

Open

Cabinet

Agenda

6pm
Tuesday, 8th March 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 18th March 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.

You should be aware that the Council is a Data Controller under the Data Protection Act 1998. The footage recorded will be available to view on the Council's website for 6 months and shall be retained in accordance with the Council's published policy.

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.

* Unless there are no reports in the open session.

Wyre Forest District Council

Cabinet

Tuesday, 8th March 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 9th February 2016.	6
4.	CALL INS a verbal update will be given on any decisions which have been "called in" since the last meeting of the Cabinet.	
5.	Items Requiring Urgent Attention To consider any item which, in the opinion of the Chairman requires consideration at the meeting as a matter of urgency.	
6.	Public Participation In accordance with the Council's Scheme for Public Speaking at Meetings of Full Council/Cabinet, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on 29 th February 2016 (See front cover for contact details).	
7.	Leader of the Council	
7.1	Leader's Announcements	

8.		
8.1	<p style="text-align: right;"><i>Councillor John Campion</i></p> <p>Strategic Asset Management Plan 2016-2021</p> <p>To consider a report from the Director of Economic Prosperity and Place to agree the adoption of the Strategic Asset Management Plan 2016-2021. (Please note that appendix 2 to this report contains exempt information.) To also consider the recommendations from the Overview and Scrutiny Committee from its meeting on 3rd March 2016 (to follow).</p>	11
9.	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.	
10.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

11.		
11.1	<p style="text-align: right;"><i>Cllr Marcus Hart</i></p> <p>Green Street Depot Project</p> <p>To consider a report from the Director of Community Well-being and Environment to consider the options on the Green Street Depot Project.</p>	-
12.	To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	

**WYRE FOREST DISTRICT COUNCIL
CABINET**

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER
9TH FEBRUARY 2016 (6.00PM)**

Present:

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

Observers:

Councillors: A T Hingley and F M Oborski MBE.

CAB.55 Apologies for Absence

There were no apologies for absence.

CAB.56 Declarations of Interests by Members

No declarations of interest were made.

CAB.57 Minutes

Decision: The minutes of the Cabinet meeting held on 22nd December 2015 be confirmed as a correct record and signed by the Chairman.

CAB.58 Call Ins

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

CAB.59 Items Requiring Urgent Attention

There were no items requiring urgent attention.

CAB.60 Leader's Announcements

The Leader of the Council informed Members that the rescheduled date for the Worcestershire Devolution meeting is February 24th 2016. As this is the same date as Wyre Forest District Council's Budget Council meeting, the Leader would be unable to attend the rescheduled meeting but would update Members accordingly.

The Leader confirmed that Members of the Leaders Board had collectively agreed to sign up to the Vulnerable Persons Relocation Scheme, to take 200 Syrian Refugees across the County, up to 50 of whom would be received in 2016. He advised that Members would be further updated at the Council meeting on February 24th 2016

CAB.61 Agreements with Kidderminster Town Council

A report was considered from the Chief Executive which sought 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

Members were taken through the report and key issues of the agreement were highlighted. Kidderminster Town Council came into being on 1st December 2015, and assets including the Town Hall will be transferred to it on 1st April 2016. The reorganisation order provides the District Council with a 99 year lease of the Town Hall and it will continue to operate the assets and provide services on behalf of the Town Council.

The Leader of the Council thanked the Chief Executive and Council Officers for their hard work. Members agreed that this had been a great challenge and was an exciting opportunity.

Decision:

- 1 Wyre Forest District Council enters into the agreements with Kidderminster Town Council described in the summary in Appendix 1 of the report to Cabinet.**
- 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 of the report to Cabinet and with the agreements to be signed as soon as possible in advance of 1 April 2016.**

CAB.62 Results of Budget Consultation, Alternative Budgets and Recommendations from the Cabinet Financial Strategy Advisory Panel

A report was considered from the Chief Financial Officer which considered the results of the budget consultation exercise launched following the presentation of the Financial Strategy 2016/19 to Cabinet on 22nd December 2015, alternative budget proposals and recommendations from the Cabinet Financial Strategy Advisory Panel from their meeting on 28th January 2016.

