK MANAGEMENT

- 7.1 The budget risk matrix in **Appendix 6** is regularly reviewed and updated. Regular monitoring of expenditure and other financial information mitigates risk for the Council.

8. CONCLUSIONS/ACTION

- 8.1 The information contained within Appendices 2, 3, 4, 5 and 6 provides Members with an overview of financial trends within the period to 30th June 2015.
- 8.2 A further report identifying the updated position for 2015/16 from the revised budget will be submitted to the Cabinet as part of the budget process.

9. CONSULTEES

- 9.1 Corporate Leadership Team.
- 9.2 Cabinet.

10. BACKGROUND PAPERS

Council 25th February 2015

Cabinet Report on Provisional Final Accounts 2013/14 23th June 2015

Cabinet Financial Strategy 2014/2017 17th February 2015

Hyperlink to Committee Reports

<http://www.wyreforest.gov.uk/council/meetings/2015.htm>

WYRE FOREST DISTRICT COUNCILREVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2014/15		2015/16			2016/17			2017/18		
	Original Estimate £	Revised Estimate £	At Nov.14 Prices £	Inflation £	TOTAL £	At Nov.14 Prices £	Inflation £	TOTAL £	At Nov.14 Prices £	Inflation £	TOTAL £
CHIEF EXECUTIVE	5,212,430	5,684,550	5,155,630	59,150	5,214,780	5,245,480	111,500	5,356,980	5,385,560	165,140	5,550,700
COMMUNITY WELL-BEING AND ENVIRONMENT	6,441,120	6,367,640	6,336,410	90,680	6,427,090	5,703,530	140,210	5,843,740	4,972,650	190,480	5,163,130
ECONOMIC PROSPERITY AND PLACE	2,427,560	2,210,020	2,451,990	28,780	2,480,770	2,378,040	55,790	2,433,830	2,264,910	89,780	2,354,690
LESS: CAPITAL ACCOUNT	14,081,110	14,262,210	13,944,030	178,610	14,122,640	13,327,050	307,500	13,634,550	12,623,120	445,400	13,068,520
INTEREST RECEIVED	(1,059,650)	(1,397,580)	(653,670)	800	(652,870)	(510,960)	1,570	(509,390)	(73,320)	2,310	(71,010)
	(129,600)	(75,500)	(76,540)	0	(76,540)	(90,000)	0	(90,000)	(100,000)	0	(100,000)
TOTAL NET EXPENDITURE ON SERVICES	12,891,860	12,789,130	13,213,820	179,410	13,393,230	12,726,090	309,070	13,035,160	12,449,800	447,710	12,897,510
LESS: CONTRIBUTION (FROM) TO RESERVES	104,370	292,660			(518,570)			(400,850)			(546,460)
NET BUDGET REQUIREMENT	12,996,230	13,081,790			12,874,660			12,634,310			12,351,050
LESS: REVENUE SUPPORT GRANT	(2,912,200)	(2,912,200)			(2,019,010)			(1,583,940)			(1,305,530)
BUSINESS RATES	(2,532,170)	(2,522,170)			(2,537,130)			(2,560,010)			(2,598,510)
BUSINESS RATES GROWTH	0	(25,000)			(25,490)			(64,410)			(117,690)
COUNCIL TAX FREEZE GRANTS	0	0			0			0			0
COMMUNITY RIGHT TO BID/CHALLENGE	(16,400)	(16,400)			0			0			0
COLLECTION FUND SURPLUS	(50,000)	(50,000)			(75,100)			(50,000)			(50,000)
NEW HOMES BONUS	(1,254,610)	(1,263,170)			(1,684,610)			(1,684,610)			(1,426,190)
BELLWIN GRANT	0	(62,000)			0			0			0
GENERAL EXPENSES -											
COUNCIL TAX INCOME	6,230,850	6,230,850			6,533,320			6,691,340			6,853,130
COUNCIL TAX LEVY		201.45			205.36			209.34			213.40
COUNCIL TAX BASE		30,930			31,814			31,964			32,114

BUDGETARY CONTROL REPORT
MAJOR REVENUE VARIATIONS QUARTER ONE (TO 30th JUNE 2015)

Total Original Budget 2015/16 - Net Expenditure on Services	13,393,230
Additional Expenditure on Services	50,500
PROJECTED NET EXPENDITURE ON SERVICES	13,443,730
Impact of additional Business Rates Appeals - Reduced Funding	133,000
TOTAL QUARTER ONE PROJECTION TO YEAR END 2015/16	13,576,730

<u>Description of Estimated Major Variances</u>	Extra Costs/ Reduced Income £	Savings/ Additional Income £
<u>Chief Executive</u>		
1. HUB - Reduction in Contribution from Worcestershire County Council. County Funding Model now based on demand levels that are forecasted to reduce.	10,000	
<u>Community Well Being and Environment</u>		
1. Parks and Open Spaces - Increase in external works		(18,600)
2. Cemetery - Sale of Additional Plots		(11,900)
3. Garage - Reduced external income	36,000	
4. Waste related costs including - Vehicle running costs.	30,000	
5. Car Park Income - reduction in fine income	20,000	
<u>Economic Prosperity and Place</u>		
1. Property Rental Income - improved income from Other Industrial Estates		(15,000)
<u>Corporate Variations</u>		
1. Impact of additional Business Rate appeals in respect of GP Surgeries confirmed by the Valuation Office - Reduced Business Rates Funding	133,000	
	229,000	(45,500)
Increase on Original Budget (based on Quarter One 2015/2016 Projection)		183,500 *
* £50,500 additional expenditure on Services/£133,000 impact of additional Business Rates appeals		

Q4 Budget Monitoring 2014/15 (final)
Capital Programme 2014/15

APPENDIX 3

Capital project description	2014/15 Budget (Full Year)	YTD Actual Expenditure (Net Income)	Projected Variation vs Budget	Slippage to 2015/16	Explanation
<u>CHIEF EXECUTIVE</u>					
New Headquarters - Office Accommodation	604,030	155,498	Cr 448,532	448,540	Contractor account still to be finalised due to outstanding issues.
Contribution towards Replacement of Civic Facilities in Stourport	450,000	450,000	0	0	Complete.
ICT Strategy	477,250	318,654	Cr 158,596	158,600	Balance to slip into 2015/16.
Financial Management System Replacement	20,000	0	Cr 20,000	20,000	Balance to slip into 2015/16. 2015/16 consultancy services for implementation of new functionality after upgrade in 2013/14. Further upgrades to system anticipated for intervention 'Help me make good financial decisions' in 2015/16.
Total S6 CHIEF EXECUTIVE	1,551,280	924,152	Cr 627,128	627,140	
<u>COMMUNITY WELL-BEING AND ENVIRONMENT</u>					
Parking Facilities: Payments under Contractual Agreement (Exp)	95,000	71,025	Cr 23,975	23,980	Balance to slip into 2015/16.
St Mary's Churchyard Boundary Wall	2,840	0	Cr 2,840	2,840	Scheme to slip into 2015/16.
Vehicle Renewals (Capital Programme)	556,420	166,395	Cr 390,025	377,420	See separate Vehicle, Equipment and Systems Renewal Schedule.
Stourport Sports Village	18,170	13,170	Cr 5,000	5,000	£5,000 retention for cycle track lighting project. To be paid to Stourport Sports Club in Q2 2015/16.
Waste Strategy - Green Waste Containers	3,330	3,330	0	0	Complete
Public Conveniences Refurbishment	10,000	15,953	5,953	Cr 5,950	Balance to slip into 2015/16.
Future Leisure Provision	2,237,640	2,286,844	49,204	Cr 49,200	Balance to slip into 2015/16.
Paddling Pools - Strategic Review	10,600	10,598	Cr 2	0	Complete
Northwood Lane Improvements	10,000	0	Cr 10,000	10,000	Balance to slip into 2015/16.
Total S11 COMMUNITY WELL BEING & ENVIRONMENT	2,944,000	2,567,315	Cr 376,685	364,090	
<u>ECONOMIC PROSPERITY AND PLACE</u>					
Disabled Facilities Grants	800,000	598,577	Cr 201,423	201,430	Balance to be rolled forward.
Discretionary Grant Payments	40,000	1,626	Cr 38,374	38,380	Some grants completed in year - balance to slip to 2015/16
Regional Housing Initiatives	50,000	51,456	1,456	Cr 1,450	Overspend will be taken from Discretionary budget in 2015/16.
Wyre Insulation Scheme	25,000	15,842	Cr 9,158	9,160	Some grants completed in year - balance to slip to 2015/16
Adaptation Assistance	35,000	22,171	Cr 12,829	12,830	Some grants completed in year - balance to slip to 2015/16
Flood Relief	32,010	3,600	Cr 28,410	28,410	Scheme commenced - balance to slip to 2015/16.
WETT Programme - Regulatory Services	105,110	2,235	Cr 102,875	102,880	Balance to be rolled forward. Shared service hosted by Bromsgrove District Council so WFDC capital contribution is calculated on a proportional basis.
Regeneration of Economic Development	328,710	170,590	Cr 158,120	158,120	Kidderminster Public Realm Works now commenced - balance will slip to 2015/16.
Carbon Management Plan	128,810	1,550	Cr 127,260	127,260	Schemes being developed - balance to slip to 2015/16.
Bewdley Medical Centre	100,000	893	Cr 99,107	99,110	Works have now commenced - balance to slip to 2015/16.
North Worcs Water Management Capital Projects-Redditch	60,000	10,435	Cr 49,565	49,570	Schemes being developed - balance to slip to 2015/16.
North Worcs Water Management Capital Projects-Bromsgrove	37,300	60,768	23,468	Cr 23,470	Commitment obtained to fund Green Lane project. Funding now received.
Bridge Street Capital Works	90,000	80,473	Cr 9,527	2,000	£2,000 to slip to 2015/16 for small amount of remedial work required to complete the scheme.
Repair and Renew Flood Grants	8,000	0	Cr 8,000	8,000	Scheme commenced in 2015/16 - balance to be rolled forward.
Total S5 ECONOMIC PROSPERITY & PLACE	1,839,940	1,020,217	Cr 819,723	812,230	
TOTAL	6,335,220	4,511,684	Cr 1,823,536	1,803,460	

