

Open

Cabinet

Agenda

**6pm
Tuesday, 9th February 2016
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 Campion | 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 19th February 2016

Councillors wishing to "call in" a decision on this agenda should contact Lynette Cadwallader, Committee Services Officer, Wyre Forest House, Finepoint Way, Kidderminster. Telephone: 01562 732729 or email lynette.cadwallader@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 Lynette Cadwallader, Committee Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732729 or email lynette.cadwallader@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

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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

Tuesday, 9th February 2016

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 22nd December 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 1 st February 2016 (See front cover for contact details). | |

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| 7. | Leader of the Council | |
| 7.1 | Leader's Announcements | |

| 8. | | |
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| 8.1 | <p style="text-align: right;"><i>Councillor Marcus Hart</i></p> <p>Agreements with Kidderminster Town Council</p> <p>To consider a report from the Chief Executive which seeks formal approval of agreements with Kidderminster Town Council in respect of the Town Hall and provision of services by the District Council to the Town Council.</p> | 12 |

| 9. | | |
|------------|--|----|
| 9.1 | <p style="text-align: right;"><i>Councillor Nathan Desmond</i></p> <p>Results of Budget Consultation, Alternative Budgets and Recommendations from the Cabinet Financial Strategy Advisory Panel</p> <p>To consider a report from the Chief Financial Officer which considers the results of the budget consultation exercise launched following the presentation of the Financial Strategy 2016/2019 to Cabinet on the 22nd December 2015, alternative budget proposals and recommendations from the Cabinet Financial Strategy Advisory Panel from their meeting on the 28th January 2016.</p> | 20 |
| 9.2 | <p style="text-align: right;"><i>Councillor Nathan Desmond</i></p> <p>Budget and Council Tax Setting 2016-2019 – Medium Term Financial Strategy 2016-19</p> <p>To consider a report from the Chief Financial Officer which updates Members on the Medium Term Financial Strategy 2016-19 and make recommendations to Council on the proposed budget decision. Also to consider the report of the Chief Financial Officer in respect of statutory duties placed on Local Authority Chief Financial Officers in relation to budget setting and monitoring.</p> | 24 |
| 9.3 | <p style="text-align: right;"><i>Councillor Nathan Desmond</i></p> <p>Budget Monitoring Third Quarter 2015/16</p> <p>To consider a report from the Chief Financial Officer which monitors the Revenue Budget and Capital Programme in accordance with the Local Government Act 2003, informs members of the Housing Benefit Overpayment debt position as at 31st December 2015, and the Sundry/Property debt position as at 31st December 2015.</p> | 34 |

| | | |
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| 10. | <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> | |
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| 11. | <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> | |
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Part 2

Not open to the Press and Public

| 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> | |
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**WYRE FOREST DISTRICT COUNCIL
CABINET**

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER
22ND DECEMBER 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, T A Muir, F M Oborski MBE and J A Shaw.

CAB.46 Apologies for Absence

There were no apologies for absence.

CAB.47 Declarations of Interests by Members

No declarations of interest were made.

CAB.48 Minutes

Decision: The minutes of the Cabinet meeting held on 10th November 2015 be confirmed as a correct record and signed by the Chairman.

CAB.49 Call Ins

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

CAB.50 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.51 Leader's Announcements

Following his update to Members at the December Council meeting, the Leader of the Council advised that a meeting of the seven Worcestershire Leaders was scheduled to take place on 7th January 2016 regarding the Syrian Refugees relocation scheme. The Leader would provide a further update following the meeting.

CAB.52 Local Plan Review Issues and Options Consultation Responses

A report was considered from the Planning Policy Manager which informed Cabinet of the level and scope of the responses received in relation to the public consultation undertaken on the Local Plan Review Issues and Options Consultation.

The Cabinet Member for Planning and Economic Regeneration advised that the consultation paper represented the first phase in the review of the District's Local Plan and had informed the preferred options development. He stressed the importance of the continuation of the preferred options development in line with the timescales set out in the Revised Local Development Scheme, to ensure that the District Council continued to have an up to date plan in place to guide future development.

The Leader of the Council thanked the Planning Policy Officers and Members of the Local Plans Review Panel for their hard work and was pleased with the high response to the consultation, 1631 comments had been received during the consultation period.

Decision:

- 1. The consultation responses received to the Issues and Options Paper be noted and taken into account appropriately when considering the development of the Local Plan Review preferred options.**
- 2. The Local Plan Review Issues and Options Consultation Statement as set out at Appendix 1 of the report to Cabinet be approved for publication on the District Council's website, with delegated authority to the Director of Economic Prosperity and Place to make any final changes to the formatting prior to publication.**
- 3. To note that the Director of Economic Prosperity and Place will arrange for the Table of Consultation Responses, as set out at Appendix 3 of the report to Cabinet, to be published on the website.**

CAB.53 Medium Term Financial Strategy 2016-19

A comprehensive report was considered from the Chief Financial Officer which provided Cabinet with financial information in order to make proposals for the Budget Strategy for the period 2016-19.

Members were taken through the report and the key issues were highlighted which included details of the Provisional Settlement received on 17th December 2015 which had confirmed an even more fiscally challenging time for District Councils than previously anticipated.

There was a proposal to commit £500,000 capital funding to act as match funding towards the delivery of the reintroduction of traffic into Worcester Street as part of the Council's commitment to the regeneration of Kidderminster Town Centre.

A proposal was made to create a single Parish Localism Fund of £50,000 to continue the good work undertaken so far with Parish and Town Councils and other local organisations, which would include a review of the Parish Support fund in 2016-17.

It was also proposed to retain the Community Leadership Fund of £1,000 per Member for 2016-17 and a further target for savings from the Wyre Forest Forward Efficiency Programme was included.

The Cabinet Member for Resources thanked the Corporate Leadership Team for their help and advice, and stated he looked forward to working with the other political parties to achieve a consensus on the budget before it was finalised at the Council meeting in February 2016.

Decision:

- 1. The fees and charges as set out in Appendix 4 – Part 1 of the report to Cabinet be noted.**
- 2. The savings currently assumed within the report to Cabinet of up to £250,000 pa as a result of the partnership working with the new Kidderminster Town Council from 2016-17 be noted. This will be confirmed within the February budget report.**
- 3. The fees and charges as set out in Appendix 4 – Part 2 of the report to Cabinet be approved.**

The following be endorsed and recommended to the Cabinet Financial Strategy Advisory Panel for scrutiny:

- 4. The Council's updated Medium Term Financial Strategy;**
- 4.1 Cabinet Proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2016-19 (Appendix 3) including;**
 - a) Approval of £500,000 capital funding to act as match funding towards the delivery of the reintroduction of traffic into Worcester Street as part of the Council's commitment to the regeneration of Kidderminster Town Centre. This will represent a significant step forward in realising the redevelopment of the wider Eastern Gateway as well as continuing the Council's strategy of attracting external investment into the regeneration of the town centre. This is the next phase of the Council's commitment to revitalising Kidderminster Town Centre by investing additional funding to accelerate the improvements to Worcester Street; opening it up to one-way traffic from Coventry Street and providing on street parking, thus improving the profile of this part of the town and increasing footfall. This builds on the Council's delivery of £2m of public realm improvements to Vicar Street, High Street and Exchange Street. This significant investment will support the Council's vision for the future of Worcester Street.**

- b) The creation of a single Localism Fund of £50k to continue the good work done so far with Parish and Town Councils and extend it to other organisations. There will continue to be flexibility around grant funding from this new fund to facilitate more clarity and easier access where appropriate, to pump prime the work of Parish Councils and Community Groups where it complements work and priorities of this Council and benefits local residents.**
 - c) Approval for the Community Leadership Fund for 2016-17 of £33k.**
 - d) Approval of increased targets for savings under the Wyre Forest Forward Programme in 2017-18 onwards (paras 4.21 and 7.2).**
- 4.2 The level of net expenditure and resultant Council Tax for 2016-19 as per paragraph 7.3;**
- 4.3 The fees and charges in line with this strategy and the impact on the Council's Revenue Budget for 2016-19, as shown in Part 3 of Appendix 4;**
- 4.4 The Base Capital Programme and Vehicle, Equipment and Systems Renewals Schedule as set out in Appendix 6, Appendices A and B;**
- 4.5 The variations to the Capital Programme and Vehicle, Equipment and Systems Renewal Schedule in accordance with the Council's Budget Process.**

CAB.54 Community Safety and Safeguarding Duties

A report was considered from the Community Development Officer which advised Members of the Council's responsibilities regarding the Worcestershire Child Sexual Exploitation Strategy 2015-17 and its duties as specified in the Counter Terrorism and Security Act 2015, regarding the prevention of violent extremism.

Members were taken through the report and the key target areas for action as set out in the Strategy and Action Plan was highlighted.

A Member asked for the number of calls which had been made to Child Line from the Wyre Forest District to be provided.

Decision:

- 1. The Worcestershire Child Sexual Exploitation Strategy and Action Plan 2015-17 be endorsed.**
- 2. The Mandatory safeguarding training for all Members and staff in accordance with paragraph 4.6 of the report to Cabinet be implemented.**
- 3. The duties specified in the Counter Terrorism and Security Act 2015 be noted.**

There being no further business, the meeting closed at 6.58pm.

WYRE FOREST DISTRICT COUNCIL
CABINET
9th February 2016

Agreements with Kidderminster Town Council

| OPEN | |
|-----------------------------|---|
| CABINET MEMBER: | Councillor Marcus Hart, Leader of the Council |
| RESPONSIBLE OFFICER: | Chief Executive |
| CONTACT OFFICER: | Ian Miller, Ext. 2700 ian.miller@wyreforestdc.gov.uk |
| APPENDICES: | Appendix 1 Summary of proposed agreements Appendix 2 Summary financial |

1. PURPOSE OF REPORT

- 1.1 To seek formal approval of agreements with Kidderminster Town Council in respect of the Town Hall and provision of services by the District Council to the Town Council.

2. RECOMMENDATION

Cabinet is asked to DECIDE that:

- 2.1 **Wyre Forest District Council enters into the agreements with Kidderminster Town Council described in the summary in Appendix 1;**
- 2.2 **delegated authority be given to the Solicitor to the Council, in consultation with the Chief Executive and Chief Financial Officer, to finalise the form of the agreements in accordance with the summary in Appendix 1 and with the agreements to be signed as soon as possible in advance of 1 April 2016.**

3. BACKGROUND AND KEY ISSUES

- 3.1 Kidderminster Town Council came into being on 1 December 2015. The reorganisation order transfers various assets to it on 1 April 2016, the most significant of which is the Town Hall. While the Town Council will have freehold of the building from 1 April, the reorganisation order provides for the District Council to have a 99 year lease of the building. The intention throughout has been to ensure a smooth transfer, and that the District Council would continue to operate the assets and provides services on behalf of the Town Council. The arrangements envisaged would also help to put the Town Hall as an important events and cultural venue for the town and wider area on a sustainable footing for the future, through partnership working. The proposed agreements in respect of services respect the right of the Town Council, during the first period following the elections in May 2016, to make alternative arrangements if it chooses, whether by providing services directly itself or putting them out to competition.

- 3.2 There have been intensive and detailed discussions with members of the Town Council about the content of the agreements and the financial contribution to be made by the Town Council in respect of them. These have resulted in agreement as a consequence of the negotiations to support the proposals set out in this report, in particular in respect of the financial contribution.

4 FINANCIAL IMPLICATIONS

- 4.1 The Council's financial strategy for 2016-2019 assumed that the Town Council's financial contribution would total £250k in 2016-17. As a result of the negotiations, a very high proportion of this has been achieved, namely £217k in 2016-17, which includes contributions by the Town Council to the Kidderminster Arts Festival and the cost of the Christmas lights switch on event that are to be made in the form of grants. As a result of the uprating mechanisms in the agreements, the amounts to be paid by the Town Council in later years, and the savings WFDC, will be higher, as shown in the summary table in Appendix 2.

5 LEGAL AND POLICY IMPLICATIONS

- 5.1 It is proposed to enter the agreements under section 99 of the Local Government and Public Involvement in Health Act 2007 Act as they relate to assets transferred to the Town Council by the reorganisation, and under other relevant powers such as the power of general competence in the Localism Act 2011.
- 5.2 The agreements strongly support the localism agenda, by ensuring that the Town Council plays its part in funding key local services and assets, while leaving it free to make alternative arrangements over time if it wishes.

6 EQUALITY IMPACT NEEDS ASSESSMENT

- 6.1 An initial screening has not identified any adverse impact on the protected characteristics, and a full assessment is not therefore required.

7 RISK MANAGEMENT

- 7.1 Concluding the agreements will deal with significant risks in the corporate risk register in terms of addressing the Council's financial position and improving the sustainability of services at the Town Hall.

8 CONCLUSION

- 8.1 Entering the agreements is an important step in the establishment of the Town Council and is a good example of positive joint working between the District Council and local bodies. There is scope for the relationship to develop further in future.

9 CONSULTEES

- 9.1 Corporate Leadership Team
9.2 Cabinet

10 BACKGROUND PAPERS

- 10.1 Reports to Council on community governance review and reorganisation order, 29 July and 30 September 2015
- 10.2 The Wyre Forest District Council (Reorganisation of Community Governance) (Kidderminster) Order 2015
www.wyreforestdc.gov.uk/media/1566957/Reorganisation-order.pdf

SUMMARY OF PROPOSED AGREEMENTS BETWEEN WYRE FOREST DISTRICT COUNCIL AND KIDDERMINSTER TOWN COUNCIL

1. This document summarises the proposed agreements that are to be entered by the two councils with effect from 1 April 2016. Formal authority for the agreements is being sought at the meeting of WFDC's Cabinet on 9 February and of Kidderminster Town Council on 10 February. This summary inevitably does not cover every last point of the agreements but deals with the most important issues.
2. The legal form of the agreements will be resolved by lawyers acting on behalf of the two councils. Therefore this summary uses the neutral terms "agreement" and "agreements" throughout, to avoid confusion.
3. The reorganisation order made by WFDC transfers various assets to the new council, in particular the Town Hall, Market St toilets, adjacent to St Mary's Church (where the war memorials are located), and a number of items of street furniture including floral display baskets/holders. The reorganisation order provides for a 99 year lease of the Town Hall to Wyre Forest District Council.

Agreements under section 99 of the Local Government and Public Involvement in Health Act 2007 Act

Town Hall

4. As noted above, the District Council would have a 99 year lease of the whole of the Town Hall. The agreement provides for WFDC to pay £50,000 as the rental for the space occupied by the Hub ("the blue land"). Either party would be able to serve 12 months' notice on the other, although no such notice may be served to expire before 31 March 2019. WFDC would cease to occupy the "blue land" after expiry of the notice: WFDC would cease to pay the rental at that point and the Town Council would take occupancy of the "blue land".
5. The agreement provides for WFDC to "post box" the rent received from the registrar to the Town Council. This would be achieved by providing that the rent for the "blue land" would be £50,000 a year plus whatever rent WFDC receives from the registrar. The agreement provides for rent reviews every 5 years based on CPI.
6. The agreement provides a break point at five years and every five years thereafter, which can be exercised by WFDC. WFDC would also have the ability at its discretion to end the agreement at any time following the termination of the agreement in respect of the dual use area (see paragraph 10 below) and certain other events, including failure by the Town Council to pay sums due under the agreement (in full or in part) for 3 calendar months from the date upon which such sums were due.
7. The agreement would include a "special" break clause in the event of local government reorganisation. This would end the agreement in the event of the abolition of Wyre Forest District Council, to ensure that the Town Hall and its operation were solely in the hands of the Town Council. The termination would be tied to relevant primary or secondary legislation being enacted or made.

8. The agreement would oblige WFDC to pay all outgoings in relation to the Town Hall including business rates and utilities. It would also oblige WFDC to keep the property in “good and substantial repair” (the definition of “property” does not include the William Hill Organ in the Music Room). However the obligation would not require WFDC to put the property into any better state of repair than existed at the date of the agreement as set out in the schedule of condition.
9. The agreement would grant the Town Council exclusive occupancy of part of the upper floor, consisting of the Mayor’s Parlour, office and rooms previously used by the Charter Trustees, the Council Chamber, former court room and the bell tower. The agreement makes no provision for use of the Mayor’s Parlour by WFDC. The rent for the space occupied by the Town Council would be a peppercorn. The agreement provides for the Town Council to contribute towards the insurance of the whole building and a service charge which covers everything from business rates, utilities and cleaning through to repairs and maintenance. This would be based on a fixed proportion of actual costs for the building as a whole (30%). In addition, the Town Council would be obliged to have insurance in place for third party, public and occupier’s liability in place in the sum of £10m. The Town Council would also have to insure fixtures and fittings in these parts of the building and keep them in good and substantial repair. This aspect of the agreement, relating to the Town Council’s exclusive occupancy of part of the upper floor, would be for 99 years less 3 days. There is no provision for early termination unless the Town Council fails to pay sums due or materially breaches its obligations under this aspect of the agreement.
10. The agreement would cover the “dual use area”, namely the Music Room, Corn Exchange, King Charles Suite and associated offices and facilities. It therefore deals with the running of those parts of the Town Hall that do not comprise the Hub and the area to be occupied by the Town Council. In summary, it obliges WFDC to staff and undertake a wide range of steps in respect of operating the Town Hall as a venue for events and community activities while obliging the Town Council to make a significant contribution to the gross running costs of those operations. The agreement provides for the Town Council to have use of the dual use area for free on 8 days of the year and for WFDC to have a similar right to use the area for free on 8 days of the year. The agreement further provides for the Town Council to have use of the King Charles Suite from one hour before each of the meetings of the full town council until one hour afterwards.
11. The agreement provides for a Town Hall liaison group between WFDC and the Town Council which, among other things, provides a vehicle for discussing the future programme and reviewing the previous period; discussing the planned maintenance programme; and preparing an annual report to the Kidderminster Town Council. WFDC would be obliged to provide an annual statement of expenditure on its obligations in respect of the dual use area, and would be required to repay sums to the Town Council if the Town Council’s contribution exceeded WFDC’s expenditure. The agreement in respect of the dual use area would be for 10 years with a break clause after 5 years, which can be exercised by the Town Council.

Provision of services

12. The agreements cover provision of other services to the Town Council by WFDC. Most of the services relate to transferred assets but support services are also included. The agreement covers a range of services including:
- Maintenance of land adjacent to St Mary's Church and St Mary's Churchyard
 - Operation and maintenance of the Market Street toilets
 - Floral displays in the town
 - Maintenance of street furniture
 - Museum services (for curation and storage of the museum items transferred to the Town Council but not on display at the Town Hall)
 - A range of support services including finance, ICT, website creation and maintenance and legal services.

This aspect of the agreement would be for 5 years with a break clause after 2 years. The service charges in the agreement would be based on uprating of 2.5% a year.

Financial provisions

13. The total gross cost to the Town Council of the agreements in respect of 2016-17 would be £243k. However this is offset by rent to be paid by WFDC for the space occupied by the hub of £50k and WFDC "post-boxing" the rental in respect of the registrar's lease of £8k, which means that the net cost of the agreements to the Town Council would be £185k in 2016-17. The amount of payments in subsequent years is determined by the uprating mechanisms where relevant. In each year, the amount of the Town Council's contribution to the operating costs of the dual use area in the Town Hall is a balancing item.

Matters being dealt with outside the agreements

14. Kidderminster Town Council intends to provide funding of £5k for the Kidderminster Arts Festival and £8k for the Christmas light switch on event as a grant. This leaves the Town Council free to decide the level of grant from time to time and whether it wishes to commission the Christmas light switch on event from WFDC. These grants take the total net cost of the relationship with WFDC to £198k. In addition, as a consequence of the reorganisation order, the Town Council will be directly responsible for the contract for Christmas lights, which costs £19k a year. Thus the total transfer of costs from WFDC to the Town Council is £217k in 2016-17.

SUMMARY FINANCIAL TABLE

| KIDDERMINSTER TOWN COUNCIL | 2016/17 Estimate £ | 2017/18 Estimate £ | 2018/19 Estimate £ | 2019/20 Estimate £ | 2020/21 Estimate £ |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| WFDC support - Finance/Legal/ICT | 15,000 | 15,370 | 15,760 | 16,150 | 16,560 |
| Town Centre Hanging flowers | 4,730 | 4,850 | 4,970 | 5,090 | 5,220 |
| Land adjacent to St Mary's Churchyard | 10,620 | 10,890 | 11,160 | 11,440 | 11,720 |
| Maintenance of Street Furniture | 2,000 | 2,050 | 2,100 | 2,150 | 2,210 |
| Museum and Arts Collections Management - storage | 5,180 | 5,310 | 5,440 | 5,580 | 5,720 |
| Market Street Toilets | 24,610 | 25,230 | 25,870 | 26,540 | 27,220 |
| Contribution towards WFDC maintenance costs- KTH | 84,450 | 74,340 | 76,010 | 77,720 | 79,400 |
| Dual use agreement in respect of the Town Hall | 93,270 | 108,040 | 111,140 | 114,310 | 122,650 |
| Grounds Maintenance - Allotments | 2,660 | 2,690 | 2,730 | 2,760 | 2,770 |
| TOTAL COSTS TO KTC UNDER THE AGREEMENTS | 242,520 | 248,770 | 255,180 | 261,740 | 273,470 |
| | | | | | |
| Rent Income - From WFDC for HUB area | -50,000 | -50,000 | -50,000 | -50,000 | -50,000 |
| Registrar's Income "post boxed" to Town Council | -8,000 | -8,000 | -8,000 | -8,000 | -8,000 |
| TOTAL INCOME TO KTC UNDER THE AGREEMENTS | -58,000 | -58,000 | -58,000 | -58,000 | -58,000 |
| | | | | | |
| Costs incurred Directly by Town Council - saved by WFDC | | | | | |
| Christmas Lights | 19,480 | 19,480 | 19,480 | 19,480 | 19,480 |
| TOTAL COST INCURRED DIRECTLY BY THE TOWN COUNCIL | 19,480 | 19,480 | 19,480 | 19,480 | 19,480 |
| | | | | | |
| Grants Payable to WFDC | | | | | |
| Kidderminster Arts Festival | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Christmas Events | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| TOTAL GRANTS PAID BY THE TOWN COUNCIL TO WFDC | 13,000 | 13,000 | 13,000 | 13,000 | 13,000 |
| | | | | | |

| | 2016/17 Estimate £ | 2017/18 Estimate £ | 2018/19 Estimate £ | 2019/20 Estimate £ | 2020/21 Estimate £ |
|---|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| OVERALL SUMMARY | | | | | |
| TOTAL COSTS TO KTC UNDER THE AGREEMENTS | 242,520 | 248,770 | 255,180 | 261,740 | 273,470 |
| TOTAL INCOME TO KTC FROM WFDC | -58,000 | -58,000 | -58,000 | -58,000 | -58,000 |
| TOTAL GRANTS PAID BY THE TOWN COUNCIL TO WFDC | 13,000 | 13,000 | 13,000 | 13,000 | 13,000 |
| TOTAL COST INCURRED DIRECTLY BY THE TOWN COUNCIL | 19,480 | 19,480 | 19,480 | 19,480 | 19,480 |
| | | | | | |
| TOTAL SAVINGS TO WFDC | 217,000 | 223,250 | 229,660 | 236,220 | 247,950 |

WYRE FOREST DISTRICT COUNCIL

CABINET

9th FEBRUARY 2016

**RESULTS OF BUDGET CONSULTATION. ALTERNATIVE BUDGETS AND
RECOMMENDATIONS FROM THE CABINET FINANCIAL STRATEGY ADVISORY
PANEL**

| OPEN | |
|----------------------------------|---|
| CABINET MEMBER: | Councillor N J Desmond, Cabinet Member for Resources |
| RESPONSIBLE OFFICER: | Chief Financial Officer Tracey Southall Ext 2100 tracey.southall@wyreforestdc.gov.uk |
| Appendix 1 Appendix 2 | Budget Consultation Results Labour Party Alternative Budget Proposals <i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i> |

1. PURPOSE

- 1.1 To consider the results of the budget consultation exercise launched following the presentation of the Financial Strategy 2016/2019 to Cabinet on the 22nd December 2015, alternative budget proposals and recommendations from the Cabinet Financial Strategy Advisory Panel from their meeting on the 28th January 2016.