The Cabinet Member for Resources led Members through the results of the consultation. A total of 375 respondents accessed the consultation which showed clear support for the proposals. It was noted that the question regarding the Community Leadership Fund may need to be rephrased in future consultations to explain that the Fund benefits projects within local wards.

The Cabinet Member for Resources explained that in his position as Chairman of the Cabinet Financial Strategy Review Panel he was happy to recommend the proposal to consider Fees and Charges as a separate work stream by the Panel in the next Municipal year. He further commented that there is one alternative budget proposal, as detailed in the report to Cabinet and its appendices.

Decision:

The Cabinet NOTED the recommendations of the Cabinet Financial Advisory Panel on:

- 1 The results of the budget consultation exercise and the alternative budget proposal as detailed within the report and appendices of the report to Cabinet.**
- 2 The proposal that Fees and Charges be considered as a separate work stream by the Panel in the next Municipal year.**

CAB.63 Budget and Council Tax Setting 2016-19 – Medium Term Financial Strategy 2016-19

A report was considered from the Chief Financial Officer which updated Members on the Medium Term Financial Strategy 2016-19 , made recommendations to Council on the proposed budget decision and considered the statutory duties placed on Local Authority Chief Financial Officers in relation to budget setting and monitoring.

The Cabinet Member for Resources led Members through a comprehensive report. He advised that Central Government had confirmed the final Local Government Finance Settlement which will be going forward to the Full Council meeting on 24th February 2016. It was emphasised that the 5% increase in fees and charges would not affect the use of public open spaces, which will continue to have a minimum charge of zero for fund raising and charity events.

In addition, the Cabinet Member for Resources explained that Councils now have the opportunity to put an efficiency strategy into place which gives Councils the flexibility to fund revenue transformation costs from Capital receipts. The wording of the recommendation was amended to reflect the draft Government guidance that had been issued.

Decision:

Recommended to Council:

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

- 1.1.1 APPROVES** the updated Medium Term Financial Strategy 2016-19;
- 1.1.2 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 of the report to Cabinet;
- 1.1.3 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 of the report to Cabinet;

- 1.1.4** **APPROVES** the Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as set out in Appendix 2, Parts 1 and 2 of the report to Cabinet;
- 1.1.5** **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;
- 1.1.6** **APPROVES** the Efficiency Strategy 2016-19 as set out in Appendix 6 of the report to Cabinet; with delegated authority to the Cabinet to insert and update a table with a detailed list of projects, the cost of each project, the estimated savings and actual savings delivered.
- 1.1.7** **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.
- 1.1.8** The General Fund Revenue Budget be **APPROVED** including all updates from the position in December 2015 as set out in the report to Cabinet.

1.2 COUNCIL TAX

- 1.2.1** **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.
- 1.2.2** **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.
- 1.2.3** **NOTES** the Chief Financial Officer's opinion on the budget proposals, recommended by the Cabinet in this report, as detailed in Appendix 5 of the report to Cabinet.

1.3 The Cabinet **APPROVED:**

- 1.3.1** 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.

- 1.3.2** The revised schedule of Fees and Charges as set out in Appendix 4/1 of the report to Cabinet

CAB.64 Budget Monitoring Third Quarter 2015/16

A report was considered from the Chief Financial Officer which monitored 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.

The Cabinet Member for Resources led Members through the report and highlighted that the projected outturn as at 31st December 2015 is an under spend of £105,000. He emphasised that whilst this figure is to be welcomed, it is a provisional estimate and that the final position is dependent on Final Accounts at the Year End.

Decision:

The projected budget variations and comments outlined within the report to Cabinet and appendices 2 to 5 be noted.

There being no further business, the meeting closed at 6.35 pm

WYRE FOREST DISTRICT COUNCIL**CABINET**
8th March 2016**Strategic Asset Management Plan 2016-2021**

PART OPEN & PART EXEMPT AS THERE IS INFORMATION RELATING TO THE FINANCIAL OR BUSINESS AFFAIRS OF ANY PARTICULAR PERSON (INCLUDING THE AUTHORITY HOLDING THAT INFORMATION).	
CABINET MEMBER:	Councillor J-P Campion
RESPONSIBLE OFFICER:	Director of Economic Prosperity and Place
CONTACT OFFICER:	Mike Parker, Ext. 2500 mike.parker@wyreforestdc.gov.uk
APPENDICES:	Appendix 1: Strategic Asset Management Plan 2016-2021 Appendix 2: Property Disposal Strategy 2016 (exempt)

1. PURPOSE OF REPORT

- 1.1 To agree the adoption of the Strategic Asset Management Plan 2016-2021.