Q4 Budget Monitoring 2014/15 (to March 2014)
Vehicle, Equipment and System Renewals 2014/15

APPENDIX 3

Detail	Revised Capital Programme 2014/15 £	Q4 Expenditure 2014/15 £	Slippage to 2015/16 £	Old Vehicle Fleet Number to be replaced	COST CENTRE	Comments
1. <u>VEHICLES</u>						
Refuse Freighter	80,000	79,985	0	83	R002	Complete.
Refuse Freighter	80,000	79,985	0	84	R002	Complete.
Refuse Freighter	86,000	0	86,000	186	R002	Slipped to 2015/16. Expected Q2 2015/16.
Refuse Freighter	86,000	0	86,000	187	R002	Slipped to 2015/16. Expected Q1 2015/16.
Refuse Freighter	86,000	0	86,000	185	R002	Slipped to 2015/16. Expected Q1 2015/16.
Refurbishment Fund	25,000	0	25,000	tba		Slipped to 2015/16.
Refuse Freighter - refit as driver trainer	7,000	6,425	0	refir		Complete.
Garage Equipment - Replacement (slippage)	23,420	0	23,420		R229	Slipped to 2015/16.
Mowing Machine	35,000	0	35,000	190	R236	Slipped to 2015/16.
WeedSprayer (mobile)	12,000	0	12,000			Slipped to 2015/16. Expected Q1/Q2 2015/16.
CMP Electrical Bin Lifts	36,000	0	36,000	185, 186, 187, 83 & 84		Slipped to 2015/16 along with refurbishments.
2. <u>OTHER</u>						
Financial Management System replacement	20,000	0	20,000	-	R430	Slipped to 2015/16. 2015/16 consultancy services for implementation of new functionality after upgrade in 2013/14. Further upgrades to system anticipated for intervention 'Help me make good financial decisions' in 2015/16.
	576,420	166,395	409,420			

Q1 Budget Monitoring 2015/16 (to June 2015)

APPENDIX 4

Capital Programme 2015/16

Capital project description	2015/16 Budget (Full Year)	YTD Actual Expenditure (Net Income)	Commitment	Year To Date Expenditure Including Commitments	Projected Total 2015/16 Expenditure	Slippage to 2016/17	Explanation
<u>CHIEF EXECUTIVE</u>							
New Headquarters - Office Accommodation	448,540	4,695	142,683	147,378	448,540	0	Contractor account still to be finalised due to outstanding issues.
ICT Strategy	358,600	54,875	9,587	64,461	358,600	0	Replacement systems for Planning, Land Charges, and maybe GIS which is currently under review will more than likely slip into 2016 /2017. Will hopefully have a clearer picture next Quarter.
Financial Management System Replacement	69,500	0	0	0	69,500	0	2015/16 consultancy services for implementation of new functionality after upgrade in 2013/14. Further upgrades to system anticipated for intervention 'Help me make good financial decisions' in 2015/16.
Boundary Wall at 49 Worcester Street	10,000	0	0	0	10,000	0	On going claim to be resolved.
Total S6 CHIEF EXECUTIVE	886,640	59,570	152,270	211,839	886,640	0	
<u>COMMUNITY WELL-BEING AND ENVIRONMENT</u>							
Parking Facilities: Improvements to Car Parks	19,860	0	0	0	19,860	0	Improvement programme - P&D Machines / Tariff boards.
Parking Facilities: Payments under Contractual Agreement (Exp)	88,260	2,630	848	3,478	88,260	0	Improvement programme - P&D Machines / Tariff boards.
Liveability Scheme: Brinton Park	210	0	0	0	210	0	Ongoing commitments.
St Mary's Churchyard Boundary Wall	2,840	2,670	0	2,670	2,670	0	Scheme now complete.
Vehicle Renewals (Capital Programme)	852,420	194,744	94,107	288,851	702,271	143,500	See separate Vehicle, Equipment and System Renewals schedule. Some slippage to 2016/17.
Franchise St S106 - Brintons Pk/Habberley Valley	62,700	2,026	1,500	3,526	62,700	0	As per continuing works programme.
Stourport Sports Village	5,000	0	0	0	5,000	0	£5,000 retention for cycle track lighting project. To be paid to Stourport Sports Club in Q2 2015/16.
Public Conveniences Refurbishment	4,580	0	0	4,580	4,580	0	Part of continuing refurbishment programme.
Future Leisure Provision	8,166,640	416,340	10,397,678	10,814,018	8,166,640	0	Construction has now commenced - scheme currently predicted to be on target for completion in Summer 2016.
Northwood Lane Improvements	20,000	0	2,440	2,440	20,000	0	Ongoing commitments.
Total S11 COMMUNITY WELL BEING & ENVIRONMENT	9,222,510	618,410	10,496,573	11,119,563	9,072,191	143,500	
<u>ECONOMIC PROSPERITY AND PLACE</u>							
Disabled Facilities Grants	757,430	222,092	417,000	639,092	757,430	0	Currently anticipated to spend during 2015/16.
Discretionary Grant Payments	205,160	Cr 1,209	0	Cr 1,209	80,000	125,160	Currently anticipated to spend £80,000 during 2015/16, remainder to slip to 2016/17 and 2017/18. Reallocation of budget approved by Cabinet Member in June 2015.
Regional Housing Initiatives	66,560	Cr 1,450	0	Cr 1,450	68,000	0	Currently anticipated to spend during 2015/16. Reallocation of budget approved by Cabinet Member in June 2015.
Wyre Insulation Scheme	84,160	0	15,586	15,586	75,000	0	Currently anticipated to spend during 2015/16. Reallocation of budget approved by Cabinet Member in June 2015.
Adaptation Assistance	106,880	0	0	0	50,000	44,050	Currently anticipated to spend during 2015/16. Reallocation of budget approved by Cabinet Member in June 2015.
Affordable Housing Grants to Registered Social Landlords	69,000	0	0	0	69,000	0	Still identifying appropriate scheme for this funding.
Planning Delivery Grant Capital Projects	26,240	0	0	0	26,240	0	Still identifying appropriate scheme for this funding.
Flood Relief	28,410	0	0	0	10,000	18,410	Snuff Mill project delayed due to negotiations with land owners. Some slippage into 2016/16.
WETT Programme - Regulatory Services	102,880	0	0	0	12,700	90,180	Some slippage into 2015/16.
Regeneration of Economic Development	2,258,120	400,408	1,449,989	1,850,397	2,258,120	0	Kidderminster Public Realm Works now underway. Scheme currently anticipated to complete by end of year. Includes £1.5m contribution by Worcestershire County Council.

Q1 Budget Monitoring 2015/16 (to June 2015)

