

**Open**

# **Overview & Scrutiny Committee**

## **Agenda**

**6pm**  
**Thursday, 2nd June 2016**  
**Council Chamber**  
**Wyre Forest House**  
**Finepoint Way**  
**Kidderminster**



## Overview & Scrutiny Committee

### Members of Committee:

**Chairman: Councillor H E Dyke**  
**Vice-Chairman: Vacant**

**Councillor J R Desmond**  
**Councillor K Henderson**  
**Councillor D Little**  
**Councillor C Rogers**  
**Councillor S J Williams**

**Councillor N Gale**  
**Councillor A T Hingley**  
**Councillor M Rayner**  
**Councillor S J Walker**

**Membership to be confirmed following the meeting of Annual Council to be held on Wednesday 25th May 2016**

**Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.**

### Information for Members of the Public:

**Part I** of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

**Part II** of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

### **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.

### **Co-opted Members**

Scrutiny Committees may wish to appoint Co-Opted Members to sit on their committee in order to add value to the scrutiny process. To appoint a Co-Opted Member, a Committee must first agree to appoint either a specific person or to approach a relevant organisation to request that they put forward a suitable representative (e.g. the local Police Authority). Co-Optees are non voting by default but Committees can decide to appoint voting rights to a Co-Optee. The Co-Option of the Member will last no longer than the remainder of the municipal year.

Scrutiny Committees can at any meeting agree to terminate the Co-Option of a Co-Opted Member with immediate effect. Where an organisation is appointed to put forward a Co-Opted Member, they are able to send a substitute in exceptional circumstances, provided that they notify Democratic Services in advance. Co-Opted Members must sign up to the Members Code of Conduct before attending their first meeting, failure to sign will mean that they are unable to participate. This also applies to substitute Co-Opted Members, who will need to allow sufficient time before a meeting in order to sign the Code of Conduct.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Those Co-opted Members with voting rights will exercise their rights in accordance with the principles of decision making set out in the constitution.

**For Further information:**

**If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact Louisa Bright, Principal Committee and Member Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email [louisa.bright@wyreforestdc.gov.uk](mailto:louisa.bright@wyreforestdc.gov.uk)**

Wyre Forest District Council

Overview & Scrutiny Committee

Thursday, 2nd June 2016

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

<b>Agenda item</b>	<b>Subject</b>	<b>Page Number</b>
<b>1.</b>	<b>Apologies for Absence</b>	
<b>2.</b>	<b>Appointment of Substitute Members</b>  To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom he/she is acting.	
<b>3.</b>	<b>Declarations of Interests by Members</b>  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.	
<b>4.</b>	<b>Minutes</b>  To confirm as a correct record the Minutes of the meetings held on the 3 <sup>rd</sup> March 2016 and 19 <sup>th</sup> May 2016.	7
<b>5.</b>	<b>How Are We Doing? Performance Update</b>  To consider a report from the Head of Transformation and Communications which provides an update on the performance of the Council for quarter 4 (from 1 <sup>st</sup> January to 31 <sup>st</sup> March 2016).	12
<b>6.</b>	<b>Temporary Accommodation Placement and Procurement Policy</b>  To consider a report from the Strategic Housing Services Manager which outlines the policy that will be used for placing households who require temporary accommodation and for procuring temporary accommodation to assist with the Council's duties under the Housing Act 1996 (as amended by the Homelessness Act 2002).	32

7.	<b>A Strategy for Enabling Enterprise and Business Growth</b>  To consider a report from the Head of Economic Development and Regeneration – North Worcestershire that invites the Committee to consider the proposed Wyre Forest Enterprise and Business Growth Strategy.	47
8.	<b>Wyre Forest District Local Plan Review: Revised Local Development Scheme (Project Plan 2016 - 2019)</b>  To consider a report from the Interim Planning Policy Manager which sets out proposals for the revision of the Local Development Scheme (LDS) (Project Plan) which guides the future production of the District's Local Plans.	74
9.	<b>Tracking Recommendations 2015/2016</b>  To track the recommendations that were made during the 2015/2016 municipal year.	100
10.	<b>Feedback from Cabinet</b>  To note the content of the Cabinet action list, following consideration of the recommendations from the meeting on 8 <sup>th</sup> March 2016.	107
11.	<b>Work Programme</b>  To review the work programme for the current municipal year with regard to the Sustainable Community Strategy Theme, Corporate Plan Priority, Annual Priorities and the Forward Plan.	108
12.	<b>Press Involvement</b>  To consider any future items for scrutiny that might require publicity.	
13.	<b>To consider any other business, details of which have been communicated to the Solicitor of 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.</b>	
14.	<b>Exclusion of the Press and Public</b>  To consider passing the following resolution:  "That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of "exempt information" as defined in paragraph 3 of Part 1 of Schedule 12A to the Act".	

Part 2

Not open to the Press and Public

15.	<b>To consider any other business, details of which have been communicated to the Solicitor of 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.</b>	
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WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

THURSDAY, 3RD MARCH 2016 (6PM)

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**Present:**

Councillors: H E Dyke (Chairman), S Arnold (Vice-Chairman), G W Ballinger, J R Desmond, J Greener, A T Hingley, D Little, J Phillips, C Rogers and S J Williams.

**Observers**

Councillors: J-P Campion, I Hardiman and F M Oborski MBE.

**OS.70      Apologies for Absence**

Apologies for absence were received from Councillor M J Hart.

**OS.71      Appointment of Substitutes**

No substitutes were appointed

**OS.72      Declarations of Interests by Members**

Cllr John Desmond declared an ODI in agenda item number 5 Strategic Asset Management Plan, as he rents a unit at Hoobrook Enterprise Centre.

**OS.73      Minutes**

**Decision: The minutes of the meeting held on 4th February 2016 be confirmed as a correct record and signed by the Chairman.**

**OS.74      Strategic Asset Management Plan**

The Committee received a report from the Estates Surveyors which invited the Committee to consider the proposed Strategic Asset Management Plan (SAMP) 2016-21.

Members were reminded that Appendix 2 of the report was Exempt and were asked to keep any detailed questions until the meeting had moved into exempt.

The Director of Economic Prosperity and Place gave members an overview of the Strategy. He explained that the Council had 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.

The Council had appointed external consultants to undertake a review of the

Council's assets and this had resulted in the establishment of the Evergreen Investment Fund.

**Agreed: Recommend to Cabinet that the Strategic Asset Management Plan (SAMP) be adopted as presented to the Overview & Scrutiny Committee at its meeting on 3<sup>rd</sup> March 2016.**

**OS.75 Exempt Information**

**Decision: 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 items of business on the grounds that they involve the likely disclosure of "Exempt Information" as defined in paragraphs 2, 6 and 7 of Part I of Schedule 12A of the Act.**

**OS.76 Strategic Asset Management Plan**

The Director for Economic Prosperity and Place took Members through Appendix 2 and advised the committee that the disposal strategy was subject to a piece of work that was taking place with the Council's auditors which was required under accounting code IFRS13.

The Committee discussed the exempt appendix 2. The Chairman noted the items on Appendix 2 and the committee agreed for them to be included.

**The Committee returned to Open Session for the remainder of the meeting.**

**OS.77 Work Programme**

The Committee considered the work programme for the remainder of the municipal year. The Chairman advised that she was still waiting for names for the S106 Review Panel.

**Agreed: The work programme be noted.**

There being no further business, the meeting ended at 6.22pm.

**WYRE FOREST DISTRICT COUNCIL**

**OVERVIEW & SCRUTINY COMMITTEE**

**COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER**

**THURSDAY, 19TH MAY 2016 (6PM)**

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**Present:**

Councillors: H E Dyke (Chairman), R Bishop, N Gale, J A Hart, A T Hingley, M Rayner, C Rogers, S J Walker, S J Williams, G C Yarranton.

**Observers**

Councillors: S J Chambers, M J Hart, V Higgs, N Martin, S Miah, F M Oborski MBE, T L Onslow, J A Shaw.

**OS.78      Apologies for Absence**

Apologies for absence were received from Councillors: J R Desmond, K Henderson, D Little.

**OS.79      Appointment of Substitutes**

Councillor R Bishop was a substitute for Councillor K Henderson. Councillor J A Hart was a substitute for Councillor D Little. Councillor G C Yarranton was a substitute for Councillor J Desmond.

**OS.80      Declarations of Interests by Members**

No declarations of interest were made.

**OS.81      Exempt Information**

**Decision: 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 items of business on the grounds that they involve the likely disclosure of “Exempt Information” as defined in paragraphs 2, 6 and 7 of Part I of Schedule 12A of the Act.**

**OS.82      Sale of Stourport Sports Centre – call in request**

The Committee received a report from the Chief Executive on the call in request for the sale of Stourport Sports Centre.

A call in notice was received on Friday 13<sup>th</sup> May relating to the decision taken by the Leader of the Council that was published on 10<sup>th</sup> May 2016. The Chief Executive provided the Committee with some background information.

The sale of Stourport Sports Centre was part of the business case for the provision of a new leisure centre for Wyre Forest which was approved in October 2013. The associated car parks will have no operational use or value once the Sports Centre is closed. Stourport Sports Centre will close on 2<sup>nd</sup> July 2016 and it is in the Council's best interests to seek a disposal of the site to align with the closure. This would avoid any costs attributed to owning a non-operational site which might be subject to void business rates, operational costs and in particular security costs.

The Council ran a competitive process to appoint a firm to market the Site. Savills were appointed and began soft marketing testing in November 2015. Active marketing commenced in February 2016. Best and final offers were invited from interested parties by 15<sup>th</sup> April 2016. Four offers were received and the best offer – which was the one accepted by the Leader's decision - was considerably higher than the others received.

Issues had been raised by Stourport Boat Club through one of the ward Councillors regarding access to the Boat Club. A letter was sent to them on 12 April and copied to the ward Councillor confirming that any rights of way over the site for the benefit of adjacent land users, including the Boat Club, would be preserved and protected as part of the transfer of the land.

The reasons for the call in notice were dealt with in turn.

**OS.83      Full Explanation of the reasoning behind accepting a purchase offer significantly lower than our valuation.**

The Chairman invited Cllr J Shaw, who had signed the call in notice, to speak. He advised the Committee that the call in was to give all members the opportunity to examine the decision which has been taken by just one member of the Council. He acknowledged that the decision taken by the Leader of the Council was within his remit to do so.

The Chief Executive explained to the Committee that the Council was not in a position to disclose who the purchasers are as they had requested confidentiality. Once the sale has been formally agreed their identity will be disclosed.

The Director for Economic Prosperity and Place advised the Committee that the original valuation was based on the land being used for housing development but, at the point of sale, no recognised housebuilders made an offer.

The Leader of the Council informed the Committee that he was also disappointed that the final offer was not at the level that was originally expected.

Savills had advised the Council to accept the highest offer that was received as it is a not a large site and has flooding and access issues and the offer made was unconditional.

**OS.84      Concern over access arrangements for the various sports activities on the riverside.**

The Chief Executive had already covered this issue in his introduction to the report.

Members were concerned about parking arrangements when there were popular sports fixtures taking place.

The Chief Executive advised members that this was not raised as an issue for the call in. It would not make economic sense for the Council to retain these car parks for a few events per year. If this sale proceeds, the car parks will be removed from the Car Parks Order and the Council will look at new signage to alternative car parks in the town.

A Member was concerned that the new owner may obstruct access for the Boat Club, Cricket Club, etc. The Chief Executive reiterated that the rights of way that are enjoyed by the clubs at the moment will continue to be in force with the new owners.

**OS.85      Concern over the security of the site, post-sale**

The Chief Executive confirmed that this was alluded to in the report of 6<sup>th</sup> May 2016 and the responsibility for the security of the site post-sale would be the responsibility of the new owner thus saving the local taxpayer the cost of securing the site.

Members discussed the current occupation of part of the site and whether we would be able to sell the site with vacant possession.

The Chief Executive advised members that this was not raised as an issue for the call in. He confirmed that all reasonable steps were being taken. We are aiming to deliver vacant possession and would hope to complete the sale by 3<sup>rd</sup> July. Councillor F Oborski left at 6.50pm.

The Leader of the Council advised that he had attended several meetings with officers who are working hard to try and resolve this issue. He informed members that, if they would like any further information, they do not need to call in a decision. Whilst we are hoping to complete the sale by 3<sup>rd</sup> July, legal processes need to be followed and nothing is definite until contracts have been exchanged.

Cllr N Martin left at 6.54pm.

It was proposed by Councillor Williams and seconded by Councillor Hingley that the Committee should endorse the decision, which was taken in the best interests of the residents of the Wyre Forest. This proposal was carried by 7 votes to nil, with two abstentions and one member not voting.

There being no further business, the meeting ended at 6.56pm.



## Overview & Scrutiny Committee

### Briefing Paper

Report of: Alison Braithwaite, Head of Transformation and Communications  
Date: Thursday 2 June  
Open

### How Are We Doing? Performance Update

#### 1. Summary

- 1.1 To update Members on the performance of the Council for Quarter 4 (from 1 January 2016 to 31 March 2016).

#### 2. Background

- 2.1 Performance management is instrumental in all council activities as it helps us to keep track of how well we are performing and enables any potential issues to be identified at an early stage so remedial action can be taken. It also informs our decision making processes which underpin the delivery of the Council's Corporate Plan 2014-19.
- 2.2 The Council has a number of processes in place to monitor our performance including:
- Corporate Plan Actions
  - Corporate Risks and associated actions
  - Leading Measures
  - Lagging Measures

#### 3. Progress

- 3.1 **Appendix 1** is an [exception report](#) for all of our purposes (People, Place, Housing, Planning, Business, Enabling).
- 3.2 **Appendix 2** is a detailed report of performance against our purpose of [‘Housing’](#).
- 3.3 **Appendix 3** is a detailed report of performance against our purpose of [‘Planning’](#).

#### 4. Key Achievements/Issues

- 4.1 Listed in the exception report are those actions which have missed their due date of 31 March 2016. Each action has an explanatory note setting out the latest update on progress and any revised timescale

being work to. It should be noted that some of these actions are large corporate projects which are dependent on a range of cross cutting factors to enable their successful completion. These actions will continue to be monitored on a monthly basis by the Corporate Leadership Team to ensure they are successfully completed as soon as possible.