2. RECOMMENDATIONS

The Cabinet is asked to **NOTE** the recommendations of the Cabinet Financial Advisory Panel on:

- 2.1 The results of the budget consultation exercise and the alternative budget proposal as detailed within the report and appendices.
- 2.2 The proposal that Fees and charges be considered as a separate work stream by the Panel in the next Municipal year.

3. BACKGROUND

- 3.1 Following the consideration of the Financial Strategy 2016/19 on 22nd December 2015 there has been extensive consultation on the proposals. The purpose of this report is to feed back to Cabinet the results of the consultation to inform final recommendations on the budget to Council later this month. The main groups which have been consulted are:

- Council Tax Payers, Business Rate payers and Staff

- Other Members of the Council
- Partners including Town and Parish Councils

3.2 This report summarises the responses received.

4. SUMMARY OF BUDGET CONSULTATION RESULTS

4.1 The Council has invited comments on the budget proposals presented to Cabinet on the 22nd December 2015. A total of 375 respondents accessed the consultation. A summary of the responses is shown below. More detailed analysis is available in Appendix 1.

5. BUDGET CONSULTATION RESULT DETAILS

5.1 The Council has invited comments on the budgets proposals presented to Cabinet on the 22nd December 2015. A total of 375 respondents accessed the consultation. A summary of the responses (top two categories of response) is shown below. A full list of the questions and more detailed analysis is available in Appendix 1.

5.2 The Cabinet Financial Strategy Advisory Panel also proposed that Fees and charges be considered as a separate work stream by the Panel in the next Municipal year.

Question 1: Do you support a Council tax freeze for the District Council part of your bill in 2016/17?

| | |
|------------------|-----|
| Strongly Support | 46% |
| Support | 20% |

Question 2: Do you support a Council Tax freeze for the District Council part of your bill in 2017/18?

| | |
|------------------|-----|
| Strongly Support | 44% |
| Support | 19% |

Question 3: Revitalising our town centres and driving economic growth. Do you support the continuing regeneration of Kidderminster town centre?

| | |
|------------------|-----|
| Strongly Support | 40% |
| Support | 26% |

Question 4: Helping our communities provide services. Do you support the proposal to set up a single fund for Parish and Town Councils and extend this to other community organisations?

| | |
|------------------|-----|
| Support | 34% |
| Strongly Support | 25% |

Question 5: Do you agree that the Community Leadership Fund should continue in 2016/17?

| | |
|----------------------------|-----|
| Strongly Oppose | 27% |
| Support | 21% |
| Neither Support nor Oppose | 19% |

Question 6: Do you agree that as part of the £750,000 additional savings target, the council should continue this more commercial approach to raise extra income to protect services that everyone uses and local communities value?

| | |
|------------------|-----|
| Support | 42% |
| Strongly Support | 37% |

Question 7: Do you agree that as part of the £750,000 additional savings target, the council should continue its drive to make services as efficient as possible?

| | |
|------------------|-----|
| Support | 48% |
| Strongly Support | 36% |

6. KEY ISSUES

- 6.1 In making the final recommendation to Council on the Financial Strategy 2016/19 the Cabinet will consider the recommendations from the Cabinet Financial Strategy Advisory Panel that they note the budget consultation results as set out in this report and the alternative budget proposal contained in Appendix 2.

7. FINANCIAL IMPLICATIONS

- 7.1 There are no direct financial implications.

8. LEGAL AND POLICY IMPLICATIONS

- 8.1 None.

9. EQUALITY IMPACT NEEDS ASSESSMENT

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

10. RISK MANAGEMENT

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

11. CONCLUSION/FURTHER CONSIDERATIONS

- 11.1 The Council continues to engage with the public, staff, other Members and various stakeholders in setting the direction of the Council. In these times of financial austerity difficult choices will be required on selective reductions in costs in line with the Council's priorities. The total number of people accessing the budget is much higher than in previous years (last year there were around 183 responses) and can be considered to be a representative sample of overall public opinion. The vast majority of respondents took part in the survey online. Around 150 paper copies were made available at public buildings in all three key towns across the district. In total 27 respondents sent back paper copies of the completed survey.

- 11.2 The proposal that received the strongest support was for the council to continue its drive to make services as efficient as possible – with 84% of respondents either supporting or strongly supporting this proposal (Question 7).
- 11.3 Similarly there was a clear majority support for the council to continue to take a more commercial approach – 79% of respondents wanted to see the council raise income to protect services (Question 6).
- 11.4 The council's proposed council tax freezes for 2016/17 and 2017/18 also won support from the majority of respondents. Those supporting or strongly supporting a council tax freeze were 66% and 63% respectively (Questions 1 and 2).
- 11.5 The proposal that divided opinion the most was the continuation of the Community Leadership Scheme. 45% of respondents either opposed or strongly opposed its continuation, compared with 36% who said they supported or strongly supported the scheme (Question 5). This proposal had a similarly negative response last year when there were 49% opposed or strongly opposed to the scheme compared with 35% in support or strongly in support. This suggests that members of the public are not strongly in favour of giving councillors pots of money for distribution to local causes.

12. CONSULTEES

- 12.1 Corporate Leadership Team
- 12.2 Cabinet

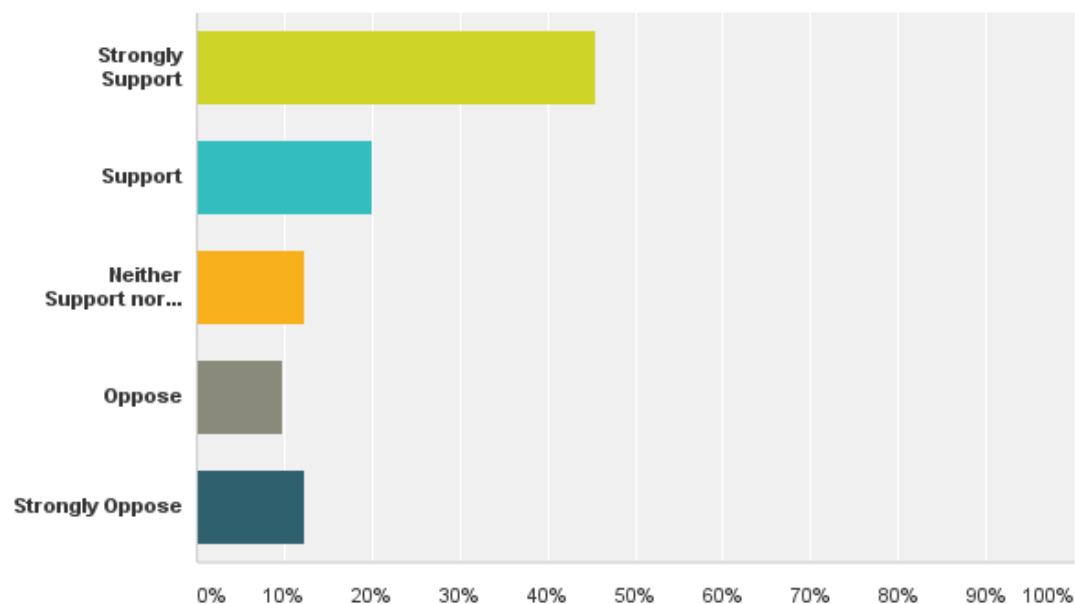
13. BACKGROUND PAPERS

- 13.1 Cabinet Report on the Medium Term Financial Strategy 2016–19 22nd December 2015
- 13.2 Agendas and Minutes of the Cabinet Financial Strategy Advisory Panel

**Wyre Forest District Council
Budget Consultation Results February 2016
In total 375 respondents accessed the campaign**

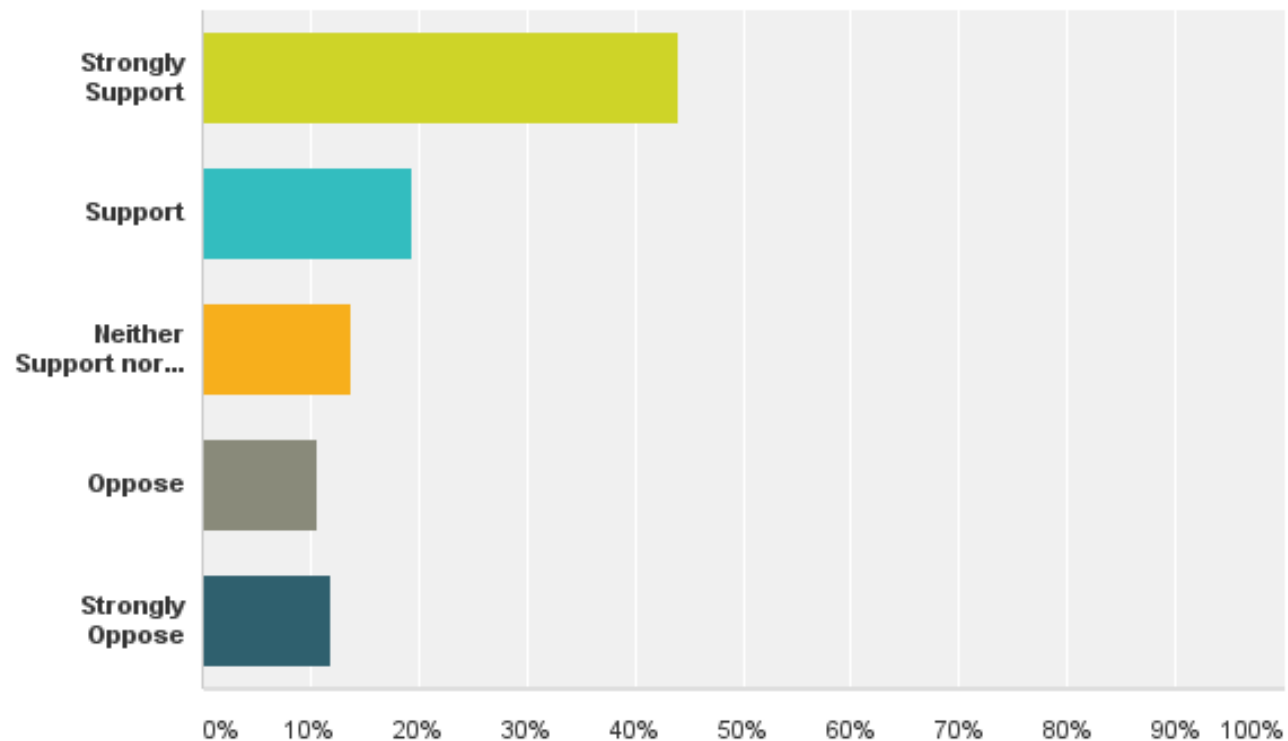
**Q1 Do you support a Council Tax freeze for
the District Council part of your bill in
2016/17?**

Answered: 375 Skipped: 0



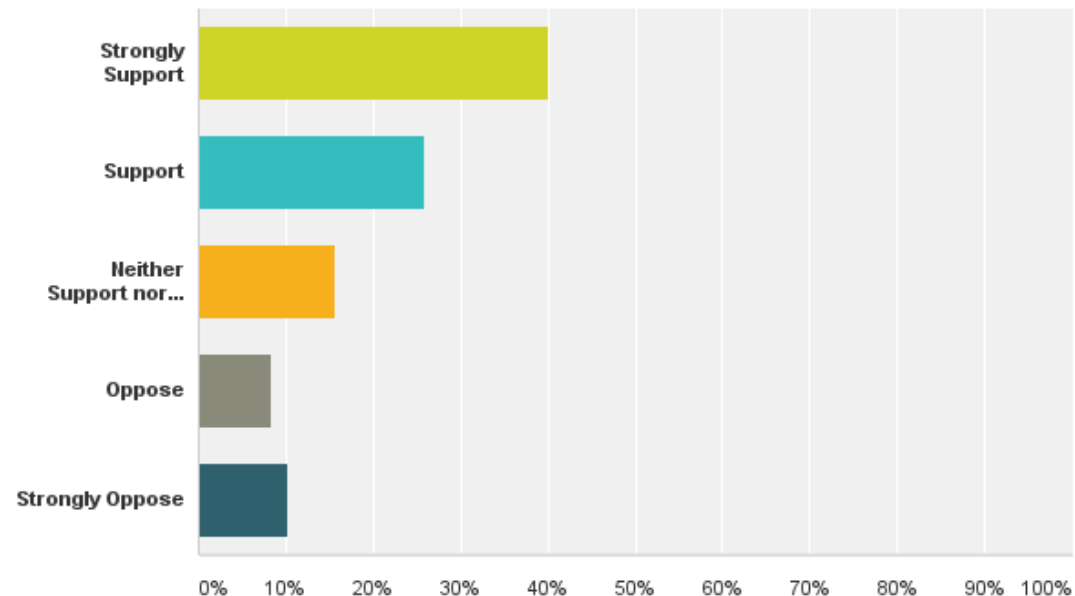
**Q2 Do you also support a Council Tax
freeze for the District Council part of your
bill in 2017/18?**

Answered: 375 Skipped: 0



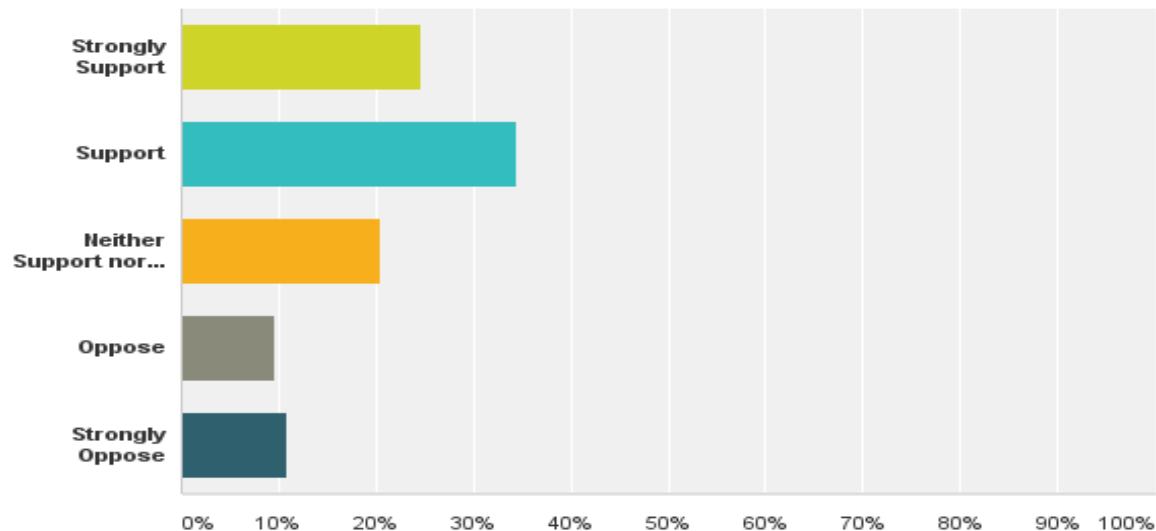
Q3 Revitalising our town centres and driving economic growth
We are proposing to spend £500,000 to revitalise and improve the Worcester Street area of Kidderminster town centre, building on the investment already in hand in Vicar Street, High Street and Exchange Street. Do you support the continuing regeneration of Kidderminster town centre?

Answered: 375 Skipped: 0



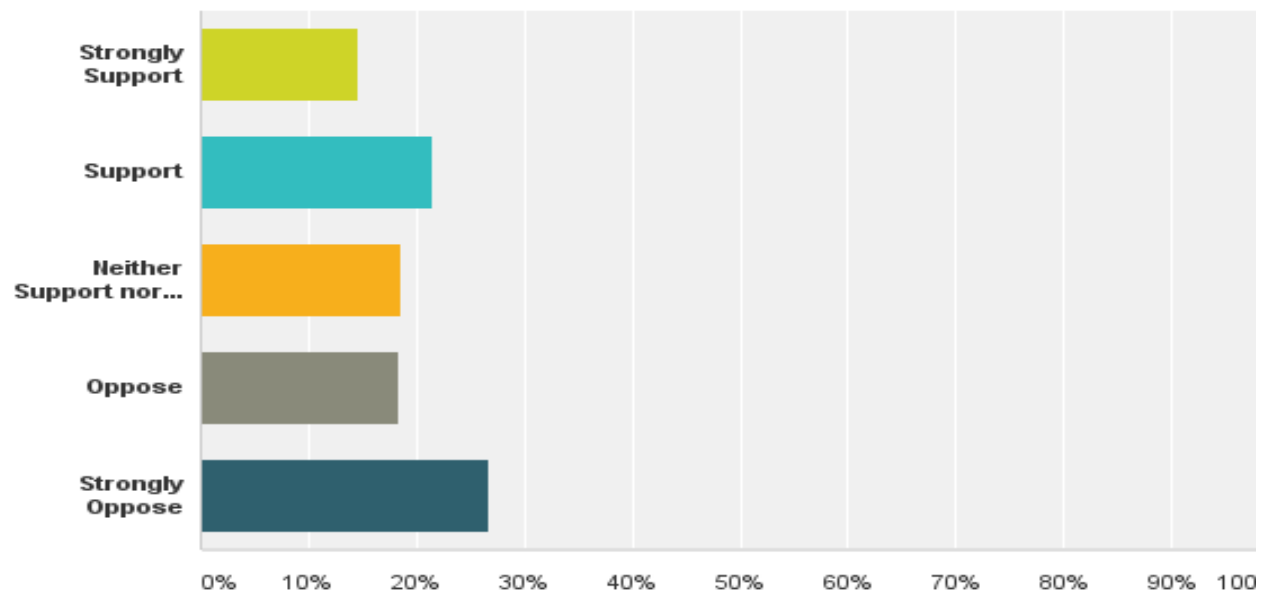
Q4 Helping our communities provide services
We propose to set aside a fund of £50,000 to Parish and Town Councils and extend this to community groups. They can apply for grants to run assets and provide services in their area, including services the District Council may have traditionally carried out. Do you support the proposal to set up a single fund for Parish and Town Councils and extend this to other community organisations?

Answered: 375 Skipped: 0



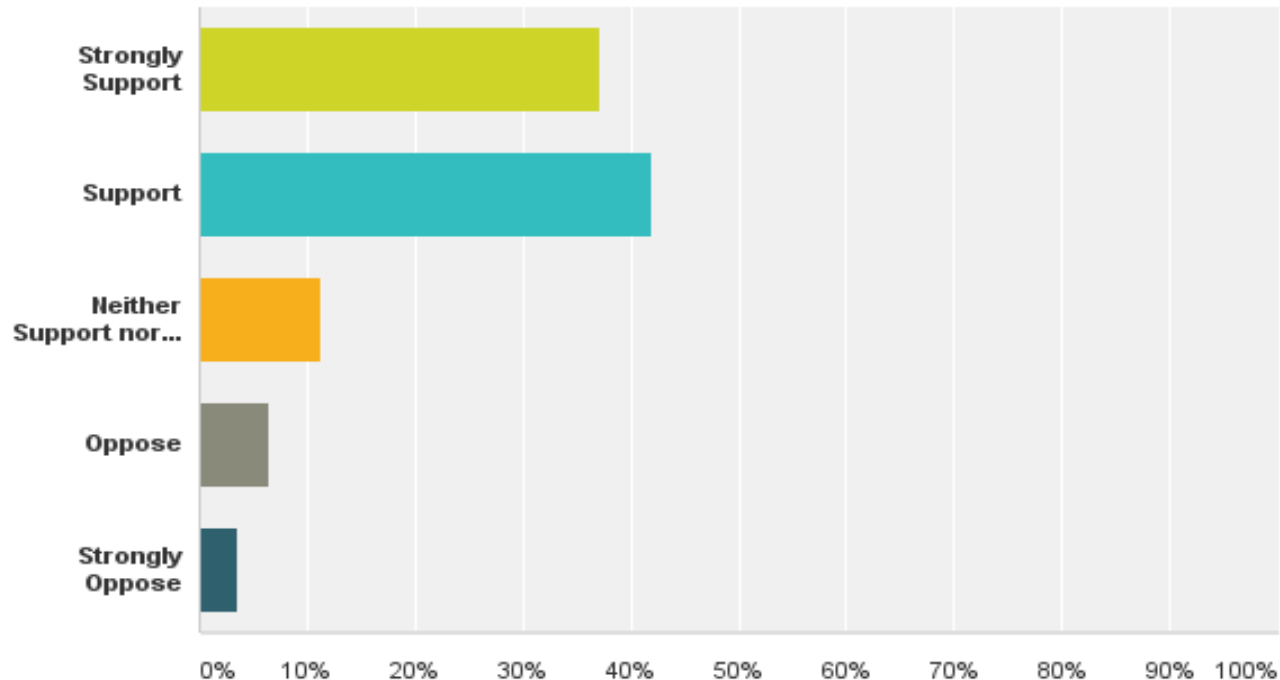
Q5 The Community Leadership FundAt the moment Councillors are allocated £1,000 each from the Community Leadership Fund each financial year. This costs a total of £33,000. It gives them the opportunity to provide financial support for worthwhile initiatives and projects in their ward or for the benefit of the district. Do you agree that the Community Leadership Fund should continue in 2016/17?