APPENDIX 4

Capital Programme 2015/16

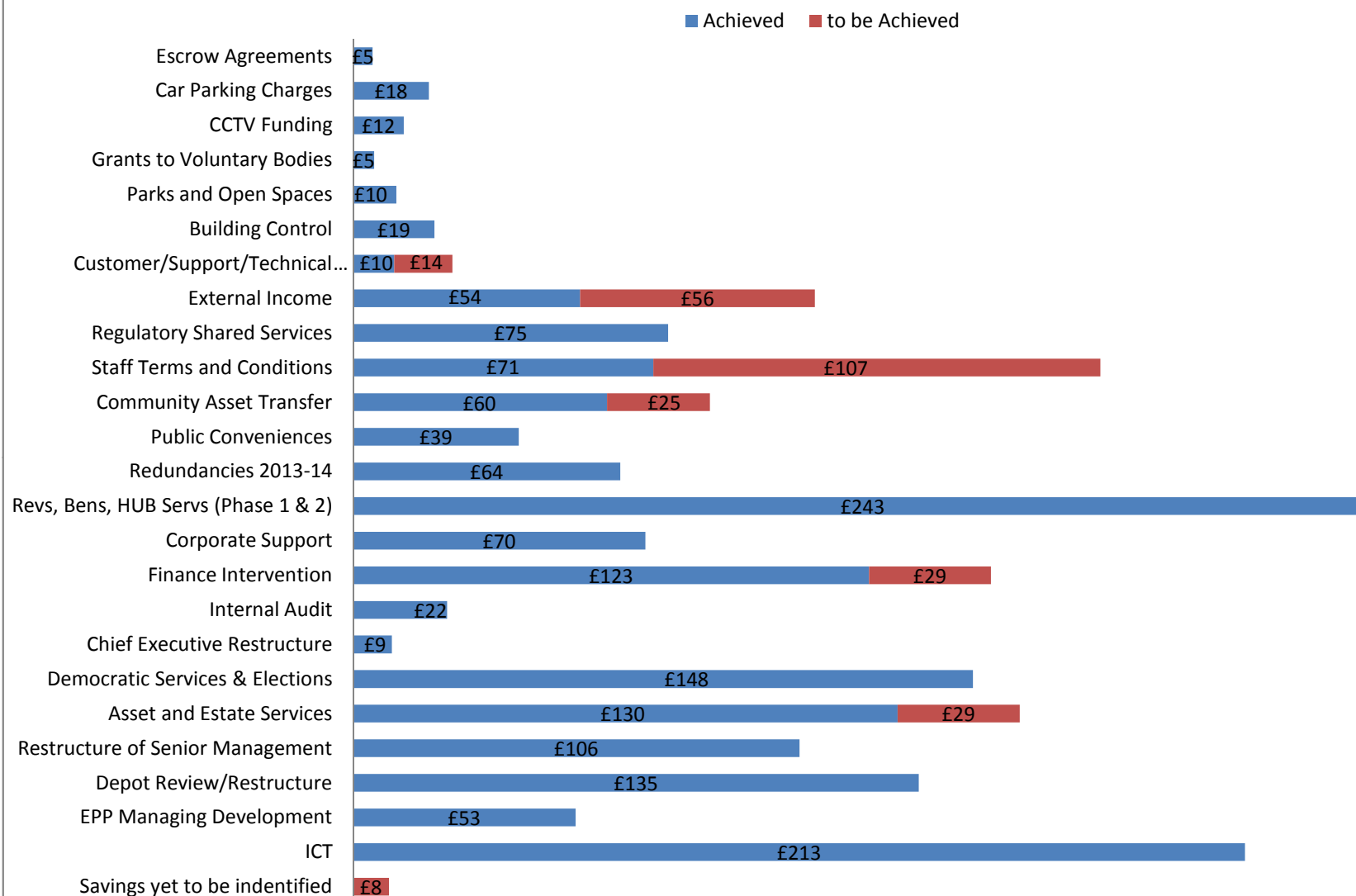
Capital project description	2015/16 Budget (Full Year)	YTD Actual Expenditure (Net Income)	Commitment	Year To Date Expenditure Including Commitments	Projected Total 2015/16 Expenditure	Slippage to 2016/17	Explanation
Carbon Management Plan	150,220	0	0	0	50,000	100,220	Awaiting prices for heating and lighting and should hopefully be updated next quarter.
Bewdley Medical Centre	99,110	0	85,213	85,213	99,110	0	Works underway. Still anticipate car park extension works at Gardners Meadow in 2015/16. Final works for demolition of Medical Centre and laying out of car park expected in 2016/17.
North Worcs Water Management Capital Projects-Redditch	133,950	8,941	4,749	13,690	103,950	30,000	Several schemes underway some of which will extend into 2016/17.
North Worcs Water Management Capital Projects-Bromsgrove	70,530	0	1,250	1,250	70,530	0	Current scheme complete. Callow Brook funding now secured - works to commence in September 2015.
Bridge Street Capital Works	2,000	0	0	0	2,000	0	Small amount of remedial work required to complete the scheme.
Repair & Renew Flood Grants	33,000	29,801	0	29,801	29,801	0	Project now complete and funding received from DEFRA. Remaining unspent balance is not required.
Future Investment Evergreen Fund	410,000	0	0	0	410,000	0	Appropriate schemes to be identified.
Total S5 ECONOMIC PROSPERITY & PLACE	4,603,650	658,582	1,973,787	2,632,370	4,171,881	408,020	
TOTAL	14,712,800	1,336,562	12,622,630	13,963,772	14,130,712	551,520	

Q1 Budget Monitoring 2015/16 (to June 2014)
Vehicle, Equipment and System Renewals 2015/16