- 4.2 A key achievement under the housing purpose is that 2015/16 saw the completion of the final 31 dwellings on the Georgian Carpets site, leaving British Sugar as the only active large housing site in the district. There were 79 dwellings completed at this site. Completions for 2016/17 are expected to be higher with two large extra-care developments currently under construction.
- 4.3 For the planning purpose, particular attention should be drawn to the percentage of appeals dismissed (LA058). 80% and 86% of the appeals were dismissed during 2015/16 (i.e. successfully defended by Officers). This data is collected on a half yearly basis. It is also worthy to note the high percentage of commercial applications that were approved (LE065 and LA069) and the positive impact on the District's economy these will have, if / when implemented.
- 4.4 The majority of the projects under the planning purpose have a due date which extends past the 2015/16 financial year, which is why progress of less than 100% is not being reported as overdue. They all have a completion date sometime in 2016/17 other than the Public Realm Project, which has been reported under the Exception Report.
- 4.5 Over the next financial year 2016/17, the communications team will be producing a regular 'user friendly' summary of the council's performance, which will be published on our website.

## **5. Options**

- 5.1 That the progress in performance for quarter 4 be noted.

## **6. Consultation**

- 6.1 The Leader of the Council
- 6.2 Corporate Leadership Team

## **7. Related Decisions**

- 7.1 None.

## **8. Relevant Council Policies/Strategies**

- 8.1 Wyre Forest District Council Corporate Plan 2014 – 2019.
- 8.2 Wyre Forest Forward Transformation Framework 2014 – 2017.

**9. Implications**

- 9.1 Resources: No direct implications from this report.
- 9.2 Equalities: No direct implications from this report.
- 9.3 Partnership working: No direct implications from this report.
- 9.4 Human Rights: No direct implications from this report.
- 9.5 E-Government: No direct implications from this report.

**10. Equality Impact Needs Assessment**

- 10.1 An equality impact assessment has been undertaken and it is considered that there are no discernible impacts on the nine protected characteristics as set out by the Equality Act 2010.

**11. Wards affected**

- 11.1 None.

**12. Appendices**

- 12.1 Appendix 1 – All purposes exception report
- 12.2 Appendix 2 – Full ‘Housing’ report
- 12.3 Appendix 3 – Full ‘Planning’ report

**13. Background Papers**

Corporate Plan action information is available on the Council's Performance Management System, Covalent. Alternatively, reports can be requested from the Head of Transformation and Communications.

**Officer Contact Details:**

Name: Alison Braithwaite  
Title: Head of Transformation and Communications  
Contact Number: Ext. 2781  
Email: [alison.braithwaite@wyreforestdc.gov.uk](mailto:alison.braithwaite@wyreforestdc.gov.uk)

## Exception report for all purposes

Those actions that are approaching their due date or are overdue



### Enabling others to do what they need to do

WFF 15/16 05

Wyre Forest House



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2014	Ian Miller	Confirmation awaited of outcome of investigations by Thomas Vale on operation of heating/cooling in Chamber and any programme of works or alterations. Experience so far is that temperatures have improved as a result of adjustments made. Continuing to monitor. High interest from prospective new tenants. Moo & Goo and KYP have taken up occupancy, with confirmation of further tenancies expected soon.	15-Mar-2016

WFF 15/16 55

Our greatest resource is our people, and we will support and enable them to 'work well' for WFDC



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2016	Ian Miller	Continue to review processes for efficiencies and potential system redesigns	09-May-2016

WFF 15/16 57

Delivery of the 15/16 ICT Strategy

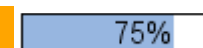


Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2016	Dave Johnson	<p><b>CRM</b> Digital by default will be looking at software options for the public to self service reporting of incidents. Some of this self service will also be picked up as part of the new GIS procurement currently in progress. We are currently evaluating 6 tenders.</p> <p><b>Corporate Fraud</b> This is currently being looked at by audit and corporate fraud who are currently speaking to the supplier.</p> <p><b>Helpdesk</b> Due to workload priorities this has not been progressed. No impact on users or service as we continue to use the existing helpdesk.</p>	16-May-2016

### Make good development happen

WFF 15/16 19

Kidderminster Town Centre Public Realm Framework



Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2016	Mike Parker	Latest completion date of 7th May but anticipated longer due to phase 1 and phase 2 remedial works.	19-Apr-2016

HELP ME TO HAVE ACCESS TO A GOOD QUALITY AND AFFORDABLE HOME

This report details the progress we have made against our purpose of 'help me have access to a good quality and affordable home'.



**Actions**  
Listed below is the progress against our current major projects that support the delivery of our purpose of 'help me to have access to a good quality and affordable home'.



WFF 15/16 37	Review local development framework including provision for significant housing growth
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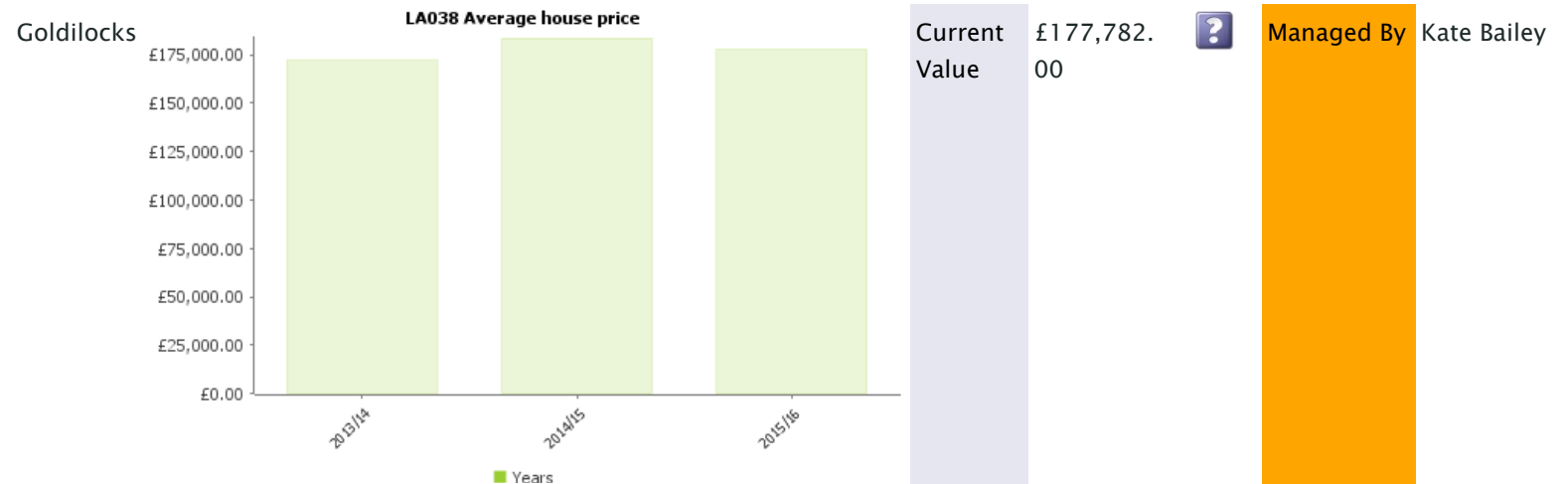


Due Date	Managed By	Latest Note	Latest Note Date
31-Jan-2017	Paul Bayliss; Rebecca Brown		

## Measures

As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to understand the impact of the work that we are doing but it also assists with decision making at a corporate level. The latest available data is detailed below:

LA038



LA039

Aim to  
Maximise



Current  
Value

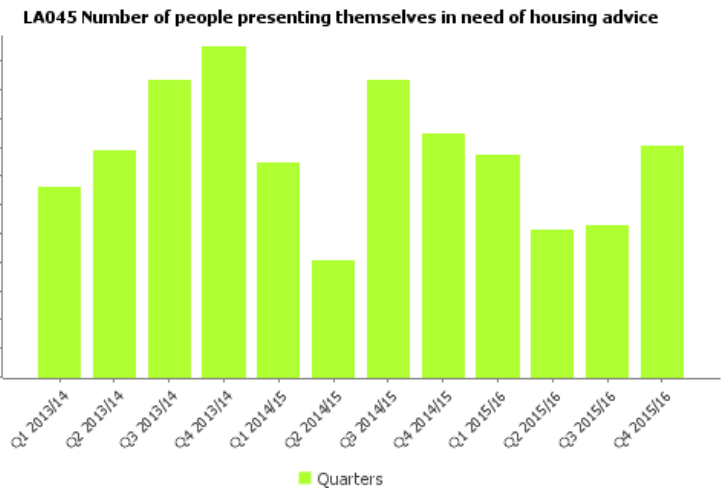
12



Managed By Kate Bailey

LA045

Aim to  
Maximise



Current  
Value

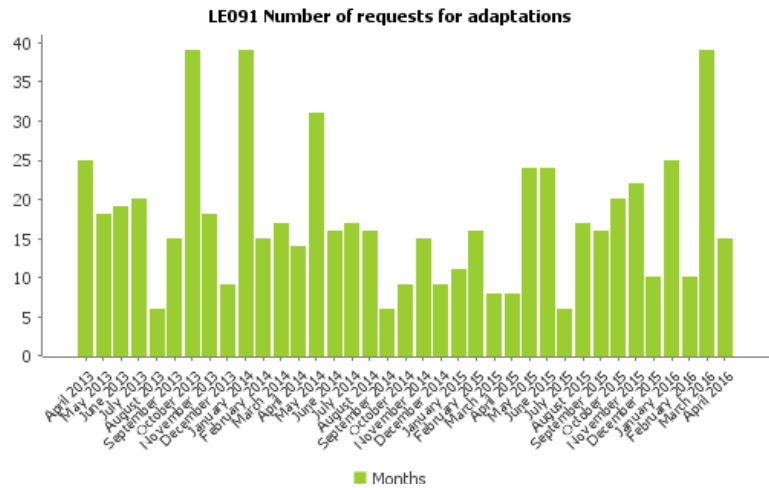
401



Managed By Kate Bailey

LE091    Number of requests for adaptations

Goldilocks



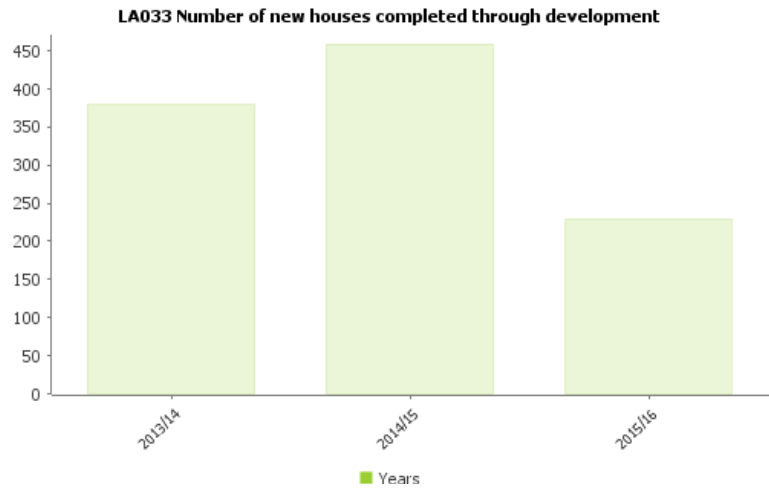
Current Value 15



Managed By Kate Bailey

LA033

Aim to Maximise



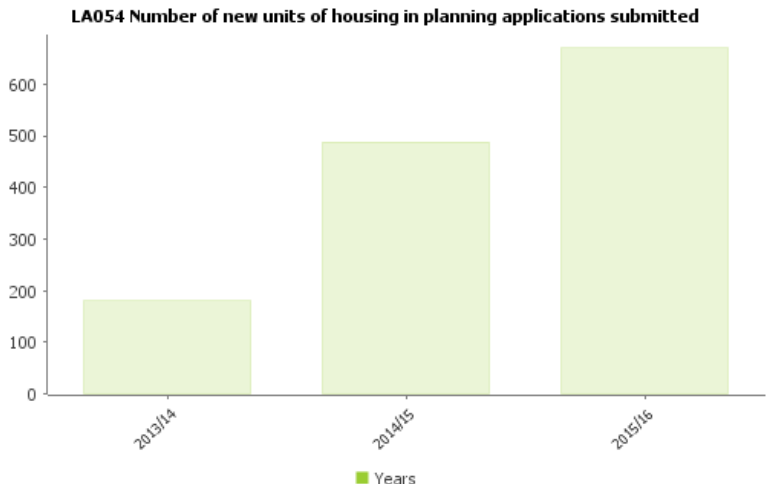
Current Value 229



Managed By Heather Stone

**LA054** Number of new units of housing in planning applications submitted

Aim to  
Maximise



Current  
Value

670



Managed By

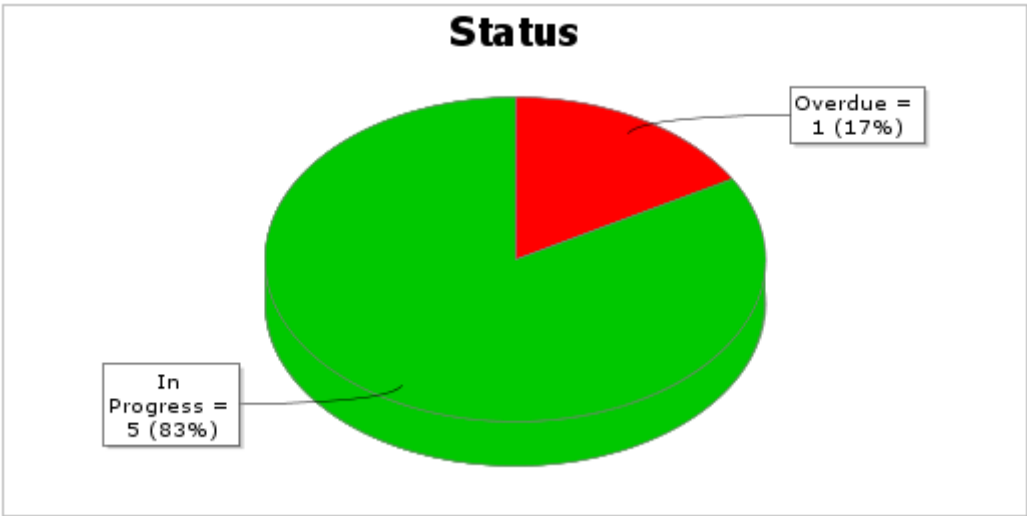
Heather Stone

MAKE GOOD DEVELOPMENT HAPPEN

This report details the progress we have made against our purpose of 'make good development happen'.