2. RECOMMENDATION

Cabinet is asked to DECIDE to:

- 2.1 **Adopt the Strategic Assessment Management Plan 2016-2021 and Property Disposal Strategy 2016 subject to any revisions as a result of technical asset re-classifications required as part of the 2015/16 Accounting Code.**

3. BACKGROUND

- 3.1 In 2014 the Council reviewed its approach to utilising its assets to support the local economy through plans to regenerate key sites in the district, as well as supporting local businesses to invest in their own plans for growth.

Built asset consultants, EC Harris (now Arcadis), were appointed to undertake a review of the Council's core regeneration assets and the wider portfolio, recommending alternative approaches to delivery, financial and regeneration outcomes and resource requirements as part of a co-ordinated delivery strategy. As a result the Council has adopted a new approach, looking at investing in existing and new assets to generate new or improved revenue compared to that currently achieved and disposing of under-performing assets to provide capital funding to invest. Subsequently the Evergreen Investment Fund has been established, which aims to use the Council's assets to generate capital receipts and/or improve revenue streams and contribute to regeneration. The first proposals for the use of this fund are expected to come forward in Spring 2016.

- 3.2 The Strategic Asset Management Plan (SAMP) is the principle document to identify how the Council plans to manage its diverse portfolio of property and land assets.

This portfolio is key to both the delivery of Council services and its Corporate Plan Priorities.

- 3.3 The SAMP was considered by the Council's Overview and Scrutiny Committee on 3rd March 2016 and any recommendations made will be available for consideration at this meeting of Cabinet.

4. KEY ISSUES

- 4.1 The core objectives of the Strategic Asset Management Plan are:
- Provide a structured 3-5 year property strategy, which will be reviewed annually
 - Assist in the delivery of the Council's Corporate Plan Priorities
 - Effective and sustainable use of the Council's land and buildings to support improved delivery services
 - Efficient management of the investment portfolio to provide a significant revenue stream
 - Enable disposal of surplus or under-performing assets to generate capital receipts for reinvestment and reduce running costs
 - Use of the Evergreen Investment Fund to facilitate regeneration initiatives and other revenue generating opportunities
 - Support the Council's Capital Strategy
 - Support the Council's Strategic Housing and Economic Development Objectives
 - Promote Partnership working and shared use of accommodation

5. FINANCIAL IMPLICATIONS

- 5.1 The Council aims to retain any property asset which provides a rental return on investment of 4% or above, unless there are exceptional strategic circumstances. The Property Disposal Strategy will look separately at each business case for disposal or retention of property not making a minimum 4% return, taking into account the specific type of asset held and costs of retention. Asset classifications are currently under review as a requirement of the 2015/16 Accounting Code (incorporating IFRS13) and may require some re-classification of asset categories as part of the 2015/16 Final Accounts process.
- 5.2 Capital funds generated from the disposal of land and property assets will be directed to the Evergreen Investment Fund, unless otherwise agreed, for future investment use.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 The Strategic Asset Management Plan will ensure that delivery of the property strategy is supportive of the Council's Corporate Plan Priorities and relevant Council strategies, including the Financial Strategy and Strategic Housing Objectives.

- 6.2 All property transactions are made in accordance with current legislation, including new energy efficiency regulations, community right to bid and regulations governing delivery of self and custom build housing.

7. RISK MANAGEMENT

- 7.1 The Property Disposal Strategy will be reviewed annually to ensure that surplus or under-performing assets are identified for disposal. The process seeks to obtain best value for the Council's assets working within market conditions and realistic timescales. Without an up to date and effective SAMP the Council risks having a portfolio of under performing assets and may miss opportunities to invest in economic regeneration activities that could improve revenue income streams.

8. EQUALITY IMPACT NEEDS ASSESSMENT (EIA)

- 8.1 There are no issues to be addressed.