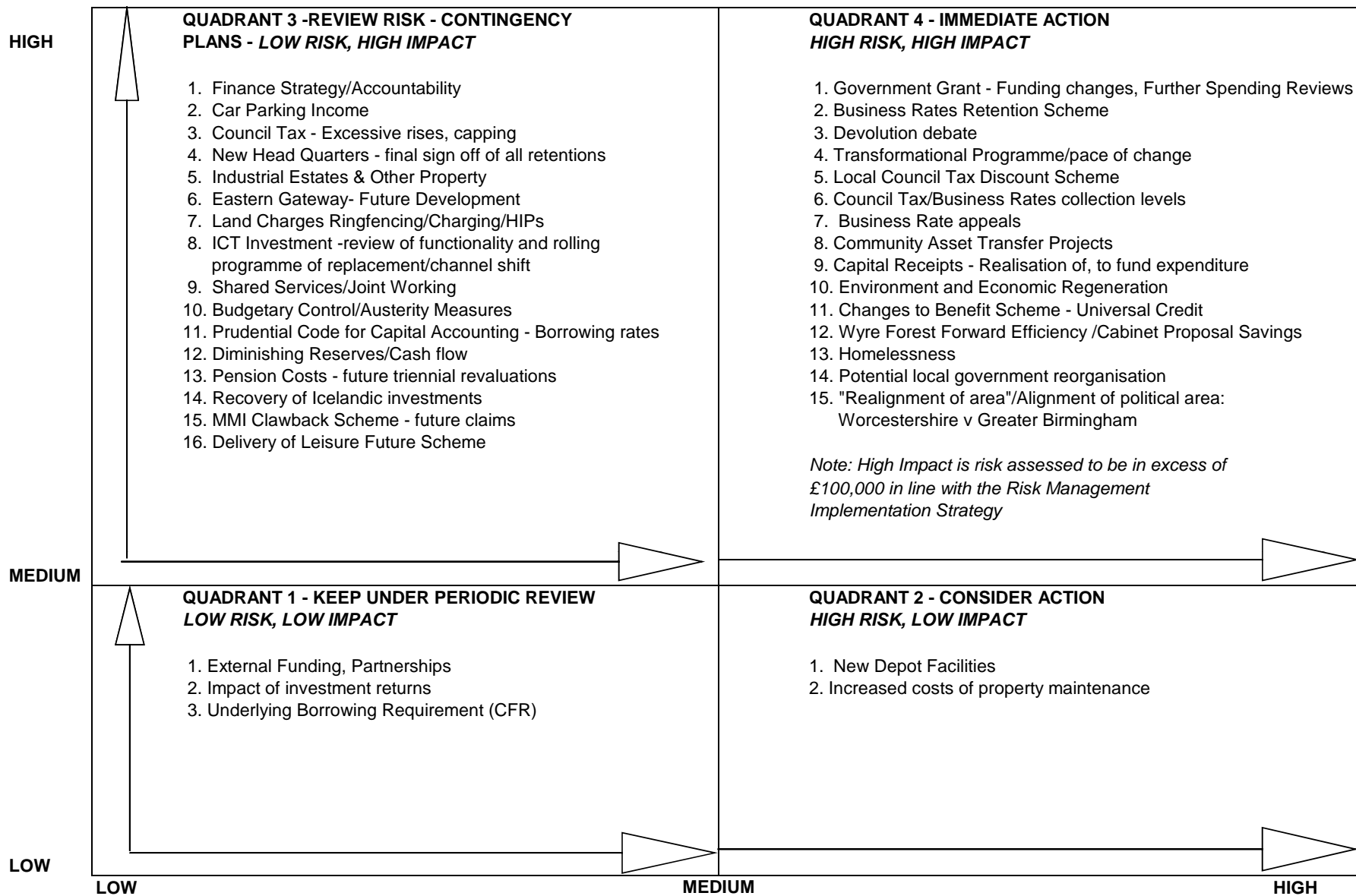
APPENDIX 4

Detail	Slippage from Capital Programme 2014/15 £	Original Capital Programme 2015/16 £	Amended Capital Programme 2015/16 £	Q1 Expenditure 2015/16 £	Projected Total 2015/16 Expenditure £	Slippage to 2016/17 £	Old Vehicle Fleet Number to be replaced	COST CENTRE	Comments
1. VEHICLES									
Refuse Freighter	86,000	0	86,000	0	90,790	0	186	R002	Delivery expected shortly.
CMP Electrical Bin Lifts	36,000	0	36,000	0	0	22,500	185, 186, 187, 83 & 84 tba		2 bin lifts used as part of refuse freighter refurbishments.
Refurbishment Fund	25,000	0	25,000	0	25,000	0			Engine replacement contingency for refurbished vehicles.
Refuse Freighter	86,000	0	86,000	93,790	93,790	0	187	R002	Complete.
Refuse Freighter	86,000	0	86,000	93,790	93,790	0	185	R002	Complete.
Ford Fusion	0	12,000	12,000	0	12,000		AV232	R185	Vehicle to be replaced in 2015/16.
Ford Fusion	0	12,000	12,000		0	0	AV233	R185	Vehicle to be disposed of and not replaced. Budget no longer required.
Ford Connect	0	18,000	18,000	0	18,000	0	178		Vehicle to be replaced in 2015/16.
Ford Ranger 4x4	0	23,000	23,000	0	0	23,000	191	R163	To be slipped into 2016/17.
Mechanical Sweeper (Medium)	0	120,000	120,000	0	120,000	0	166	R200	Vehicle to be replaced in 2015/16.
Mechanical Sweeper (Small JOHNSON C200)	0	70,000	70,000	0	70,000	0	AV207	R200	Vehicle to be replaced in 2015/16.
Mechanical Sweeper (Small JOHNSON C200)	0	70,000	70,000	0	70,000	0	AV208	R200	Vehicle to be replaced in 2015/16.
Transit Van	0	20,000	20,000	0	20,000	0	174	R200	Initial discussion under way to combine budgets for Transit Van and purchase only 1 vehicle. Approval will have to be sought.
Transit Van	0	20,000	20,000	0	20,000	0	176	R200	Initial discussion under way to combine budgets for Transit Van and purchase only 1 vehicle. Approval will then be sought.
Garage Equipment - Replacement (slippage)	23,420	0	23,420	0	23,420	0		R229	Anticipated to spent in financial year but may slip to 2016/17.
Iveco Daily	0	30,000	30,000	0	0	30,000	177	R236	To be slipped into 2016/17.
Iveco Daily	0	30,000	30,000	0	0	30,000	64	R236	To be slipped into 2016/17.
Mowing Machine	35,000	0	35,000	0	35,000	0	190	R236	Approval will have to be sought to increased budget to £44,000 and purchase 2 mowing machines.
WeedSprayer (mobile)	12,000	0	12,000	7,164	10,481	0	new		Vehicle delivered, but final invoice awaited.
Canter	0	38,000	38,000	0	0	38,000	181	R236	To be slipped into 2016/17.
2. OTHER									
Financial Management System replacement	20,000	49,500	69,500	0	69,500	0	-	R430	2015/16 consultancy services for implementation of new functionality after upgrade in 2013/14. Further upgrades to system anticipated for intervention 'Help me make good financial decisions' in 2015/16.
	409,420	512,500	921,920	194,744	771,771	143,500			

2015/16 WWF and Cabinet Proposal Savings £'000



IMPACT



BUDGETARY RESPONSE TO EACH RISK MANAGEMENT ISSUE IN ORDER OF QUADRANT

ISSUE	BUDGETARY RESPONSE
Quadrant 1 - Low Risk, Low Impact 1. External Funding, Partnerships 2. Impact of Investment Returns 3. Underlying Borrowing Requirement (CFR)	Keep under periodic review Continue to evaluate sustainability of each scheme as part of project appraisal. Continue to monitor and report as appropriate. The Governor of the bank of England has indicated that the rate will remain at 0.50%, possibly until the end of this calendar year. Balances available for investment are reducing over the MTFP and this together with the lower returns has been taken into account in the base budget. We continue to work with Capita Asset Services in this area. The rising CFR over the term of the Budget Strategy will be carefully monitored in close liaison with Capita Asset Services to gauge both the timing and type of external borrowing.
Quadrant 2 - High Risk, Low Impact 1. New Depot Facilities	Consider Action Under consideration as part of a medium term Budget Process
Quadrant 3 - Low Risk, High Impact 1. Finance Strategy/Accountability 2. Car Parking Income 3. Council Tax - Excessive rises, referendum 4. New Headquarters final sign off of all retentions 5. Industrial Estates and Other Property 6. Eastern Gateway - Future Development 7. Land Charges Ring fencing /Charging/HIPs 8. ICT Investment - review of functionality and rolling programme of replacement/channel shift 9. Shared Services Joint working 10. Budgetary Control/Austerity Measures 11. Prudential Code for Capital Accounting – Borrowing rates 12. Diminishing Reserves/Cash flow 13. Pension Costs - future triennial revaluations 14. Recovery of Icelandic Investments 15. MMI Claw back Scheme - further claims 16. Delivery of Leisure Future Scheme	Review Risk - Contingency Plans Council are required to adopt a three year Balanced Budget Strategy. Usages/Income level will continue to be closely monitored Low risk due to political prudence/Key Commitments. Managed closely by CLT/Cabinet Managed through Property Disposal Strategy Development opportunities continue to be explored. Reduced income allowed for within Base Budget reduces the scale of any challenge. ICT Strategy Group oversees/enhances the governance, planning and delivery arrangements of the strategy between ICT and council service areas Shared Services partnerships continue to contribute to collaborative efficiencies but will be monitored to ensure risk is managed and mitigated. Continue to discourage non-essential expenditure, monthly budget monitoring reports provide more management information External borrowing is now £5m, rates remain low but the economy is still volatile and future rates difficult to predict; Capita Asset Services continue to provide technical advice Cash flow management will be tighter given reduction in capital and revenue reserves. Consideration to be given to trialling "Treasury Live" within the Capita Passport system to improve management information to help mitigate any risk in this area. The next triennial revaluation will commence as at 31st March 2016. The result will be closely monitored. The Council continues to monitor this closely and is confident that the overall return will be close to full recovery. The contingent liability in respect of the potential exposure to future claims has been mitigated by an ear marked reserve. Managed closely by CLT/Cabinet
Quadrant 4 - High Risk, High Impact 1. Government Grant –Funding Changes, further Spending Reviews, recent Spending round and New Homes Bonus 2. Business Rates Retention Scheme 3. Devolution Debate 4. Transformational Programme/pace of change 5. Local Council Tax Discount Scheme 6. Council Tax/Business Rates collection levels 7. Business Rate Appeals 8. Community Asset Transfer Projects (CATS)	Immediate Action Significant issue given the scale of the Spending deficit. The early budget process will assist Wyre Forest Forward coordinating Councils future plans. Funding arrangements introduce uncertainty and risk, our membership of the Worcestershire Pool should mitigate this, together with our robust regeneration programme This will be monitored closely by CLT/Cabinet Wyre Forest Forward is managing the Transformation Process. The impact of the Local Scheme will be kept under review by the Chief Financial Officer/CLT Assumptions in relation to decreased collection rates have been made in the Council Tax Base calculations as a result of the Local Council Tax Discount Scheme and these will be carefully managed and reported on. Appeals introduce uncertainty and risk, The latest information concerning GP Surgery Appeals has had a significant impact on the Worcestershire Pool and this will be managed closely by CLT/Cabinet. Wyre Forest Forward is continuing to manage CATS with CLT
Quadrant 4 - High Risk, High Impact 9. Capital Receipts - Realisation of to fund expenditure 10. Environment and Economic Regeneration including STC4 11. Changes to Housing Benefit Scheme – Universal Credit - continued uncertainty 12. Wyre Forest Forward Efficiency /Cabinet Proposal Savings 13. Homelessness 14. Potential local government re-organisation 15. Realignment of Area/Alignment of political area: Worcestershire v Greater Birmingham	Immediate Action Capital Programme funding reflects realistic timescale for the realisation of asset disposal receipts. Temporary borrowing will be used when necessary. The Council continues to be proactive in this area and this is closely monitored by Cabinet/CLT The major overhaul of the benefits systems continues to be carefully managed and monitored CLT/Cabinet will continue to manage progress as part of the MTFP. The Council Tax Benefit Reform and progressing Welfare Reform and Universal Credit could all increase the number of Homelessness cases within the district. This will be carefully monitored and managed by the Housing Team. CLT/Cabinet will closely monitor and respond to any consultation on the potential for local government reorganisation CLT/Cabinet will continually monitor the proposals put forward for each area.

WYRE FOREST DISTRICT COUNCIL

CABINET
16th SEPTEMBER 2015

Revised Partnership Arrangements for Worcestershire Regulatory Services

OPEN	
CABINET MEMBER:	Councillor Sally Chambers
RESPONSIBLE OFFICER:	Director of Economic Prosperity and Place
CONTACT OFFICER:	Mike Parker
APPENDICES:	Minutes of WRS Joint Committee 25 th October 2015

1. PURPOSE OF REPORT

- 1.1 To agree and recommend to Council the proposed changes to the Worcestershire Regulatory Shared Service partner arrangements.

2. RECOMMENDATION

The Cabinet is asked to RECOMMEND to Council that:

- 2.1 The current Worcestershire Shared Services Partnership is dissolved by mutual agreement on 31 March 2016;
- 2.2 A new Worcestershire Shared Services Partnership comprising the six district councils is created on 1 April 2016, in accordance with the terms recommended by Worcestershire Shared Services Joint Committee; and that the Council's Licensing functions be delivered through this Shared Service.
- 2.3 The new Worcestershire Shared Services Partnership enters into a service level agreement with Worcestershire County Council for the provision of trading standards services in accordance with terms to be agreed by the Acting Head of Worcestershire Regulatory Services; and,
- 2.4 All existing contracts and service level agreements between the existing Worcestershire Shared Services Partnership and other local authorities are novated to the new Worcestershire Shared Services Partnership.