**Actions**  
Listed below is the progress against our current major projects that support the delivery of our purpose of 'make good development happen'



WFF 15/16 15	Bewdley Medical Centre	87%	
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Due Date	Managed By	Latest Note	Latest Note Date
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30-Jun-2016	Mike Parker	Continuing discussions with Place Partnership to achieve more comprehensive development. Costs for new car park currently in production. New car park pricing strategy under investigation.	19-Apr-2016
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WFF 15/16 16	Crown House	<div><div>66%</div></div>	
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Due Date	Managed By	Latest Note	Latest Note Date
30-Sep-2016	Mike Parker	Council has commissioned architects to design possible redevelopment with a view to viability testing. Ongoing dialogue with Telereal Trillium regarding demolition.	14-Mar-2016

WFF 15/16 19	Kidderminster Town Centre Public Realm Framework	<div><div>75%</div></div>	
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Due Date	Managed By	Latest Note	Latest Note Date
31-Mar-2016	Mike Parker	Latest completion date of 7th May but anticipated longer due to phase 1 and phase 2 remedial works.	19-Apr-2016

WFF 15/16 20	Delivery of Hoobrook Link Road	<div><div>75%</div></div>	
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Due Date	Managed By	Latest Note	Latest Note Date
31-Jul-2016	Mike Parker	Still expecting completion July 2016.	16-May-2016

WFF 15/16 30	Stourport Canal Basins	<div><div>50%</div></div>	
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Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2016	Mike Parker	Still awaiting meeting with Finance Birmingham.	19-Apr-2016

WFF 15/16 31

Eastern Gateway

50%



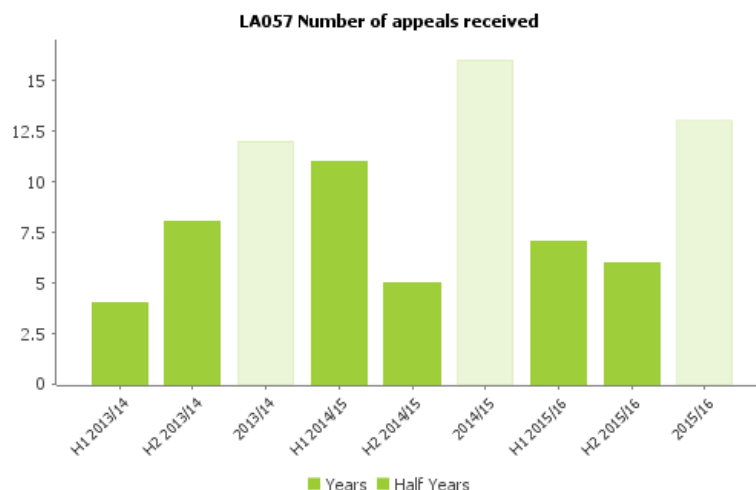
Due Date	Managed By	Latest Note	Latest Note Date
31-Dec-2016	Mike Parker	Draft final framework presented to CLT/Cabinet in March, 19-Apr-2016 final report expected by end of April for next stage of delivery.	

## Measures

As a way of measuring the progress with our purpose, we collect key data to monitor trends and patterns. This data not only helps us to understand the impact of the work that we are doing but it also assists with decision making at a corporate level. The latest available data is detailed below:

LA057 Number of appeals received

Aim to  
Minimise



Current  
Value

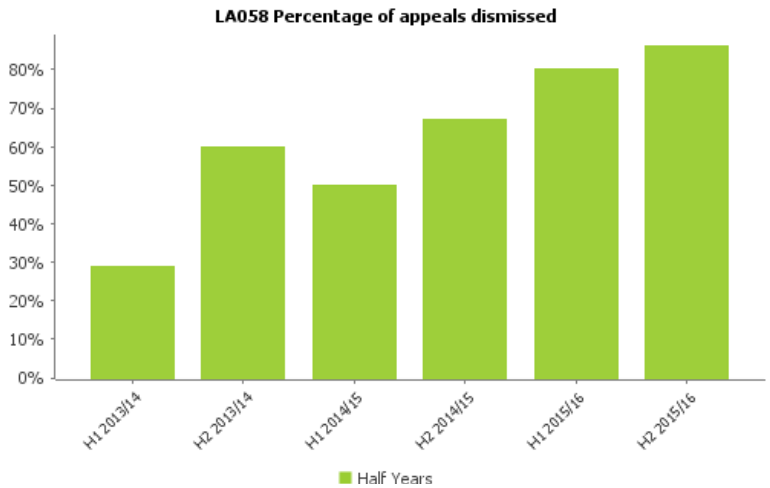
13



Managed By John Baggott

**LA058** Percentage of appeals dismissed

Aim to  
Maximise



Current  
Value

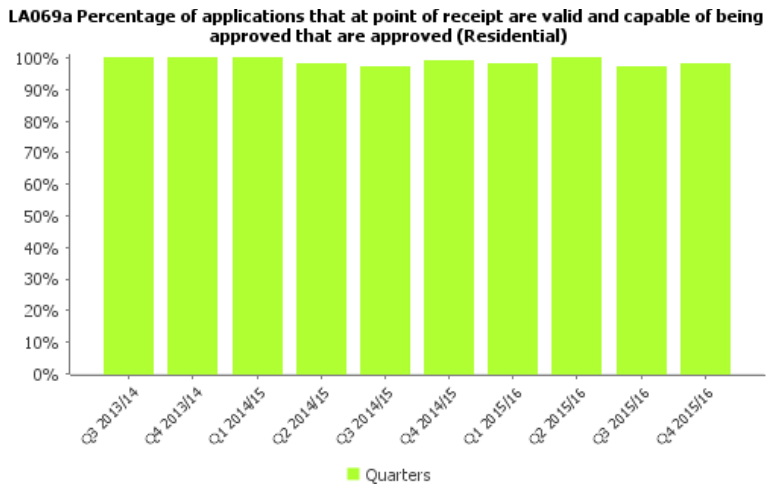
86%



Managed By John Baggott

**LA069a** Percentage of applications that at point of receipt are valid and capable of being approved that are approved (Residential)

Aim to  
Maximise



Current  
Value

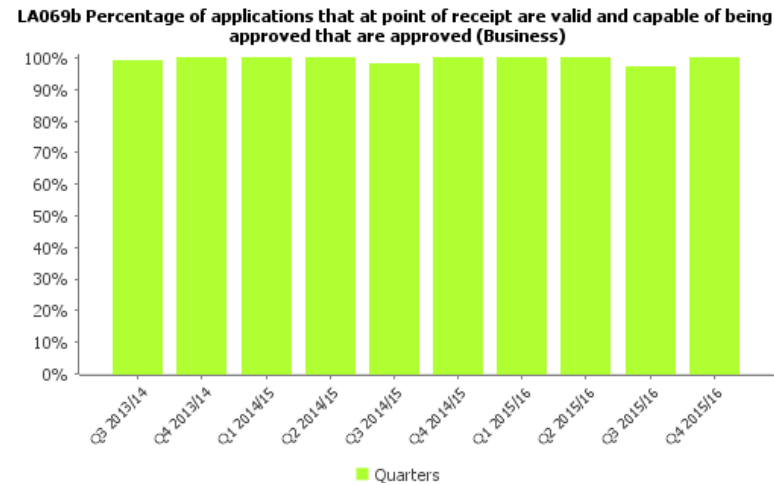
98%



Managed By John Baggott

**LA069b** Percentage of applications that at point of receipt are valid and capable of being approved that are approved (Business)

Aim to  
Maximise



Current  
Value

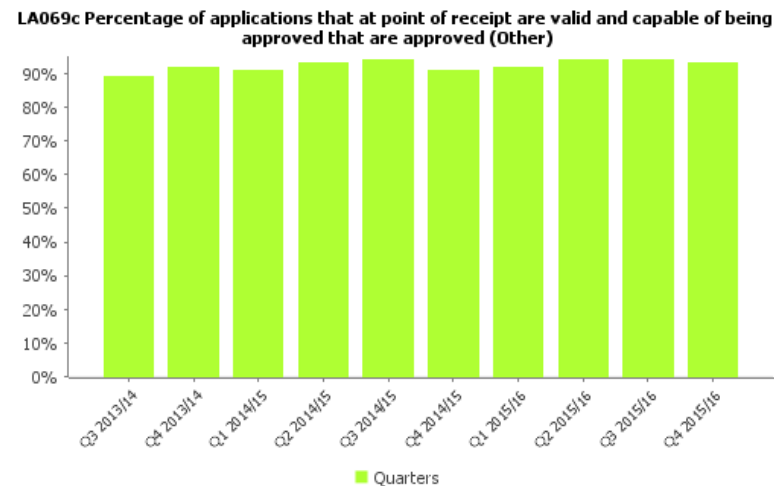
100%



Managed By John Baggott

**LA069c** Percentage of applications that at point of receipt are valid and capable of being approved that are approved (Other)