9. CONCLUSION

- 9.1 Property assets provide a significant opportunity to generate capital and revenue income for the Council. The Strategic Asset Management Plan is a key driver in setting principles and priorities for the management of the Council's property asset portfolio.

10. APPENDICES

- 10.1 Strategic Asset Management Plan 2016-2021.
Property Disposal Strategy 2016.

STRATEGIC ASSET MANAGEMENT PLAN 2016 - 2021



Contents

- 1 - What is the strategic Asset Management Plan?
- 2 - What are the Council's Property Assets?
- 3 - Operational and Non-operational Asset Split.
- 4 - Who manages the Council's Property Portfolio?
- 5 - How do we manage our assets?
- 6 - What do we want the Strategic Asset Management Plan to do?
- 7 - What are our Asset Management Achievements?
- 8 - How well does the portfolio perform?
- 9 - What are the Strategic Asset Management Plan objectives for 2016 - 2021?

Appendices

Property Disposal Strategy 2016

WHAT IS THE STRATEGIC ASSET MANAGEMENT PLAN?

The Asset Management Plan is the key document to identify how Wyre Forest District Council plans to manage its diverse portfolio of property and land assets. This portfolio is key to both the delivery of Council services and its Corporate Plan Priorities.

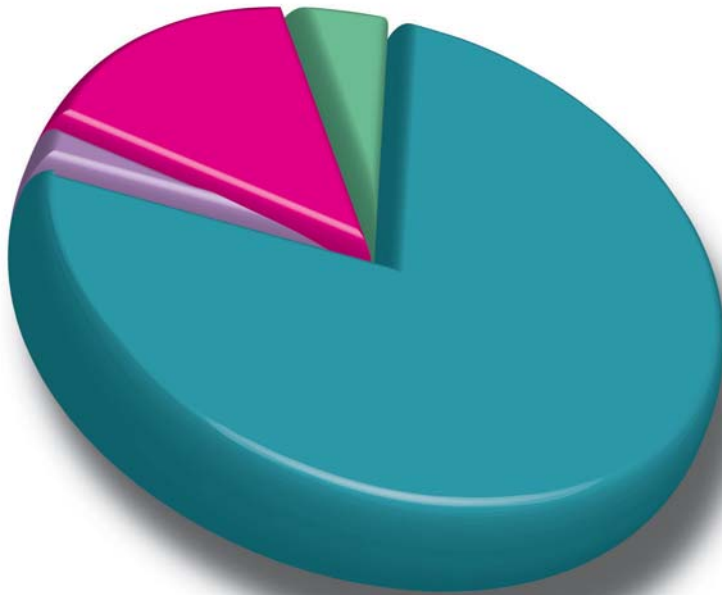


In 2014 the Council reviewed its approach to utilising its assets to support the local economy through plans to regenerate key sites in the district as well as supporting our local businesses to invest in their own plans for growth. The Council commissioned built asset consultants E.C Harris (now Arcadis) to undertake a review of the Council's core regeneration assets and the wider asset portfolio, recommending alternative approaches to delivery, financial and regeneration outcomes and resource requirements as part of a co-ordinated delivery strategy. As a result the Council has adopted a new approach, looking at investing in existing and new assets to generate revenue and disposing of other under-performing assets to provide capital funding to invest. Subsequently the Evergreen Investment Fund has been established, which aims to use the Council's assets to generate capital receipts and/or improve revenue streams and contribute to regeneration.

WHAT ARE THE COUNCIL'S PROPERTY ASSETS?

The Council's property portfolio comprises a wide diversity of property and land assets with an approximate value of £39 million.

These include operational assets used in the delivery of Council services, such as administration buildings, car parks, public conveniences, parks and open space. The council also holds a portfolio of non-operational land and property assets for investment in the main.