The Cabinet is asked to DECIDE that:

- 2.5 The Council's Environmental Health functions be delivered through the new Shared Service.

3. BACKGROUND

- 3.1 The Worcestershire Shared Services Partnership was established in June 2010 by the county and district councils in Worcestershire as the vehicle for their two-tier regulatory shared service – Worcestershire Regulatory Services (WRS).

- 3.2 WRS has been extremely successful in transforming delivery of environmental health, licensing and trading standards services. High quality professional services have been sustained whilst substantial reductions in costs have been realised. However, in recent years, there has been increasing challenge within the partnership arising from differences in partner service requirements, driven by the individual financial pressures on partners.
- 3.3 In February 2015 the Worcestershire Shared Services Joint Committee approved for consultation proposals for creating and delivering a sustainable regulatory partnership for Worcestershire.
- 3.4 Following an extensive consultation exercise during the Spring, there has been no objection to, and broad support for, the proposals from the Joint Committee. At its meeting on 25 June 2015, the Joint Committee resolved to recommend dissolution of the current partnership by mutual agreement and its replacement by a newly constituted partnership comprising the six Worcestershire district councils. The Joint Committee minutes from that meeting are at Appendix 1.
- 3.5 Legal advice provided by Bromsgrove District Council as host authority is that it is appropriate in these circumstances for the partners to dissolve the current partnership by mutual agreement and immediately constitute a successor partnership. Dissolution and reconstitution is not a matter within the auspices of the Joint Committee and requires a decision of each partner council. The recommendations in this report are therefore being presented to all current partner councils.

4. KEY ISSUES

- 4.1 The majority of the terms of the 2010 partnership agreement remain relevant to the proposed new six district partnership as this will continue to operate as a Joint Committee in accordance with Section 101 of the Local Government Act 1972 and Section 20 of the Local Government Act 2000. It is therefore proposed to use the extant agreement as the basis for the new partnership agreement with modifications, additions and deletions reflecting the future requirements.
- 4.2 The key changes to the partnership and agreement are:
- a) Agreement is between the six Worcestershire districts
 - b) New arrangements will be put in place with Worcestershire County Council to provide services on a contractual rather than a partner basis
 - c) The provision for expansion of the partnership will be deleted
 - d) A requirement will be introduced obliging any partner unable or unwilling to maintain its service levels and financial contributions at or near to other partners to exit the partnership with the option to continue to receive services under a service level agreement on 'at-cost' terms.
 - e) There will be two members from each partner authority on the Joint Committee and the inclusion of partner lead officers to form a WRS Board, to allow this deletion of the officer WRS Management Board.
 - f) Deletion of the WRS Management Board.
 - g) Delegated authority from partners to the Joint Committee and Head of Service to enter into agreements for the provision of services to other public bodies

(delegation dependent upon annual value of agreement and nature of relationship).

- h) Further provisions relating to the role of the Host Authority in relation to entering into contracts and service level agreements with public bodies on behalf of the Joint Committee.
- i) New financial provisions relating to adoption of a fee-earner model for new public authority customers and at-cost service provision for former partner councils of the original 2010 partnership.
- j) New provisions regarding the use of the WRS brand.

4.3 Participation in Worcestershire Regulatory Services has proven very beneficial for this Council. Levels of service for environmental health and licensing have been maintained whilst the cost of delivering these services has reduced by a third as a result of the sharing arrangements, but the Council has also further reduced its budget contribution through an adjustment to local service delivery. These benefits will continue to accrue under the proposed successor partnership.

4.4 The proposed partnership agreement closely follows the current agreement and continues to provide the necessary checks and balances to protect the Council's position. There will continue to be full democratic accountability through the new WRS Board. The recommendations from the Worcestershire Shared Services Joint Committee represent the best available solution to sustain Worcestershire Regulatory Services.

5. FINANCIAL IMPLICATIONS

5.1 Each of the partners within the service makes a financial contribution to the provision of services delivered by WRS; partners do not contribute the same amounts and this is reflected in a proportionate 'share' system by which partners contribute and receive any savings returned. The Council is currently in the second year of a three year agreement with WRS to reduce its budget contribution and this was agreed as part of the district council's budget in 2014/15. The Council currently pays £534,740, £499,350 in 2015/16, £470,980 in 2016/17 and £479,710 in 2017/18.

5.2 The new arrangement would facilitate delivery of a minimum level of service within existing budgets for Wyre Forest that reflects that current level of service delivery; this will be closely monitored and any changes reported as part of the budget process.

6. LEGAL AND POLICY IMPLICATIONS

6.1 The Council is able to enter a shared service such as this in respect of its Licensing functions under Section 101 of the Local Government Act 1972 and the Cabinet in respect of Environmental Health functions under Section 20 of the Local government Act 2000. The Agreement already in place with each partner council preserves sovereignty over some key decisions such as the changes outlined in this report such that each partner council must obtain their full council approval to them before they can be effected.

7. EQUALITY IMPACT NEEDS ASSESSMENT

7.1 Not required for this proposal.

8. RISK MANAGEMENT

- 8.1 The changes that are proposed in this report have come about as part of the collective partner response to managing the risks to the WRS service as a whole. There is a very serious risk to this Council of not agreeing the proposed changes that it would not be able to deliver an environmental health service and would not be able to afford to re-construct an 'in house' service under the correct budget arrangements.

9. CONCLUSION

- 9.1 The WRS partners have been conducting a thorough review of the partnership and its service over the past 18 months in the light of continued budget pressures faced by all the partners. At the Joint Committee meeting on 25th June 2015 the partners agreed a new way forward that required the dissolution of the current partnership and simultaneous entry into a new partnership of the six Worcestershire district councils to ensure continuity of delivery of a sustainable service going forward. Cabinet is asked to recommend to Council that these new arrangements are agreed for April 2016.

10. CONSULTEES

- 10.1 Corporate Leadership Team.

11. BACKGROUND PAPERS

- 11.1 WRS Joint Committee 25th June 2015.

WORCESTERSHIRE DISTRICT COUNCILS AND COUNTY COUNCIL

WORCESTERSHIRE REGULATORY SERVICES

MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

THURSDAY 25TH JUNE 2015 AT 4.30 P.M.

PRESENT: Councillors R. J. Laight, P. J. Whittaker, B. Behan, D. Chambers, J. Fisher, B. Clayton (during Minute No's 1/15 to 8/15), M. Johnson, A. N. Blagg, E. Stokes. M. King (substituting for R. Davis), M. Hart (substituting for S. Chambers) and J. Hart

Observers: Mr. V. Allison, Deputy Managing Director, Wychavon District Council and Mr. D. Sutton, Worcester City Council

Officers: Mr. I. Pumfrey, Ms. J. Pickering, Mrs. S. Sellers, Mr. M. Kay, Mr. S. Wilkes (during Minute No's 7/15 to 11/15) and Mrs. P. Ross

1/15 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor B. Behan, Malvern Hills District Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

2/15 **ELECTION OF VICE-CHAIRMAN**

RESOLVED that Councillor E. Stokes, Wychavon District Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

3/15 **APOLOGIES**

Apologies for absence were received from Councillors A. Roberts, Worcester City Council, L. Hodgson, Worcestershire County Council and R. Davis, Wychavon District Council.

4/15 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

5/15 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 19th February 2015 were submitted.

RESOLVED that the minutes be approved as a correct record.

6/15

FUTURE ARRANGEMENTS FOR WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE AND WORCESTERSHIRE REGULATORY SERVICES

Following on from the Worcestershire Shared Services Joint Committee meeting held on 19th February 2015, where Members approved for consultation purposes the proposals for creating and delivery a sustainable regulatory partnership for Worcestershire; the Committee considered a further report which detailed the findings of those consultation events held.

The Chairman announced that, in light of the revised recommendations and legal implications, as detailed in the amended report tabled, she was prepared to adjourn the meeting for approximately ten minutes to allow Members to read the revised document.

Accordingly the meeting stood adjourned from 4.45pm until 4.55pm.

The Acting Head of Worcestershire Regulatory Services introduced the amended report, as tabled, and in doing so provided a brief update, for the benefit of new Members to the Committee, on the proposals presented at the Worcestershire Shared Services Joint Committee meeting on 19th February 2015.

The Acting Head of WRS informed the Committee that the Worcestershire Shared Services Joint Committee had been established in 2010. The governance model at that time was based upon established arrangements for shared service delivery operating within the County and was structured to allow for the addition of other shared services. The original business case for WRS was founded on all partner authorities having closely aligned policy positions and service levels. WRS had been extremely successful and had delivered savings to all partner authorities. However in recent years there had been increasing financial pressures and challenges within the partnership arising from differences in partner authorities service requirements, driven by the individual financial pressures on each partner authority.

Members were further informed that Capita had withdrawn from the strategic partnering process as they felt that since WRS was already so efficient they would be unable to meet their own financial requirements.