Aim to  
Maximise



Current  
Value

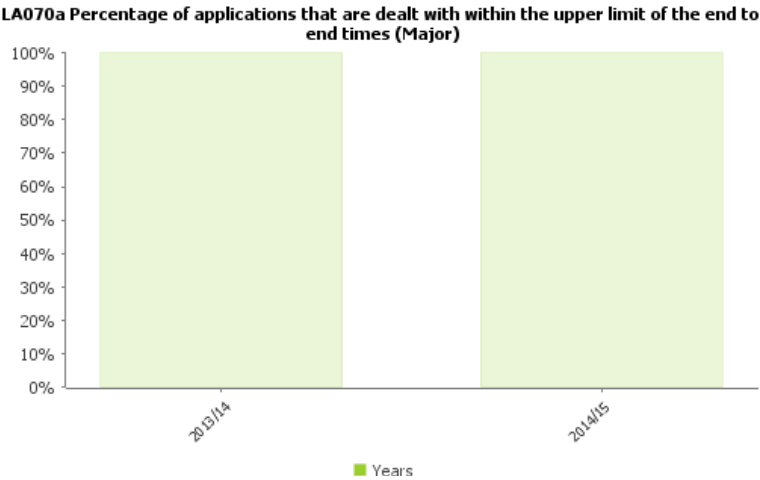
93%



Managed By John Baggott

**LA070a** Percentage of applications that are dealt with within the upper limit of the end to end times (Major)

Aim to  
Maximise



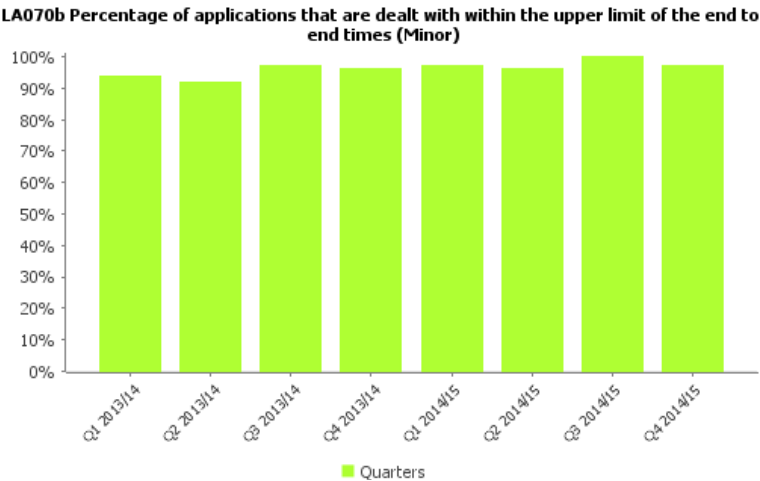
Current  
Value

100%

Managed By John Baggott

**LA070b** Percentage of applications that are dealt with within the upper limit of the end to end times (Minor)

Aim to  
Maximise



Current  
Value

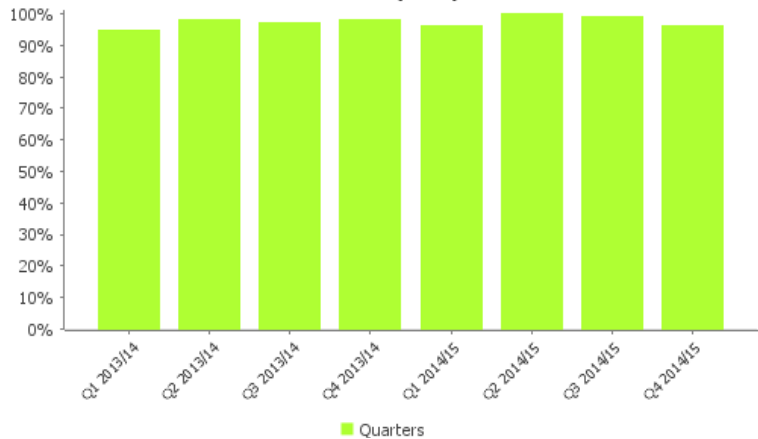
97%

Managed By John Baggott

**LA070c** Percentage of applications that are dealt with within the upper limit of the end to end times (Other)

Aim to  
Maximise

**LA070c Percentage of applications that are dealt with within the upper limit of the end to end times (Other)**



Current  
Value

96%

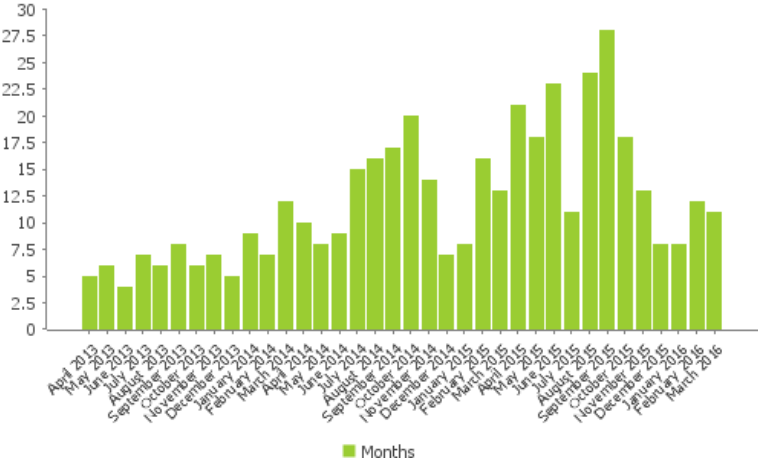


Managed By John Baggott

**LE053**

Aim to  
Maximise

**LE053 Number of requests for pre-application advice**



Current  
Value

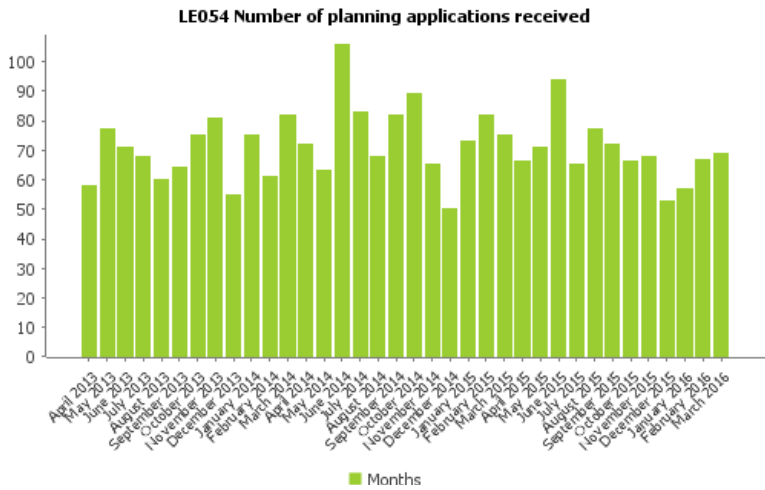
11



Managed By John Baggott

LE054

Aim to  
Maximise



Current  
Value

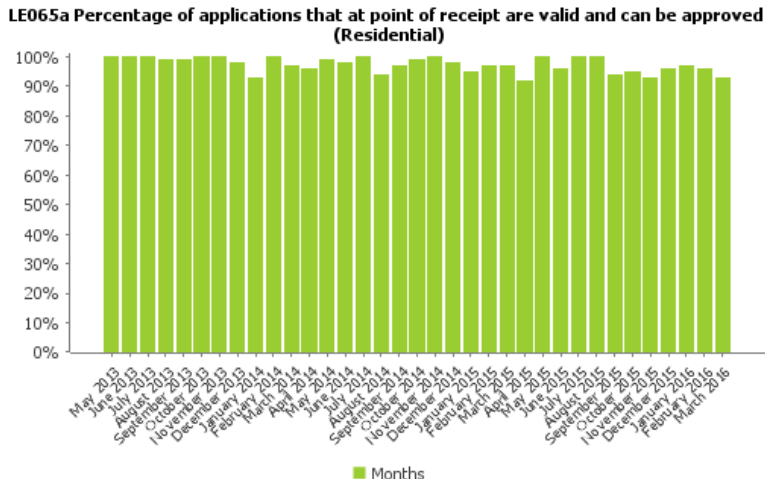
69



Managed By John Baggott

LE065a Percentage of applications that at point of receipt are valid and can be approved (Residential)

Aim to  
Maximise



Current  
Value

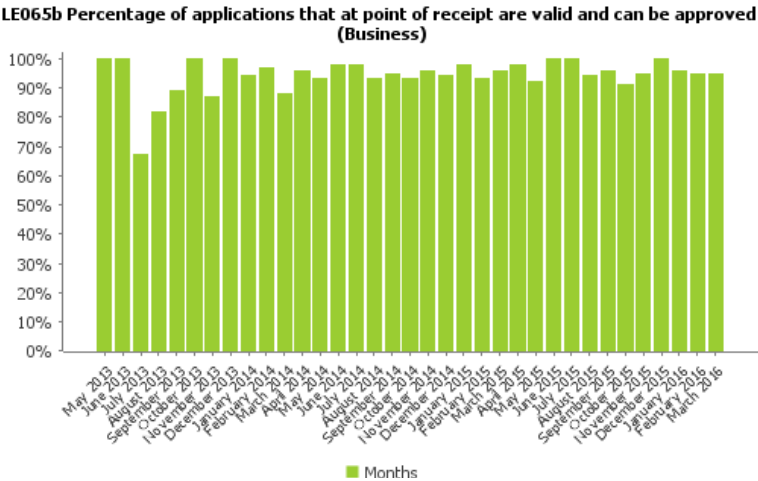
93%



Managed By John Baggott

**LE065b** Percentage of applications that at point of receipt are valid and can be approved (Business)

Aim to  
Maximise



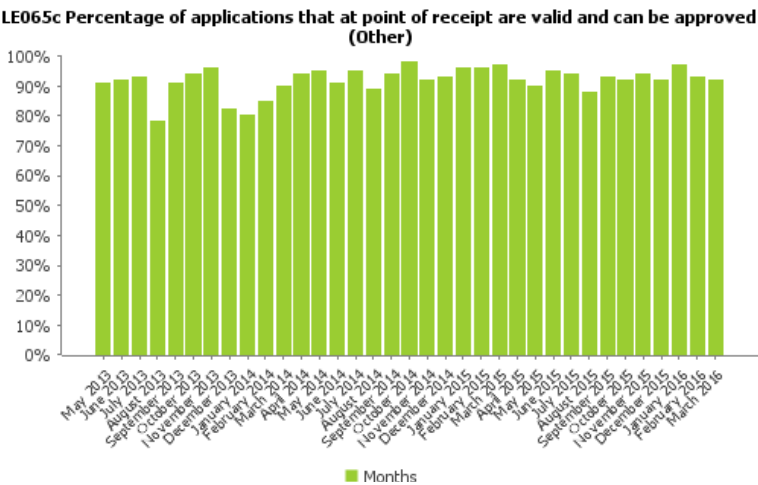
Current  
Value

95%

Managed By John Baggott

**LE065c** Percentage of applications that at point of receipt are valid and can be approved (Other)

Aim to  
Maximise



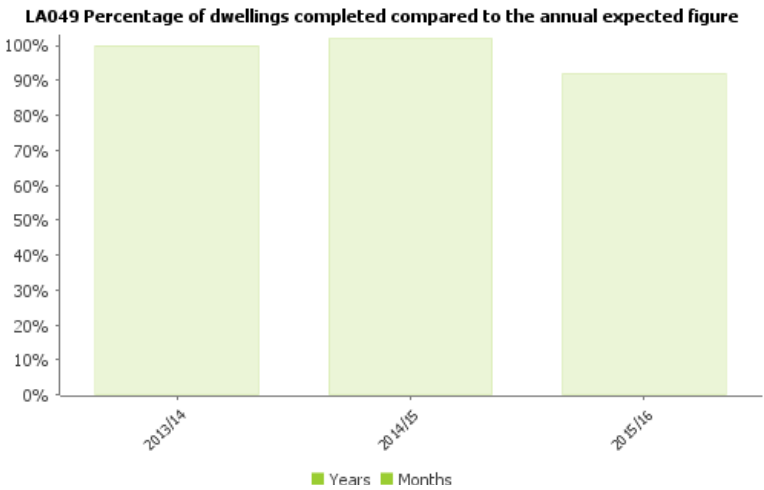
Current  
Value

92%

Managed By John Baggott

**LA049** Percentage of dwellings completed compared to the annual expected figure

Aim to  
Maximise



Current  
Value

92%



Managed By

Heather Stone



## Overview and Scrutiny Committee

### Briefing Paper

Report of: Kate Bailey, Strategic Housing Services Manager  
Date: Thursday 2 June 2016

Open

### Temporary Accommodation Placement and Procurement Policy

#### 1. Summary

- 1.1 This reports outlines the policy that will be used for placing households who require temporary accommodation and for procuring temporary accommodation to assist with the Council's duties under the Housing Act 1996 (as amended by the Homelessness Act 2002).

#### 2. Background

- 2.1 Local Authorities have a duty to provide advice and assistance to homeless households under the provisions of the Housing Act 1996 and may have a duty to provide emergency, interim or temporary accommodation.
- 2.2 Wyre Forest District Council discharges this duty in a variety of ways. Where possible the Council (in conjunction with its agent, Community Housing Group) tries to prevent homelessness from arising or finds suitable alternative accommodation however, this is not always possible and so we provide emergency accommodation for those that require it. Emergency accommodation is usually in the form of Bed and Breakfast or Houses in Multiple Occupation style accommodation.
- 2.3 The majority of households are only accommodated in emergency accommodation for a short space of time. In 2015 – 16 the average length of stay was 14 days and 117 households were accommodated. Once a decision to accept a household has been reached officers will work with them to secure a move into more permanent accommodation. This is normally an offer of a starter tenancy with a social housing provider but could also include a move into supported accommodation, a shared house or into the private rented sector.
- 2.4 A recent homeless case (Nzolameso v Westminster 2015) has now meant all Local Authorities are required to have policies in place that cover when they place households into temporary accommodation and when they procure temporary accommodation.

- 2.5 The policy will be publically available. This will enable homeless households to understand the type of service they will receive and the consideration made by officers in discharging the duties to accommodate.

### **3. Key Issues**

- 3.1 The Temporary Accommodation Placement and Procurement Policy seeks to address all the considerations that the homeless legislation, code of guidance, statutory instruments, case law and Childrens Act outline. The policy is a clarification of how officers currently work and will ensure consistency and transparency in decision making.
- 3.2 The Policy seeks to outline the factors the officer must consider when offering a homeless household emergency accommodation (please see section 2 of the policy for more details). This will include the following considerations; the availability, cost, size and location of any accommodation and the circumstances and composition of the household. In particular the officer will consider if the family have employment in the District or whether there are any specialist educational or health needs that can only be met within the District. As most households are only in emergency accommodation for a very short period of time (14 days on average) and many households have cars / family and friends to support them, most of the offers made, even outside the District, are likely to be suitable in the short term.
- 3.3 The criteria for prioritising placements remains with the officer and the factors they should take into consideration are outlined in section 3.4 and 3.5.
- 3.4 The policy also outlines circumstances where we may accept a discretionary duty to accommodation where the household might not be owed the s188 duty (where an applicant who is eligible, homeless and in priority need they must be provided with accommodation). Primarily this discretionary duty is offered where a household have received an adverse homeless decision and then requested a review of this from the council. In these circumstances there is some case law officers can use to inform their decision and this is outlined in section 4.
- 3.5 The policy also outlines the process of procuring Bed and Breakfast style establishments for emergency accommodation (in section 5). This is a process that is currently being undertaken by the Procurement Officer and Strategic Housing Services Team and is renewed approximately every 3 years. The officer will follow all relevant contract procurement rules, legislation, strategies and procedures to procure accommodation that will be included in a framework agreement.
- 3.6 In section 6 the policy makes reference to the Rent Bond Policy and the Discharge into the Private Rented Sector Policy, which are relevant to officer's considerations about how and where to accommodate

households. The rent bond is an alternative to that can be offered in certain circumstances such as to households who aren't owed the full rehousing duty because they may be deemed non-priority need or intentionally homeless. All homeless households, who we owe the full rehousing duty to, can be discharged into the private rented sector but the tenancy must be for 12 months and so the availability of this type of accommodation is limited.

- 3.7 The Council recognises that Bed and Breakfast accommodation is not suitable for long term occupation and in recent years has been able to both reduce the length of stay (down from 17.9 days in 2013-14 to 14 days in 2015-16) and to offer alternatives in the form of shared and self-contained accommodation. However demand continues to rise as homelessness increases every year and the officers continue to explore alternative provision.

#### **4. Options**

- 4.1 The committee may wish to:

- 4.1.1 Recommend to Cabinet that they adopt the Temporary Accommodation Placement and Procurement Policy for use by the Strategic Housing Services Team, and its agent, when placing homeless households and procuring emergency and interim accommodation.
- 4.1.2 To recommend any amendments that should be made to the Temporary Accommodation Placement and Procurement Policy to cabinet prior to adoption.

#### **5. Consultation**

- 5.1 CHG has had an opportunity to comment on the policy as they will primarily be responsible for implementation with regards to placement of households.

#### **6. Related Decisions**

- 6.1 Discharge into the Private Rented Sector policy: this was agreed by Cabinet in October 2012 (as part of the tenancy strategy).

#### **7. Relevant Council Policies/Strategies**

- 7.1 Housing Strategy 2011 – 2016, Discharge into the Private Rented Sector, Homeless Strategy and Rent Bond Policy.

#### **8. Implications**

##### **8.1 Resources:**

- 8.1.1 The delivery of the policy is within current resources. The council currently have a contract with CHG to deliver its frontline housing advice, homelessness and housing register service but is responsible

for sourcing and procuring accommodation, including emergency accommodation itself.

- 8.1.2 The policy should make officers decisions more transparent and therefore potentially reduce the number of homeless reviews into suitability of accommodation offered.

**8.2 Equalities:**

The policy gives consideration to those with health needs including those with disabilities and to children and young people. An Equalities Impact Assessment screening has been undertaken and there are no implications identified for groups with a protected characteristic.

**8.3 Partnership working:** N/A

- 8.4 **Human Rights:** Officers using this policy will also need to have regard to the Human Rights legislation when discharging the homeless duty.

**8.5 E-Government:** N/A

**8.6 Transformation:** N/A

**9. Equality Impact needs Assessment**

- 9.1 An Equalities Impact Assessment screening has been undertaken.

**10. Wards affected**

- 10.1 All wards.

**11 Appendices**

- 11.1 Appendix 1: Temporary Accommodation Placement and Procurement Policy

**12. Background Papers**

- 12.1 Discharge into the private rented sector.

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**TEMPORARY ACCOMMODATION PLACEMENT AND  
PROCUREMENT POLICY**

**Allocation of Emergency and Interim accommodation (Part VII  
Housing Act 1996), Discharge in the private rented sector and  
rent bonds**

**Temporary Accommodation Placement and Procurement Policy**

**1. Introduction**

- 1.1. The council has a statutory duty to provide temporary accommodation to homeless applicants in certain circumstances included, but not limited to:-
  - When the council has reason to believe a household may be eligible, may be homeless and may be in a priority need, the council had a duty to provide interim accommodation whilst it completes its homeless investigations
  - If, following investigations, a household is owed a full housing duty the council will be under a duty to provide temporary accommodation if permanent accommodation is not available
- 1.2. To comply with its statutory duties, the accommodation made available must be suitable.
- 1.3. The council, under the Localism Act 2011, is also able to discharge its housing duty through the offer of a private sector tenancy and can prevent homelessness through the provision of rent bond / deposit schemes. The authority must also ensure such offers of accommodation are suitable. For further information please see the Discharge into the Private Rented Sector policy and the Rent Bond policy.
- 1.4. In order to be suitable, the location of the accommodation is important. Unfortunately, it is not always possible to make accommodation available in Wyre Forest and the council will need to consider placements outside of the area.
- 1.5. This policy is to guide placements in temporary accommodation, including what will be taken into consideration when deciding if accommodation is suitable and who will be prioritised for placements in Wyre Forest.
- 1.6. This policy will outline factors that need to be considered by officers when determining if an offer of accommodation, including interim accommodation, temporary accommodation, private sector offers and rent bonds are suitable.
- 1.7. The criteria set out will not be an exhaustive list and each case will be assessed on its own merits to establish if they are sufficiently exceptional to depart from the policy. If a departure from the policy is required this must be in consultation with the Strategic Housing Services Manager (or successor position).
- 1.8. If a household refuses a suitable offer of interim accommodation Wyre Forest will not be under a duty to continue to secure it and if that accommodation becomes no longer available, it will not secure other accommodation except in exceptional circumstances. If a household refuses a suitable offer of temporary accommodation this will usually lead to a discharge of the homeless duty.
- 1.9. The Council currently contracts out the homeless service to a third party (Community Housing Group) and they will be responsible for placing people into emergency, interim

and temporary accommodation on the Council's behalf. We will therefore expect them to adhere to the relevant parts of this policy.