Operational property assets £30,511,120

Community assets £567,219

Non-operational property assets £7,491,250

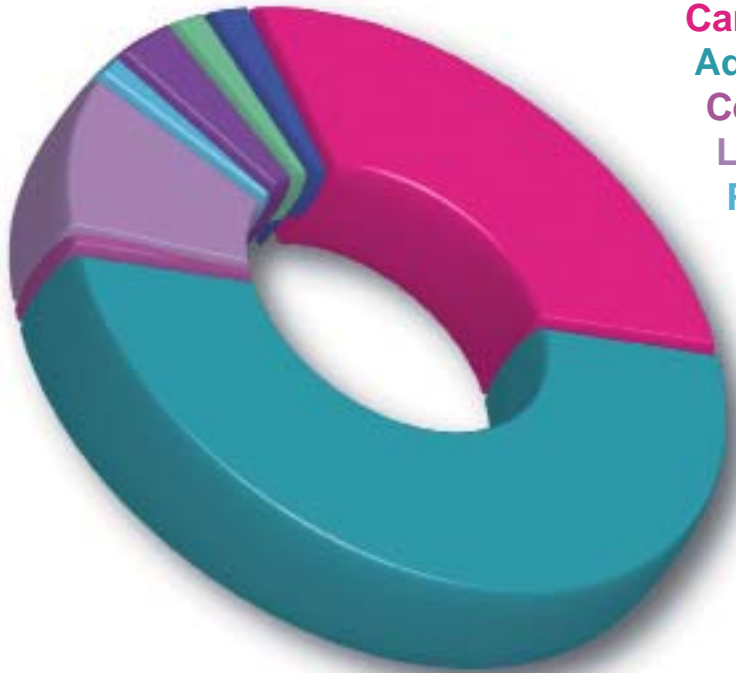
**Surplus property and Property Held for Sale
£1,136,800**

Total value* £39,706,389

*Valuation of Fixed Assets as per Statement of Accounts 2014/15

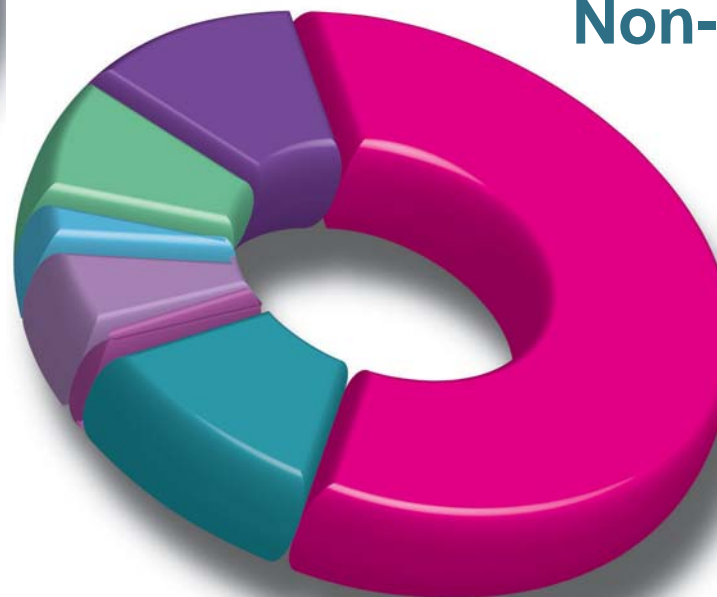
OPERATIONAL AND NON-OPERATIONAL ASSET SPLIT?