The consultation events that took place did not reveal any objections to the proposals, for creating and delivery of a sustainable regulatory partnership for Worcestershire, and were broadly supportive of the proposals. WRS staff recognised the need for change and was supportive of the proposals. The main concerns highlighted during the consultation events were about the future level of trading standards service provision.

The extant partnership agreement signed on 1st June 2010 contained provisions enabling partners to leave the partnership. However, these were cumbersome and complex to invoke. Notice periods had to be given and the terms of exit determined by agreement of all partners. This included arrangements for departing partners to bear the financial consequences of

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their exit. These provisions were never utilised in relation to this or other similar shared services using this basic agreement.

Legal advice was that it was more appropriate in these circumstances not to rely upon these provisions but for the partners to dissolve the current partnership by mutual agreement and immediately constitute a successor partnership of the six Worcestershire districts. A service level agreement between the new partnership and the County Council for provision of trading standards services would be entered into as the basis for continuing provision of these services recognising the significant investment made by the County Council in the original partnership and in WRS.

Dissolution and reconstitution was not a matter within the competence of the Joint Committee and required a decision from each partner authority. Taking into account the time period required for this, it was proposed that these changes take place at the beginning of the municipal year 1st April 2016. This timescale also enabled WRS management and officers of the partner authorities to make the necessary detailed administrative arrangements.

The report detailed the key changes to the partnership and partnership agreement, with Appendix 2 to the report, detailing the principal terms of the proposed new partnership agreement.

The current WRS senior management structure had been in place since inception when the shared service had both a larger complement of staff and budget. Reducing senior management numbers had been progressive as the WRS budget and workforce had reduced year on year. The departure of the Head of Service in January 2015 provided an opportunity to re-examine the senior management structure in light of the proposed new partnership and the opportunity to create a leaner much more focused senior management structure aligned to a commercial approach to the delivery of the service. Appendix 4 to the report detailed the proposed future senior management structure.

Further discussion followed with several Members expressing their concerns with regard to Part 1 – 4.1, as detailed in Appendix 2 to the report, which stated:

“Amend to ‘one member’ from ‘two members’ in line 1 and delete ‘at least one of those members from’ ‘authority’ from line 3. Insert ‘The member shall be the portfolio holder responsible for regulatory matters’

Councillor M. Hart, Wyre Forest District Council proposed an amended recommendation, seconded by Councillor E. Stokes, that Part 1 – 4.1, as detailed in Appendix 2 to the report, be deleted in its entirety.

A lengthy debate followed with differing views being expressed as to the advantages and disadvantages of either reducing to one member from each partner authority on the Joint Committee as set out in the report, or retaining the current arrangements of two members per partner authority which would be the outcome under the proposed amendment.

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During the debate Members made reference to a range of issues including:-

- That the Joint WRS Scrutiny Task Group had recommended a reduction to one Elected Member with arrangements for substitutes. It had been felt that this would improve strategic decision making and become a more efficient business model for WRS. The Task Group had been aware of concerns that even though two Members were nominated onto the Joint Committee some Members had little knowledge of the concept of WRS.
- That in some partner authorities it was felt that there would be a benefit to retaining two Members on the Joint Committee, to increase democratic participation in the governance of WRS. Reference was made to this being of importance to partner authorities where political control can change.
- That the report which addressed the findings of the Joint WRS Scrutiny Task Group should be adopted without any changes to enable a more coherent customer focused service going forward.
- That circumstances have changed since the involvement of the WRS Joint Scrutiny Task Group in that the direction being pursued at the time was a partner arrangement with an external organisation, whereas the current proposal was for WRS to continue without any outside partners and with a reduced number of local authority partners.

Members continued with the debate, and it was proposed by Councillor M. King, Wychavon District Council that after a period of twelve months from April 2016 the composition of the Joint Committee could be reviewed.

The Chairman sought clarification that Members felt in a position to vote on the recommendations as detailed in the report tabled and recommendation 2 as proposed by Councillor M. Hart, Wychavon District Council, as detailed in the preamble above, with the inclusion that the membership of the partnership be reviewed after a period of twelve months from April 2016.

The Chairman further informed the Committee that the decision would have to be a unanimous decision, as detailed in the Worcestershire Shared Services Partnership agreement.

RESOLVED that the outcome of the consultation with partner authorities, Worcestershire Regulatory Services staff and stakeholders be noted.

RECOMMENDED:

- (a) that the current Worcestershire Shared Services Partnership is dissolved by mutual agreement on 31st March 2016;
- (b) that a new Worcestershire Shared Services Partnership comprising the six district councils is created on 1st April 2016 in accordance with the terms set out in Appendix 2 (as amended); and that the composition of partner authority member representatives on the Joint Committee be reviewed after a period of twelve months from April 2016;

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- (c) that the new Worcestershire Shared Services Partnership enters into a service level agreement with Worcestershire County Council for the provision of trading standards services in accordance with the terms to be agreed by the Acting Head of Worcestershire Regulatory Services;
- (d) that all existing contracts and service level agreements between the existing Worcestershire Shared Services Partnership and the other local authorities are novated to the new Worcestershire Shared Services Partnership;
- (e) approve the new management structure for Worcestershire Regulatory Services, as set out in Appendix 4 , for consultation with staff and recognised trades unions;
- (f) that following consultation, authority be delegated to the Acting Head of Worcestershire Regulatory Services, in consultation with the Chairman of the Joint Committee to finalise the future management structure and undertake recruitment in accordance with the terms as set out in the Worcestershire Shared Services Partnership Agreement; and
- (g) to establish an appointment sub-committee comprising three Members of the Joint Committee; an Executive Member from the Host Authority and the Chairman and Vice-Chairman supported by officers, as detailed in the legal implications contained within the amended report tabled at the meeting.

7/15

WORCESTERSHIRE REGULATORY SERVICES REVENUE **MONITORING APRIL - MARCH 2015 AND ANNUAL RETURN**

The Committee considered a report which detailed the financial position for the period April 2014 to March 2015.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that the report presented the final financial position for Worcestershire Regulatory Services for the period April 2014 to March 2015 and the formal annual return to be submitted to the External Auditors. The Annual Return was in a prescribed format as required by the accounting regulations for small bodies.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council drew Members' attention to the detailed revenue report, as detailed at Appendix 1 to the report. This showed a final outturn underspend of £227,000. The underspend was more than expected at quarter 3 and was mainly due to further vacant posts within the service together with savings resulting from maternity leave and long term sick. Part of the underspend was offset by the costs associated with additional agency staff being used to cover the vacancies and to backfill for staff seconded to support the service transformation project. Recharge for services / repairs and maintenance at Wyatt House was lower than anticipated. There was a significant underspend on IT, due to a freeze on IT spend during strategic partnering and a lower than expected expenditure on certain projects. Contracts on Nuisance Work, Contaminated Land and Stray Dogs were extended until the end of March and generated an additional income of £39,000. The Feed Grant received from Central England Trading Standards Authorities (CEnTSA) had included the cost of the feed samples and generated a further £11,000 income.

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The Executive Director, Finance and Corporate Resources, Bromsgrove District Council drew Members' attention to Appendix 3 to the report, the Annual Return for the financial year ended 31st March 2015.

RESOLVED:

- (a) that the financial position for the period April 2014 to March 2015, be noted;
- (b) that the ICT funding required from partner Councils for 2015/2016 as detailed at Appendix 2 to the report, be approved;
- (c) that the refund of the 2014/2015 underspend of £227,000 to the participating Councils, as set out below, be approved: and

Council	Refund of Savings £'000
Bromsgrove	25
Malvern Hills	22
Redditch	23
City of Worcester	31
Wychavon	31
Wyre Forest	17
Worcestershire County Council	78
TOTAL	227

- (d) that the Annual Return as set out at Appendix 3 to the report, including the Accounting Statements for the Joint Committee for the period 1st April 2014 – 31st March 2015 be approved.

8/15

WORCESTERSHIRE REGULATORY SERVICES ANNUAL REPORT

The Committee considered a report which detailed the Worcestershire Regulatory Services Annual Report 2014 / 2015.

The Acting Head of Worcestershire Regulatory Services (WRS) informed the Committee that under the Worcestershire Shared Services Partner Agreement the Joint Committee was required to receive the annual report at its annual meeting. The report covered the performance of the service for the period 1st April 2014 to 31st March 2015.

The Acting Head of WRS informed Members that as Acting Head of WRS he felt the report highlighted the terrific of performance of WRS. Performance indicators had improved with service transformation and the report was a tribute to the team. He was proud to see what had been achieved not only against the financial restraints the service had had to face but also the outcome of the recent procurement exercise undertaken. Although procurement did not deliver a strategic partnership, it showed the strengths of WRS and that other authorities saw WRS as professional, robust and sustainable for the future.

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Mr. M. Kay, Business Manager, WRS drew Members' attention to the key achievements for WRS in 2014/2015 as detailed in the report. WRS key performance measures continued to focus on customer satisfaction and the positive compliance of businesses, with all but one performance indicator going up. There was an increase in income generation with income generated from a range of sources. Over twenty staff members of the Community Environmental Health Team have undertaken Housing Health and Safety Rating Scheme training, which could provide the potential for extending the work of WRS into this sector.