- 1.10. The Council uses Bed and Breakfast and Houses in Multiple Occupation (HMO) to provide accommodation for emergency and interim use. Households accommodated under No Second Night Out and Severe Weather Emergency Protocol may also be accommodated in this type of accommodation.
- 1.11. In some circumstances households may also be housed into self-contained accommodation, prior to a decision being made, where the Council or its agent is certain a full rehousing duty will be owed and this accommodation is due to be most suitable due to the particular circumstances of the household.
- 1.12. Young people approaching as homeless that have no family or friends they can stay with are most likely to be offered some form of supported accommodation including crash pads or training flats, shared housing and supported accommodation schemes.
- 1.13. Victims of Domestic Abuse are unlikely to be offered Bed and Breakfasts or HMOs as this accommodation is insecure and unsupported and would therefore be deemed unsuitable according to Supplementary Guidance on Domestic Abuse and Homelessness (November 2014).
- 1.14. The Council doesn't usually provide units of temporary accommodation as most households are accommodated by our Registered Provider partners (and CHG in particular) on a starter tenancy within a short period.
- 1.15. The Council or its agent will also try to extend the length of time a household can remain in its current home (e.g. homeless at home) and will explore whether family and friends can also provide short term accommodation.

## **2. Suitability of Accommodation – Factors to Consider**

- 2.1. Due to increasing pressures of homelessness, it will not always be possible to place households in ideal accommodation. The Council or its agent will take all reasonable steps to ensure that accommodation it offers is suitable. There will be occasions where the council is able to satisfy some of the below criteria, but not others. In such circumstances, it is for the housing officer responsible for placing the household to decide, based on the individual merits of the case, which factors should hold more weight whilst ensuring they comply with the council's statutory duties.
- 2.1.1. **Legislation and guidance** – The Council will consider the Housing Act 1996 as amended by the Homeless Act 2002, Homelessness (Suitability of Accommodation) (England) Order 2012 (SI 2012/2601), Localism Act 2011, Section 11 of the Children's Act 2004, The Local Code of Guidance for Local Authorities 2006, Supplementary guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation) (England) Order 2012 and any subsequent guidance, relevant statutes and case law.

- 2.1.2. **Age and type of household** – Wyre Forest will make all reasonable efforts to avoid placing 16/17 year olds in bed and breakfast accommodation and avoid placing families in emergency accommodation for more than 6 weeks. When a household makes an approach without prior notice it may be necessary to place a household in bed and breakfast accommodation for a short period of time whilst arranging more suitable accommodation.

If there are children in the household, the needs of the children should be identified, both individually and collectively, and so far as possible a placement should safeguard and promote their needs considering availability, cost and suitability of accommodation.

- 2.1.3. **The accommodation available in the council** – if suitable accommodation is available in Wyre Forest and there are no reasons to place outside of Wyre Forest in consideration of the factors below, then applicants will be offered accommodation in Wyre Forest. Those with a priority to be placed in Wyre Forest will be placed before those without except in exceptional circumstances.

- 2.1.4. **The cost of accommodation** – Wyre Forest or its agent has to ensure that accommodation is affordable to the household and will ensure that a household can afford to remain in the accommodation without depriving itself of the essentials of life such as food, heating, clothing, and any other essentials. It also has a duty to protect public funds. As such, procured accommodation will be preferable to non procured accommodation. If there is no procured accommodation available, then Wyre Forest will secure the best value for money accommodation whilst ensuring it is suitable for the household.

Affordability of accommodation will be based upon the household's income. If the accommodation would be affordable based upon the households income, but the household has no money, and as such is not able to pay the initial charge if required, this will not render the offer unsuitable except in exceptional circumstances such as if there was a necessary unexpected expenditure which caused the household to have no money.

- 2.1.5. **Size of the accommodation** – Wyre Forest or its agent will consider the Local Code of Guidance for Local Authorities when considering if accommodation is large enough for a household. In certain circumstances with large households and no availability of larger accommodation, smaller accommodation will be deemed to be suitable in the short term whilst it tries to secure more suitably sized accommodation.

- 2.1.6. **Location of accommodation** – Wyre Forest or its agent will aim to ensure that individuals are as placed as close as reasonably practicable to where they were previously residing, considering availability, cost and suitability of accommodation, unless there was violence or threats of violence at the previous location, there is a need to break links with negative influences within the area / district, the applicant does not mind where they are housed or the applicant actively wishes to move out of the area or any other special reason.

Transport links that can be available to the household include:-

- Walking/bike
- Use of a car or other motor vehicle
- Transport provided by family and friends as long as it is reliable and consistent
- Public transportation
- Transport provided by statutory or non statutory agencies as long as it is reliable and consistent
- Taxis

There is a presumption that travel time of 60 minutes or less will be deemed reasonable.

When placing a household out of the area Wyre Forest or its agent will comply with the Worcestershire Joint Accommodation Placement protocol with participating district councils by keeping them informed of placements within their district.

- 2.1.7. **Health Factors** – The council or its agent will consider health factors, including a household's mobility, care and support provided by statutory and non statutory agencies or the need to access specialist medical services that are only available in Wyre Forest. If a placement outside of the area is necessary, the council will also consider if services can be transferred or if services can still be delivered in another area and the effect of not receiving these services on the household if they cannot continue to engage in them.
- 2.1.8. **Education** – The council or its agent will consider the affect upon a young persons education when making a placement and will consider whether, considering transport links, a young person would be able to reasonably attend their school and if not whether schooling can be transferred on a temporary basis. Special consideration will be given to young people with special educational needs or in exam critical years when determining if it is reasonable for their schooling to be transferred on a temporary basis.
- 2.1.9. **Employment/training** – The council or its agent will consider whether a household will be able to reasonably continue in their employment/training from the accommodation that is secured.
- 2.1.10. **Risk** – The Council or its agent has a duty of care to all households it places. When a household is identified as a risk towards either:-

- A specific individual
- A class of people (e.g. sex, age or race)

that the council (or its agent) has placed, the council (or its agent) will make a decision on where to place based upon:-

- The likelihood of harm
- The severity of harm that would occur
- Whether the risk can be reasonably managed

The council or its agent will determine risk based on disclosure from the household, information received from 3<sup>rd</sup> parties, previous knowledge of the household from the council or its agentl, 3<sup>rd</sup> party risk assessments if available and any other relevant information.

If the risk is not acceptable and it can not reasonably be managed, the household will not be placed in any accommodation where the council has placed either an individual or class of persons that would be at risk from the household.

The authority will make all reasonable efforts to comply with its statutory duties, whilst ensuring that other households, including those not placed by Wyre Forest or its agent, are not put at unnecessary risk and will consider accommodation arranged with friends or family, supported accommodation, hotel accommodation and any other accommodation it can reasonably arrange.

- 2.1.11. **Previous behaviour** – If a household has been previously placed in accommodation by the council or its agent and has either: failed to pay rent; breached the terms of their accommodation agreement; or has failed to conduct themselves to a suitable standard, the household may be placed in different accommodation than they were placed in previously or in accommodation with a different landlord.
- 2.1.12. **Expected length of time in accommodation** – If a household is likely to be in accommodation for a short period of time, either because they have already had a negative decision, from an evidential basis it is likely a negative decision will be made, they only need the accommodation for a short period of time whilst repairs take place or are due to be moved to another property, accommodation that would otherwise be deemed unsuitable can be deemed to be suitable for a short period of time. Conversely if a household is likely to be in accommodation for a long period of time due to being difficult to rehouse, having a reduced preference or being skipped by housing associations for other reasons, accommodation will need to be suitable in the longer term.
- 2.1.13. **Social factors** – The council or its agent will consider other matters including, whether a household is engaged with any services such as drug and alcohol services and if the household can continue to engage with them from where accommodation is secured, and the effect of non engagement; support a household receives from family, if they can reasonably still receive this support and if not the affect upon the household; distance from children for whom a household is not the main carer but still provides care such as through joint custody and if they can still reasonably maintain contact; or any other special reason.
- 2.1.14. **Support available in accommodation** – Accommodation procured by the council does not have support. When a household may benefit from specialist support such as households fleeing domestic violence, the council will consider placing the household in accommodation that offers support available, even if outside the district. This is usually the case with most placements into a refuge as it is not appropriate for the victim to remain living close to the perpetrator.
- 2.1.15. **Experience of landlord with homeless clients** - The experience of the landlord with dealing with homeless clients is also a factor to be considered when deciding where to place a household and landlords with more experience will be preferable to those without.

**3. Criteria for prioritising placements inside/outside Wyre Forest**

- 3.1. Due to increasing pressures to place homeless households and a lack of temporary accommodation within Wyre Forest, the council or its agent will have to utilise placements out of the area and will have to determine which households should be prioritised for placements within the District. Priority for accommodation in the Wyre Forest will be given to those whose circumstances indicate they would be best placed locally.
- 3.2. Where there are multiple households with priority for placements within Wyre Forest and insufficient suitable accommodation it will be for the housing officers responsible for placing to determine, based on the individual merits of the case, which criteria should hold more weight.
- 3.3. Where a household with a priority for a placement in Wyre Forest needs to be placed outside of the District due to a lack of accommodation in the area, the Council or its agent will make reasonable efforts to move them back into Wyre Forest as soon as is reasonably practical to do so.
- 3.4. For interim and temporary accommodation placements, the officers responsible for placing should consider:-
  - The needs of the households
  - The length of time that the households have been placed outside of Wyre Forest
  - The suitability of the households current accommodation
  - The effect of the placement upon the households
  - Whether a duty is likely to be accepted to the households based on the evidence available
  - If a duty has been accepted, the length of time expected for households to be made a permanent offer of accommodation (factors such as whether the applicant has a reduced preference on Home Choice Plus or is being skipped by housing associations or is otherwise difficult to rehouse and how long they have held their banding)
- 3.5. The criteria for prioritising include:-
  - 3.5.1. Households with one child (or more) in secondary school at key stages of education, for example whilst taking GCSEs.
  - 3.5.2. Households containing one child (or more) who has a statement of special educational needs who are receiving education or educational support at a local school in Wyre Forest and where a change to another school or learning establishment would be detrimental to their continuing development
  - 3.5.3. Where a child has been assessed as being a Child in need under Section 17 of the Children Act 1989 by Children's Social Care and where that need is in addition to their

need of accommodation and where it can only be met through the provision of accommodation in Wyre Forest.

3.5.4. Households with significant disabilities or medical needs, including mental health, where their health or welfare may be significantly adversely affected by moving out of the local area, as assessed by the responsible housing officer. This may include:-

- The applicant needs to live in a particular area to receive care
- The applicant is in receipt of a significant care package or receiving specialist healthcare that can not be transferred elsewhere
- The applicant has a severe and enduring mental health problem where a transfer would severely impact on the ability to engage with treatment

3.5.5. Households where one person (or more) is in permanent and settled employment for at least 6 months prior to the homeless application and they would not be able to reasonably continue their employment if placed outside the area.

3.5.6. Households where a member of the household is providing a significant amount of care for another person in the District who falls into one of the following categories:-

- Over 75 years old and living alone or with no other member of the household under 75 or
- In receipt of medium or higher rate of the care component or mobility component of the Disability Living Allowance, Personal Independence Payment, Attendance Allowance or War Disablement Pension

And the household would be unable to provide care, or unable to provide care to a sufficient degree if placed out of the area considering transport links and the care can not be provided by another person or agency.

3.5.7. Any household, which for any other special reason, needs to be placed within the District as its needs can not be met or transferred to another area and the affect of a placement outside of Wyre Forest would be significant and detrimental.

3.5.8. Any out of area placement should be as close to the household's previous address as is reasonably practicable.

3.5.9. Where the Council, or its agent, makes the decision to place a household out of area, they must follow the legislation and code of guidance requirements around notifying the Local Housing Authority where the household is being placed.

3.5.10. There may be some circumstances where it is to the benefit of the household that they are placed out of area such as domestic abuse. In these circumstances the priority will be to safeguard the victim by accommodating them in a place of safety (normally a refuge) at an appropriate distance from the perpetrator. Out of area placements might also be appropriate for other victims of violence or harassment or for households wishing to break away from drug / alcohol associations. In these cases the household is usually supportive or requesting the relocation and the same degree of assessment will not be required.

**4. Factors to be considered when deciding to offer discretionary accommodation**

4.1. Wyre Forest has a discretionary duty to accommodate in a number of circumstances, including but not limited to, when an applicant requests a review of a negative decision.

4.2. Factors to be considered when deciding whether or not to offer accommodation pending the result of a review or appeal or for any other reason include:-

4.2.1. **Household type** – Whether or not the household has children and the ages of the children will be a factor to consider when deciding whether to offer discretionary accommodation.

4.2.2. **Accommodation available to the household** – If the household has alternative accommodation that they have resided in, or it is reasonably believed they can reside in; the council will be less likely to provide discretionary accommodation.

4.2.3. **Affect upon the household of not providing accommodation** – This will involve looking at the households health and other social factors, and determining, if street homeless, what harm they would suffer. The fact that a household would suffer harm will not be determinative of a discretionary duty to provide accommodation as if a duty is not accepted the council will not be under a duty to provide discretionary accommodation.

4.2.4. **Likelihood of success of the review** – This will be based upon the households submissions and the initial decision. If they are not providing any new information, any new facts, or any new evidence, this will make it less likely that it will be necessary to provide interim accommodation.

If the review is likely to be successful, either because the initial evidence has clear deficiencies and a different decision should have been made or because new factors have been brought to light and evidenced that were not previously been considered, this will make it more likely that discretionary accommodation will need to be provided.