Operational Split



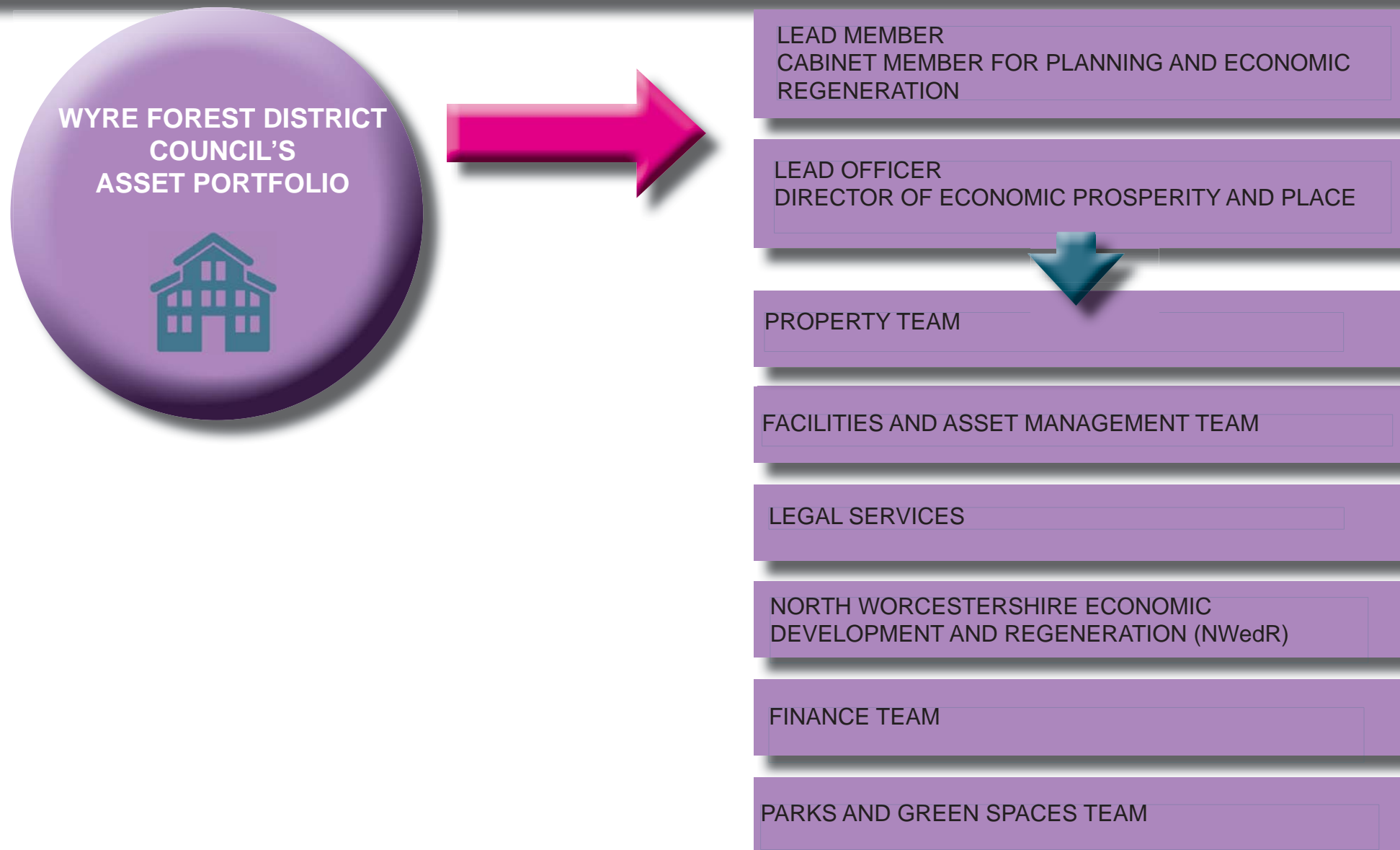
Car parks	£10,502,964
Admin buildings	£14,605,177
Cemetery	£57,993
Leisure facilities	£3,074,941
Public conveniences	£305,720
Play equipment/sports fields	£1,243,816
Community assets	£567,219
Community centres	£720,509

Non- operational Split



Industrial estates	£4,360,500
Retail units	£850,000
Private parking	£73,750
Cemetery	£435,000
Sports stadiums, fields	£226,000
Offices	£670,000
Miscellaneous assets	£876,000