Answered: 375 Skipped: 0



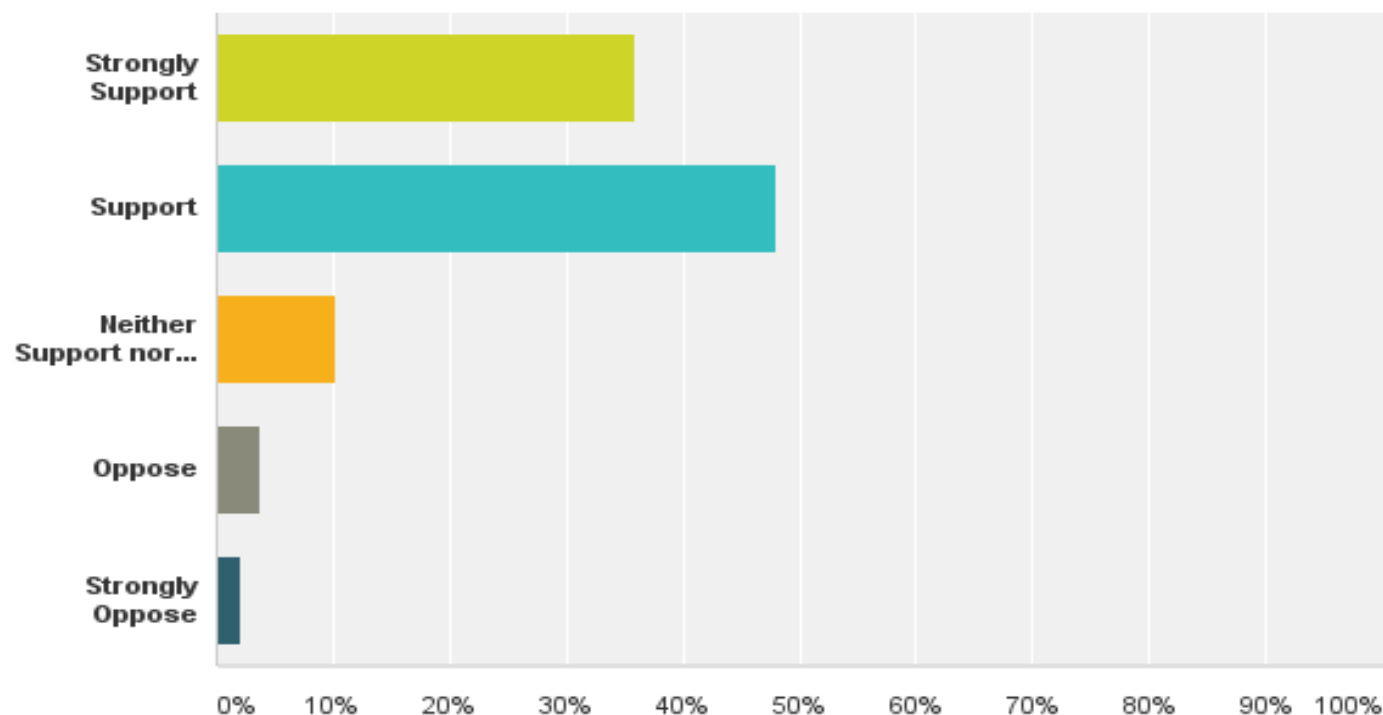
**Q6 Do you agree that, as part of the
£750,000 additional savings target, the
council should continue this more
commercial approach to raise extra income
to protect services that everyone uses and
local communities value?**

Answered: 375 Skipped: 0



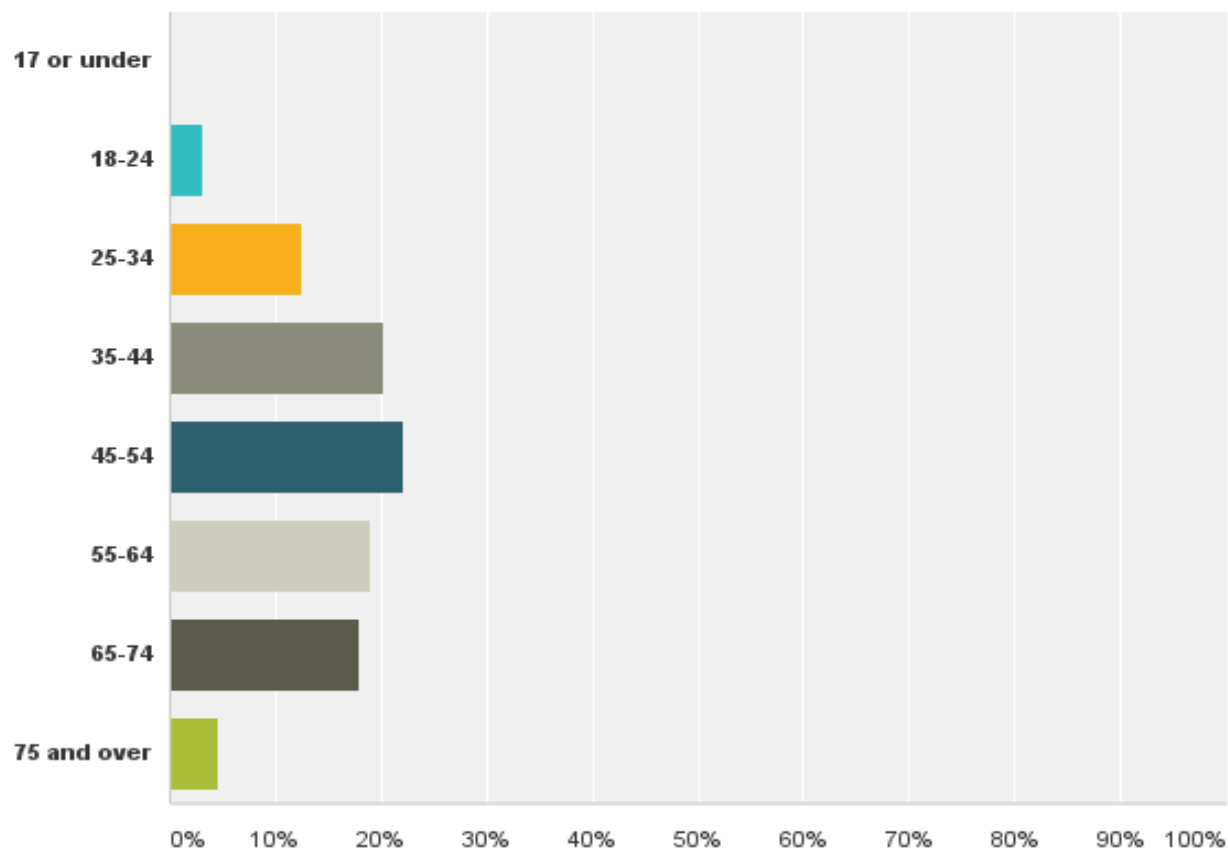
**Q7 Do you agree that, as part of the
£750,000 additional savings target, the
council should continue its drive to make
services as efficient as possible?**

Answered: 375 Skipped: 0



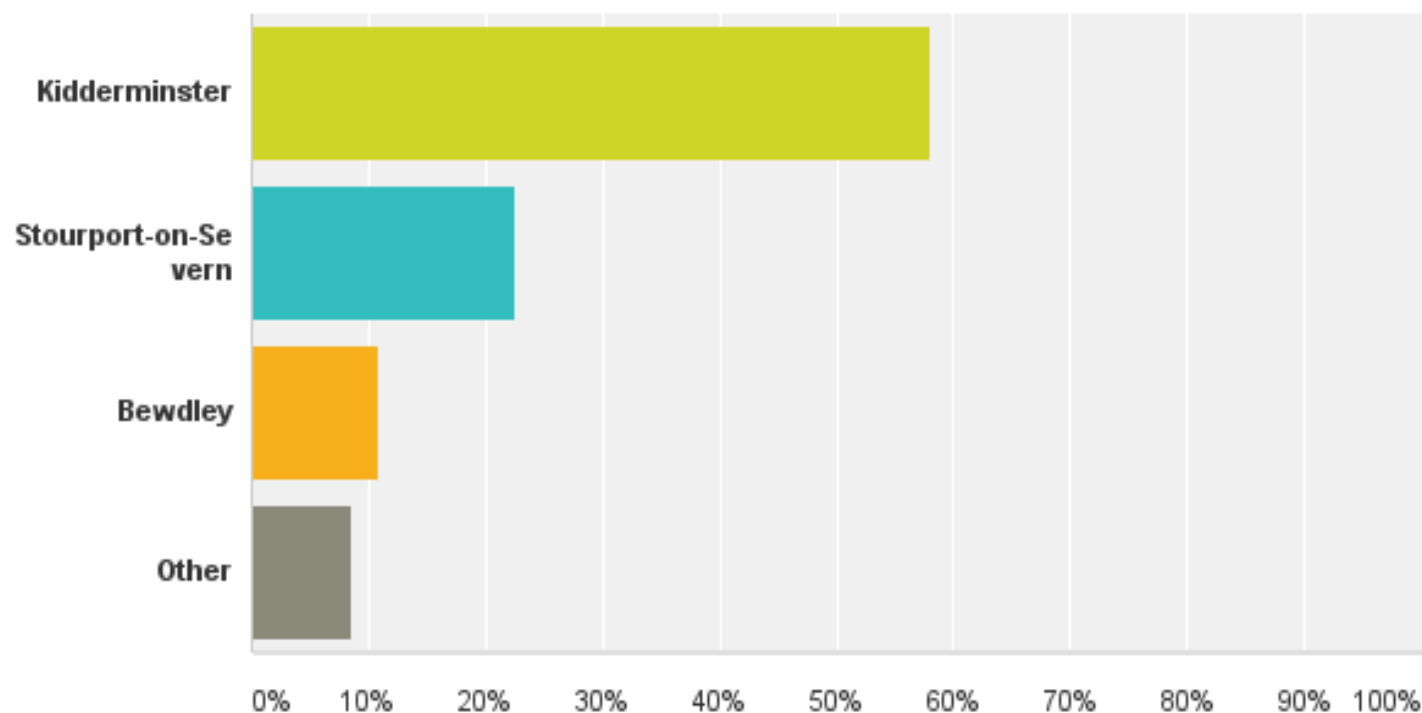
Q8 What is your age group?

Answered: 374 Skipped: 1



Q9 Where do you live?

Answered: 372 Skipped: 3



WYRE FOREST DISTRICT COUNCIL LABOUR GROUP PROPOSALS 2016/17

ONWARDS

CABINET FINANCIAL STRATEGY ADVISORY PANEL 20TH JANUARY 2016

| CABINET PROPOSALS DECEMBER 2015 | | | | |
|--|----------------------------|--------------------------|--------------------------|--------------------------|
| | Revised 2015-16 | 2016-17 | 2017-18 | 2018-19 |
| Net Expenditure on Services | 13,260,000 | 12,743,000 | 12,929,410 | 13,352,500 |
| Kidderminster Town Council | | (250,000) | (250,000) | (250,000) |
| Original Cabinet Proposals | | 120,000 | (63,000) | (713,000) |
| Net Expenditure | 13,260,000 | 12,613,000 | 12,616,410 | 12,389,500 |
| Contribution (from)/to Reserves | (401,410) | 414,400 | (232,900) | (850,640) |
| Net Budget Requirement | 12,858,590 | 13,027,400 | 12,383,510 | 11,538,860 |
| Less | | | | |
| REVENUE SUPPORT GRANT | 2,019,010 | 1,179,060 | 510,220 | 100,680 |
| BUSINESS RATES | 2,546,550 | 2,687,060 | 2,803,230 | 2,911,510 |
| NEW HOMES BONUS | 1,684,610 | 2,350,460 | 2,237,640 | 1,500,000 |
| COLLECTION FUND SURPLUS | 75,100 | 90,000 | 50,000 | 50,000 |
| Council Tax Income | 6,533,320 | 6,720,820 | 6,782,420 | 6,976,670 |
| COUNCIL TAX LEVY to freeze for 2016-17 and 2017-18 and then increase by 1.94% | 205.36 | 205.36 | 205.36 | 209.34 |
| COUNCIL TAX BASE | 31,814 | 32,727 | 33,027 | 33,327 |
| Reserves Statement | 2015-16 £'000 | 2016-17 £'000 | 2017-18 £'000 | 2018-19 £'000 |
| Reserves as at 1st April | 2,559 | 2,158 | 2,572 | 2,339 |
| Contribution (from)/to Reserves | (401) | 414 | (233) | (851) |
| Reserves as at 31st March | 2,158 | 2,572 | 2,339 | 1,488 |
| LABOUR PROPOSALS JANUARY 2016 | | | | |
| | Revised 2015/16 | 2016/17 | 2017/18 | 2018/19 |
| Net Expenditure on Services | 13,260,000 | 12,743,000 | 12,929,410 | 13,352,500 |
| Kidderminster Town Council | | (250,000) | (250,000) | (250,000) |
| Revised Cabinet Proposals | | 87,000 | (63,000) | (713,000) |
| Net Expenditure | 13,260,000 | 12,580,000 | 12,616,410 | 12,389,500 |
| Contribution (from)/to Reserves | (401,410) | 447,400 | (232,900) | (850,640) |
| Net Budget Requirement | 12,858,590 | 13,027,400 | 12,383,510 | 11,538,860 |
| Less | | | | |
| REVENUE SUPPORT GRANT | 2,019,010 | 1,179,060 | 510,220 | 100,680 |
| BUSINESS RATES | 2,546,550 | 2,687,060 | 2,803,230 | 2,911,510 |
| NEW HOMES BONUS | 1,684,610 | 2,350,460 | 2,237,640 | 1,500,000 |
| COLLECTION FUND SURPLUS | 75,100 | 90,000 | 50,000 | 50,000 |
| Council Tax Income | 6,533,320 | 6,720,820 | 6,782,420 | 6,976,670 |

| | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| COUNCIL TAX LEVY to freeze for 2016-17 and 2017-18 and then increase by 1.94% | 205.36 | 205.36 | 205.36 | 209.34 |
| COUNCIL TAX BASE | 31,814 | 32,727 | 33,027 | 33,327 |
| Reserves Statement - LABOUR Proposals | 2015-16 £'000 | 2016-17 £'000 | 2017-18 £'000 | 2018-19 £'000 |
| Reserves as at 1st April | 2,559 | 2,158 | 2,605 | 2,372 |
| Contribution (from)/to Reserves | (401) | 447 | (233) | (851) |
| Reserves as at 31st March | 2,158 | 2,605 | 2,372 | 1,521 |

LABOUR GROUP PROPOSALS 2016/2017 ONWARDS

| Cost Centre | ACTIVITY AND DESCRIPTION OF LABOUR PROPOSAL | KEY | CHANGE IN RESOURCES | | | |
|-----------------------------------|---|-------------|------------------------|---------------------|----------------------|--------------------------|
| | | | 2016/17 £ | 2017/18 £ | 2018/19 £ | After 31/03/2019 £ |
| SUCCESSFUL LOCAL ECONOMY | | | | | | |
| R705 | <u>Economic Regeneration Activities</u> Approval of £500,000 capital funding to act as match funding towards the delivery of the reintroduction of traffic into Worcester Street as part of the Council's commitment to the regeneration of Kidderminster Town Centre. This will represent a significant step forward in realising the redevelopment of the wider Eastern Gateway as well as continuing the Council's strategy of attracting external investment into the regeneration of the town centre. This is the next phase of the Council's commitment to revitalising Kidderminster Town Centre by investing additional funding to accelerate the improvements to Worcester Street; opening it up to one-way traffic from Coventry Street and providing on street parking, thus improving the profile of this part of the town and increasing footfall. This builds on the Council's delivery of £2m of public realm improvements to Vicar Street, High Street and Exchange Street. This significant investment will support the Council's vision for the future of Worcester Street. | C R S | 500,000 37,000 - | - 37,000 - | - 37,000 - | - 37,000 - |
| CLEAN, GREEN AND SAFE COMMUNITIES | | | | | | |
| R335 | <u>Parish Localism Funds</u> To create a single Parish Localism Fund of £50k to continue the good work done so far with Parish and Town Councils and other local organisation. The award criteria will be flexible to facilitate easier access and more clarity. This will include a review of the Parish Support fund in 2016/17 with a view to changing the distribution methodology from 2017/18. | C R S | - 50,000 - | - - - | - - - | - - - |
| R726 | <u>Wyre Forest Forward</u> Further target for savings from the Wyre Forest Forward Efficiency Programme | C R S | - | 100,000 CR | 750,000 CR | 1,000,000 CR |
| R001 R002 R010 | <u>Waste Collection Services</u> To explore options for making further efficiencies from the Waste Collection Service utilising the new flexibility to use capital receipts to fund revenue costs associated with transformation and the delivery of efficiency savings if appropriate. | C R S | TBA TBA TBA | TBA TBA TBA | TBA TBA TBA | TBA TBA TBA |
| | TOTALS | C R S | 500,000 87,000 - | - 63,000 CR - | - 713,000 CR - | - 963,000 CR - |

KEY - Changes in Resources

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

WYRE FOREST DISTRICT COUNCIL

CABINET
9th February 2016

Budget and Council Tax Setting 2016-2019
Medium Term Financial Strategy 2016-19

| OPEN | |
|--|--|
| CABINET MEMBER: | Councillor N J Desmond, Cabinet Member for Resources |
| RESPONSIBLE OFFICER: | Chief Financial Officer |
| CONTACT OFFICER: | Tracey Southall, Ext 2100 tracey.southall@wyreforestdc.gov.uk |
| Appendix 1 Appendix 2 – Part 1 Appendix 2 – Part 2 Appendix 3 Appendix 4 Appendix 4/1 Appendix 5 Appendix 6 | Base Budget Projections 2016-19 Capital Programme Vehicle, Equipment and Systems Renewals Schedule Cabinet Proposals Fees and Charges - Council Fees and Charges - Cabinet Report of the Chief Financial Officer in respect of Sections 25-28 Local Government Act 2003 Efficiency Strategy <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 update Cabinet on the Medium Term Financial Strategy 2016-19 and make recommendations to Council on the proposed budget decision. Also to consider the report of the Chief Financial Officer in respect of statutory duties placed on Local Authority Chief Financial Officers in relation to budget setting and monitoring.

2. RECOMMENDATIONS

The **CABINET** having re-considered the Financial Strategy 2016-19, the results of the Council Tax consultation exercise and recommendations of the Cabinet Financial Strategy Advisory Panel **RECOMMENDS TO COUNCIL** that it:

2.1 THREE YEAR BUDGET, CAPITAL PROGRAMME AND POLICY FRAMEWORK 2016-19

- 2.1.1 **APPROVES** the updated Medium Term Financial Strategy 2016-19;

- 2.1.2 **APPROVES** the Cabinet Proposals – taking into account the impact on the Council's Capital and Revenue Budgets for 2016-19 as shown in Appendix 3;
- 2.1.3 **APPROVES** the fees and charges in line with this Strategy and the impact on the Council's Revenue Budget for 2016-19, as shown in Appendix 4;
- 2.1.4 **APPROVES** the Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as set out in Appendix 2, Parts 1 and 2;
- 2.1.5 **APPROVES** that any Final Accounts savings arising from 2015-19 over and above the target allowed for in the Council's Financial Strategy, together with surplus Earmarked Reserves, be allocated by the Chief Financial Officer in consultation with the Leader;
- 2.1.6 **APPROVES** the Efficiency Strategy 2016-19 as set out in Appendix 6;
- 2.1.7 **APPROVES** that the Cabinet may assign up to £100k of capital receipts in each of the three years commencing in April 2016 for transformation costs that deliver efficiency savings; and **DELEGATES** to the Cabinet decisions on the allocation of funding for transformation projects from capital receipts.
- 2.1.8 The General Fund Revenue Budget be **APPROVED** including all updates from the position in December 2015 as set out in this report.

2.2 COUNCIL TAX

- 2.2.1 **SETS** the Council Tax for Wyre Forest District Council on a Band D Property at £205.36 for 2016-17 (£205.36 2015-16) which represents a freeze on Council Tax from 2015-16.
- 2.2.2 **ENDORSES** the provisional Council Tax on a Band D Property in 2017-18 of £205.36 and £209.34 in 2018-19, being a freeze in 2017-18 and an increase of 1.94 % in 2018-19 over 2017-18.
- 2.2.3 **NOTES** the Chief Financial Officer's opinion on the budget proposals, recommended by the Cabinet in this report, as detailed in Appendix 5 of this report.

2.3 The Cabinet is asked to **APPROVE:**

- 2.3.1 Delegated authority is given to the Chief Financial Officer, in consultation with the Cabinet Member for Resources and Leader of the Council, to make any appropriate adjustments to the General Fund Revenue Budget recommended under paragraph 2.1.8 above, as a result of Central Government confirming the final Local Government Finance Settlement and associated Specific Grants for 2016-17.
- 2.3.2 The revised schedule of Fees and Charges as set out in Appendix 4/1

3. KEY ISSUES

- 3.1 On 22nd December 2015, Cabinet considered a report on proposals for the Budget Strategy for the period 2016-19. At the time of preparing this report Central Government have yet to confirm the final Local Government Finance Settlement but it is expected that it will be in line with the Provisional Settlement issued in December 2015. There has also been an update on the savings in relation to Kidderminster Town Council since the December report that impact on budget recommendations. This report provides an updated position subject to publication of the Final Settlement for 2016-17 and a proposed budget decision for Council to consider on the 24th February 2016.
- 3.2 The following assumptions included in the Medium Term Financial Strategy are now updated or confirmed:
- Final Finance Settlement – subject to final confirmation
 - Council Tax Base
 - Kidderminster Town Council – savings from partnership working arrangements
 - The position in relation to New Homes Bonus
 - Collection Fund Surplus
 - Schedule of Cabinet Proposals – including confirmation of capital match funding for the Worcester Street proposal
 - Additional liability in respect of the Scheme of Arrangement in relation to the administration arrangements for the Council's former insurers Municipal Mutual Insurance
- 3.3 It has been confirmed that the regime of referenda for "excessive" council tax increases will continue at the current rate of 2 percent. Councils are asked to be mindful of prevailing inflation rates when considering increases and the DCLG have confirmed that there is no council tax freeze grant offer for 2016-17. This does not affect past allocations which are locked into the revenue settlement. The proposed two year freeze assumed within the Strategy and endorsed by the recent public consultation exercise (see paragraph 3.4 below) means that this is not relevant to this Council. Taking into account the freeze in council tax for three years prior to 2014-15 the increase for 2015-16 and the proposed freeze in 2016-17 means that council tax for Wyre Forest District Council will have been held below inflation across that six year period.
- 3.4 As agreed by the Cabinet Financial Strategy Advisory Panel, a Council Tax Consultation exercise was launched on the 22nd December 2015 to run until the 21st January 2016. The results of this consultation are reported as a separate item on this agenda and show that over 60% of the 375 respondents are in favour of the proposed Council Tax freeze in both 2016-17 and 2017-18. This has informed the final decision to recommend the proposal for the two year freeze.
- 3.5 The Capital Programme considered by December Cabinet is included in Appendix 2 for Council approval, updated to reflect Cabinet Proposals.

- 3.6 The financial strategy recommended by Cabinet continues with the approach previously approved by Council of increasing most fees and charges by an average of 5% a year. The difference between the proposed council tax freeze by Wyre Forest District Council in 2016-17 and a 2% increase is £130k. This contrasts with the estimated additional income from fees and charges of £84k in 2016-17 rising to £111k in a full year. However, not all of the increased income from fees and charges will be contributed by local residents as at least some will come from visitors and commuters to the area (for example in car park charges) and some will come from local businesses. Thus the increase in fees and charges alongside the council tax freeze means local residents overall will be better off than if the Council had instead increased council tax by 2%
- 3.7 Fees and Charges requiring Council approval are detailed in Appendix 4. Please note, as indicated on the appendix, the Fees and Charges relating to licensing activities have already been approved by Council on 9th December 2015. A point of clarification in respect of the Cabinet decision on 22nd December 2015 is that fees and charges for use of public open spaces will continue to have a minimum charge of zero for fund raising and charity events as set out in Appendix 4/1.
- 3.8 The Cabinet Financial Strategy Advisory Panel on the 20th January 2016 agreed that Fees and Charges for 2017-18 would be considered in the next Municipal cycle by this Panel to allow a comprehensive Member review of this important income generation area. Cabinet are agreeable to this approach.
- 3.9 The overall financial implications of the Cabinet Proposals remain as presented to December Cabinet and are shown in Appendix 3 with the exception of confirmation of match funding from Worcestershire County Council for the Worcester Street regeneration capital proposal.
- 3.10 The decision to remain a member of the newly reformed Worcestershire Business Rates Pool will help to protect the Council from any business rate reductions and help maximise the benefit by retaining more of the business rates delivered from economic growth within Worcestershire. Economic and subsequent business rates growth remains a key priority for this Council. The position in relation to further appeals and resultant uncertainty due to the impact on performance remains a concern; this is being managed by the Chief Financial Officer in conjunction with the other treasurers within the Pool. Business rates projections included within the December Cabinet report are now confirmed.
- 3.11 Cabinet are in the process of a consultation exercise on a proposal to move to all-out elections from 2019-20. This will be decided by a Special Full Council meeting on February 24th; as the timescale is outside this budget strategy it does not impact on this report but if approved will provide welcome savings in the future.
- 3.12 New information was received in late January 2016 increasing this Council's liability under the Municipal Mutual Scheme of Arrangement. This new advice means the Council will almost certainly be liable to make a further payment in April 2016; the exact amount is not yet known but using the midpoint of the range now provided this could be £170,000. A new earmarked reserve to cover this has therefore been included in the updated base budget funded from general

reserves. An adjustment to or from general reserves will be made when the final liability is known early in 2016-17.

- 3.13 Taking these measures into account the projected Base Budget net expenditure for 2016-17 is estimated to be £12,816,000(see paragraph 7.4). This is £211,400 more than currently estimated to be raised from Council Tax, Business Rates Income retained, Collection Fund Surplus and Revenue Support Grant.

4. LOCAL AUTHORITY REVENUE FINANCE SETTLEMENT FOR 2016-17

- 4.1 The Final Local Government Settlement announcement is expected to confirm the provisional figures released in December 2015. It is also expected that the Settlement will be for 2016-17 only. It is likely that this will confirm that Revenue Support Grant will be phased out completely by 2019-20 however New Home Bonus will continue on the current basis for 2016-17. The position beyond 2016-17 is not yet confirmed as it is subject to consultation although it will continue albeit on a reformed basis. The consultation on what proposals for the move to 100% business rates retention may look like is expected to be issued in June 2016.
- 4.2 Key issues awaiting final confirmation from this year's funding announcements, including the Autumn Statement made in December 2015, are as follows:
- A new methodology for determining authorities' RSG allocations has been proposed within the provisional settlement. Rather than applying the same percentage cut to all authorities, the new approach takes into account individual authorities' council tax raising ability and the type of services provided. This is a significant change in the methodology and would appear to favour social services authorities, with significantly larger funding reductions for district councils. It reduces government funding assuming continuing increases in housing growth and council tax increases and may prove to be unrealistic and therefore punitive.
 - Central government intend for local government to be able to spend the same level by the end of this Parliament in cash terms as it does today – therefore a real terms reduction;
 - **A social care council tax 'precept'** of 2% will allow councils responsible for delivering adult social care such as Worcestershire County Council to raise up to £2 billion a year by 2019-20. Local authorities will be given this additional 2% flexibility on their current council tax referendum threshold to be used entirely for adult social care. This is a new power for relevant councils to increase council tax to specifically pay towards social care in their areas;
 - **An extra £1.5bn for the Better Care Fund** by the end of the Parliament – more information needed to understand the impact of this;
 - Continuation of New Homes Bonus but subject to reform following consultation. The payments for 2016-17 will continue on the current basis but in future years this funding stream will definitely reduce significantly for districts. The figures included within this report are based on information and examples included within the Settlement and New Homes Bonus Technical Consultation Paper. This will not be confirmed until spring 2016 as the consultation runs until 10th March. The financial strategy adopted in February

2015 had assumed that New Homes Bonus would not continue beyond the General Election and therefore, despite the changes to the scheme, the result is a positive contribution to the Council's approved funding position. The consultation will include a preferred option for savings of at least £800m for social care funding and propose reducing the length of payments from 6 years to 4 years including legacy payments for years already approved.