4.2.5. **The applicant's behaviour in accommodation** – If the applicant has behaved poorly whilst placed in temporary accommodation, either by refusal to pay rent, poor behaviour or other unacceptable conduct, this will make it less likely that discretionary accommodation will be provided.

**5. Procurement of Emergency / Interim Accommodation**

5.1. The Council will follow all relevant contract procurement rules, the procurement strategy and procurement requirements in obtaining interim accommodation for the purposes of accommodating homeless households.

5.2. In addition the Council will consider the Housing Act 1996(as amended by the Homelessness Act 2002), Code of Guidance and supplementary guidance and any subsequent guidance, relevant statutes, case law and national / local requirements.

- 5.3. In procuring accommodation or accepting accommodation onto the Council's framework, the Council will ensure the accommodation meets the required housing standards, can provide the basic required level of facilities and services and is cost effective. We will also ensure we have accommodation in a variety of locations where possible. Where it is reasonably practical to do so we will source accommodation that is accessible but as demand for this type of accommodation is very low we may procure it on an ad hoc basis.
- 5.4. The Council will ensure the accommodation has appropriate management arrangements in place and, where possible, can be contacted out of hours. Where the accommodation used is an HMO we will ensure they are being operated by a fit and proper person and are licensed (if relevant).
- 5.5. The Council will work with landlords / owners on the framework to ensure they understand their rights and responsibilities and that we provide specific training / information and advice where required e.g. around Child Sexual Exploitation.
- 5.6. The Council has a charging policy for homeless households to ensure ineligible items are paid for by the household and further contributions are made if the household is working and don't qualify for full housing benefit.
- 5.7. The Council will procure additional units or use ad hoc agreements when demand exceeds supply or we have a specialist housing need that can't be met through the framework providers.
- 5.8. The current framework providers contract will last for a period of two years with an option to extend by one year. Prices quoted must be held for the contract period. Providers being offered a booking will be able to decline or accept the booking dependant on availability of suitable accommodation. If declined then the next provider who demonstrates best price and quality will be offered the booking. Before the end of the contract the Council will review the emergency and interim accommodation requirements.

**6. Rent Bonds and Discharge into the Private Rented Sector (PRS)**

- 6.1. The Council has a separate policy for when they offer homeless or potentially homeless applicants, accommodation in the private rented sector (PRS). In particular households are offered the rent bond where the Council doesn't owe them the full rehousing duty, where they have a specific housing need that cannot be met through a traditional social housing offer or where an applicant requests the PRS.
- 6.2. The Council has a separate policy for when we discharge our full rehousing duty into the PRS. This option should be considered in every homeless case where we owe the full rehousing duty but it is likely that only a few cases would be suitable for this type of offer and/or that the Council has an appropriate supply of accommodation to address this need.

- 6.3. The Council will provide funding for the bond, on behalf of the applicant, to secure the accommodation but the applicant will be expected to save money every month so that when the bond ends, after two years, they have sufficient funds to replace the bond with a deposit or to secure their own accommodation.
- 6.4. If the household breach their tenancy agreement and the bond is required, the household will be expected to pay back the money due to the Council. This will remain as a housing related debt until cleared and will therefore affect the household's ability to be rehoused through the social housing route.



## Overview & Scrutiny Committee

### Briefing Paper

Report of: Dean Piper  
Head of Economic Development & Regeneration –  
North Worcestershire

Date: Thursday 2<sup>nd</sup> June 2016

### OPEN

## A Strategy for Enabling Enterprise and Business Growth

### 1. Summary

- 1.1 The purpose of this report is to invite the Committee to consider the proposed Wyre Forest Enterprise and Business Growth Strategy. It will explain the purposes of the Strategy and the approach that the Council proposes to take to support local enterprise and business growth and to deliver against the Council's Corporate Priorities.

### 2. Background

- 2.1 One of the Council's Corporate Priorities is to 'support you to contribute to a successful local economy'. As such, the Council has a very active economic development and regeneration programme and also hosts the North Worcestershire Economic Development & Regeneration (NWEDR) shared service which covers Bromsgrove, Redditch and Wyre Forest. Good progress has been made in recent years in attracting new investment to the district and supporting new and existing companies to grow.
- 2.2 The Council through its membership of two Local Enterprise Partnerships (LEPs), Worcestershire and Greater Birmingham & Solihull, has benefited from participation in a number of strategic business support programmes that support business formation and local business growth. Furthermore, both of the LEPs have now launched 'Growth Hubs' which act as 'access points' for local businesses to find out more about available forms of business support.
- 2.3 As part of its overall approach to supporting economic growth, in recent years, the Council has invested its own resources in a number of initiatives including:
- **Space** – development of new incubator space to support fledgling businesses for an initial 3 years;
  - **Hoo Brook Link Road** – investment in new infrastructure to realise the full potential of the redeveloped former British Sugar site in Kidderminster;

- **Business support programmes** – participation in a number of schemes funded by the European Regional Development Fund (ERDF);
- **South Kidderminster Enterprise Park** – Local Development Order; simplified planning for businesses wishing to invest within the district's key employment zone;
- **Apprenticeships** - since 2012/13, the Council has invested £50,000 per year to help businesses to employ apprentices; since the scheme started over 50 apprentices have been supported.

2.4 The Wyre Forest economy is still in the process of recovery from the previous downturn and evidence suggests that the district continues to suffer from lower than average wages, productivity and skills compared to other parts of Worcestershire and the rest of the West Midlands region.

2.5 Going forward, the Enterprise and Business Growth Strategy is the principal document to guide how the Council plans to encourage enterprise and business growth. The Strategy will complement the recently adopted Strategic Asset Management Plan (SAMP) by identifying opportunities for the Council to utilise its property and land assets to support the development of new starter units and grow on space for small businesses, whilst generating new sustainable revenue streams to the Council.

2.6 Within the Strategy, the Council presents a number of 'Ambitions' that will frame the Council's approach, these include:

- Foster an Entrepreneurial Culture
- Create sustainable business start-ups
- Nurture existing businesses and retain them within the district
- Encourage new inward investment into the district

2.7 The Strategy proposes that the Council utilises three delivery models to deliver its enterprise and business growth ambitions, 'direct commissioning', 'enabling and engaging' and 'support and signposting'. The Council will continue to be pro-active and directly commission services and solutions where it considers that it can achieve an impact and/or there is a gap in the market that needs to be filled.

2.8 Having reviewed the available economic evidence and data, the Strategy identifies three principal ways in which the Council can make the biggest difference to supporting new enterprise and business growth.

- **Providing flexible business accommodation;**

Potentially the Council has a role to play in directly commissioning new starter units and grow on space, utilising its own land and property assets or considering the purchase of privately owned land. In parallel, the Council will continue to work with private sector partners to help facilitate the development of new small-medium sized units.

The Council will aim to ensure that tenanted businesses can benefit from 'wraparound' support programmes, offering business coaching, mentoring and potentially grant assistance.

In its role as local planning authority, the Council also has an important role to play in ensuring that the district has a sufficient supply of employment land. The current Local Plan review will set out the requirement for employment land over the 2016 to 2032 plan period.

- **Providing business support, mentoring and targeted financial assistance**

Going forward, the Council plans to continue to maximise the benefit of European Funded Business Support Programmes to businesses in the district. The Council will work closely with LEP partners to ensure that there is in place a portfolio of schemes available locally that will encourage further business start-up activity, business growth and inward investment.

The Council via the NWEDR shared service is well placed to continue to act as a 'gateway' to local and regional business support programmes and initiatives. The team will work to ensure that local businesses understand what is available and how to access the support that they need.

- **Ensuring that Wyre Forest is 'investment ready'**

During the last few years, the district has been successful in bringing new businesses to the area and also supporting existing firms to invest and expand their operation, creating new jobs for the local workforce. The NWEDR service has raised the profile of the area with the launch of a North Worcestershire investment website and the Council in general has sought to promote an 'open for business' culture to position the district as a good place to do business.

The Council intends to continue to play a pro-active role in securing investment opportunities and work to ensure that it creates the right conditions for growth. This will be through delivery of its economic development activities and delivery of services and functions such as Arts and Events, Car Parking, Development Management, Local Plans. Services that support the delivery of the Council's corporate priority to 'support you to live in clean, green and safe communities' also make an important contribution to supporting business growth, for example the Depot through delivery of its commercial waste and recycling service, helps to save businesses money, whilst the Council's Green Spaces and Parks create a more inviting environment for the area which can form part of the overall offer to encourage businesses to locate in the district.

**3. Key Issues**

3.1 The core objectives of the Enterprise and Business Growth Strategy are as follows:

- Support the delivery of the Council's Corporate Plan Priorities;
- Provide a strategic framework to underpin Council investment in economic development and business growth initiatives and projects;
- To identify how the Council can support the growth of existing businesses within the district, to create a fertile ground for new business ideas and innovations to flourish and for entrepreneurs to succeed in starting up a new business;
- To ensure that the district is positioned as an attractive location for inward investment opportunities, to drive new jobs and investment;
- To help to identify commercial investment opportunities that support economic growth and can potentially provide a significant revenue stream to the Council;
- Promote Partnership working, in particular with the Local Enterprise Partnerships and Growth Hubs;
- To inform, influence and complement other Council Plans and Strategies i.e. Local Plan, Strategic Asset Management Policy.

**4. Options**

4.1 The Overview and Scrutiny Committee is invited to consider the content of the draft Enterprise and Business Growth Strategy with the following options:

1. To recommend to Cabinet that the Enterprise and Business Growth Strategy is adopted or;
2. To recommend amendments to the Strategy before Cabinet adopts it.

**5. Consultation**

5.1 Corporate Leadership Team.  
Cabinet Member for Planning & Economic Regeneration.

**6. Equality Impact Needs Assessment**

6.1 There are no issues to be addressed.

**7. Wards affected**

7.1 All wards.

**8. Appendices**

8.1 Appendix 1 – Wyre Forest Enterprise and Business Growth Strategy.

**9. Background Papers**

9.1 None

**Officer Contact Details:**

**Name:** Dean Piper  
**Title:** Head of Economic Development & Regeneration  
**Contact Number:** 01562 732192

# Enabling Enterprise and Business Growth in Wyre Forest A Strategic Approach



# 1. Introduction

This document sets out a strategic approach and framework aimed at setting out how the Council will work to help new businesses to start up successfully and to nurture existing businesses within the district, to support them to achieve sustainable business growth.



## 2. Strategic Context

The Council's economic development and regeneration activities are particularly focused on supporting business growth and great strides have been made in recent years in attracting new investment and jobs to the district, assisting local firms with their expansion plans and improving the business start-up rate in Wyre Forest.

As a direct consequence of the the ReWyre Programme and subsequent 'State of the Area' debates in 2012 and 2013, the Council has invested significant amounts of its own resources to support projects that have promoted business growth and new enterprises. Examples include

- Space** – development of new incubation space to support fledgling businesses for an initial 3 years;
- Hoo Brook Link Road** – investment in new infrastructure to realise the full potential of the redeveloped former British Sugar site in Kidderminster;
- Business support programmes** – participation in a number of ERDF funded schemes;
- South Kidderminster Enterprise Park** – Local Development Order; simplified planning for businesses wishing to invest within the district's key employment zone;
- Apprenticeships** - since 2012/13, the Council has invested £50,000 per year to help businesses to employ apprentices; since the scheme started over 50 apprentices have been supported.

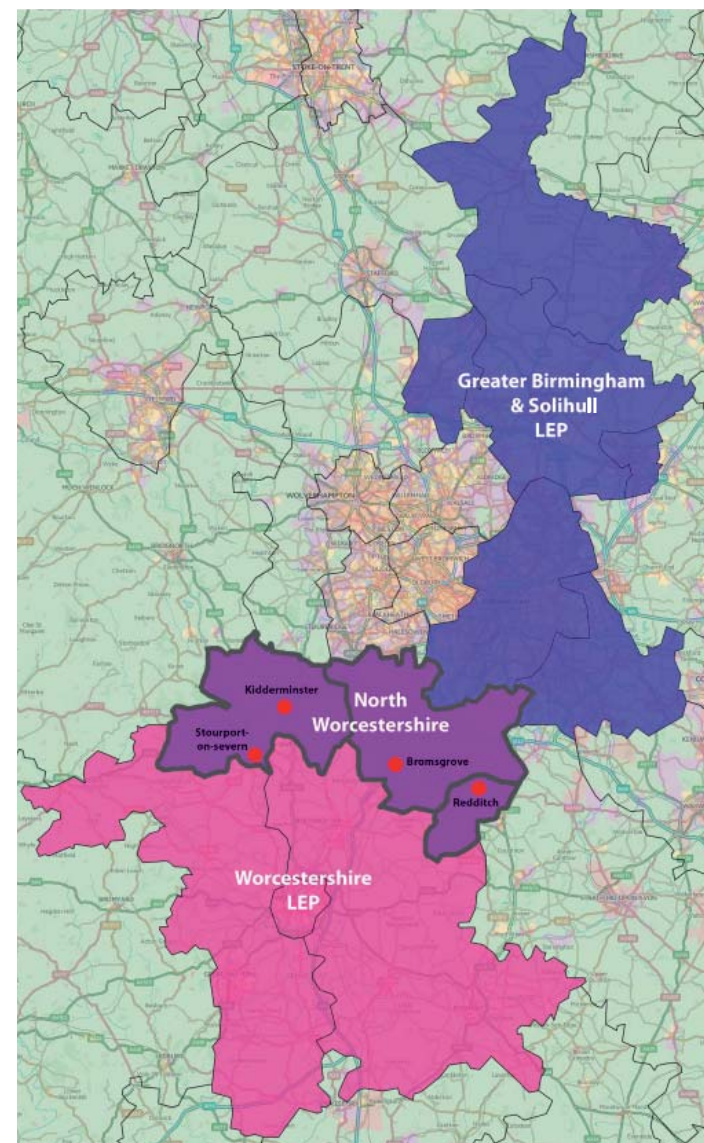
Furthermore, the Council has sought to promote an 'open for business' culture to successfully nurture the growth of local companies and attract new inward investment that otherwise would not have been invested in the district.

A recent example was the attraction of global automotive manufacturer Amtek Auto to Wyre Forest. Amtek will invest over £20m in their new Kidderminster plant over the next few years and create up to 500 new jobs. The successful landing of Amtek was in the face of stiff competition from sites across the UK and overseas and the Council played an instrumental role in securing them by working with partners to assemble a very attractive package of support including grant assistance, rate relief and simplified planning.