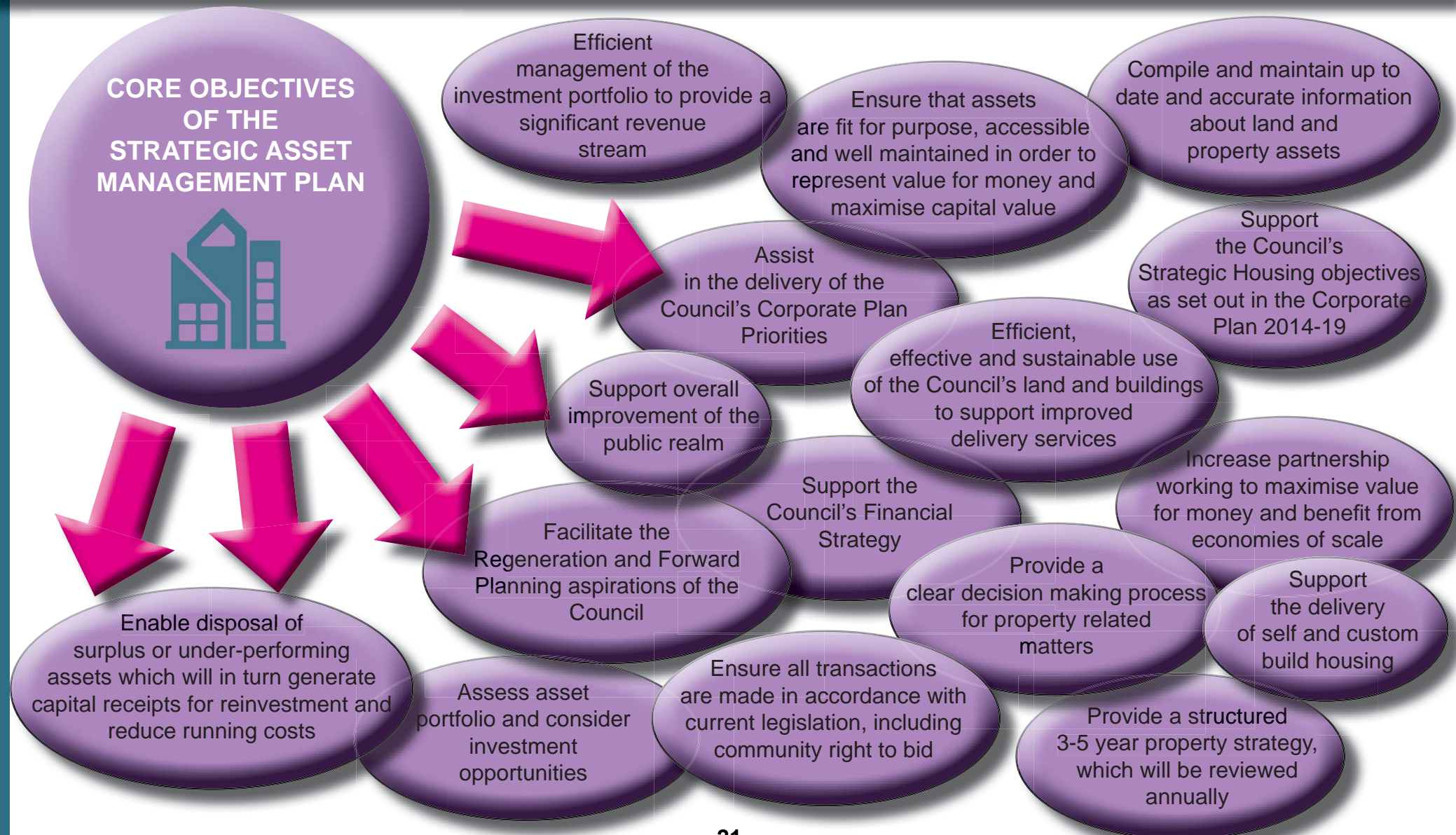
WHO MANAGES THE COUNCIL'S PROPERTY PORTFOLIO?



HOW DO WE MANAGE OUR ASSETS?



WHAT DO WE WANT THE STRATEGIC ASSET MANAGEMENT PLAN TO DO?