- An end to Uniform **Business Rates**; introduction of 100% retention of business rates for local government and phasing out of RSG as well as introduction of new responsibilities;
- The extension of **Small Business Rate Relief** to continue for another year – this is good news for local businesses and for our Business Rates Accounts.

Some further interesting points were included:

- Like other unprotected areas of spending, local government will need to make a contribution to fiscal consolidation to ensure that the country is able to live within its means. **The main grant to local government will be phased out; this currently represents less than a quarter of local government total resources.** Other sources of income such as council tax and business rates are forecast to grow in cash terms by £6.3 billion by 2019-20, based on the OBR's forecast for local authority self-financed expenditure. Forecasts included show that taking this into account, overall local government spending is forecast to be higher in cash terms by 2019-20 than in 2015-16, a real terms reduction of 1.7% per year. However the assumed 3.1% a year real terms growth in council tax and business rates is far greater than has actually happened in recent years so this will be a real challenge for small districts like Wyre Forest and puts increased emphasis on locally raised income from Council Tax and external income streams.

4.3 Efficiency Plan

- 4.3.1 The provisional settlement on 17th December included an announcement that a council would have to adopt an efficiency plan if it wished to take advantage of the flexibility to use capital receipts to fund revenue costs associated with transformation and the delivery of efficiency savings. The statutory guidance and direction that would allow capital receipts to be used for revenue expenditure are due to be finalised and issued in February.
- 4.3.2 The flexibility to use capital receipts for transformation projects will be available for the three years commencing 1st April 2016, and would apply only to capital receipts generated in those years.
- 4.3.3 Revenue resources in Wyre Forest District Council will become much tighter over the next three years. While the Council has a transformation fund, the scope to top it up from revenue is likely to reduce, if not disappear, in that time frame. However there is a known requirement to continue to invest in changes that produce revenue savings, for example in making services "digital by default", continuing to improve our commercial offer and potentially taking advantage of models such as local authority trading companies.
- 4.3.4 Therefore, in order to provide flexibility in funding one off transformation costs that produce revenue savings, it is proposed that the Council should approve an

efficiency plan at its February meeting. This is so that the flexibility can be available for 2016-17 if required, as the draft guidance requires the efficiency plan to be adopted before the financial year to which it relates. While the extent to which the flexibility will be used is not predictable at this time, in order to provide the ability for the Cabinet to progress initiatives swiftly in year, the recommendation is that the Cabinet should be able to assign up to £100k of capital receipts in each year to transformation projects that produce revenue savings. Any greater usage of the flexibility would require full Council's prior approval. Appendix 6 contains the proposed Efficiency Plan for 2016-2019.

- 4.4 The proposed changes to Local Government Funding present significant financial challenge for this Council and has resulted in a higher target for future savings from the Wyre Forest Forward Programme. The toughest year looks like 2018-19. The Council's updated summary Budget can be seen at Table 7.4.
- 4.5 The forecast position in relation to total Government grant taking into account a one-year Finance Settlement for 2016-17 is highly likely to remain unchanged from the Provisional Settlement reported in December. This should be confirmed shortly. Business Rates projections as previously reported in December are also confirmed.

5. COUNCIL TAX BASE

- 5.1 The Council Tax Base for 2016-17 has now been confirmed and has risen from the 2015-16 level of 31,814 to 32,727 being an increase of 913 or a healthy 2.87% compared to 2015-16 due to the number of new houses being built and forecast to be occupied. This is forecast to generate additional Council Tax income of £187k in 2016-17, rising over the term of the Strategy to take into account planned freezes in 2016-17 and 2017-18 followed by an increase of just under 2% in 2018-19, resulting in additional income of around £444k over the three year term. This includes an assumption of modest stepped increases of 300 additional properties per year from 2016-17 onwards.
- 5.2 The Council Tax Reduction Scheme approved by Council on 9th December 2015 has had a positive impact on the Council Tax Base and this is reflected in the above figures.
- 5.3 A Budget Consultation exercise was launched following December 2015 Cabinet and this included two specific questions related to Council Tax freeze proposals. The results of this consultation are reported in the separate report on this agenda and have informed the final decision to maintain the current proposal for a two year Council Tax freeze.

6. NEW HOMES BONUS

- 6.1 The Council's provisional New Homes Bonus Allocation for 2016-17 included in the December 2015 report should be confirmed shortly. Due to the uncertainty of the level of this funding stream in the future, estimates based on the DCLG proposals as previously reported remain unchanged at this time. These forecasts are also in line with estimates produced using a modelling tool devised by LG Futures.

7. **FINANCIAL IMPLICATIONS**

- 7.1 The Cabinet Proposals previously considered remain unchanged except for the good news that match funding of £500k has now been confirmed from Worcestershire County Council for the Worcester Street proposal. A schedule is shown in Appendix 3.
- 7.2 The Council Tax Collection Fund surplus for 2015-16 has now been confirmed at £75k. Projections of £90k in 2016-17 and £50k pa going forward can also now be confirmed for 2017-18 and 2018-19.
- 7.3 Savings of £217k pa from 2016-17 (indexed for inflation thereafter) reduced from the early estimate of £250k pa have now been confirmed as a result of the arrangements with Kidderminster Town Council are also reflected in the updated figures.
- 7.4 The following table demonstrates the updated position for the Council when all the revisions included in this report are incorporated into the Base Budget. The Council is forecast to hold a balance of £1,228k at the end of 2018-19 (see reserves table in 7.5).

| | Revised 2015/16 £ | 2016/17 £ | 2017/18 £ | 2018/19 £ |
|---|----------------------------------|----------------------|----------------------|----------------------|
| Net Expenditure on Services (per Appendix 1) | 13,260,000 | 12,913,000 | 12,929,410 | 13,352,500 |
| Kidderminster Town Council | | (217,000) | (218,250) | (224,660) |
| Total Net Expenditure on Services (per Appendix 1) | 13,260,000 | 12,696,000 | 12,711,160 | 13,127,840 |
| Less | | | | |
| Cabinet Proposals identified in Appendix 3 | 0 | 120,000 | (63,000) | (713,000) |
| Net Expenditure | 13,260,000 | 12,816,000 | 12,648,160 | 12,414,840 |
| Contribution (from)/to Reserves | (401,410) | 211,400 | (264,650) | (875,980) |
| Net Budget Requirement | 12,858,590 | 13,027,400 | 12,383,510 | 11,538,860 |
| Less | | | | |
| Revenue Support Grant | 2,019,010 | 1,179,060 | 510,220 | 100,680 |
| Business Rates | 2,546,550 | 2,602,060 | 2,653,230 | 2,731,510 |
| Business Rates Growth | 0 | 85,000 | 150,000 | 180,000 |
| New Homes Bonus | 1,684,610 | 2,350,460 | 2,237,640 | 1,500,000 |
| | | | | |
| Collection Fund Surplus | 75,100 | 90,000 | 50,000 | 50,000 |
| Council Tax Income | 6,533,320 | 6,720,820 | 6,782,420 | 6,976,670 |
| | | | | |
| WFDC Council Tax @ 1.94% increase 2018/19 onwards | 205.36 | 205.36 | 205.36 | 209.34 |
| | | | | |

- 7.5 Reserves available as part of the three year financial strategy are as shown in the following table. Taking all of the revisions contained in this report into account this shows a reduction of £260k at the end of 2018-19 compared to the December forecast. This is not considered to be significant.

| Reserves Statement | 2015-16 £'000 | 2016-17 £'000 | 2017-18 £'000 | 2018-19 £'000 |
|---------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Reserves as at 1st April | 2,559 | 2,158 | 2,369 | 2,104 |
| Contribution (from)/to Reserves | (401) | 211 | (265) | (876) |
| Reserves as at 31st March | 2,158 | 2,369 | 2,104 | 1,228 |

8. EQUALITY IMPACT NEEDS ASSESSMENT

- 8.1 Where the Cabinet Proposals represent significant changes to service delivery, an EIA on the protected groups has been undertaken.

9. RISK MANAGEMENT

- 9.1 Achieving financial sustainability is the most significant risk facing the Council. The Cabinet Financial Strategy Advisory Panel provided some options for the Cabinet to consider in making its recommendations on the medium term financial strategy.
- 9.2 The improved council tax base, proposed Efficiency Plan and continuing progress with the Wyre Forest Forward Transformation savings all contribute to the mitigation of the financial risk of this budget strategy.
- 9.3 The Accounts and Audit (England) Regulations 2011 require Local Authorities to fully consider and manage Risk as part of the Budget process. Appendix 5 of the December 2015 Cabinet report showed an analysis of the significant financial risks which are affecting the Council. This has been reviewed and remains current.
- 9.4 All local authorities are required to formalise their approach to risk management and evidence it more directly as part of the budgetary process. This requirement has arisen as a result of:-
- The Accounts and Audit (England) Regulations 2011.
 - Prudential Framework:-
 - The assessment of affordability of financial plans requires a judgement about risk.
 - Prudential Indicators are the monitoring tool to assess performance and risk.
 - CIPFA Guidance on Reserves and Balances:-
 - Highlighting the need to consider risks facing the authority. The risks posed by the continuing austerity measures place pressure on the Council to hold higher levels of reserves to ensure ongoing sustainability. This is detailed in Appendix 5.

10. LEGAL AND POLICY IMPLICATIONS

- 10.1 Local Government Act 2003

- 10.1.1 The Local Government Act 2003 (Sections 25-28) places duties on Local Authorities on how they set and monitor budgets.

- 10.1.2 Sections 25-27 require the Section 151 Officer to report on the robustness of the estimates and the adequacy of its proposed financial reserves. This is reported to Council as Appendix 5 of this report.
- 10.1.3 Section 28 places a statutory duty on an Authority to review its budget from time to time during the year. If the Budget Monitoring Report shows that there has been deterioration in the Authority's financial position, the Authority must take such action as it concludes necessary. The Council currently reviews the Budget on a quarterly basis, with CLT/Cabinet receiving monthly budget monitoring reports, and this practice will continue.

11. CONSULTEES

- 11.1 Corporate Leadership Team
- 11.2 Cabinet

12. BACKGROUND PAPERS

- 12.1 Accounts and Audit (England) Regulations 2011
- 12.2 Cabinet Report on the Medium Term Financial Strategy 2016–19 22nd December 2015
- 12.3 Agendas and Minutes of the Cabinet Financial Strategy Advisory Panel
- 12.4 Provisional Local Government Finance Settlement 2016-17
- 12.5 Strong Leader Report on Business Rates Pooling 13th October 2015 and related Decision 28th October 2015

WYRE FOREST DISTRICT COUNCIL

REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

| SERVICE | 2015/16 | | 2016/17 | | | 2017/18 | | | 2018/19 | | |
|--|------------------------|-----------------------|--------------------------|----------------|-------------------|--------------------------|----------------|-------------------|--------------------------|----------------|-------------------|
| | Original Estimate £ | Revised Estimate £ | At Nov.15 Prices £ | Inflation £ | TOTAL £ | At Nov.15 Prices £ | Inflation £ | TOTAL £ | At Nov.15 Prices £ | Inflation £ | TOTAL £ |
| CHIEF EXECUTIVE | 5,213,930 | 5,485,020 | 5,678,730 | 29,370 | 5,708,100 | 5,764,150 | 58,060 | 5,822,210 | 5,926,220 | 102,360 | 6,028,580 |
| COMMUNITY WELL-BEING AND ENVIRONMENT | 6,426,240 | 6,223,120 | 5,411,990 | 76,520 | 5,488,510 | 4,990,520 | 141,790 | 5,132,310 | 5,084,960 | 240,570 | 5,325,530 |
| ECONOMIC PROSPERITY AND PLACE | 2,482,470 | 2,582,300 | 2,506,020 | 24,200 | 2,530,220 | 2,403,530 | 59,760 | 2,463,290 | 2,355,900 | 103,600 | 2,459,500 |
| LESS: CAPITAL ACCOUNT | 14,122,640 | 14,290,440 | 13,596,740 | 130,090 | 13,726,830 | 13,158,200 | 259,610 | 13,417,810 | 13,367,080 | 446,530 | 13,813,610 |
| INTEREST RECEIVED | (652,870) | (923,710) | (616,380) | 410 | (615,970) | (193,620) | 830 | (192,790) | (55,530) | 1,550 | (53,980) |
| INCREASES IN FEES AND CHARGES | (76,540) | (106,730) | (113,660) | 0 | (113,660) | (100,000) | 0 | (100,000) | (100,000) | 0 | (100,000) |
| | 0 | 0 | (84,200) | 0 | (84,200) | (195,610) | 0 | (195,610) | (307,130) | 0 | (307,130) |
| TOTAL NET EXPENDITURE ON SERVICES | 13,393,230 | 13,260,000 | 12,782,500 | 130,500 | 12,913,000 | 12,668,970 | 260,440 | 12,929,410 | 12,904,420 | 448,080 | 13,352,500 |
| LESS: REVENUE SUPPORT GRANT | (2,019,010) | (2,019,010) | | | (1,179,060) | | | (510,220) | | | (100,680) |
| BUSINESS RATES | (2,537,130) | (2,537,130) | | | (2,602,060) | | | (2,653,230) | | | (2,731,510) |
| BUSINESS RATES GROWTH | (25,490) | (9,420) | | | (85,000) | | | (150,000) | | | (180,000) |
| COLLECTION FUND SURPLUS | (75,100) | (75,100) | | | (90,000) | | | (50,000) | | | (50,000) |
| NEW HOMES BONUS | (1,684,610) | (1,684,610) | | | (2,350,460) | | | (2,237,640) | | | (1,500,000) |
| GENERAL EXPENSES - | | | | | | | | | | | |
| COUNCIL TAX INCOME | (6,533,320) | (6,533,320) | | | (6,720,820) | | | (6,782,420) | | | (6,976,670) |
| (SURPLUS) / DEFICIT FOR YEAR | 518,570 | 401,410 | | | (114,400) | | | 545,900 | | | 1,813,640 |
| COUNCIL TAX LEVY | | 205.36 | | | 205.36 | | | 205.36 | | | 209.34 |
| COUNCIL TAX BASE | | 31,814 | | | 32,727 | | | 33,027 | | | 33,327 |

CAPITAL PROGRAMME 2016 TO 2019

| Detail | 2015/2016 | | 2016/2017 Estimate £ | 2017/2018 Estimate £ | 2018/2019 Estimate £ | Prior to 01/04/2015 £ | Total £ |
|--|-------------------|-------------------|----------------------------|----------------------------|----------------------------|-----------------------------|-------------------|
| | Original £ | Revised £ | | | | | |
| 1. COMMITTED EXPENDITURE | | | | | | | |
| 1. CHIEF EXECUTIVE | | | | | | | |
| New Headquarters - Office Accommodation | - | 48,540 | 400,000 | - | - | 9,551,460 | 10,000,000 |
| Boundary Wall at 49 Worcester Street | 10,000 | - | 10,000 | - | - | - | 10,000 |
| ICT Strategy | 200,000 | 158,600 | 200,000 | - | - | 2,148,610 | 2,507,210 |
| SUB TOTAL | 210,000 | 207,140 | 610,000 | 0 | 0 | 11,700,070 | 12,517,210 |
| 2. COMMUNITY WELL-BEING AND ENVIRONMENT | | | | | | | |
| Future Leisure Provision | 8,215,840 | 6,927,270 | 4,860,820 | - | - | 2,414,110 | 14,202,200 |
| St Mary's Churchyard Boundary Wall | - | 2,670 | - | - | - | 36,960 | 39,630 |
| Northwood Lane Improvements | 10,000 | 20,000 | - | - | - | - | 20,000 |
| Liveability Scheme: Brinton Park | 210 | - | - | - | - | 388,290 | 388,290 |
| Stourport Sports Village | - | 5,000 | - | - | - | 524,860 | 529,860 |
| Franchise Street S106 - Brinton Park | 53,370 | 53,370 | - | - | - | 8,840 | 62,210 |
| Franchise Street S106 - Arts Development | 9,330 | 9,330 | - | - | - | - | 9,330 |
| Public Conveniences Refurbishment | 10,530 | 30,990 | - | - | - | 15,950 | 46,940 |
| Parking Facilities: Improvement to Car Parks | 84,140 | 108,120 | - | - | - | 384,380 | 492,500 |
| SUB TOTAL | 8,383,420 | 7,156,750 | 4,860,820 | 0 | 0 | 3,773,390 | 15,790,960 |
| 3. ECONOMIC PROSPERITY AND PLACE | | | | | | | |
| Housing Strategy: | | | | | | | |
| Disabled Facilities Grants* | 556,000 | 757,430 | 556,000 | 556,000 | 556,000 | 8,945,960 | 11,371,390 |
| Affordable Housing Grants to Registered Social Landlords | 69,000 | - | 69,000 | - | - | 3,023,740 | 3,092,740 |
| Housing Assistance (including Decent Homes Grant) | 403,840 | 263,000 | 134,050 | 65,710 | - | 1,637,610 | 2,100,370 |
| Planning Delivery Grant Capital Projects | 26,240 | 26,240 | - | - | - | 231,520 | 257,760 |
| Flood Relief | - | 10,000 | 18,410 | - | - | 170,590 | 199,000 |
| Repair and Renew Flood Grants | 25,000 | 33,000 | - | - | - | - | 33,000 |
| North Worcs Water Management Capital Projects - Redditch Schemes | 84,380 | 80,000 | 53,950 | - | - | 16,050 | 150,000 |
| North Worcs Water Management Capital Projects - Bromsgrove Schemes | - | 74,530 | - | - | - | 77,870 | 152,400 |
| WETT Programme - Regulatory Services | - | 12,690 | - | - | - | 23,810 | 36,500 |
| Regeneration of Economic Development | 2,100,000 | 2,134,090 | 124,030 | - | - | 541,880 | 2,800,000 |
| Carbon Management Plan | 22,960 | - | 150,220 | - | - | 57,150 | 207,370 |
| Bewdley Medical Centre | - | 126,620 | 122,490 | - | - | 890 | 250,000 |
| Bridge Street Capital Works | - | 2,000 | - | - | - | 80,470 | 82,470 |
| Worcester Street Improvements Grant (Match Funding) | - | - | 500,000 | - | - | - | 500,000 |
| Future Investment Evergreen Fund** | 424,000 | 560,000 | 660,000 | - | - | - | 1,220,000 |
| ** Subject to Business Case consideration by Overview and Scrutiny Committee | | | | | | | |
| SUB TOTAL | 3,711,420 | 4,079,600 | 2,388,150 | 621,710 | 556,000 | 14,807,540 | 22,453,000 |
| 4. VEHICLE, EQUIPMENT & SYSTEMS RENEWAL SCHEDULE | | | | | | | |
| Vehicles & Equipment | 463,000 | 698,920 | 316,000 | 1,160,500 | 553,500 | 5,878,980 | 8,607,900 |
| Financial Management System Replacement | 49,500 | 34,750 | 34,750 | - | - | 17,570 | 87,070 |
| SUB TOTAL | 512,500 | 733,670 | 350,750 | 1,160,500 | 553,500 | 5,896,550 | 8,694,970 |
| TOTAL COMMITTED EXPENDITURE | 12,817,340 | 12,177,160 | 8,209,720 | 1,782,210 | 1,109,500 | 36,177,550 | 59,456,140 |

CAPITAL PROGRAMME 2016 TO 2019

| Detail | 2015/2016 | | 2016/2017 | 2017/2018 | 2018/2019 | Prior to | Total |
|--|---------------|--------------|---------------|---------------|---------------|-----------------|------------|
| | Original £ | Revised £ | Estimate £ | Estimate £ | Estimate £ | 01/04/2015 £ | |
| 2. FINANCING | | | | | | | |
| Capital Receipts: Funding Approved | 546,380 | 684,670 | 679,000 | - | - | | 1,363,670 |
| Evergreen Fund - Asset Disposals | 424,000 | 310,000 | - | - | - | | 310,000 |
| Evergreen Fund - Future Asset Disposals | - | 250,000 | 660,000 | - | - | | 910,000 |
| Future Leisure Provision Scheme - Temporary Borrowing/Asset Disposals | - | - | 1,429,000 | - | - | | 1,429,000 |
| Future Leisure Provision Scheme - Sport England Grant | 1,000,000 | 1,430,000 | 570,000 | - | - | | 2,000,000 |
| Future Leisure Provision Scheme - Prudential Borrowing | 7,215,840 | 5,497,270 | 2,861,820 | - | - | | 8,359,090 |
| Prudential Borrowing for WETT Programme - Regulatory Services Scheme | - | 12,690 | - | - | - | | 12,690 |
| Prudential Borrowing for Regeneration of Economic Development Scheme | 600,000 | 634,090 | 124,030 | - | - | | 758,120 |
| Prudential Borrowing for Carbon Management Scheme | 22,960 | - | 150,220 | - | - | | 150,220 |
| Prudential Borrowing for Worcester Street Improvements Grant (Match Funding) | - | - | 500,000 | - | - | | 500,000 |
| Public Realm Funding (from Worcestershire County Council) | 1,500,000 | 1,500,000 | - | - | - | | 1,500,000 |
| Better Care Fund Grant (from Worcestershire County Council) | 556,000 | 556,000 | 556,000 | 556,000 | 556,000 | | 2,224,000 |
| Decent Homes Grant | 176,850 | 36,010 | 134,050 | 65,710 | - | | 235,770 |
| Liveability/Heritage Lottery Grant Funding (for Brinton Park) | 210 | - | - | - | - | | 0 |
| Planning Delivery Grant | 26,240 | 26,240 | - | - | - | | 26,240 |
| S.106 Funding (Parking - Contractual Agreement) | 64,280 | 88,260 | - | - | - | | 88,260 |
| S.106 Funding (Franchise Street) | 62,700 | 62,700 | - | - | - | | 62,700 |
| S.106 Funding (for Stourport Sports Village) | - | 5,000 | - | - | - | | 5,000 |
| Flood Relief Grant (from CLG) | - | 10,000 | 18,410 | - | - | | 28,410 |
| Repair and Renew Flood Grants (from CLG) | 25,000 | 33,000 | - | - | - | | 33,000 |
| North Worcs Water Management Capital Projects - Redditch BC Funding | 84,380 | 80,000 | 53,950 | - | - | | 133,950 |
| North Worcs Water Management Capital Projects - Bromsgrove DC & WCC Funding | - | 74,530 | - | - | - | | 74,530 |
| Vehicles & Equipment (Prudential Borrowing) | 463,000 | 698,920 | 316,000 | 1,160,500 | 553,500 | | 2,728,920 |
| Financial Management System Replacement (Prudential Borrowing) | 49,500 | 34,750 | 34,750 | - | - | | 69,500 |
| <u>Direct Revenue Funding:</u> | | | | | | | |
| Bewdley Medical Centre | - | 126,620 | 122,490 | - | - | | 249,110 |
| Public Conveniences Refurbishment | - | 26,410 | - | - | - | | 26,410 |
| | 12,817,340 | 12,177,160 | 8,209,720 | 1,782,210 | 1,109,500 | | 23,278,590 |

* Council Approval 25th February 2015: The first £244,000 of Right to Buy receipts in 2015-16 and subsequent years will be allocated to Disabled Facilities Grants (DFG) (to a maximum DFG capital budget of £800,000 per annum). The capital budget will be amended each year once the capital receipt is confirmed.