Mr. S. Wilkes, Business Manager, WRS continued to inform Members on the service delivery highlights throughout the year, the year had been the busiest year for WRS on record for formal actions, with fifteen case investigations currently either in the court system or in the final stages of investigation. The Technical Pollution Team had worked in conjunction with Hitachi Zosen on managing the environmental impact of the construction phase of Severn Waste's Energy from Waste plant in Hartlebury. Following evidence from reports produced following the Rochdale and Rotherham incidents, the sexual exploitation of children was identified as something that could happen anywhere and local authorities needed to take action to reduce risks and support the detection of crime. WRS recognised they had a role to play, particularly in relation to some of the individuals and businesses licensed by partners. WRS were now at the forefront of raising awareness of these dangers and have raised awareness to over 2,500 Hackney Carriage and Private Hire drivers, by means of letters to individual taxi drivers and taxi forums to provide information. WRS officers have been made aware of signs to look out for and to pass these onto the trade.

Members agreed that it would be good practice to send a copy of the WRS Annual Report to all partner authorities Members as well as partner authorities Chief Executives and Managing Directors.

The Chairman thanked officers for an excellent report, with Members in agreement that issues raised by them throughout the year had been taken into account. The report reflected the excellent work of WRS to ensure the protection of our communities.

Councillor J. Fisher reiterated this and expressed his thanks to the WRS Management Team and staff on their continued hard work. He felt that the Joint Committee depended on the professionalism and hard work of WRS.

RESOLVED:

- (a) that the Worcestershire Regulatory Services Annual Report 2014/2015 be noted; and
- (b) that a copy of the Worcestershire Regulatory Services Annual Report 2014/2015 be forwarded to the Chief Executive, Managing Director and Members of each partner authority.

9/15 **ACTIVITY AND PERFORMANCE DATA - QUARTERS 1, 2, 3 AND 4, 2014/2015**

The Committee considered a report which detailed Worcestershire Regulatory Services Activity Data for Quarters 1, 2, 3 and 4, 2014/2015.

Mr. S. Wilkes, Business Manager, Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed Members that the activity report, as detailed at Appendix A to the report, was a summary report as requested by Members. The full report had been distributed to all Members for information and provided Members with wide ranging information across a number of parameters. The summary report was an extract from the full report and covered all of the key county-wide data, with each Team Manager providing a written commentary on each of their areas of work in order to provide Members with information on what was happening and to explain some of the wider activity of work undertaken.

In response Councillor M. King commented that as a new Member to the Committee he had found the information very useful.

RESOLVED:

- a) that the Activity Data for Quarters 1, 2, 3 and 4, 2014/2015 be noted; and
- b) that Members use relevant forums within their respective authorities to share this information with all elected Members.

10/15 **ACCOMMODATION AND ICT HOSTING RELOCATION UPDATE**

The Committee was asked to note a report which provided an update on the recent WRS accommodation and ICT hosting relocation.

Mr. M. Kay, Business Manager, Worcestershire Regulatory Services (WRS) informed the Committee that WRS had successfully moved on 20th March 2015 from Wyatt House, Worcester to Wyre Forest House, there had been a small number of email glitches. WRS now occupied 58 work stations at the new location. The project board consisting of representatives from the current hosts, the proposed hosts and WRS officers had ensured the smooth transition and he expressed his thanks to Alison Braithwaite and her team for their hard work.

The Chairman requested that further thanks from the Joint Committee were given to all those involved in ensuring the move was successful.

RESOLVED that the Accommodation and ICT Hosting Relocation Update report be noted.

11/15 **HOME OFFICE - CODE OF PRACTICE ON THE EXERCISE POWERS OF ENTRY**

The Committee considered a report which detailed the Home Office Code of Practice on the Exercise of Powers of entry. On 6th April 2015, a code of

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Worcestershire Shared Services Joint Committee
25th June 2015

practice issued by the Home Office under section 48 of the Protection of Freedoms Act 2012 came into force.

Mr. S. Wilkes, Business Manager, Worcestershire Regulatory Services (WRS) introduced the report and in doing so informed the Committee that exercising powers of entry was at the heart of all enforcement work and therefore vital to the functioning of the regulatory service. The report proposed the adoption of a policy document, as detailed at Appendix 1 to the report, of a framework policy for the exercise of WRS officers of power of entry and associated statutory powers, not subject to other codes. The code also applied where legislation was silent on particular matters or where relevant legislation provided fewer safeguards than those provided in it.

On 6 April 2015, a code of practice issued by the Home Office under section 48 of the Protection of Freedoms Act 2012 came into force. The code provided guidance and set out considerations that apply before, during and after powers of entry and associated powers were exercised by a range of bodies including local authorities. The purpose of the Code was to ensure "greater consistency in the exercise of powers of entry and greater clarity for those affected by them while upholding effective enforcement."

The Code did not override already existing statutory codes e.g. PACE codes, Food Standards Agency codes, but it did have an effect where no existing code covering the exercise of powers existed.

Mr. S. Wilkes, Business Manager responded to Members' questions and clarified that there was no financial impact on WRS, but if the proposed code was not followed it could leave WRS open to legal challenge

Members were further informed that much of legislation enforced by WRS was silent as to the approval of the use of powers of entry. Given that the code indicated that not every individual visit needed to be approved, it was suggested that approval of service plans and team plans by managers, could fulfil the requirements of the code. The detailed team plans that sit below the service plan outlined all of the proposed activities for the year and it was therefore possible for managers to give consideration to the use of powers at this stage and record the decisions that were made.

RESOLVED that the policy document, as detailed at Appendix 1 to report, which provided an operating framework for the use of statutory powers of entry and related powers by Worcestershire Regulatory Services officers, acting on behalf of all partner authorities, be approved.

RECOMMENDED that consideration be given by partner authorities to adopt a similar approach for their retained regulatory service elements to ensure consistency of operation in all regulatory fields across the authorities in Worcestershire and to support joint operational working.

The meeting closed at 6.29 p.m.

Chairman

WYRE FOREST DISTRICT COUNCIL

CABINET
16TH SEPTEMBER 2015

Disposal of Land at Vale Road, Stourport-on-Severn

OPEN	
CABINET MEMBER:	Councillor J-P Campion
RESPONSIBLE OFFICER:	Director of Economic Prosperity and Place
CONTACT OFFICER:	Mike Parker, Ext. 2500 mike.parker@wyreforestdc.gov.uk
APPENDICES:	Appendix 1: Plan of land proposed for disposal

1. PURPOSE OF REPORT

- 1.1 To agree the disposal of land at Vale Road, Stourport-on-Severn forming part of the public car park and disused public toilets.

2. RECOMMENDATION

Cabinet is asked to DECIDE:

- 2.1 to delegate to the Director of Economic Prosperity & Place, in consultation with the Cabinet Member for Planning & Economic Regeneration and the Cabinet Member for Operational Services, authority to:
- 2.2 agree terms for and dispose of land at Vale Road, subject to obtaining planning permission for residential development, for a capital receipt that will be made available for the Evergreen Investment Fund.
- 2.3 advertise the removal of part of the Vale Road Car Park in the Wyre Forest (Off-Street Parking Places) Order 2015 No 2 ("the Parking Places Order"); to consider any objections made as a result of the advertisement; and, following such consideration, to decide whether the car park should be removed from the Parking Places Order.

3. BACKGROUND

- 3.1 The car park at Vale Road, Stourport has been identified as underused and together with the adjacent and now closed public conveniences adjacent, presents an opportunity for redevelopment for new market housing.
- 3.2 The car park comprises 72 spaces and is situated on the eastern side of the A451 opposite the petrol filling station and bounded by Mitton Close, Mitton Gardens (a private road) and the church of St Wulstan and St Thomas of Canterbury. The adjacent public conveniences were closed in 2014 and are also surplus to requirements.

- 3.3 Over the last three full financial years, the total meter income for the car park has been as follows:

Year	Total Meter Income	Average Income per Space
2014/15	£1,971	£27.37
2013/14	£8,770	£121.80
2012/13	£8,423	£116.99

- 3.4 There is obviously a sudden dip in income between the financial years in 2012/13 and 13/14 and the figure for 2014/15 which might be explained by avoidance by local shoppers in favour of the new Tesco Car Park.
- 3.5 In May 2015, before the holiday period, the Council's Civil Enforcement Officers recorded the number of cars present in the car park on different days and at different times of the day; the results were:

Date	F 15/5	S 16/5	S 17/5	M 18/5	T 19/5	W 20/5	T 21/5	F 22/5	S 23/5	S 24/5	M 25/5	T 26/5	W 27/5	T 28/5	F 29/5	S 30/5
Number of vehicles and time of day	18 (am)	18 (am)	32 (am)	-	15 (am)	14 (am)	15 (am)	15 (am)	14 (am)	16 (am)	-	-	8 (am)	17 (am)	11 (am)	9 (am)

- 3.6 At the Cabinet meeting of 22nd July 2014, an exempt report was presented on 'Maximising Council Property Asset Values' and within it was an agreement to create an 'Evergreen Investment Fund' into which capital receipts from the sale of assets could be placed in readiness for investment in projects that delivered the Council a revenue stream.