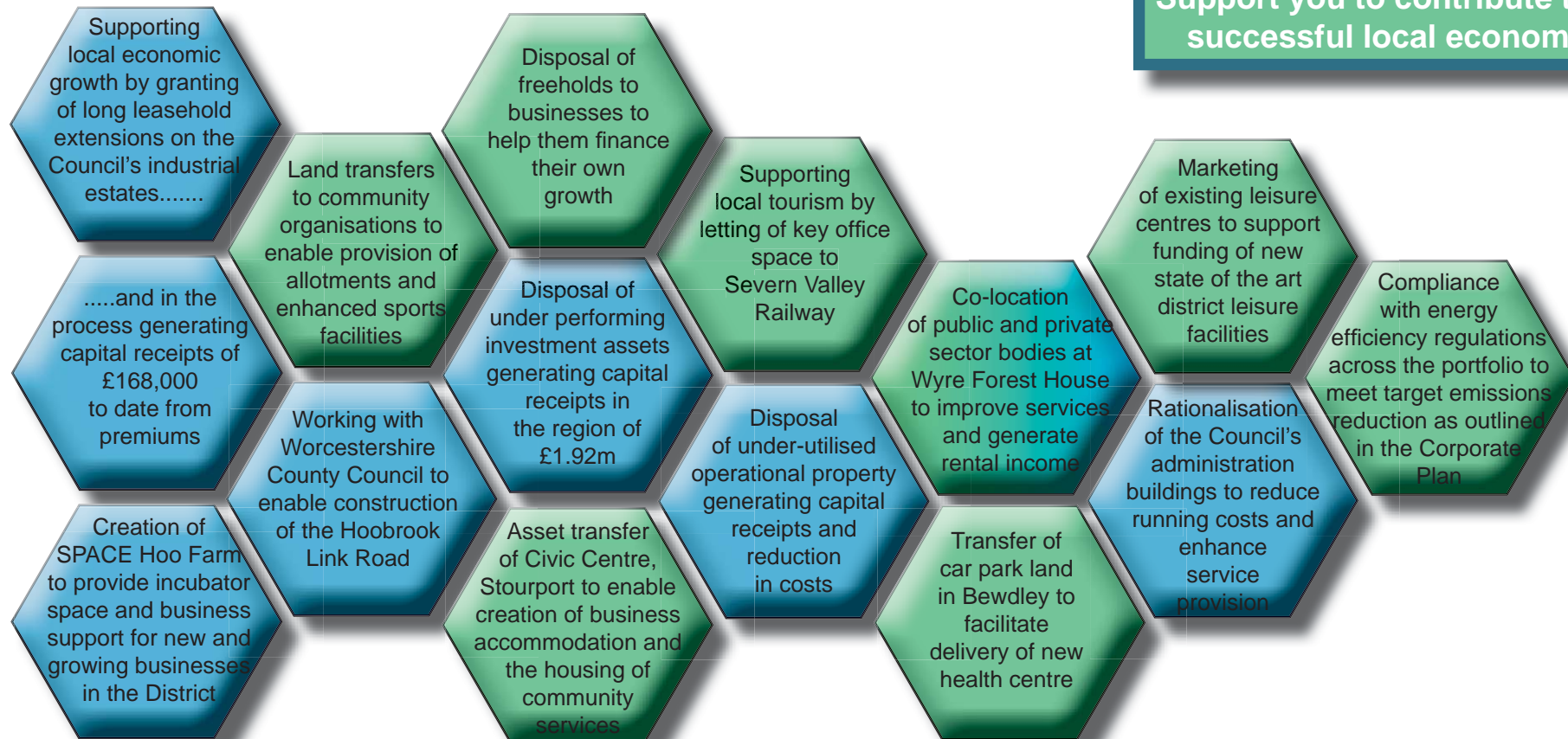


WHAT ARE OUR ASSET MANAGEMENT ACHIEVEMENTS?

The Strategic Asset Management Plan ensures that the Council's use and management of its property assets helps to deliver the Council's Corporate Priorities, as set out in the Corporate Plan 2014-2019:-

**Support you to live in clean, green
& safe communities**

**Support you to contribute to a
successful local economy**



HOW WELL DOES THE PORTFOLIO PERFORM?

- 1 - The property investment portfolio generated c£524,500 of rental income in 2014/15 and we anticipate that income will be increased to c£668,000 in 2015/16.
- 2 - At present the Council aims to retain any land or property asset which provides a rental return of 4% or above on investment, unless there are exceptional strategic circumstances.
- 3 - The Property Disposal Strategy will look separately at each business case for disposal or retention of property not making a minimum of 4% return, taking into account the specific type of asset held and the cost of retention.
- 4 - Occupancy levels at Space since opening in January 2014 have averaged over 85%.
- 5 - Occupancy levels at Hoobrook Enterprise Centre currently at 88%.
- 6 - Capital receipts of £1.92m raised from land and property disposals and £168,000 raised in leasehold extension premiums since 2010.
- 7 - Reduction in running costs in the region of £500k per annum from rationalisation of admin buildings.

WHAT ARE THE STRATEGIC ASSET MANAGEMENT PLAN OBJECTIVES FOR 2016-2021?