VEHICLE, EQUIPMENT AND SYSTEMS RENEWALS SCHEDULE 2016 TO 2019

| DETAIL | 2015/16 | | 2016/17 | 2017/18 | 2018/19 |
|---|---------------|--------------|---------------|---------------|---------------|
| | Original £ | Revised £ | Estimate £ | Estimate £ | Estimate £ |
| 1. VEHICLES | | | | | |
| REFUSE FREIGHTER 26000kg | - | 86,000 | - | 92,000 | 170,000 |
| REFUSE FREIGHTER 26000kg | - | 86,000 | - | 92,000 | 170,000 |
| REFUSE FREIGHTER 18000kg | - | 86,000 | - | 92,000 | - |
| REFUSE FREIGHTER 26000kg | - | - | - | 92,000 | - |
| REFUSE FREIGHTER 24000kg | - | - | - | 92,000 | - |
| REFUSE FREIGHTER 24000kg | - | - | - | 92,000 | - |
| REFUSE FREIGHTER 24000kg | - | - | - | 92,000 | - |
| REFUSE FREIGHTER 26000kg | - | - | - | - | 170,000 |
| CMP ENGINE MANAGEMENT SYSTEMS | - | - | - | - | 13,500 |
| CMP ELECTRIC BIN LIFTS | - | 13,500 | - | 13,500 | - |
| REFURBISHMENT FUND | - | 25,000 | - | - | - |
| FLATBED VAN | - | - | 45,000 | - | - |
| FLATBED VAN | - | - | - | 40,000 | - |
| SMALL CAR | 12,000 | - | - | - | - |
| SMALL CAR | 12,000 | 14,000 | - | - | - |
| LIGHT VAN | 18,000 | 18,000 | - | - | - |
| LIGHT VAN | - | - | 18,000 | - | - |
| 4x4 | 23,000 | - | 23,000 | 23,000 | - |
| CAGED VAN | - | - | 30,000 | - | - |
| ROAD SWEEPER | 120,000 | 120,000 | - | - | - |
| ROAD SWEEPER | - | - | - | 100,000 | - |
| PAVEMENT SWEEPER | - | - | - | 70,000 | - |
| PAVEMENT SWEEPER | 70,000 | 70,000 | - | - | - |
| PAVEMENT SWEEPER | 70,000 | 70,000 | - | - | - |
| VAN | 20,000 | 20,000 | - | - | - |
| LIGHT VAN | - | - | 20,000 | - | - |
| VAN | 20,000 | 20,000 | - | - | - |
| GARAGE EQUIPMENT | - | 23,420 | - | - | - |
| FLATBED VAN | 30,000 | - | 30,000 | - | - |
| FLATBED VAN | - | - | - | 30,000 | - |
| FLATBED VAN | 30,000 | - | 30,000 | 30,000 | - |
| FLATBED VAN | - | - | - | 30,000 | - |
| FLATBED VAN | - | - | - | 30,000 | - |
| FLATBED VAN | - | - | - | 30,000 | - |
| FLATBED VAN | - | - | - | 30,000 | - |
| FLATBED VAN | - | - | - | 30,000 | - |
| MIDI TRACTOR | - | - | - | 30,000 | - |
| TRACTOR WITH MOWER | - | - | - | - | 30,000 |
| MOWING MACHINE | - | 35,000 | - | - | - |
| WEED SPRAYER | - | 12,000 | - | - | - |
| CHIPPER | - | - | 30,000 | 30,000 | - |
| TRACTOR | - | - | 32,000 | - | - |
| CAGED VAN | 38,000 | - | 38,000 | - | - |
| SMALL VAN | - | - | 20,000 | - | - |
| 2. OTHER | | | | | |
| Financial Management System replacement | 49,500 | 34,750 | 34,750 | - | - |
| | 512,500 | 733,670 | 350,750 | 1,160,500 | 553,500 |

WYRE FOREST DISTRICT COUNCIL

DRAFT CABINET PROPOSALS 2016/17 ONWARDS

| Cost Centre | ACTIVITY AND DESCRIPTION OF CABINET PROPOSAL | KEY | 2016/17 £ | 2017/18 £ | 2018/19 £ | After 2018/19 £ |
|--|--|-------------|-------------------------|---------------------|----------------------|----------------------|
| | | | £ | £ | £ | £ |
| SUCCESSFUL LOCAL ECONOMY | | | | | | |
| R705 | <u>Economic Regeneration Activities</u> Approval of £500,000 capital funding to act as match funding towards the delivery of the reintroduction of traffic into Worcester Street as part of the Council's commitment to the regeneration of Kidderminster Town Centre. This will represent a significant step forward in realising the redevelopment of the wider Eastern Gateway as well as continuing the Council's strategy of attracting external investment into the regeneration of the town centre. This is the next phase of the Council's commitment to revitalising Kidderminster Town Centre by investing additional funding to accelerate the improvements to Worcester Street; opening it up to one-way traffic from Coventry Street and providing on street parking, thus improving the profile of this part of the town and increasing footfall. This builds on the Council's delivery of £2m of public realm improvements to Vicar Street, High Street and Exchange Street. This significant investment will support the Council's vision for the future of Worcester Street. Match funding from Worcestershire County Council has now been confirmed. | C R S | 500,000 37,000 - | - 37,000 - | - 37,000 - | - 37,000 - |
| CLEAN, GREEN AND SAFE COMMUNITIES | | | | | | |
| R335 | <u>Parish Localism Funds</u> To create a single Parish Localism Fund of £50k to continue the good work done so far with Parish and Town Councils and other local organisation. The award criteria will be flexible to facilitate easier access and more clarity. This will include a review of the Parish Support fund in 2016/17 with a view to changing the distribution methodology from 2017/18. | C R S | - 50,000 - | - - - | - - - | - - - |
| R720 | <u>Community Leadership Fund</u> In light of the impending review of the use and effectiveness of this fund, to retain this funding stream of £1,000 per Member for 2016/17. | C R S | - 33,000 - | - - - | - - - | - - - |
| R726 | <u>Wyre Forest Forward</u> Further target for savings from the Wyre Forest Forward Efficiency Programme | C R S | - | 100,000 CR | 750,000 CR | 1,000,000 CR |
| | TOTALS | C R S | 500,000 120,000 - | - 63,000 CR - | - 713,000 CR - | - 963,000 CR - |

KEY - Changes in Resources

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

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2016/2017****COUNCIL**

| Cost Centre | ACTIVITY AND DESCRIPTION OF SERVICE OPTION | KEY | CHANGES IN RESOURCES | | |
|-------------|--|-----|----------------------|--------------|--------------|
| | | | 2016/17 £ | 2017/18 £ | 2018/19 £ |
| R310 | <u>CHIEF EXECUTIVE</u> | | | | |
| | <u>Council Tax and NNDR</u> | C | - | - | - |
| | Summons Costs £50 | R | - | - | - |
| | Liability Order Costs £30 £80 | S | - | - | - |
| | Bi-annual review of summons costs and liability orders to reflect inflation and additional Magistrates Court costs. | | | | |
| R310 | <u>Council Tax and NNDR</u> | | | | |
| | Penalties for non Compliance Discount applications / failure to notify of change. Costs remain unchanged at £70. | C | - | - | - |
| | To be reviewed annually. | R | - | - | - |
| | | S | - | - | - |
| R500 | <u>Elections and Electoral Registration</u> | C | - | - | - |
| | Increase charges by 5% in line with Council Policy. | R | - | - | - |
| | | S | - | - | - |
| | | | | | |
| R605 | <u>ECONOMIC PROSPERITY AND PLACE</u> | | | | |
| | <u>Development Control - Planning Advice</u> | C | - | - | - |
| | Increase charges by 5% in line with Council Policy. | R | 20 CR | 20 CR | 20 CR |
| | | S | - | - | - |
| R605 | <u>Development Control - Pre-application advice</u> | C | - | - | - |
| | Increase charges by 5% in line with Council Policy. | R | 300 CR | 300 CR | 300 CR |
| | | S | - | - | - |
| | | | | | |
| R625 | <u>Building Control - Decision Notices</u> | | | | |
| | To increase charges by 5% for copies of decision notices held by the Council prior to the formation of the North Worcestershire Building Control Shared Service. | C | - | - | - |
| | | R | - | - | - |
| | | S | - | - | - |
| R605 | <u>Development Control - Sale of Documents</u> | C | - | - | - |
| | Increase charges by 5% in line with Council Policy. | R | 130 CR | 130 CR | 130 CR |
| | | S | - | - | - |
| | | | | | |
| | TOTALS | C | - | - | - |
| | | R | 450 CR | 450 CR | 450 CR |
| | | S | - | - | - |
| | | | | | |

Note Council approvals on 9th December 2015



| | | | |
|-------------|-----------------|-----------------|--|
| Service | Revenues | Service Manager | Revenues, Benefits and Customer Services Manager |
| Directorate | Chief Executive | Cabinet Member | Transformation and Change |

PROPOSAL OF SCALE OF FEES AND CHARGES

| INCOME DESCRIPTION | Current Charge TO 31/03/2016 £ Charges inclusive of VAT (if applicable) | Proposed Charge FROM 1/04/2016 £ Charges before VAT | Proposed Charge FROM 1/04/2016 £ Charges inclusive of VAT (if applicable) |
|--|---|--|---|
| Council Tax and NNDR | | | |
| Council Tax and NNDR | | | |
| Summons costs | 50.00 | 50.00 | No VAT currently charged |
| Liability Orders | 30.00 | 30.00 | No VAT currently charged |
| Penalties for non Compliance Discount applications / failure to notify of change | 70.00 | 70.00 | No VAT currently charged |

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Wyre Forest District Council



| | | | |
|-------------|--------------------------------------|-----------------|--|
| Service | Elections and Electoral Registration | Service Manager | Head of Transformation and Communication |
| Directorate | Chief Executive | Cabinet Member | Resources |

PROPOSAL OF SCALE OF FEES AND CHARGES

| INCOME DESCRIPTION | Current Charge TO 31/03/2016 £ Charges inclusive of VAT (if applicable) | Proposed Charge FROM 1/04/2016 £ Charges before VAT | Proposed Charge FROM 1/04/2016 £ Charges inclusive of VAT (if applicable) |
|---|---|--|---|
| Elections and Electoral Registration | | | |
| SALE OF EDITED AND FULL ELECTORAL REGISTERS Charges for Market Registers only (per legislation) | | | |
| Edited and Full Register | | | |
| Data | 21.00 plus 1.60 per 1,000 entries | 22.00 plus 1.60 per 1,000 entries | No VAT currently charged |
| Printed | 11.00 plus 5.25 per 1,000 entries | 12.00 plus 5.25 per 1,000 entries | No VAT currently charged |
| Overseas Electors | | | |
| Data | 21.00 plus 1.60 per 1,000 entries | 22.00 plus 1.60 per 1,000 entries | No VAT currently charged |
| Printed | 11.00 plus 5.25 per 1,000 entries | 12.00 plus 5.25 per 1,000 entries | No VAT currently charged |
| Marked Registers | | | |
| Data | 11.00 plus 1.05 per 1,000 or part | 12.00 plus 1.05 per 1,000 or part | No VAT currently charged |
| Printed | 11.00 plus 2.10 per 1,000 or part | 12.00 plus 2.10 per 1,000 or part | No VAT currently charged |

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



| | | | |
|-------------|-----------------------------|-----------------|------------------------------------|
| Service | Planning & Building Control | Service Manager | Development Control Manager |
| Directorate | Economic Prosperity & Place | Cabinet Member | Planning and Economic Regeneration |

PROPOSAL OF SCALE OF FEES AND CHARGES

| B | Current Charge TO 31/03/2016 £ Charges inclusive of VAT (if applicable) | Proposed Charge FROM 1/04/2016 £ Charges before VAT | Proposed Charge FROM 1/04/2016 £ Charges inclusive of VAT (if applicable) |
|--|---|--|---|
| Planning Advice | | | |
| Building Control Decision Notices (Pre 01/01/2012) | | | |
| Sale of Copy Documents | | | |
| Reply to general individual queries, Planning or Building Control for up to 6 questions (after that the full Local Land Charge Search fee will be charged) | 23.00 per Question | 24.00 per Question | No VAT currently charged |
| If any query requires a site visit to be made (e.g. compliance with conditions) | 62.00 | 65.00 | No VAT currently charged |
| Charges for Copy Documents | | | |
| See Note 2 below | | | |
| Monthly Decision List | Free | 0.00 | Free |
| Weekly Planning Application List | Free | 0.00 | Free |
| Decision Notices | 18.00 | 15.83 | 19.00 |
| Decision Notices Additional Copies | 1.00 | 0.92 | 1.10 |
| A4 - For each copy | 1.00 | 0.92 | 1.10 |
| A3 - For each copy | 1.00 | 0.92 | 1.10 |
| A2 - For each copy | 3.00 | 2.67 | 3.20 |
| A1 - For each copy | 4.00 | 3.50 | 4.20 |
| A0 - For each copy | 5.00 | 4.42 | 5.30 |

NOTES:

Note 1 - Copies, where appropriate, are available free up to a cumulative single transaction value of £10 for individuals (the discretion of Director of Service to be applied in cases of multiple separate transactions) and charged at full cost to representatives of professional and/or commercial companies.
 Note 2 - Copies of all planning application plans and decision notices made from 2006 onwards are available online at zero cost at <http://www.wyreforestdc.gov.uk/planning-and-buildings.aspx>
 Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



| | | | |
|-------------|-----------------------------|-----------------|------------------------------------|
| Service | Planning | Service Manager | Development Control Manager |
| Directorate | Economic Prosperity & Place | Cabinet Member | Planning and Economic Regeneration |

PROPOSAL OF SCALE OF FEES AND CHARGES

| INCOME DESCRIPTION | Current Charge TO 31/03/2016 £ Charges inclusive of VAT (if applicable) | Proposed Charge FROM 1/04/2016 £ Charges before VAT | Proposed Charge FROM 1/04/2016 £ Charges inclusive of VAT (if applicable) |
|---|---|--|---|
| Permitted Developments and Pre-application Advice | | | |
| Permitted Development enquiries | | | |
| Proposed development type | | | |
| Householder | Free | Free | Free |
| Other | Free | Free | Free |
| Pre-Application advice | | | |
| Householder | Free | Free | Free |
| Cost of each additional meeting | Free | Free | Free |
| 1 - 4 dwellings | Free | Free | Free |
| Cost of each additional meeting | Free | Free | Free |
| Cost of Highway Advice | Free | Free | Free |
| Cost of each additional meeting with Highway Authority | Free | Free | Free |
| Residential Development (see note 1) | | | |
| 5 - 9 dwellings (site <1ha) (gross floor area <1,000m2) | Free | Free | Free |
| Cost of each additional meeting | Free | Free | Free |
| Cost of Highway Advice | Free | Free | Free |
| Cost of each additional meeting with Highway Authority | Free | Free | Free |
| 10 - 49 dwellings (site 1-1.25ha) (gross floor area 1,000 - 2,499m2) | 1,241.00 | 1,085.83 | 1,303.00 |
| Cost of each additional meeting | 621.00 | 543.33 | 652.00 |
| Cost of Highway Advice | 435.00 | 380.83 | 457.00 |
| Cost of each additional meeting with Highway Authority | 217.00 | 190.00 | 228.00 |
| 50 - 199 dwellings (site 1.26-2ha) (gross floor area 2,500 - 9,999m2) | 2,483.00 | 2,172.50 | 2,607.00 |
| Cost of each additional meeting | 919.00 | 804.17 | 965.00 |
| Cost of Highway Advice | 869.00 | 760.00 | 912.00 |
| Cost of each additional meeting with Highway Authority | 322.00 | 281.67 | 338.00 |
| 200+ dwellings (site 2+ha) (gross floor area +10,000m2) | 3,724.00 | 3,258.33 | 3,910.00 |
| Cost of each additional meeting | 1,241.00 | 1,085.83 | 1,303.00 |
| Cost of Highway Advice | 1,303.00 | 1,140.00 | 1,368.00 |
| Cost of each additional meeting with Highway Authority | 435.00 | 380.83 | 457.00 |
| Non Residential/Commercial Development (see note 1) | | | |
| Gross floor area up to 500m2 (site up to 0.5ha) | Free | Free | Free |
| Cost of each additional meeting | Free | Free | Free |
| Cost of Highway Advice | Free | Free | Free |
| Cost of each additional meeting with Highway Authority | Free | Free | Free |
| Gross floor area 501m2 - 999m2 (site 0.5 -1ha) | Free | Free | Free |
| Cost of each additional meeting | Free | Free | Free |
| Cost of Highway Advice | Free | Free | Free |
| Cost of each additional meeting with Highway Authority | Free | Free | Free |
| Gross floor area 1,000 - 2,499m2 (site 1-1.25ha) | 1,241.00 | 1,085.83 | 1,303.00 |
| Cost of each additional meeting | 621.00 | 543.33 | 652.00 |
| Cost of Highway Advice | 435.00 | 380.83 | 457.00 |
| Cost of each additional meeting with Highway Authority | 217.00 | 190.00 | 228.00 |
| Gross floor area 2,500 - 9,999m2 (site 1.26-2ha) | 2,483.00 | 2,172.50 | 2,607.00 |
| Cost of each additional meeting | 919.00 | 804.17 | 965.00 |
| Cost of Highway Advice | 869.00 | 760.00 | 912.00 |
| Cost of each additional meeting with Highway Authority | 322.00 | 281.67 | 338.00 |
| Gross floor area +10,000m2 (site +2ha) | 3,724.00 | 3,258.33 | 3,910.00 |
| Cost of each additional meeting | 1,241.00 | 1,085.83 | 1,303.00 |
| Cost of Highway Advice | 1,303.00 | 1,140.00 | 1,368.00 |
| Cost of each additional meeting with Highway Authority | 435.00 | 380.83 | 457.00 |



| | | | |
|-------------|-----------------------------|-----------------|------------------------------------|
| Service | Planning | Service Manager | Development Control Manager |
| Directorate | Economic Prosperity & Place | Cabinet Member | Planning and Economic Regeneration |

PROPOSAL OF SCALE OF FEES AND CHARGES

| INCOME DESCRIPTION | Current Charge | Proposed Charge | Proposed Charge |
|--|--|--------------------|--|
| | TO 31/03/2016 | FROM 1/04/2016 | FROM 1/04/2016 |
| | £ | £ | £ |
| Permitted Developments and Pre-application Advice | Charges inclusive of VAT (if applicable) | Charges before VAT | Charges inclusive of VAT (if applicable) |
| Other Categories | | | |
| Advertisements | Free | Free | Free |
| Cost of each additional meeting | Free | Free | Free |
| Change of Use | Free | Free | Free |
| Cost of each additional meeting | Free | Free | Free |
| Telecommunications | Free | Free | Free |
| Cost of each additional meeting | Free | Free | Free |
| Glasshouses/Poly Tunnels | Free | Free | Free |
| Cost of each additional meeting | Free | Free | Free |
| Others (see note 2) | Free | Free | Free |
| Cost of each additional meeting | Free | Free | Free |
| Historic Environmental and Tree related enquiries | | | |
| Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters) | 39.00 | 34.17 | 41.00 |
| (More than 3 Separate Matters) | 76.00 | 66.67 | 80.00 |
| Cost of each additional meeting | 19.00 | 16.67 | 20.00 |
| Separate Tree related Advice - number of trees not exceeding 10 | 39.00 | 34.17 | 41.00 |
| Cost of each additional meeting | 19.00 | 16.67 | 20.00 |
| Separate Tree related Advice - number of trees over 10 but not exceeding 30 | 76.00 | 66.67 | 80.00 |
| Cost of each additional meeting | 19.00 | 16.67 | 20.00 |
| Exemptions | | | |
| As set out in Guidance Note (e.g. Parish Councils, etc) | | | |

NOTES:

Note 1 - If only principle to be discussed

Note 2 - Includes other development proposals such as variation or removal of conditions-proposed changes of use, car parks and certificates of lawfulness. Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



| | | | |
|-------------|--------------------------------------|-----------------|-------------------------------|
| Service | Parks and Open Spaces | Service Manager | Parks and Open Spaces Manager |
| Directorate | Community Well-Being and Environment | Cabinet Member | Operational Services |

PROPOSAL OF SCALE OF FEES AND CHARGES

| INCOME DESCRIPTION | Current Charge TO 31/03/2016 £ Charges inclusive of VAT (if applicable) | Proposed Charge FROM 1/04/2016 £ Charges before VAT | Proposed Charge FROM 1/04/2016 £ Charges inclusive of VAT (if applicable) |
|---|---|--|---|
| Parks Events | | | |
| GREEN SPACES - Parks and Green Spaces (not Nature Reserves) | | | |
| Administration charge for use of Public Open Space | | | |
| Fund Raising and Charity Events (per day) - Minimum Charge | Free | Free | No VAT currently charged |
| Fund Raising and Charity Events (per day) - Maximum Charge (refundable deposit applies) | 183.00 | 200.00 | No VAT currently charged |
| Commercial Events (refundable deposit applies) | Commercial Judgement | Commercial Judgement | No VAT currently charged |
| Grounds maintenance - external contracts | | | |
| Based upon an hourly rate | Commercial Judgement | Commercial Judgement | VAT charged at current rate |
| Arborists | Commercial Judgement | Commercial Judgement | VAT charged at current rate |
| Plus Vehicle and Materials at cost | Commercial Judgement | Commercial Judgement | VAT charged at current rate |

NOTES:

Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>

**Report of the Chief Financial Officer in respect of
Sections 25-28 Local Government Act 2003**

1. PURPOSE

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

2. RECOMMENDATION (see 2.2.3 of main report)

THAT COUNCIL NOTE:

- 2.1 The Chief Financial Officer's opinion on the budget proposals, recommended by the Cabinet on 9th February 2016, as detailed in this report.**

3. BACKGROUND

- 3.1 Sections 25 to 28 of the Local Government Act 2003 (The Act) place statutory duties on Local Authorities on how they set and monitor budgets. The Act requires local authorities to ensure that the Budget estimates are robust, Reserves are adequate and the Budget is monitored on a regular basis.
- 3.2 Section 25 requires the Chief Financial Officer to report to the Council on the robustness of the estimates it makes when calculating its budget requirement under Section 32 of the Local Government Finance Act 1992 and on the adequacy of its proposed financial reserves.
- 3.3 Section 26 requires authorities to adhere to their approved policies in relation to Reserves when setting budgets to ensure that the minimum Reserve levels are maintained.
- 3.4 Section 27 requires the Chief Financial Officer, at the time of the budget setting, to report if it appears that a reserve in relation to the previous financial year is likely to be inadequate. The reasons for the inadequacy and a recommended course of action must be considered by Council.
- 3.5 Section 28 places a statutory duty on the Council to review its budget and all calculations related to it from time to time. If the review shows a deterioration in the financial position, the Council must take such action as it considers necessary (if any) to address the situation.
- 3.6 Whilst Sections 25-27 relate specifically to budget and council tax setting for the following financial year, these Sections are being more widely interpreted by External Auditors to include the period of the Council's Financial Strategy; as a consequence it is necessary to report not only on next year's Budget but on the period covered by the Three Year Budget Strategy (2016-19).

4. KEY ISSUES – CHIEF FINANCIAL OFFICER’S OPINION ON 2016-19 BUDGET & THREE YEAR BUDGET STRATEGY

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

- 4.1 The estimates made for the purposes of Section 32 of the Local Government Finance Act 1992 calculations are robust.
- 4.2 The Reserves outlined in the Three Year Budget and Policy Framework Report to the Cabinet on this agenda are adequate in relation to the 2016-19 Budget. The work done by the Cabinet Financial Strategy Advisory Panel this year and resultant Cabinet report recommendations, supplemented by the updates included in the latest Cabinet report are instrumental in continuing to promote economic growth and moving the Council closer to a sustainable balanced budget in the future, that is less reliant on the use of reserves. The continuing Transformation Programme required to deliver the savings required is progressing well but remains challenging. The additional target saving added as part of this year’s Cabinet Proposals increase risk and this will need to continue to be carefully managed and mitigated by the member and officer Leadership team.
- 4.3 The Council have adopted the general principles of the CIPFA Guidance on Local Authority Reserves and Balances, which outline a minimum Reserve (Working Balance) for this Council which has been adhered to in the Financial Strategy 2016-19.
- 4.4 It is important that the level of reserves is carefully monitored and reviewed as the impact of the proposed Local Government Finance Reforms become clear and also once future funding levels are known. The proposed Local Government Finance Reforms place significantly increased risk on local authority income and funding streams and the levels of reserves may need to be reviewed as the reforms are implemented and their impacts become clear.
- 4.5 The Cabinet monitors Budgets on a monthly basis in accordance with Section 28 of the 2003 Act, including ‘Budget Risk Management’ and takes appropriate action to ensure financial accountability.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no Financial Implications.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 These are contained in Paragraph 3 of this report.