4. **PROPOSAL**

- 4.1 It is proposed that part of the Vale Road car park and public conveniences as indicated on the plan at Appendix 1 to this report be disposed of and the capital receipt be put for use into the Evergreen Investment Fund. This amounts to approximately 0.14 Ha of land.
- 4.2 Twenty to twenty five parking spaces or thereabouts could be provided for use on the current pay and display arrangements which would meet local parking need in a more efficient manner appropriate to the level of usage. Excepting the Sunday 17th May when an above average use of the car park took place (possibly a special event at the adjacent church) this would be ample to accommodate typical usage.
- 4.3 In order to enhance the value of the site on the open market, it is proposed that the Council applies for outline planning permission for residential development on the site. This will give a potential purchaser certainty as to its future use, which in turn, should enhance its value at point of sale. Clearly issues such as access, parking and layout will all have to be addressed through the planning application process and this may impact upon access, layout and numbers of spaces available for future public car

parking use, but it is anticipated that the existing access arrangements into the public car park could remain as at present with the creation of a discrete redevelopment site with its own servicing arrangements.

- 4.4 It will be the Council's intention to dispose of the site for the maximum capital receipt that can be obtained.

5. FINANCIAL IMPLICATIONS

- 5.1 The loss of revenue detailed in Section 3.3 for the use of the car park will be negligible and will be reflected within the revised budget. It is considered that the preferable option is to gain a capital receipt to put towards an alternative investment that would result in a greater return for the Council.
- 5.2 The Council will use the receipt from the sale of the car park to be directed to the Evergreen Investment Fund for future investment use. Any such proposals will be reported to members for consideration in due course.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 In respect of the removal of part of the car park from the Parking Places Order, the Local Authorities' Traffic Orders (Procedure) (England & Wales) Regulations 1996 require that "before making an order, the order making authority should consider all objections duly made under regulation 8 and not withdrawn". Full consideration of any objections must take place before an Order confirming removal is made.

The Land is not included in the Council's Property Disposal Strategy but it is considered that there are significant reasons to justify its disposal.

- 6.2 There is a wayleave across the front of the entrance to the car park to the substation but this is unaffected by these proposals; there is also a requirement to maintain the height of the eastern boundary at no less than 5 feet, but this will not present a problem for redevelopment purposes. There are no other restrictions on the site that would prevent the part identified from being redeveloped.

7. RISK MANAGEMENT

- 7.1 There is the risk that if the Council did not take this opportunity to dispose of this under used asset that it will continue to make little contribution to the Council's budgetary position.
- 7.2 Obtaining outline planning permission for residential use in advance of marketing will minimise risk for the council in terms of securing the best sale price, and will provide any prospective purchaser with greater certainty about the ability to implement a development.

8. EQUALITY IMPACT NEEDS ASSESSMENT (EIA)

- 8.1 There are no issues to be addressed.

9. CONCLUSION

- 9.1 The Vale Road car park site has been under utilised for some time. The public conveniences adjacent have been closed since 2014 and the site has become an

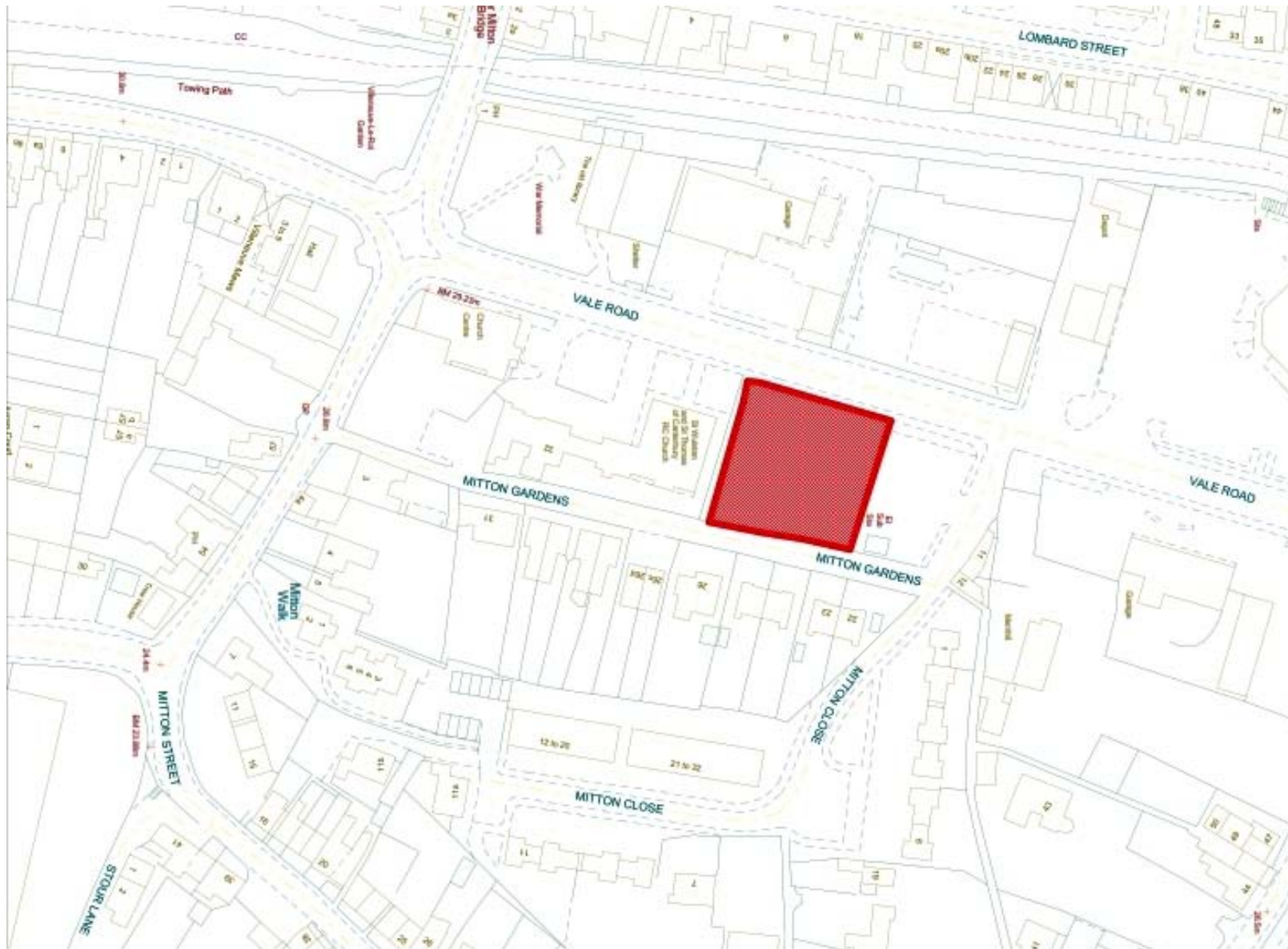
eyesore. The Council is disposing of its under used assets such as car parks where they generate an insignificant amount of revenue as a car park and would be better utilised for residential development with the capital receipt reinvested through the Evergreen Investment Fund. In the case of Vale Road it is proposed to retain an element of the car park for continued public use, more commensurate with the current demand for spaces.

10. CONSULTEES

- 10.1 Corporate Leadership Team.
- 10.2 Operational Services Manager.

11. BACKGROUND PAPERS

- 11.1 Cabinet report July 2014 – ‘Maximising Council’s Property Asset Values’.



WYRE FOREST DISTRICT COUNCIL

**Cabinet
Wednesday 16th September 2015**

**Overview and Scrutiny Committee
Tuesday 8th September 2015**

Wyre Forest Health and Wellbeing Plan Update

The Committee received an update on the work to improve health and wellbeing in Wyre Forest. Members were advised the document provided key partners with an opportunity to work together to deliver improved health outcomes. Members suggested the document be renamed to 'Information on Wellbeing in Wyre Forest' to reflect the joint working across Worcestershire.

Recommend to Cabinet:

- **That the Wyre Forest Health and Wellbeing Plan 2015/16 as attached at Appendix 1 of the report to the Overview and Scrutiny Committee, be approved.**
- **Consideration be given to renaming the Wyre Forest Health and Wellbeing Plan to Information on Wellbeing in Wyre Forest.**

Background papers:

Report to the Overview and Scrutiny Committee, Tuesday 8th September 2015

<http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7616>

WYRE FOREST DISTRICT COUNCIL

**Cabinet
Wednesday 16th September 2015**

**Overview and Scrutiny Committee
Tuesday 8th September 2015**

Climate Change Update

The Committee received an update on the implementation of the Wyre Forest Climate Change Action Plan 2014/15 and the updated plan for 2015/16.

Recommend to Cabinet:

That the Climate Change Action Plan 2015/16 as set out at Appendix 2 of the report to the Overview and Scrutiny Committee, be approved.

Background papers:

Report to the Overview and Scrutiny Committee, Tuesday 8th September 2015

<http://www.wyreforest.gov.uk/council/meetings/com193.htm#mt7616>