Wyre Forest District Council also hosts the North Worcestershire Economic Development and Regeneration (NWEDR) shared service which covers 3 local authority areas including Bromsgrove, Redditch and Wyre Forest. During the last 12 months, the NWEDR service has increased its profile by launching its promotional website and digital investment prospectus and the service is increasingly well placed to help businesses in Wyre Forest access the wider business support services offered locally and regionally.



Wyre Forest is part of two Local Enterprise Partnerships covering Greater Birmingham and Solihull and Worcestershire and over the last couple of years, the LEPs have played an increasing role in supporting local business growth and formation and have introduced strategic programmes utilising funding from Local Growth Fund and European Structural Funds.



As part of their Strategic Economic Plans, both LEPs have made a commitment to supporting a number of ‘priority sectors’. These sectors either are of strategic importance to the LEP economy or have the potential to grow and develop. Wyre Forest has an opportunity via its dual membership of the LEPs to benefit from support programmes that are commissioned by the LEPs to grow these sectors:

**Worcestershire LEP**

1. Advanced manufacturing
2. Cyber and defence
3. Agri-tech
4. Visitor economy



**GBS LEP**

1. Advanced Manufacturing
2. Tourism & Hospitality
3. ICT
4. Business, Professional services
5. Digital & Creative
6. Food & Drink
7. Health care
8. Logistics
9. Low Carbon
10. Construction
11. Life & Health Sciences



Furthermore, the launch of two ‘Growth Hubs’ covering each LEP area means that local businesses can access a range of business support advice and support opportunities. It is likely that there will be a continuing re-focusing of business support activity towards the Growth Hubs, as national programmes such as the Manufacturing Advisory Service and Growth Service are to be closed down. There is a commitment across public sector partners to work together in a more integrated way, sharing data, resources and knowledge to ensure that businesses receive a more seamless and responsive service.

### 3. Wyre Forest Economic Context

**Evidence suggests that the district still suffers from lower wages, skills and productivity than other parts of Worcestershire and the region. However, the district has an improving record around business start-ups and enterprise.**

Data from the Office of National Statistics (ONS) shows that between 2009 and 2012, Wyre Forest experienced zero growth in the number of people employed in the district, with modest growth in private sector employment negated by a similar contraction in the public sector. Furthermore, the area has performed badly over the last few years in terms of wages which has acted as a drag on local income levels and purchasing power and the ability of local residents to get onto the housing ladder.

Although wages (as measured by average weekly pay per full time worker) have increased slightly since 2012, they remain steadfastly behind the county and regional rate. A key factor has been the inability of Wyre Forest's economy to fully re-structure following the decline of traditional sectors such as the carpet industry.

The Wyre Forest economy is moving towards an increasing reliance on the service sector to provide its employment, with the tourism and retail sub-sectors particularly buoyant. However, these sectors do typically pay workers less than some of the higher skilled occupations that can be found in the advanced manufacturing sector.



Wyre Forest is predominantly a 'small business economy' with the majority of firms (88.6%) within the district employing up to 9 workers. There are relatively few companies employing over 250 workers (0.3%) which is similar to the overall regional rate. The district has an improving record on enterprise and business start-ups, with just over 78 new business registrations per 10,000 working age population compared with 72 across the West Midlands. Self-employment is also on the rise, with 8.7% of the working age population falling within this category.

As part of the current Local Plan review process, the Council has commissioned Nathaniel Lichfield and Partners to undertake an Employment Land Review. The report identifies a number of issues that will have an effect on the ability of the district to support business start-up activity and business growth, these include:

**Demand for industrial properties is strongest for units up to 27,000 square foot;  
mainly due to the fact that the local economy is dominated by small-medium sized businesses;**

**There is scope for the further provision of flexible work space and small units to accommodate business start-ups and expanding local firms, offered on flexible leases and 'easy in-easy out' terms;**

**However, the above units are not being provided by commercial developers due to a lack of certainty and risk in filling the units;**

**The District lacks the necessary critical mass to attract and sustain larger office occupiers;  
office facilities in Wyre Forest tend to mainly service small local occupiers;**

**Due to the distance from the motorway network, Wyre Forest is a less desirable location for logistics firms;**

**Policies such as the Local Development Order for the South Kidderminster Enterprise Park area have proved to be positive in attracting investment to the district and encouraging local business growth.**

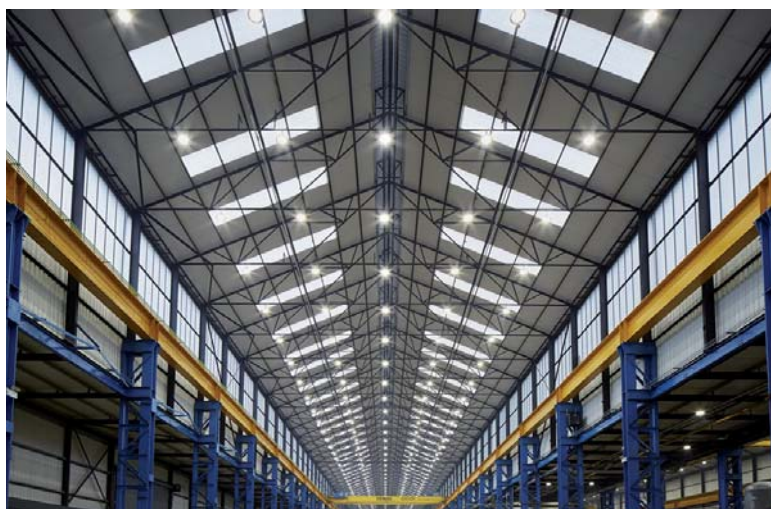
## 4. Our Enterprise and Business Growth Ambitions

One of the Council's corporate priorities is to 'support you to contribute to a successful local economy'.

Key to the realisation of this corporate priority is to help new businesses to start-up successfully and to support existing businesses to achieve sustainable business growth. Therefore the Council plans to adopt a number of ambitions and ensure that they remain 'front and centre' in all areas of the Council's service delivery.

The Council recognises that the Wyre Forest economy is transforming but is in need of further structural change, therefore the Council is firmly committed to doing what it can to ensure that the district makes the transition from a traditional manufacturing area to a modern, dynamic and flexible economy that is resilient and can adapt to future challenges.

Recent history has proved that areas like Wyre Forest will not be able to rely on one or two major industries to provide its employment so we must plan for and develop a diverse economy which provides for a range of opportunities and is a fertile ground for new ideas and innovations to come forward.



## Enterprise and Business Growth Ambitions

Corporate Priority 'Support you to contribute to a successful local economy'

### Foster an entrepreneurial culture

Encourage the next generation of entrepreneurs to start up their own business  
Make it easy for people to start up their business  
Put in place effective 'pre-start' support programmes

### To create sustainable business start ups

Provide access to high quality coaches and mentors for new start-ups (0 to 12 months)  
Offer 'incubation' or flexible workspace to provide the right environment for businesses to start up  
Intensive programmes for 'high growth' businesses and young business (up to 3 years)  
Provide sufficient grow on space

### To nurture existing businesses and retain them within the district

Strategic engagement with our key businesses / employers  
Support programmes to encourage business growth and expansion  
Availability of suitable sites and premises

### To encourage new inward investment into the district

Maximise opportunities to position Wyre Forest as an excellent place to do business  
Responsive and flexible approach when dealing with prospective investors  
Work pro-actively with existing land owners and developers to promote available employment sites and premises

Going forward the Council will continue its pro-active approach to supporting business growth and creation through its Economic Regeneration activities, which are primarily delivered through the NWEDR shared service.

However, the following Wyre Forest District Council services will also continue to contribute, in their own way, to supporting local businesses and realisation of the Council's corporate priorities, 'to support you to contribute to a successful local economy' and 'to support you to live in clean, green and safe communities':

- **Local Plans:** delivering land use policies which enable the District to be a good place to do business and which support wider regeneration proposals aimed at delivering new investment, jobs and skills to the area;
- **Strategic Housing:** planning for and delivering new affordable housing in the district to provide housing opportunities for aspiring people and families, therefore encouraging them to live and work in the district;
- **Development Management:** advising and guiding businesses, wanting to change, expand or develop existing land and/or buildings, through the planning process;
- **Street Cleansing:** keeping the District clean and tidy for businesses and visitors;
- **Waste Collection:** offering commercial waste collection and recycling services to businesses;
- **Leisure Centres;** offering opportunities for the workforce to stay fit and healthy through a range of physical activities
- **Green Spaces and Parks;** creating a more inviting environment for the area which can form part of the overall offer to encourage businesses to locate in the district.
- **Car Parking:** providing visitors and businesses with a range of car parks in all three centres;
- **Events:** organising, promoting and hosting a wide range of events attracting visitors to and support businesses in all three towns including Bewdley Museum, Kidderminster Arts Festival and Stourport-on-Severn;
- **Finance:** Guiding relevant businesses to apply for small business rate relief and discretionary support as appropriate;
- **Tourist Information Centre:** Helping to promote the District's visitor attraction and accommodation businesses and local events;
- **Worcestershire Regulatory Services:** Supporting economic growth, especially in small businesses, by ensuring a fair, responsible and competitive trading environment.

## 5. Delivery Approach

Over the last few years, the Council has demonstrated its credentials in terms of supporting local economic growth. The approach in this document reflects 'evolution' not 'revolution' and will build on the good work done to date. However, to achieve our ambitions we will need to continue to explore new ideas and models for delivery and develop our understanding of what businesses actually need.

**The Council will use 3 'delivery models' to support enterprise and local business growth, as follows:**

### Direct Commissioning

The Council is proactive in directly commissioning business support or accommodation such as it does with SPACE and the more established units Hoobrook Enterprise Centre.

### Enabling and Engaging

The Council works alongside public or private sector partners to facilitate support or accommodation such as it did working with Stourport Town Council on the incubator space at the former Civic Centre where it provided financial support for the conversion work.

### Support and Signposting

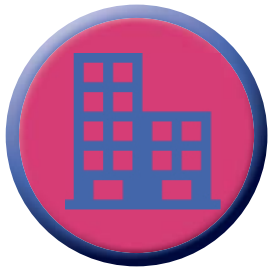
The Council supports the work of others such as LEPs and Growth Hubs where it acts as a 'signpost' for businesses looking for support.

The Council will consider using each of these approaches depending on the circumstances and will always take into account who is best placed to provide a solution to a particular business need. In many cases, the Council will play an 'enabling' or 'signposting' role, but it may be appropriate on occasions to be more pro-active and directly commission services where it is clear that there is a gap in the market that could be filled by the Council.

## 6. Proposed Activity

Delivering against our ambitions is the most critical part of this strategy. Although economic growth will primarily be driven by investment from the private sector, the Council and its strategic partners such as Worcestershire County Council and the Local Enterprise Partnerships can make a considerable contribution to the development of a successful local economy.

Aside from the fact that the Council is a major local employer, has some land and property assets and purchasing power which can potentially benefit local companies, the Council can make the biggest difference to the enterprise and growth agenda in three ways:



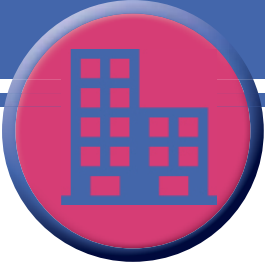
**Providing flexible business accommodation**



**Providing business support, mentoring and targeted financial assistance**



**Ensuring that Wyre Forest is investment ready**



## Providing flexible business accommodation

**The Council manages a diverse portfolio of property and land assets. In recent years, the Council has begun to utilise its assets to support the local economy through plans to regenerate key sites in the district as well as exploring opportunities to support local businesses.**

The Council's Strategic Asset Management Policy sets out a future approach which is focused on identifying opportunities for the Council to invest in existing and new assets to generate revenue and support economic growth, whilst disposing of under-performing assets to provide capital funding to invest. The Council has approval to deposit such capital receipts into an 'Evergreen Investment Fund'. Funding from this pot can be invested into schemes that bring a commercial return to the Council.

Through its direct commissioning approach the Council established a new business incubator unit at Hoo Farm Industrial Estate branded as SPACE. The unit was taken on a 10 year lease from 2013 and provides flexible workshop, office and storage space for small start up and growing businesses as their first business accommodation (rather than working from home).

Leases are for a maximum of three years during which businesses are supported to establish and grow before being encouraged to move out into more permanent accommodation at the end of the three year period, thus opening up space for new businesses to access SPACE.

As part of this strategy, the Council will consider how best to support the current business tenants at SPACE to move out at the end of the three year period; the simplest form of support will be sourcing details of available units that are on the market and signposting tenants to them.

However the Council will also consider whether it can directly commission grow on space either by utilising some of its own industrial space at Hoobrook Industrial Estate or by using the SPACE model to lease another unit as a SPACE+ grow on unit or by utilising any of its other property assets for grow on purposes.

In parallel the Council continues to work with private sector partners to help facilitate development of further new units or conversion of existing buildings that would accommodate start up or growing businesses; in some cases this will be purely private sector provision, but in others the Council may consider 'investing' in opportunities that facilitate grow on space.

Typically, the Council will consider investing in schemes that offer units of up to 1,000 square foot for start up accommodation and between 1,000 and 2,000 square foot for grow on space. These units will either be built as 'terraced' blocks of units or within larger 'business centres' with shared reception, offices, meeting rooms and amenities such as toilets and shower rooms. The Council will work with strategic partners such as the LEPs and Growth Hubs, to ensure that businesses can benefit from 'wraparound' support programmes, offering business coaching, mentoring and potentially grant assistance.

The Council will also explore working with the private sector to deliver larger industrial or office units (2,000 square foot and above) that could be offered at the market rate on long lease arrangements.

The Council will work to either facilitate private sector led schemes or where the opportunity arises consider investing its own resources to acquire and build out units to provide a portfolio of units to local small-medium sized businesses and to generate a long term revenue stream.

The Council's Evergreen Investment Fund will be a potential source of funding to finance 'investable' schemes along with financial mechanisms such as prudential borrowing and any grants that can be secured from LEPs.

In its role as local planning authority, the Council also has an important role to play in ensuring that the district has a sufficient supply of employment land and that sites and premises are of the right type and size. The current Local Plan review will set out the requirement for employment land over the 2016 to 2032 plan period.



## Providing business support, mentoring and targeted financial assistance

Through direct commissioning the Council has contracted with a local businessman for the last two years to offer support and mentoring for the business tenants in SPACE. In the first instance this assisted the Council in attracting and placing tenants in the unit and latterly has assisted with informal support and mentoring for the tenants.