7. EQUALITY IMPACT NEEDS ASSESSMENT

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

8. RISK MANAGEMENT

- 8.1 Contained within the Financial Strategy 2016-19 and subsequent Cabinet reports are the significant risks and mitigating actions which have been identified, allied to the budget process.
- 8.2 There are three significant financial risks affecting the Council over the next three years:
- Future funding reductions from Central Government in light of the proposed Local Government Finance Reforms changing key funding streams and methodologies for Revenue Support Grant, New Homes Bonus and Business Rates Retention.
 - The increased reliance on local income sources and risk this may not be realised in line with government expectations and;
 - Further savings required from the Transformation Programme are significant and will prove challenging to deliver.
- 8.3 It is for the reasons such as the above that the Council continues to retain a working balance reserve of £1,000,000, increased from £700,000 in 2012/13. This fund is also available to provide cover for urgent unforeseen expenditure e.g. in respect of a civil emergency. The Transformation Fund is held to fund one-off costs of implementation of Transformation work and consideration should be given to increasing this from Final Accounts savings, in accordance with the delegations in the separate budget report on this agenda. In addition to these generic reserves earmarked reserves are held to cover specific commitments and therefore limit financial risk.

9. CONCLUSION/FURTHER CONSIDERATIONS

- 9.1 Whilst the Council continues to be reliant on contributions from reserves to balance its budget over the term of the Financial Strategy, the ongoing Transformation Programme should deliver ongoing savings to improve this. The Provisional Finance Settlement suggests that from 2018-19 overall Central Government will have reduced to a particularly challenging level.
- 9.2 To reduce the financial risks now faced, it is essential that net expenditure and funding be better aligned by the progression of efficiency plans for reductions in spending and increased income generation.
- 9.3 The proposed Local Government Finance Reforms for Revenue Support Grant, New Homes Bonus and Business Rates Reform reduce Central Government funding and increase the reliance on local funding streams. The level of reserves may need to be reconsidered once the impact of the reforms become clear.

10. CONSULTEES

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

11. BACKGROUND PAPERS

11.1 Local Government Act 2003 Sections 25-28

11.2 Local Government Finance Act 1992 Section 32

EFFICIENCY PLAN

WYRE FOREST FORWARD – OUR EFFICIENCY PLAN 2016-19

This is Wyre Forest District Council's efficiency plan for 2016-19. It is called "Wyre Forest Forward", the transformation programme that we have been running since 2012.

Wyre Forest Forward is a review of all aspects of the Council. It is not just about saving money. It's a comprehensive programme of transformation and includes changing our ways of working and culture. The review will help us to deliver our [Corporate Plan 2014 - 2019](#). The Corporate Plan has two priorities:

- o **Support you to contribute to a successful local economy.**
- o **Support you to live in clean, green and safe communities.**

How we are changing

The Council has been, and continues to be, under severe financial pressure. This has made us look even harder at the value of what we do and how we do it. We therefore apply an approach called Systems Thinking to improve services by focusing on delivering exactly what the customer wants and at the first point of contact.

Our purposes

Everything we do is linked to our [purposes](#) which support the delivery of our Corporate Plan and our customers are at the heart of this. We want to improve community well-being and economic prosperity, but we have fewer resources. We will therefore work with others, including community groups, to fulfil our purposes and move forward.

Wyre Forest Forward in action

We are actively applying Systems Thinking across the Council. We're looking at everything we do and considering how we go forward in a more focused and efficient way. Our employees are engaged in this process at every level.

The Council has an excellent track record in delivering savings, with almost £5m achieved from 2010 to 2015.

The Council's approach to aligning its expenditure with income over time has successfully used three main levers:

- a) **Making the Council as efficient as it can be** in its structures and external and internal processes. This is driven through the Wyre Forest Forward transformation programme, supported by work to ensure that services are on line and "digital by default" and by the ICT strategy;

b) **Implementing alternative delivery structures** where this represents best value. Examples include the shared services that have been implemented since 2010 and the Council's strong track record in localism, transferring responsibility for assets and services to local organisations, including town and parish councils;

c) **Growing its income.** For example, the depot has increased its external income forecast by circa £250,000 since 2013/14, while over £160k a year of income has been generated from tenancies and ICT support charges at Wyre Forest House. Another innovative example is the Evergreen Fund initiative, which was approved in July 2014. It will provide a sustainable source of funding for future investments in projects that produce a revenue return.

The future

We will **continue to use these three levers of efficiency, alternative delivery structures and growing income.** The targets to deliver efficiency savings under Wyre Forest Forward are as follows:

| | 2016-17 | 2017-18 | 2018-19 |
|--|---------|---------|---------|
| Targets: minimum Wyre Forest Forward savings | £261k | £334k | £1,008k |

There will be opportunities for more shared services in the future, and we will actively seek opportunities for Wyre Forest District Council to host them in line with our strengths. There is not a dogmatic approach that seeks externalisation or shared services, as has been seen with the recent decision to bring the HR function in house from April 2016 when the current service level agreement with the County Council comes to an end.

The Council is not joining the West Midlands Combined Authority at this time as a non-constituent member. The devolution deal for the West Midlands was announced in November and includes some elements that might be relevant to the footprint of three local enterprise partnerships, which would therefore include North Worcestershire. This may have an impact on economic development and regeneration or other aspects relevant to this efficiency plan.

Devolution proposals for Worcestershire accompanied by a public services leaders' board have been submitted to Government and are due to be discussed with Government Ministers shortly. Some of the proposals for public service reform could contribute to this efficiency plan. Examples include:

- a pioneering service delivery model focused around a single vehicle comprised of resource from multiple organisations, working to coordinate the public sector approach to moving individuals and families from dependency to independence. The pilot went live in Redditch in January 2016 with the expectation of roll out across the county towards the end of 2016/early 2017;
- to consider working towards ensuring all principal authorities in Worcestershire that are not already members of the Place Partnership commission and procure estates

services through the partnership by late 2016/early 2017. This could affect as a minimum, activities such as facilities management and property surveyors.

The Council has taken positive steps to empower parish councils and local groups to deliver more services. The Council will continue to support this local devolution to increase the pace of change to help preserve services, including the excellent opportunities for joint working following creation of Kidderminster Town Council.

There is an increased impetus for growing the Council's income:

- a) growing business rates income in line with government forecasts so the local economy can benefit from the funding we are able to retain under the changing regime;
- b) growing council tax income by supporting housing growth, including through the review of the local development plan;
- c) increasing fees and charges where possible ahead of inflation. This ensures that users of services contribute more to support those services than council tax payers as a whole;
- d) continuing the Council's commercial income from a variety of sources such as ticket sales and events, rents, work undertaken for other organisations and private households, advertising and sponsorship.

Next steps

Under this efficiency plan, the Council will continue on the trajectory towards becoming a much leaner organisation. This will require bold and far-reaching decisions by the Council in the coming period including changes that are likely to be challenging for the public and councillors alike.

Given that these changes need to be implemented before April 2018, the council has two years in which to agree a programme of reform and implement it. In order to ensure that there can be confidence about the Council's financial viability in 2018-19, the Cabinet will take relevant decisions no later than the end of 2016 on changes within its remit, while any that require full Council approval will feature in the Financial Strategy prepared in the latter part of 2016 for 2017-2020.

WYRE FOREST DISTRICT COUNCIL**CABINET**
9TH FEBRUARY 2016**Budget Monitoring Third Quarter 2015/16**

| OPEN | |
|-------------------------|---|
| CABINET MEMBER: | Councillor N J Desmond, Cabinet Member for Resources |
| 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 General Fund Total Requirements - District Council Purposes Appendix 2 - Budgetary Control Reports - Revenue Appendix 3 - Capital Programme 2015/16 Appendix 4 – Wyre Forest Forward/ Cabinet Proposal Progress Report Appendix 5 - 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 31st December 2015.
- 1.3** To inform members of the Sundry/Property debt position as at 31st December 2015.

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 5 be noted.

3. KEY ISSUES - BUDGET MONITORING 3rd QUARTER 2015/16

3.1 The projected outturn at 31st December 2015 is an under spend of £105,000.

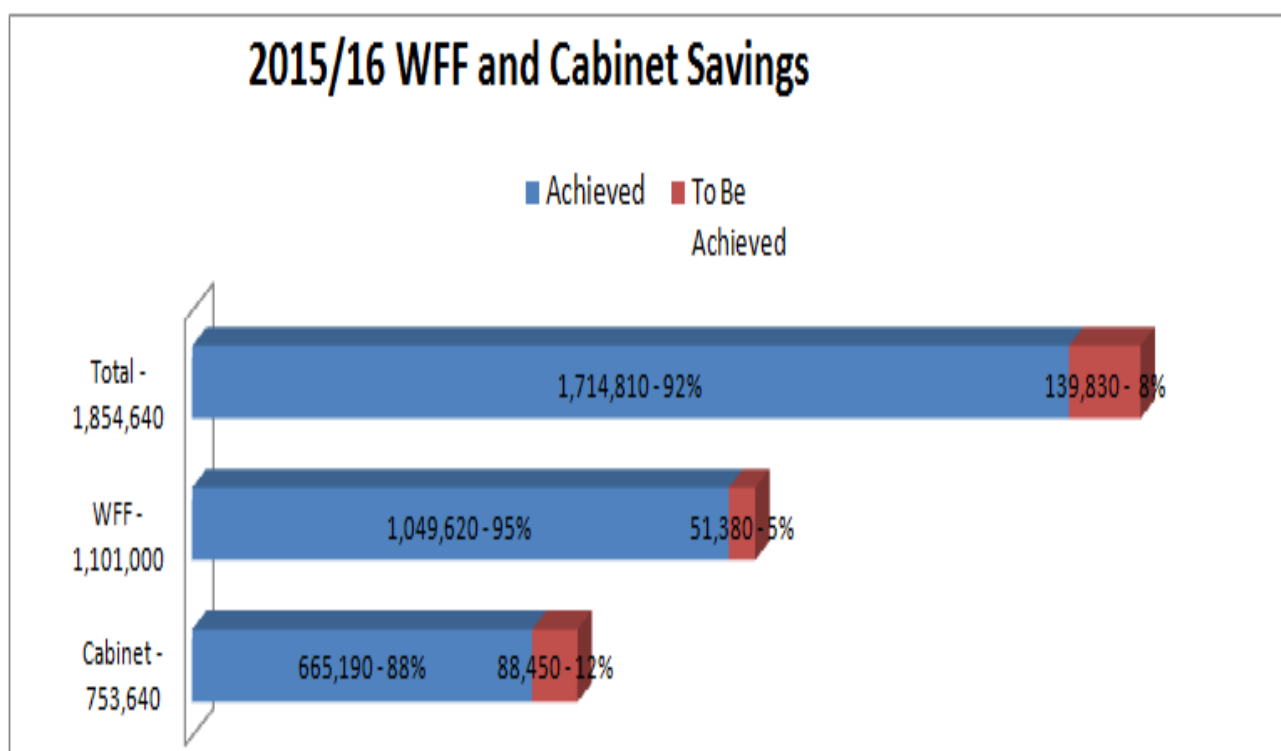
This is a provisional estimate that will be dependent on Final Accounts. The details are in **Appendix 2** and the main variances are:

- £50,000 favourable – Pay Costs, including Agency
- £20,000 favourable – Savings in administrative costs across all Services
- £30,000 favourable – Parking Services and Enforcement
- £20,000 favourable – Capital – Increased investment interest as a result of capital programme slippage and higher cash balances due to advanced borrowing to take advantage of preferable interest rates
- £10,000 favourable – Increased income from cemeteries
- £20,000 adverse: Reduction in planning applications income
- £5,000 adverse: Reduction in events income

3.2 Wyre Forest Forward Savings Programme/Cabinet Proposals

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 so far against Wyre Forest savings plan and Cabinet Proposals, together, with the current shortfall in savings targets are detailed in **Appendix 4**. WWF savings and Cabinet Proposals of £1.715m have been identified against the target of £1.855m for 2015-16

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 service. 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.

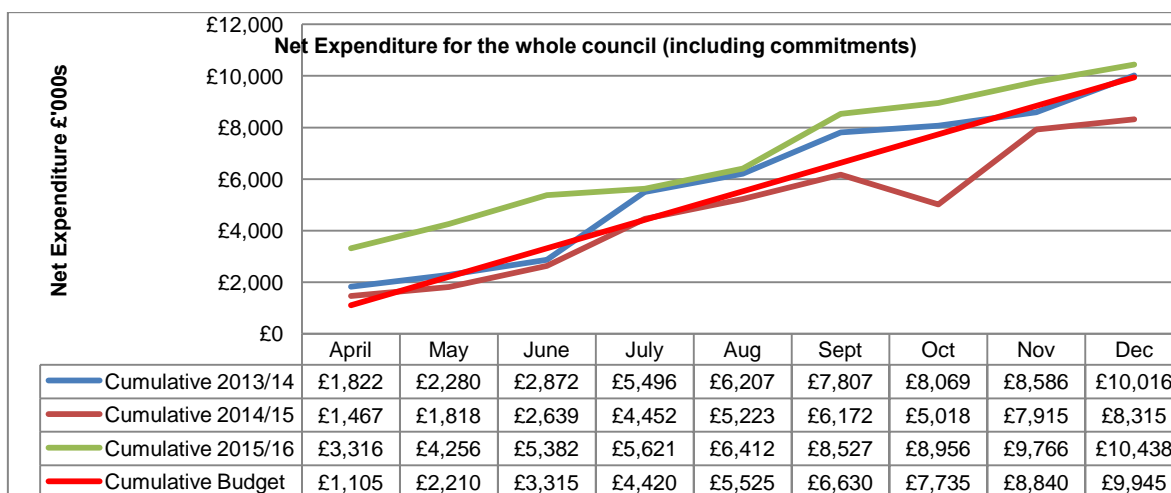
At the financial year end, the overall final position is forecasted to be:

Summary of main variances to budget

| DIRECTORATE | Revised Budget 2015/16 £'000 | December 2015 position (including commitments) £'000 | Final predicted outturn £'000 | Variance against revised budget £'000 |
|--|---------------------------------|---|----------------------------------|--|
| Positive Variance | | | | |
| Community Well-Being and Environment | 6,223 | 4,358 | 6,180 | CR 43 |
| Chief Executive | 5,485 | 5,144 | 5,453 | CR 32 |
| Economic Prosperity and Place | 2,582 | 1,940 | 2,572 | CR 10 |
| Capital Account | Cr 1,030 | Cr 1,004 | Cr 1,050 | Cr 20 |
| TOTALS | 13,260 | 10,438 | 13,155 | CR105 |
| Cabinet savings and WFF savings now included within revised budget | | | | |

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:

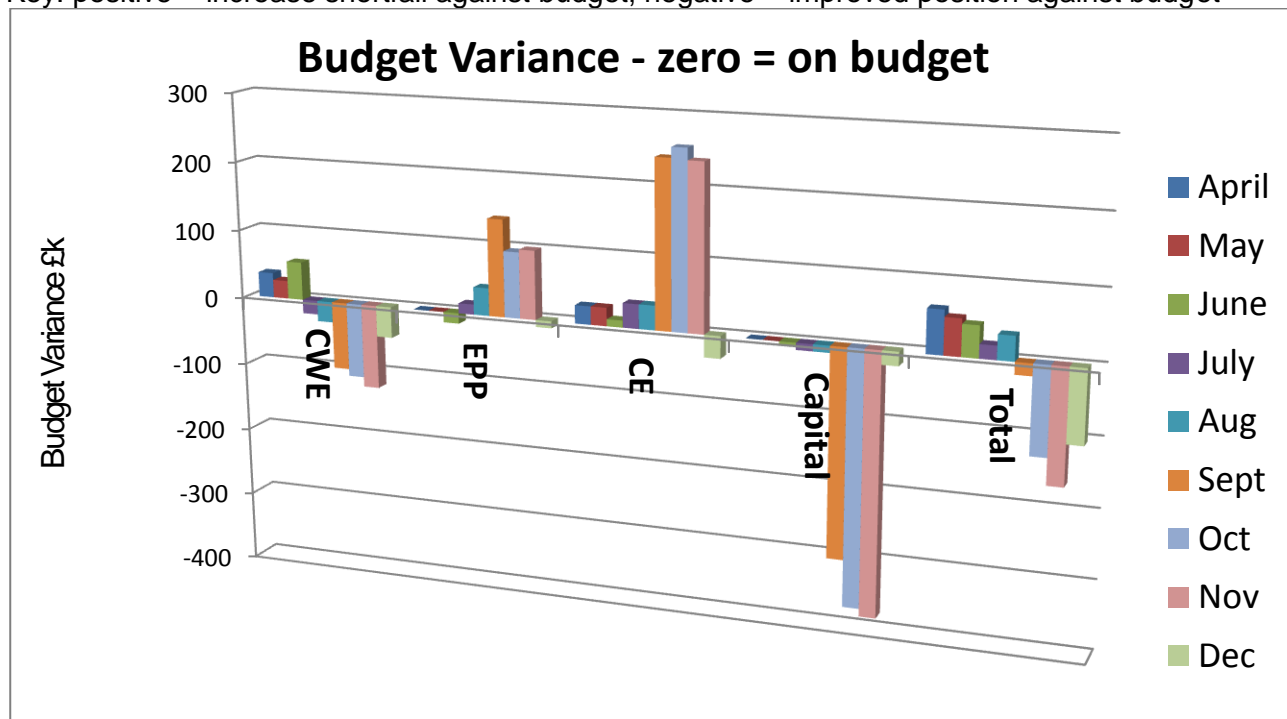
Net Revenue Expenditure profile (including commitments) during 2015/16 compared against budget



The latest Q3 outturn prediction in the following charts shows changes in final year outturn based on monthly forecasts.

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

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 £5.616m, against a 2014/15 actual performance of £4.931m and furthermore £436K above Original Budget for 2015/16.

Summary of income performance against budget throughout the year

(Note all figures are cumulative)

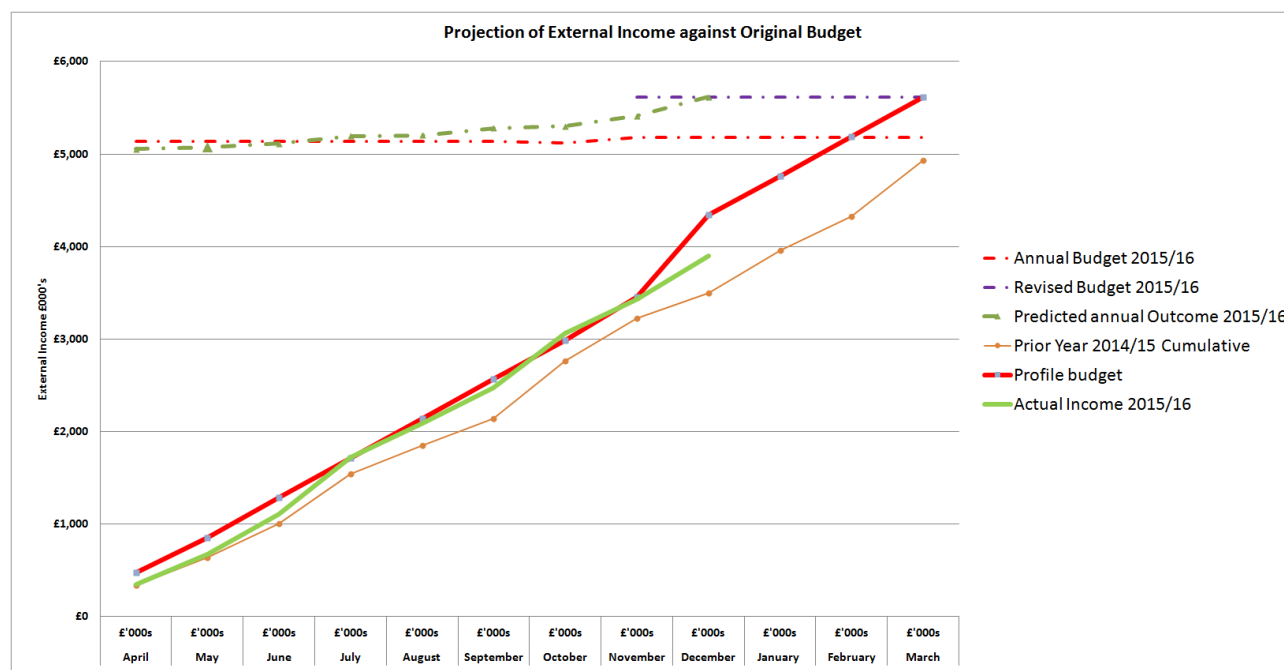
Note all figures are cumulative £000's

| | 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 | £5,141 | £5,141 | £5,125 | £5,180 | £5,180 | £5,180 | £5,180 | £5,180 |
| Revised Budget 2015/16 | | | | | | | | £5,616 | £5,616 | £5,616 | £5,616 | £5,616 |
| Predicted annual Outcome 2015/16 | £5,057 | £5,077 | £5,115 | £5,196 | £5,203 | £5,282 | £5,303 | £5,415 | £5,616 | | | |
| Actual Income 2015/16 | £353 | £678 | £1,105 | £1,728 | £2,091 | £2,474 | £3,064 | £3,430 | £3,902 | | | |
| 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 | £2,142 | £2,570 | £2,989 | £3,453 | £4,340 | £4,765 | £5,190 | £5,616 |

Actual external Income achieved to date exceeds the same position this time last year, and all prior years since 2011/12.

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.

Projection of External Income against Original and Revised Budget



Summary of Income performance by Category – December 2015

| Category All figures in £'000s | Original Budget 2015/16 £000's | Revised Budget 2015/16 £000's | Projection as at Dec 2015 £000's | Actual Dec 2015 YTD £000's | % achieved of Budget | Projected Year End Variance £000's | % achieved of projection |
|-----------------------------------|---|--|---|----------------------------------|-------------------------|---|--------------------------------|
| Fees and Charges | £3,296 | £3,455 | £3,434 | £2,546 | 77.2% | £21 | 74.1% |
| Grant or Subsidies | £51 | £134 | £134 | £77 | 3.9% | £0 | 3.3% |
| Interest | £75 | £107 | £127 | £84 | 112.3% | -£20 | 66.5% |
| Other | £206 | £151 | £148 | £127 | 29.1% | £3 | 27.3% |
| Rental Income | £718 | £825 | £829 | £478 | 66.5% | -£4 | 57.6% |
| Shared Services Income | £834 | £945 | £945 | £420 | 50.3% | £0 | 44.4% |
| Total | £5,180 | £5,616 | £5,616 | £3,902 | 75.3% | £0 | 69.5% |

Actual income is 69.5% of budget - and therefore 5.5% behind the percentage target position as at December 2015 (75%). – this amounts to a £310K shortfall of actual income against revised budget 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.

Summary of the Predicted Variations to Income Targets

Major variations over £5,000 - December 2015

| Cost Centre description | Account Code Description | 2015/16 Budget | 2015/16 Profilled Budget | 2015/16 Actual To Date | Projection to Year End | Variance Projection Less Budget | Comment |
|---|----------------------------|----------------|-----------------------------|---------------------------|------------------------------|---------------------------------------|--|
| Some Sections predict external income in excess of revised budget | | | | | | | |
| Interest Received | Interest Received | £106,730 | £80,058 | £84,261 | £126,730 | £20,000 | Good Treasury Management |
| Waste Services | Waste Disposal Income | £775,790 | £603,536 | £576,604 | £793,790 | £18,000 | Additional Trade Waste Contracts |
| Cemetery | Fees and Charges | £70,000 | £49,763 | £62,379 | £80,000 | £10,000 | High demand |
| Highways General Cleansing | Income - External Works | £100,000 | £94,146 | £56,348 | £107,000 | £7,000 | Bulky work transferred from Waste Services |
| Bewdley Museum | Fees and Charges | £33,540 | £27,334 | £31,504 | £38,540 | £5,000 | Additional Income from Sales and Events |
| Some Sections predict external income short of revised budget | | | | | | | |
| Dev and Building control | Planning and building fees | £439,940 | £337,058 | £290,704 | £416,940 | £23,000 | Planning applicational fall |
| Community Development | Fees and Charges | £15,000 | £11,252 | £2,838 | £3,000 | £12,000 | Reduced Income |
| Parks & Green Spaces | Income - External Works | £199,510 | £152,613 | £74,905 | £190,510 | £9,000 | External work and contracts |
| Car Parks General and Enforcement | All income | £1,357,600 | £1,052,702 | £1,017,093 | £1,352,600 | £5,000 | Season Tickets and Off Street Parking |
| Events and KTH | Fees and Charges | £117,130 | £87,214 | £82,366 | £112,130 | £5,000 | |

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 updated Capital Programme and Vehicle, Equipment and Systems Renewal Schedule for 2015/16 is enclosed as **Appendix 3**.

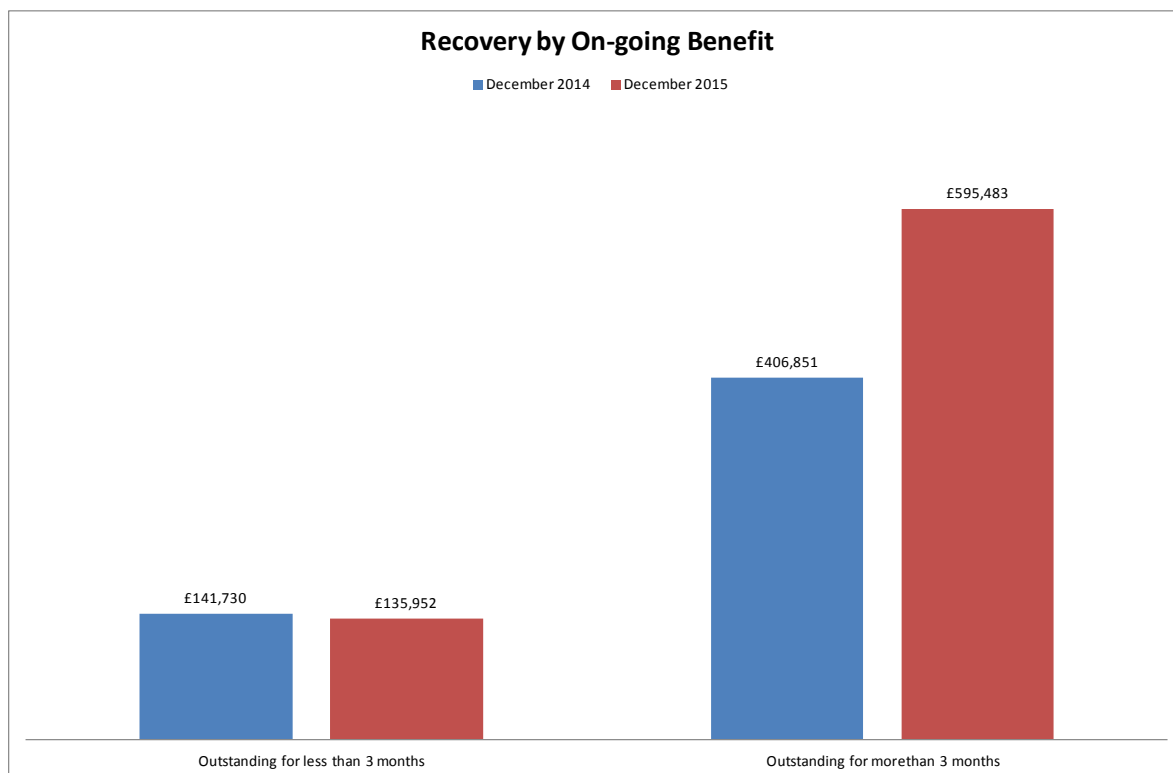
3.6 Risk Matrix

The Budget Risk Matrix has been reviewed to reflect the current assessment of risk. A copy is enclosed for information as **Appendix 5**.

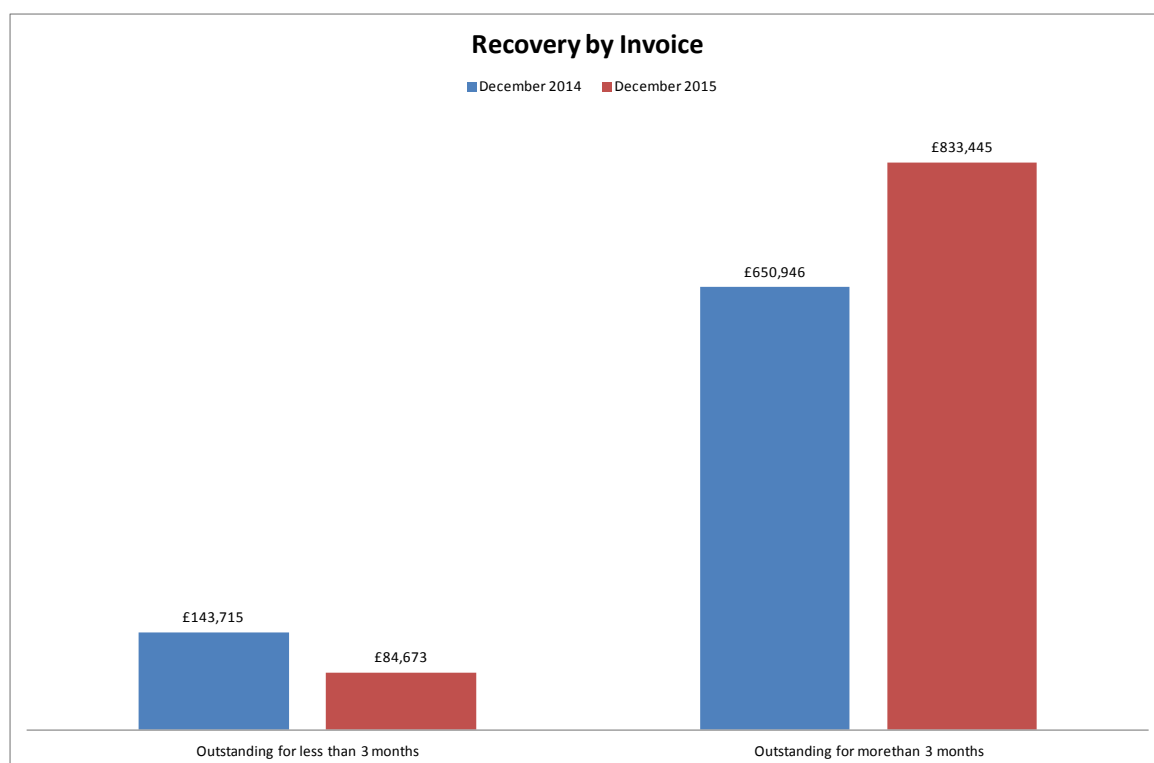
3.7 Income and Outstanding Debt

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 December 2014 and December 2015



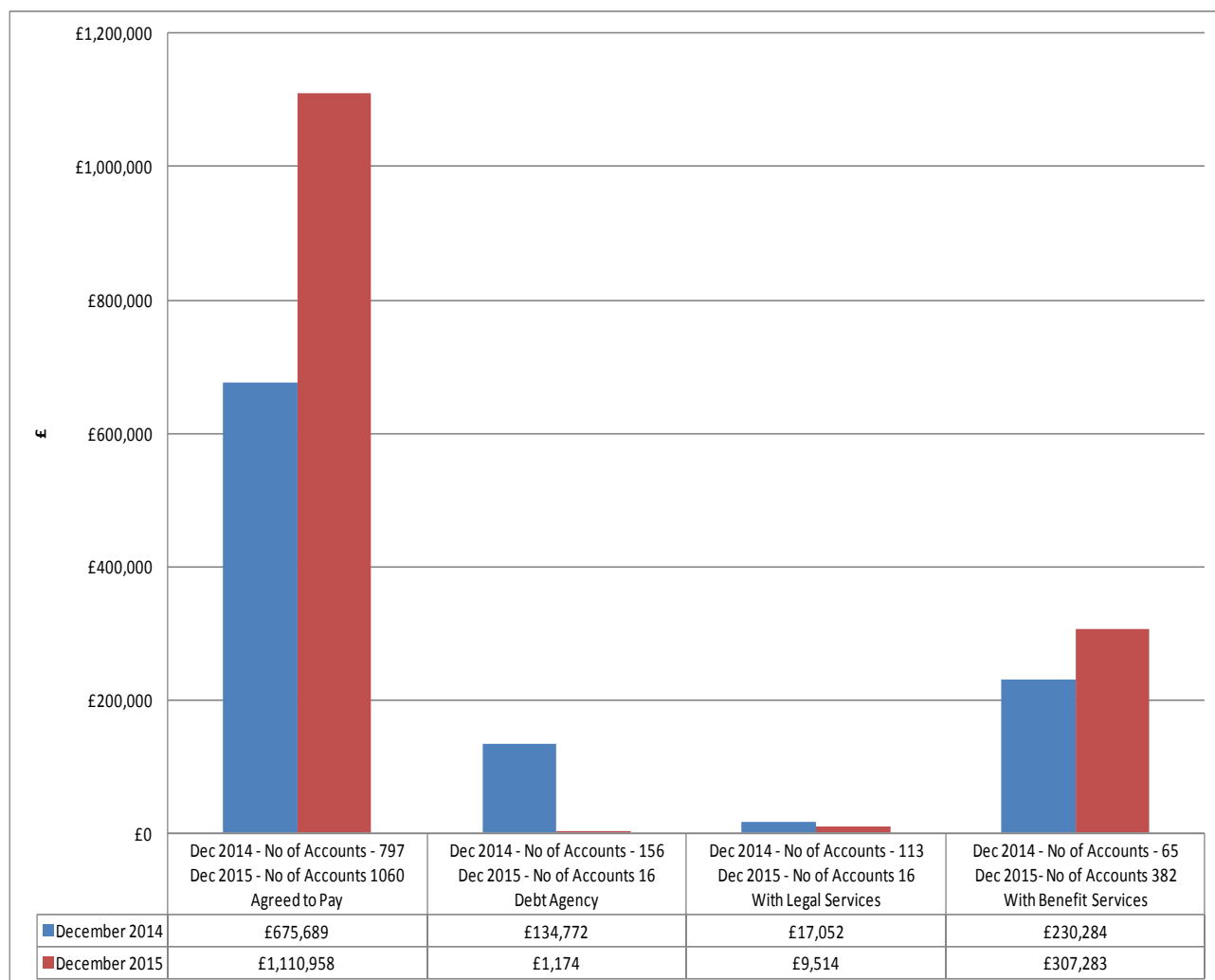
(E.G. In December 2015 the total value of debts outstanding for less than three months, being collected from on-going benefit was £135,952, compared to December 2014 where £141,730 was outstanding for less than three months)



(E.G. In December 2015 the total value of debts outstanding for less than three months, being collected by invoice was £84,673, compared to December 2014 where £143,715 was outstanding for less than three months)

Debts over three months old have agreements in place to pay, have been referred to the Council's Legal Services, or remain with the Benefit Service to pursue. The Council is in the processing of renegotiating a new service with the Debt Collection Agency Dukes, following the decision of Collectica Enforcement Services to withdraw from this service. Debts originally placed with Collectica will now be pursued by the Benefits Service. The number of accounts, the value outstanding and how this will be collected is shown in the graph below:

Housing Benefit Overpayment outstanding and the number of Accounts over 3 months old and their status as at December 2014 and December 2015



(E.G. In December 2015, 1060 claimants with a total debt of £1,110,958 had agreed to pay compared to December 2014, where 797 claimants with a total debt of £675,689 had agreed to pay)

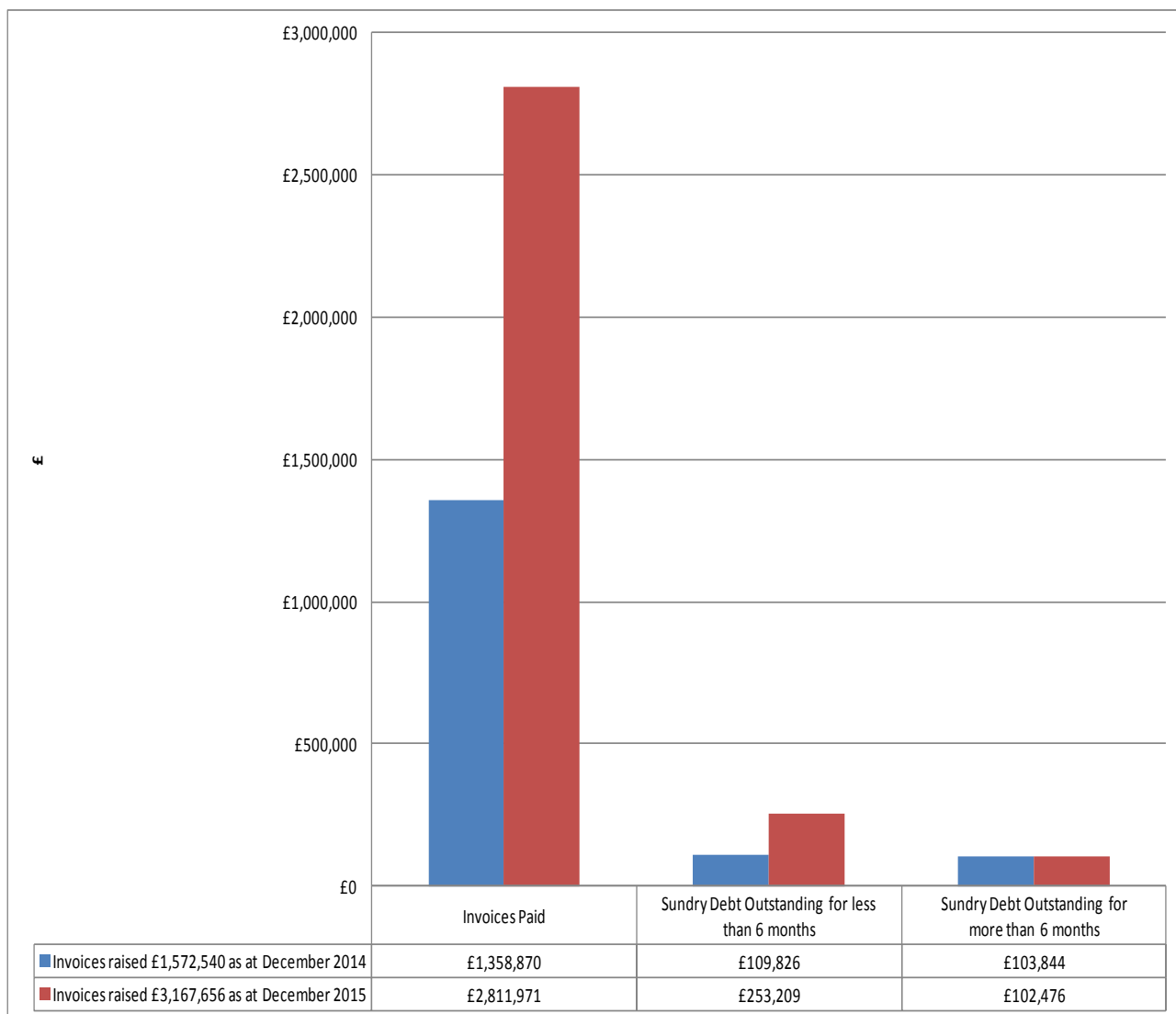
The number of overpayment accounts has increased due to Government initiatives such as RTI (Real Time Information) and FERIS (Fraud and Error Reduction Incentive Scheme).

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

Sundry Customer Invoices:

- The Council raised £3.2 million in Sundry customer invoices during the period to 31st December 2015 (£1.6 million to 31st December 2014)
- The increase in Sundry Debt raised is mainly due to contributions for work to the Public Realm, pass-porting from the County Council of Better Care Funding and funding for Community Ambassadors Project.

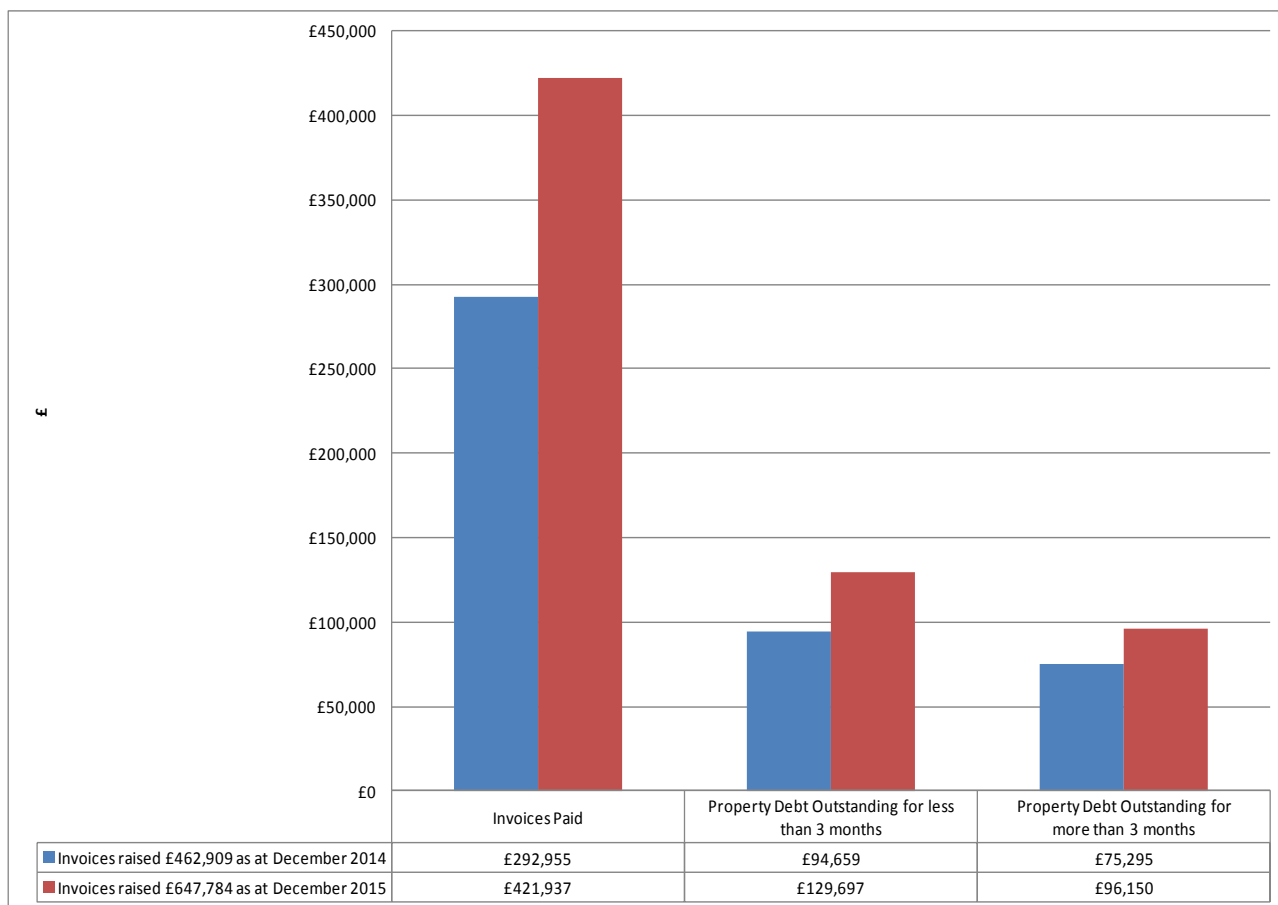
Sundry Invoices and Debt



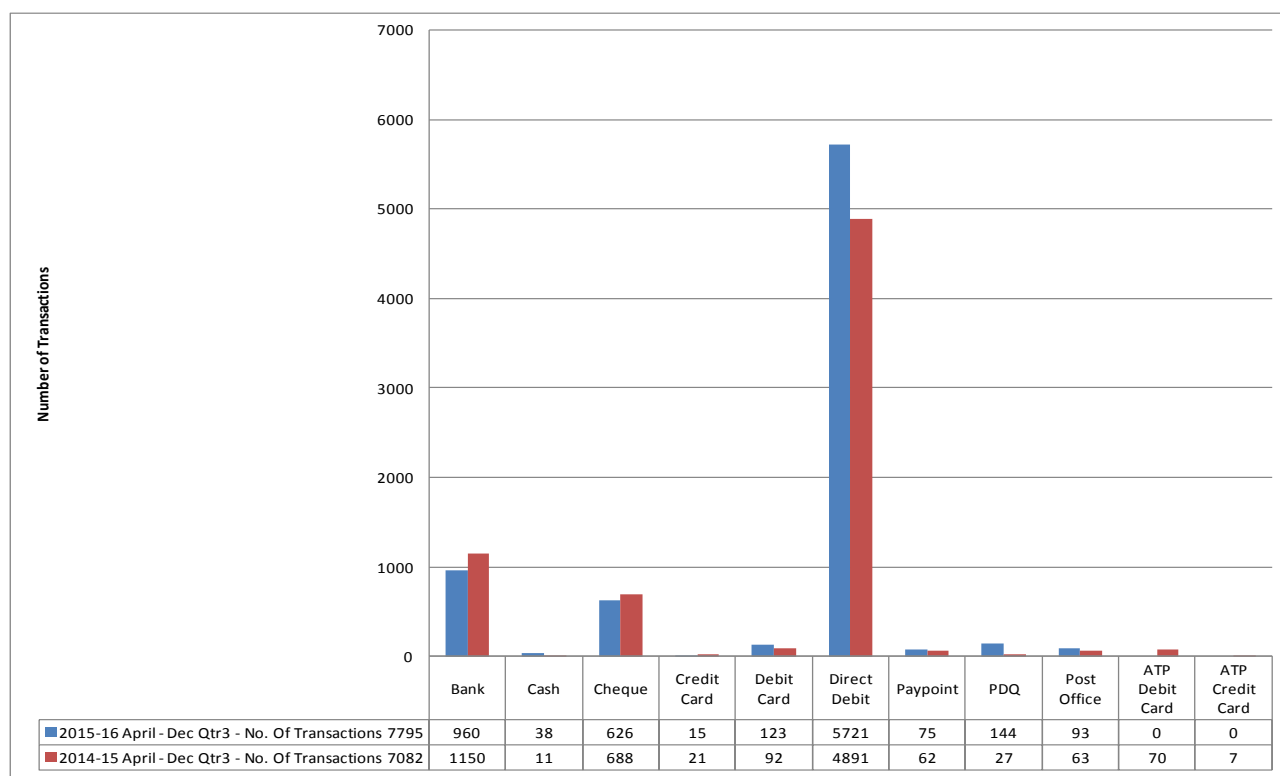
Property Customer Invoices

- The Council raised £0.650 million in Property customer invoices during the period to 31st December 2015 (£0.460 to 31st December 2014)
- The increase in property invoices raised is mainly attributable to rental income at Wyre Forest House

Property Invoices and Debt



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



- 3.9** The write off of invoices to December 2015 were for non-recoverable licences totalling £3,099. This was done under officer delegation. There were no invoices written off to December 2014.

4. FINANCIAL IMPLICATIONS - BUDGET MONITORING 3rd QUARTER 2015/2016

- 4.1** A copy of the Cabinet's proposed Revised Revenue Budget is enclosed as **Appendix 1** for Members' information.
- 4.2** The Spending Review (SR) has set the scene for another challenging budget cycle for 2016-19; the Provisional Settlement received on 17th December has provided further information confirming an even more fiscally challenging time for district councils in particular. While the report suggests a small under spend overall, close monitoring by the Chief Financial Officer and all Directorates will continue.
- 4.3** It has been confirmed that Revenue Support Grant Funding will reduce significantly and disappear in the next few years. A further proposal for radical changes in New Home Bonus funding is currently out for consultation; consultation is expected in June 2016 on the reform of the Business Rates Retention system in a move towards 100% retention.
- 4.4** These remain challenging times for the Council as we come to grips with an environment where funding continue to decrease and Councils such as Wyre Forest have ambitious savings plans to bridge the gap between reducing funding and the cost of services. So far, we are progressing well with the Wyre Forest Forward Savings Programme and the Cabinet Proposal approved savings and have achieved around 92.5% of the target savings for this year.
- 4.5** Housing Benefits overpayments – the council needs to monitor performance as it receives subsidy from the Department of Work and Pensions on those benefit payments which are identified as overpayments. The rate of subsidy varies, dependent on the classification of the overpayment. In addition the Council aims to 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.

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's Grant Thornton make 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 reliance 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 5** 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, and 5 provides Members with an overview of financial trends within the period to 31st December 2015.

9. CONSULTEES

- 9.1** Corporate Leadership Team.
9.2 Cabinet.

10. BACKGROUND PAPERS

Council 25th February 2015.

Cabinet Report on Provisional Final Accounts 2014/15 23rd June 2015.

Cabinet Financial Strategy 2016/19 22nd December 2015.

Hyperlink to Committees Reports

<http://www.wyreforest.gov.uk/council/meetings/com60.htm#mt7635>

WYRE FOREST DISTRICT COUNCIL

REVENUE BUDGET TOTAL REQUIREMENTS 2015/16 - DISTRICT COUNCIL
PURPOSES

| SERVICE | 2015/16 | |
|---|------------------------|-----------------------|
| | Original Estimate £ | Revised Estimate £ |
| CHIEF EXECUTIVE | 5,213,930 | 5,485,020 |
| COMMUNITY WELL-BEING AND ENVIRONMENT | 6,426,240 | 6,223,120 |
| ECONOMIC PROSPERITY AND PLACE | 2,482,470 | 2,582,300 |
| | 14,122,640 | 14,290,440 |
| LESS: CAPITAL ACCOUNT | (652,870) | (923,710) |
| INTEREST RECEIVED | (76,540) | (106,730) |
| INCREASES IN FEES AND CHARGES | 0 | 0 |
| TOTAL NET EXPENDITURE ON SERVICES | 13,393,230 | 13,260,000 |
| LESS: REVENUE SUPPORT GRANT | (2,019,010) | (2,019,010) |
| BUSINESS RATES | (2,537,130) | (2,537,130) |
| BUSINESS RATES GROWTH | (25,490) | (9,420) |
| COMMUNITY RIGHT TO BID/CHALLENGE | 0 | 0 |
| COLLECTION FUND SURPLUS | (75,100) | (75,100) |
| NEW HOMES BONUS | (1,684,610) | (1,684,610) |
| PROJECTED NEW HOMES BONUS (2016-17 onwards) | 0 | 0 |
| GENERAL EXPENSES - | | |
| COUNCIL TAX INCOME | (6,533,320) | (6,533,320) |
| (SURPLUS) / DEFICIT FOR YEAR | 518,570 | 401,410 |
| COUNCIL TAX LEVY | | 205.36 |
| COUNCIL TAX BASE | | 31,814 |

BUDGETARY CONTROL REPORT
MAJOR REVENUE VARIATIONS QUARTER THREE (To 31st December 2015)

| | |
|--|-------------------|
| Total Revised Budget 2015/16 | 13,260,000 |
| Additional Expenditure/(Projected Saving) on Original Budget | (105,000) |
| Total Quarter Three Projection to Year End 2015/16 | 13,155,000 |

| <u>Description of Estimated Major Variances</u> | Extra Costs/ Reduced Income £ | Savings/ Additional Income £ |
|---|--|---|
| <u>Community Well Being and Environment</u> | | |
| 1. Cemetery - Sale of Additional Plots | | (10,000) |
| 2. Parking Services and Enforcement | | (30,000) |
| 3. Town Hall - Events Income | 5,000 | |
| <u>Economic Prosperity and Place</u> | | |
| 1. Planning - Reduction in applications income | 20,000 | |
| <u>Capital Account</u> | | |
| 1. Investment Interest - Capital Programme slippage combined with higher cash balances due to advanced borrowing to take advantage of preferable interest rates | | (20,000) |
| <u>Corporate Variations</u> | | |
| 1. Pay Costs (including Agency) | | (50,000) |
| 2. Savings in administrative expenses across all Service areas | | (20,000) |
| | 25,000 | (130,000) |
| | | |
| Increase/(Decrease) on Revised Budget (based on Quarter Three 2015/16 Projection) | | £ (105,000) |
| | | |

Q3 Budget Monitoring 2015/16 (to December 2015)
Capital Programme 2015/16

APPENDIX 3

| 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 | 48,540 | 31,860 | 142,683 | 174,543 | 48,540 | 0 | Contractor account still to be finalised due to outstanding issues. |
| ICT Strategy | 158,600 | 14,042 | 2,385 | 16,427 | 108,600 | 50,000 | Further expenditure expected but Mapping procurement unlikely to be completed by end of March. |
| Financial Management System Replacement | 34,750 | 0 | 0 | 0 | 0 | 34,750 | Slipped to 2016/17 for review. |
| Total S6 CHIEF EXECUTIVE | 241,890 | 45,902 | 145,068 | 190,970 | 157,140 | 84,750 | |
| <u>COMMUNITY WELL-BEING AND ENVIRONMENT</u> | | | | | | | |
| Parking Services and Enforcement | 108,120 | 32,028 | 848 | 32,876 | 108,120 | 0 | Further pay and display machines and parking information signage to be completed. May slip to 2016/17. |
| Town Hall - Events Income | 2,670 | 2,670 | 0 | 2,670 | 2,670 | 0 | Complete. |
| Vehicle Renewals (Capital Programme) | 703,920 | 296,986 | 0 | 296,986 | 621,990 | 81,420 | See separate Vehicle, Equipment and System Renewals schedule. |
| Franchise St S106 - Brintons Pk/Arts Development | 62,700 | 13,756 | 2,920 | 16,676 | 16,676 | 46,024 | £53,370 Parks Element / £9,330 Arts Section. Some expenditure on Brinton park to date. Balance will slip to 2016/17. |
| Stourport Sports Village | 5,000 | 5,000 | 0 | 5,000 | 5,000 | 0 | Complete. |
| Public Conveniences Refurbishment | 30,990 | 0 | 0 | 0 | 30,990 | 0 | Project to be commenced final Qtr but will slip into Art 1 2016/17 |
| Future Leisure Provision | 6,927,270 | 4,888,304 | 6,405,583 | 11,293,886 | 6,927,270 | 0 | Construction has now commenced - scheme currently predicted to be on target for completion in Summer 2016. |
| Northwood Lane Improvements | 20,000 | 8,220 | 0 | 8,220 | 8,220 | 11,780 | Balance to be slipped and be spent on the Swan Pool Project / Wild Flowers. |
| Total S11 COMMUNITY WELL BEING & ENVIRONMENT | 7,860,670 | 5,246,963 | 6,409,351 | 11,656,314 | 7,720,936 | 139,224 | |
| <u>ECONOMIC PROSPERITY AND PLACE</u> | | | | | | | |
| Savings in administrative expenses across all Service areas | | | | | | | |
| Disabled Facilities Grants | 757,430 | 361,092 | 139,000 | 500,092 | 500,092 | 257,338 | Some slippage likely due in part to Care and Repair Agency being recommissioned and starting with new contracts in April 2015. |
| Discretionary Grant Payments | 80,000 | Cr 10,663 | 0 | Cr 10,663 | 50,000 | 30,000 | Currently anticipated to spend £50,000 during 2015/16, remainder to slip to 2016/17. |
| Regional Housing Initiatives | 68,000 | 19,296 | 508 | 19,804 | 50,000 | 18,000 | Currently anticipated to spend £50,000 during 2015/16, remainder to slip to 2016/17. |
| Increase/(Decrease) on Revised Budget (based on Quarter Three 2015/16) | 75,000 | 41,119 | 3,881 | 45,000 | 45,000 | 30,000 | The Foundations Independent Living Trust scheme ended so just waiting for applications for new Park Home scheme |
| Adaptation Assistance | 40,000 | 1,743 | 0 | 1,743 | 20,000 | 20,000 | Expecting scheme with CHG to start before end of financial year. £20,000 to slip into 2016/17. |
| Planning Delivery Grant Capital Projects | 26,240 | 0 | 0 | 0 | 26,240 | 0 | Still identifying appropriate scheme for this funding. |
| Flood Relief | 10,000 | 0 | 0 | 0 | 0 | 10,000 | Reserved for Bewdley property protection in partnership with Severn Trent and EA - awaiting start date. Scheme will slip into 2016/17. |
| WETT Programme - Regulatory Services | 12,690 | 0 | 0 | 0 | 12,690 | 0 | Anticipated to spend in financial year. |
| Regeneration of Economic Development | 2,134,090 | 903,706 | 949,345 | 1,853,050 | 2,134,090 | 0 | Kidderminster Public Realm Works are continuing. Scheme currently anticipated to complete by end of year. Includes £1.5m contribution from Worcestershire County Council. |

Q3 Budget Monitoring 2015/16 (to December 2015)
Capital Programme 2015/16

APPENDIX 3

| 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 |
|--|----------------------------------|---|------------------|---|---|------------------------|--|
| Bewdley Medical Centre | 126,620 | 81,622 | 41,283 | 122,905 | 126,620 | 0 | Works continuing. Car park extension works at Gardners Meadow now underway. Final works for demolition of Medical Centre and laying out of car park expected in 2016/17. |
| North Worcs Water Management Capital Projects-Redditch | 80,000 | 17,265 | 540 | 17,805 | 40,000 | 40,000 | Several schemes underway £40,000 of which will extend into 2016/17. |
| North Worcs Water Management Capital Projects-Bromsgrove | 70,530 | 70,600 | 3,650 | 74,250 | 74,250 | 0 | Anticipated to spend in financial year. |
| Bridge Street Capital Works | 2,000 | 0 | 0 | 0 | 2,000 | 0 | Anticipated to spend in financial year. |
| Repair & Renew Flood Grants | 33,000 | 29,801 | 0 | 29,801 | 29,801 | 0 | Scheme complete. |
| Future Investment Evergreen Fund | 560,000 | 0 | 0 | 0 | 0 | 560,000 | Slipped to 2016/17. Business cases expected to come forward in 2016/17. |
| Total S5 ECONOMIC PROSPERITY & PLACE | 4,075,600 | 1,515,579 | 1,138,206 | 2,653,786 | 3,110,783 | 965,338 | |
| TOTAL | 12,178,160 | 6,808,445 | 7,692,625 | 14,501,070 | 10,988,859 | 1,189,312 | |

Q3 Budget Monitoring 2015/16 (to December 2015)
Vehicle, Equipment and System Renewals 2015/16

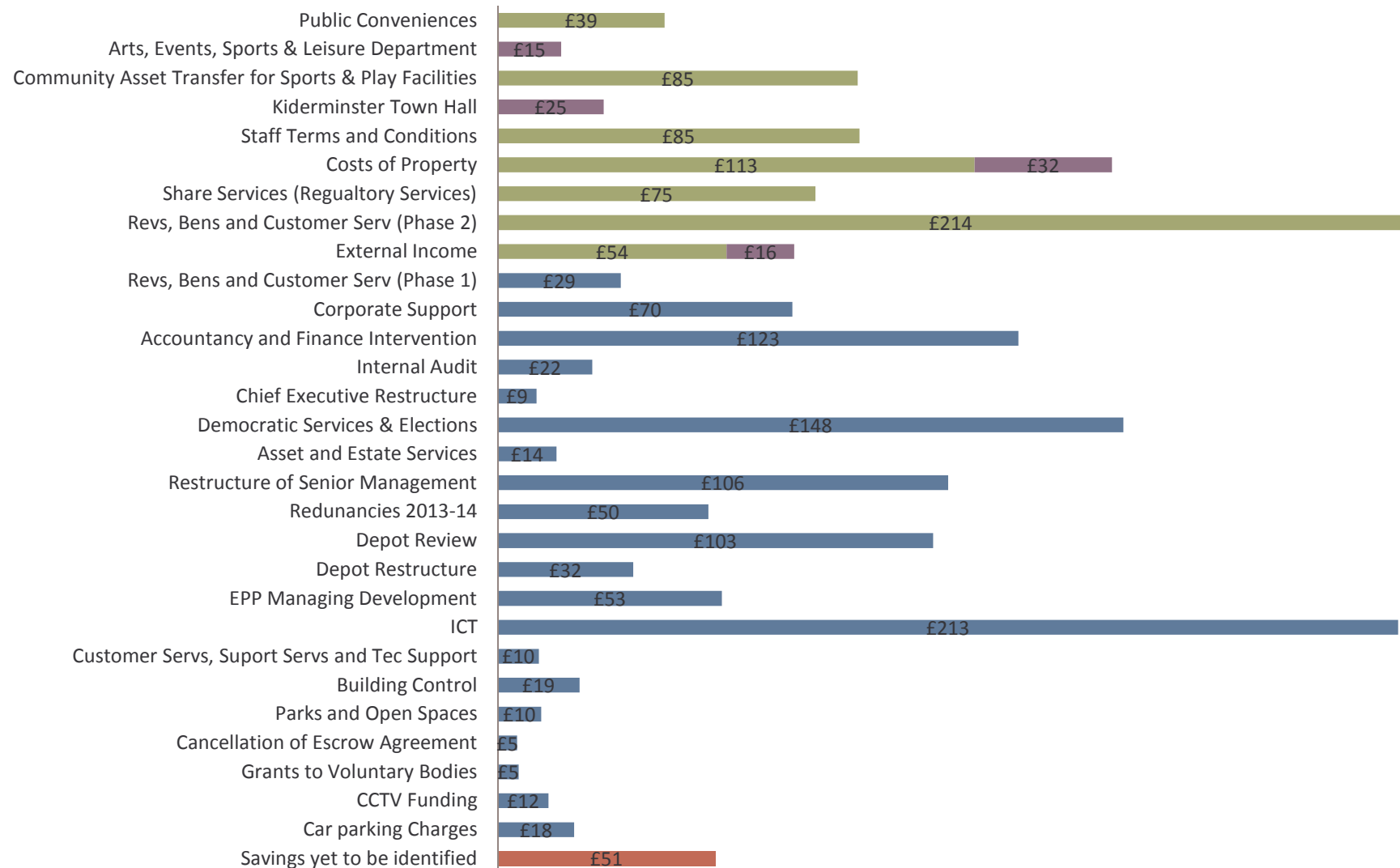
APPENDIX 3

| Detail | Revised Capital Programme 2015/16 £ | Q3 Expenditure 2015/16 £ | Projected Total 2015/16 Expenditure £ | Slippage to 2016/17 £ | Old Vehicle Fleet Number to be replaced | COST CENTRE | Comments |
|---|---|-----------------------------------|---|--------------------------------|---|----------------|---|
| Total Revised Budget 2015/16 | | | | | | | |
| Total Quarter Three Projection to Year End 2015/16 | | | | | | | |
| REFUSE FREIGHTER 26000kg | 86,000 | 86,290 | 86,290 | 0 | 186 | R002 | Complete. |
| REFUSE FREIGHTER 26000kg | 86,000 | 89,290 | 89,290 | 0 | 187 | R002 | Complete. |
| REFUSE FREIGHTER 26000kg | 86,000 | 89,290 | 89,290 | 0 | 185 | R002 | Complete. |
| CMP ELECTRICAL BIN LIFTS | 13,500 | 13,500 | 13,500 | 0 | | | Complete (£4,500 per refuse freighter) |
| REFURBISHMENT FUND | Parking | 0 | 25,000 | 0 | tba | | Engine replacement contingency for refurbished vehicles. Will slip if unspent in 2015/16. |
| | Services and Enforcement | | | | | | |
| SMALL CAR | Town Hall - Events | 8,135 | 8,135 | 0 | AV233 | R193 | Complete. |
| | Income | | | | | | |
| LIGHT VAN | 18,000 | 0 | 0 | 18,000 | 178 | | Will be slipped to 2016/17. |
| ROAD SWEEPER | 120,000 | 0 | 120,000 | 0 | 166 | R200 | Currently out to tender but may slip into 2016/17. |
| PAVEMENT SWEEPER | 70,000 | 0 | 70,000 | 0 | AV207 | R200 | Currently out to tender but may slip into 2016/17. |
| PAVEMENT SWEEPER | 70,000 | 0 | 70,000 | 0 | AV208 | R200 | Currently out to tender but may slip into 2016/17. |
| VAN | 20,000 | 0 | 0 | 20,000 | 174 | R200 | Will be slipped to 2016/17. |
| VAN | 20,000 | 0 | 0 | 20,000 | 176 | R200 | Will be slipped to 2016/17. |
| GARAGE EQUIPMENT | 23,420 | 0 | 0 | 23,420 | | R229 | Will be slipped to 2016/17. |
| MOWING MACHINE | 20,000 | 0 | 20,000 | | 190 | R236 | Procurement process underway but may slip into 2016/17. |
| MOWING MACHINE | 20,000 | 0 | 20,000 | | | | Procurement process underway but may slip into 2016/17. |
| WEED SPRAYER | Savings in administrative expenses across all Service areas | 10,481 | 10,481 | 0 | new | | Complete. |
| 2. OTHER | | | | | | | |
| FINANCIAL MANAGEMENT SYSTEM REPLACEMENT | get (based on | 0 | 0 | 34,750 | - | R430 | Slipped to 2016/17 for review. |
| | 652,920 | 296,986 | 621,986 | 116,170 | | | |

WWF/Cabinet Savings for 2015/16

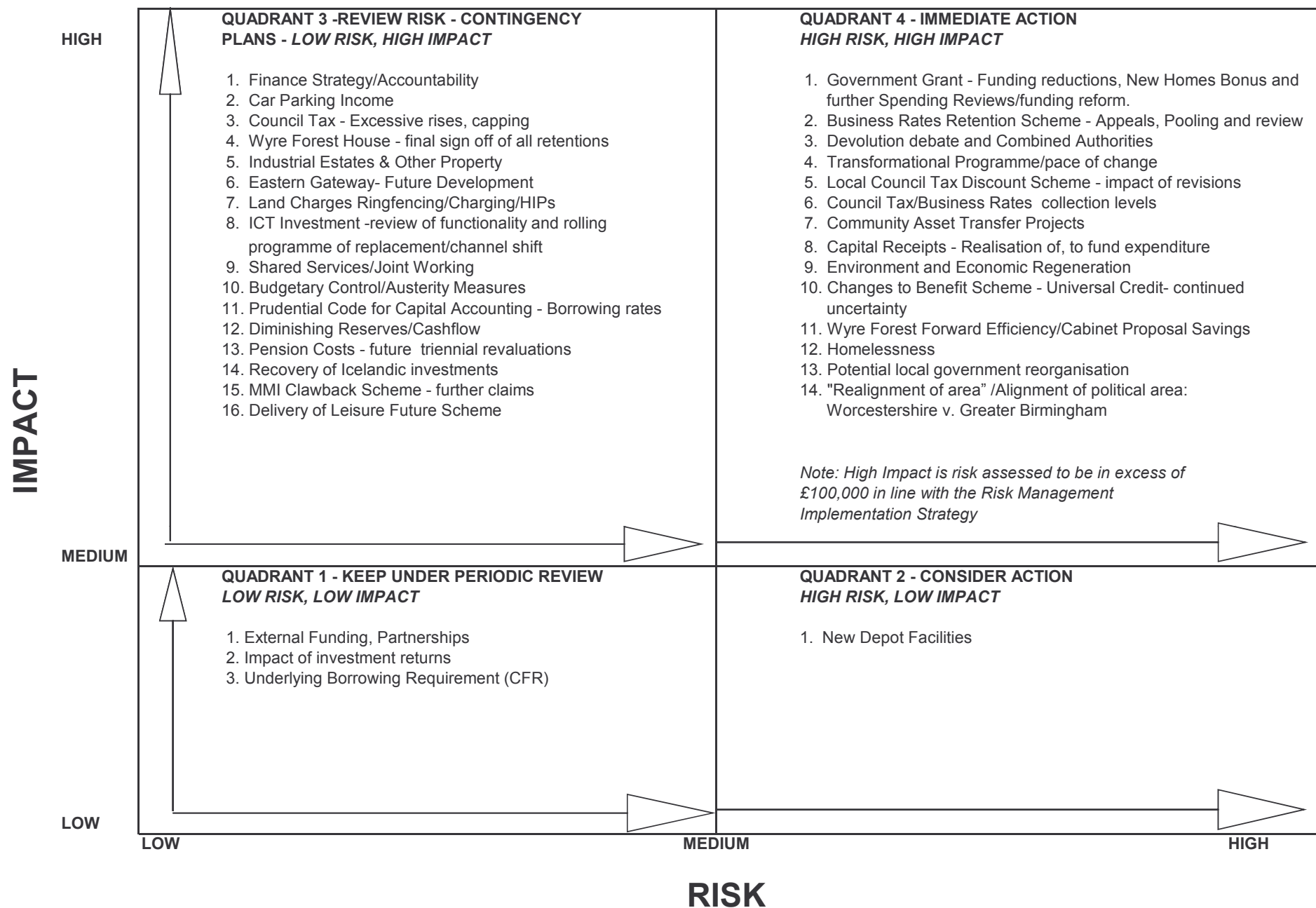
£'000

■ Achieved - WWF Savings ■ To Be Achieved - WWF Savings ■ Achieved - Cabinet Savings ■ To Be Achieved - Cabinet Savings



BUDGET RISK MATRIX 2016/2019

APPENDIX 5 (Part 1)



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% under 2016/17. 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 in this area. The rising CFR over the term of the Budget Strategy will be carefully monitored in close liaison with Capita to gauge both the timing and type of external borrowing. |
| Quadrant 2 - High Risk, Low Impact 1. New Depot Facilities | Consider Action Under consideration as part of longer term Budget Process |
| Quadrant 3 - Low Risk, High Impact 1. Finance Strategy/Accountability 2. Car Parking Income 3. Council Tax - Excessive rises, referendum 4. Wyre Forest House 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/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 14. Recovery of Icelandic Investments | Review Risk - Contingency Plans Council are required to adopt a three year Balanced Budget Strategy. Usages/Income level closely monitored, have been adversely affected during current economic downturn, this, together with alternative usage of car parking land is factored in the MTFP Low risk due to political prudence/Key Commitments. Managed closely by Chief Executive and 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. Settlement of claim with lawyers New Burdens Grant will mitigate the impact. ICT Strategy Group formed to oversee/enhance 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 £15m, rates remain low but the economy is still volatile and future rates difficult to predict; Capita continue to provide technical advice Cash flow management will be tighter given reduction in capital and revenue reserves and use of the Capita Cash flow model is being trialled to improve management information to help mitigate any risk in this area Higher payments are now being made as a result of last year's triennial revaluation and the impact of future reviews will be carefully assessed. Under £1m is outstanding and work will continue to achieve maximum recovery. |
| Quadrant 3 Continued 15. MMI Claw Scheme 16. Delivery of Leisure Scheme | One further claim received and settled so far, ear marked reserve held. Currently on schedule and on budget; this will be carefully managed and regular reports made to members. |
| Quadrant 4 - High Risk, High Impact 1. Government Grant –Funding Changes, further Spending Reviews and New Homes Bonus 2. Business Rates Retention Scheme, appeals, Pooling and revision of funding arrangements 3. Devolution debate and Combined Authorities 4. Impact of Transformational Programme 5. Local Council Tax Discount Scheme 6. Council Tax Collection levels 7. Community Asset Transfer Projects (CATS) – Kidderminster Town Council 8. Capital Receipts - Realisation of to fund expenditure 9. Environment and Economic Regeneration 10. Changes to Housing Benefit Scheme – universal credit/localisation of support for Council Tax 11. Wyre Forest Forward Efficiency savings 12. Homelessness 13. Local Government Reorganisation 14. Realignment of area/political area | Immediate Action Significant issue given the scale of the Spending deficit. The Cabinet Financial Strategy Advisory Panel process will assist Wyre Forest Forward coordinating Councils future Plans. Proposed changes to funding arrangements introduce uncertainty and risk, the third year of membership of the Worcestershire Pool may mitigate this. Application to the DCLG for new WBRP without Malvern for 2016/17 now approved. Annual review thereafter but future of pooling uncertain. Our robust regeneration programme is a mitigation factor. Monitored closely by CLT/Cabinet Managed by CLT/Cabinet with reports to Group Leaders. The impact of the revised Local Scheme will be kept under review by the Chief Executive/Chief Financial Officer 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. Wyre Forest Forward is continuing to manage significant CATS with CLT/reports to Group Leaders. The project team is working closely with the Parish Committee on the Kidderminster Town Council proposals. 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 continued overhaul of the benefits systems will be carefully managed and monitored. Progress continues to be monitored and reported regularly to members. The Welfare Reform, Universal Credit and Council Tax Benefit Reform could all increase the number of Homelessness cases within the district. This will be carefully monitored and managed by the Housing Team. Macroeconomic area strategically assessed and managed by the Leadership team. Kept under strategic review by the Leadership team in liaison with two LEPS. The three LEP footprint proposals are also within our radar. |