In recent years, Wyre Forest has benefited from participation in a number of business support programmes funded through the European Regional Development Fund (ERDF) and delivered in conjunction with LEP partners. Some of the key outputs delivered in Wyre Forest as part of the 2007-2013 ERDF programme include:

- Funding secured: £1,933,601
- Existing Businesses supported: 225
- Start ups generated: 166
- Jobs created: 257

The next European Structural Fund Programme covers the period 2014 to 2020, although in reality practical delivery and spend of the funding will not take place until summer 2016.

A significant amount of Worcestershire and GBSLEP's European Structural Funding is allocated to Priority Axis 3 (SME Competitiveness) which will be used to commission and fund business support programmes across the LEP geography.

Going forward, the Council plans to continue to maximise the benefit of ERDF funding to businesses in the district. The Council will work closely with LEP partners to ensure that there is in place a portfolio of schemes available locally that will encourage further business start-up activity, business growth and inward investment.

The Council (via NWEDR) has already indicated financial and ‘in-kind officer’ support for several strategic projects being promoted by larger local authority partners such as Birmingham City Council, Solihull Council and Worcestershire County Council.

Subject to the funding applications being approved, NWEDR will ensure that project delivery is co-ordinated effectively in North Worcestershire and eligible businesses are aware of the support that is on offer. The programmes will ensure that eligible local businesses and entrepreneurs can benefit from a menu of support including:

- Information/ guidance and diagnostic to identify business needs;
- Intensive support from a qualified business adviser;
- Coaching and mentoring support for pre-starts and new business start-ups;
- Targeted financial assistance with schemes offering grants of between £10,000 and £100,000 to encourage business start-up activity or existing businesses to be able to progress their growth plans;
- Support for product development and process improvement;
- Sector specific support for key sectors;
- Intensive assist for businesses with high growth potential;
- Innovation advice and ‘proof of concept’ support;
- Supply chain development including access to opportunities such as HS2;
- Support to achieve resource efficiency;
- Support for Apprenticeships, training and workforce development.

More details on potential future ERDF schemes are attached at Appendix A.

NWEDR also provides some support to businesses that are not eligible for ERDF support. At this present time, the following non ERDF business support programmes are potentially available to local companies:

### Worcestershire Growth Fund

Worcestershire LEP capital grant fund for expanding businesses to increase employment and productivity.

To run to March 2018, subject to availability.

Grants of £20,000 to £100,000 subject to 50% match

### Get Set for Growth:

Regional Growth Fund programme focussing on accessing customers and finance

Master classes, 1:1 advice, mentoring

### In addition and subject to funding being made available, the potential exists to continue grant funding non eligible ERDF start up and established businesses as follows

Start up: up to £750 (50% match) grant for non ERDF programme eligible start ups

Booster: up to £2,500 (50% match) grant for non ERDF programme eligible expanding established (over 2 years old) businesses

The Council via the NWEDR shared service is also well placed to continue to act as a 'gateway' to local and regional business support programmes and initiatives. The team will work to ensure that local businesses understand what is available and how to access the support that they need and also ensure that an effective working relationship is maintained with the Growth Hubs, so that local businesses can benefit from a 'seamless' customer journey.



## Ensuring that Wyre Forest is investment ready

The Council has a track record in attracting investment to the district. During the last few years, the district has been successful in bringing new businesses to the area and also supporting existing firms to invest and expand their operation, creating new jobs for the local workforce.

The arrival of Amtek to Kidderminster has been the biggest success story but there have been other notable achievement including:

**May 2014, Amada UK opened its new £2m reconstructed UK Technical Centre, which showcases the company's state of the art machines and systems to its customers and safeguarded 50 jobs within the district;**

**June 2014, Beakbane opened its new £1.2m new factory which includes new production areas for the efficient manufacturing of the company's machine protection equipment;**

**March 2015, NTM-GB, a leading manufacturer of refuse and recycling trucks announced that they would be relocating to Kidderminster with plans to invest £2m and create 45 new jobs;**

**January 2016, Specsavers announced that they would be investing in a new £12m manufacturing and distribution facility in Kidderminster, which will create over 200 new jobs.**

The Council has played a pro-active role in securing investment opportunities and has worked to ensure that it creates the right conditions for growth, whether this is through its economic development activities, streamlining of its planning processes or by demonstrating the strategic leadership required to do whatever it can to 'land' investment into the district.

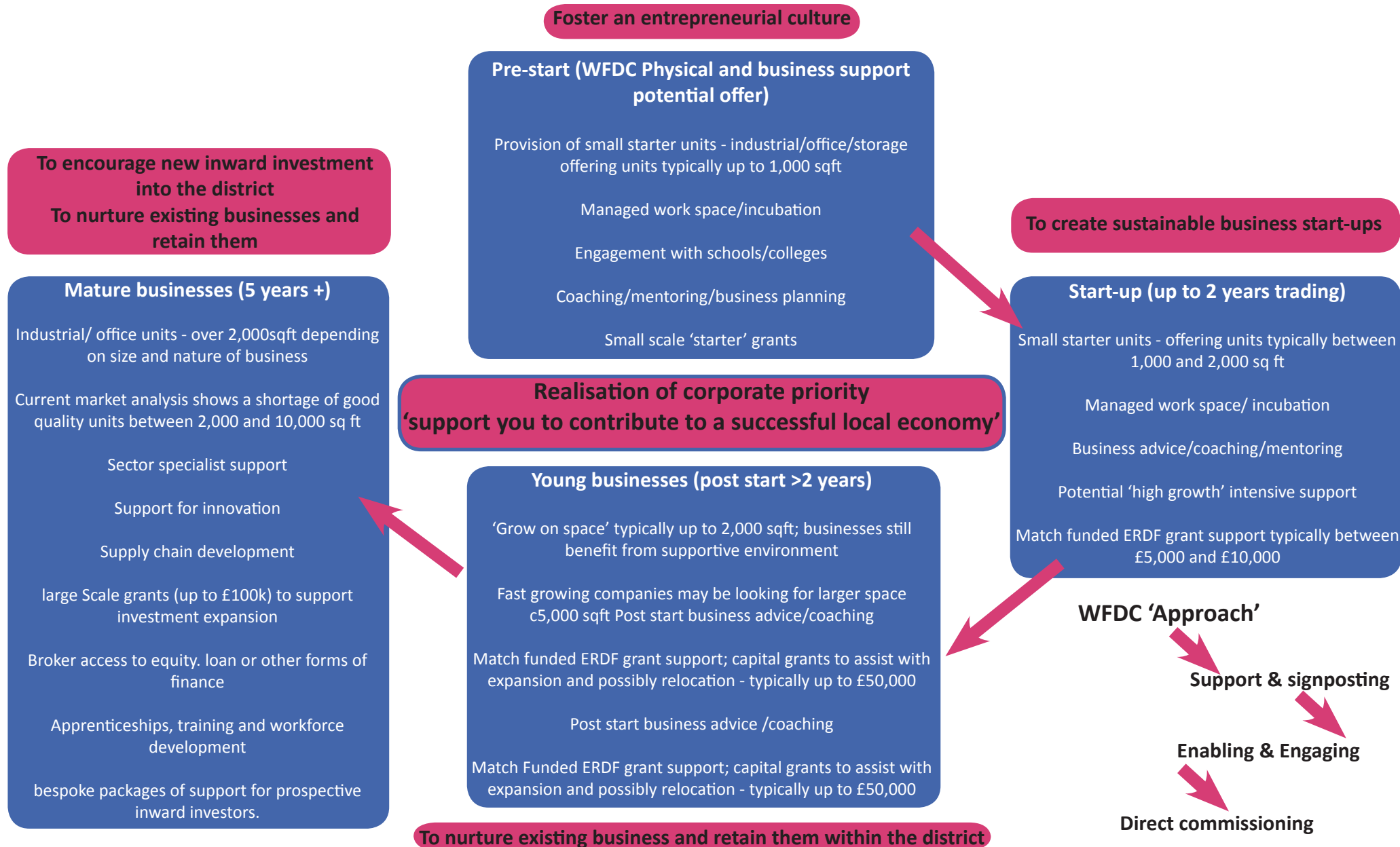
The introduction of flexible planning policies such as the Local Development Order (LDO) for the South Kidderminster Enterprise Park provides a practical example of how the Council can make it as easy as possible for businesses to invest in the district.

The Council intends to continue to ensure that enterprise and business growth is at the heart of everything that it does so that Wyre Forest can attract further investment and support further entrepreneurial activity.

# Strategic Framework

This document has set out an approach to how the Council intends to encourage enterprise and business growth activity. The diagram overleaf provides a visual representation of the strategic framework that will guide the Council's effort to supporting business growth at all stages of the 'business life cycle'.

The approach will be kept under review at least every 6 months to ensure that any changes to the economic climate or business support environment can be factored in. Furthermore, the Council will monitor the progress made in supporting enterprise and business growth by reporting against and monitoring a suite of 'measures' which are attached at appendix B.



Geography	Programme Name	Fit with WFDC Enterprise & Growth Ambition	Eligibility	Support
WLEP	Enterprising Worcestershire growth	To create sustainable business start-ups	B2B activity 2+ years trading	28 hours business advisor support £10,000 grant with 45% intervention rate for capital expenditure
WLEP	Resource Efficiency Worcestershire	To nurture existing businesses and retain them within the district	B2B activity	Energy audit £30,000 grant with 45% intervention rate for energy efficiency improvements.
WLEP	Proof of Concept	To nurture existing businesses and retain them within the district	All	Typical grant of £30,000 with maximum of £50,000 for product development. 45% intervention rate
GBS (BCC Lead)	HS2 Supply Chain	To nurture existing businesses and retain them within the district	HS2 suppliers or those wishing to access opportunities	£20,000 - £200,000 grant
GBS (BCC Lead)	Greenbridge	To nurture existing businesses and retain them within the district	Businesses in the green economy	£20,000 - £150,000 grants
GBS (BCC Lead)	Business Development Programme	To nurture existing businesses and retain them within the district	Specific sectors - must be 100% B2B trading 6 months +	£10,000 - £20,000 grants with 50% intervention rate for relocation, expansion and capital expenditure
GBS (BCC Lead)	Business Innovation Programme	To nurture existing businesses and retain them within the district	100% B2B activity Existing businesses	£10,000 - £30,000 grants for process improvement and new product development
GBS (Solihull Lead)	Start-up	Foster an entrepreneurial culture	Pre-start to 12 months of trading	12 hours business advisor support Intensive assist for high growth / innovative start-ups 3 hour info / guidance / diagnostic
WLEP	Enterprising worcestershire start up programme	Foster an entrepreneurial culture	Pre-start to 12 months of trading B2B for grants	12 hours business advisor support £5,000 grant for capital expenditure with 50% intervention rate Intensive assist for high growth potential
WLEP	Cyber programme	To nurture existing businesses and retain them within the district	B2B existing businesses	Cyber sector - specialist support for supply chain development Other businesses – 12 hours support and accreditation for cyber security. Grant of up to £15,000
WLEP	Investing in Growth	To nurture existing businesses and retain them within the district	B2B existing businesses Element for foreign direct investment	Large grant programme covering capital and revenue expenditure. £20,000 - £100,000 grants, Inward Investment advisor
GBS	Investing in Greater Birmingham	To encourage new inward investment into the district	Foreign direct investment and Business expansion/ relocation activity	Promotional and marketing activities to position the GBS area for inward investment Inward investment support

Support you to contribute to a successful economy	WFDC Enterprise and Growth Ambition	Proposed measures	Quarterly Frequency of Reporting
	Foster an entrepreneurial culture	<ul style="list-style-type: none"> <li>No. of schools supporting business related projects</li> <li>No. of FE colleges supporting business related courses</li> <li>No. of engagements between NWedR &amp; schools/Colleges</li> </ul>	Annually Annually Six monthly
	To create sustainable business start ups	<ul style="list-style-type: none"> <li>Nos. of businesses attending NWedR supported programmes surviving more than 1 year</li> <li>Nos. of businesses attending NWedR supported programmes surviving more than 2 year</li> <li>Nos. of businesses attending NWedR supported programmes surviving more than 3 year</li> </ul>	Annually  Annually (after 2 years)  Annually (After 3 years)
	To nurture existing businesses and retain them within the district	<ul style="list-style-type: none"> <li>Nos. of businesses receiving support from NWedR/ERDF funded programmes</li> <li>Businesses receiving support which either increase profits and/or turnover and/or employees and which remain in the district.</li> <li>Nos. of businesses occupying WFDC owned accommodation</li> </ul>	Annually Annually  Annually
	To encourage new inward investment into the district	<ul style="list-style-type: none"> <li>Amount of WFDC controlled property created per annum</li> <li>No. of promotional campaigns per quarter</li> <li>No. of approaches (direct or through intermediaries) made to potential businesses about available property/land</li> <li>No. of enquiries received resulting in a business locating in WFD</li> <li>No. of incentives promoted to businesses</li> <li>Total commercial floor space and/or land readily available in WFD advertised on search engines.</li> </ul>	Annually Quarterly Quarterly  Six monthly Quarterly Quarterly



## Overview and Scrutiny Committee

Report of: Paul Bayliss  
Interim Planning Policy Manager

Date: Thursday 2<sup>nd</sup> June 2016  
**Open**

### **Wyre Forest District Local Plan Review: Revised Local Development Scheme (Project Plan 2016 - 2019)**

#### **1. Recommendation**

1.1 The Committee may wish to:

- a. endorse and recommend to Cabinet for Adoption the proposed Revised Local Development Scheme 2016-19 set out in Appendix 1;
- or
- b. provide comments on or amended proposals on the Local Development Scheme for the Cabinet to consider with view to subsequent Adoption.

1.2 Upon Adoption the Revised Local Development Scheme 2016-19 is placed on the website

#### **2. Summary**

2.1 This paper sets out to inform Committee Members of proposals for the revision of the Local Development Scheme (LDS) (Project Plan) which guides the future production of the District's Local Plans. This will require Cabinet approval in June.

2.2 This paper is based on a briefing paper presented to the Local Plans Review Panel who recommended that it should proceed for Cabinet approval in June.

#### **3. Background**

3.1 Councils are required to publish up-to-date information on their progress in preparing their Local Plans against the LDS. Wyre Forest District Council publishes its LDS on the Planning Policy webpages of the Council's website.

3.2 The LDS was last reviewed in July 2015. Since then the following key areas of progress have been:

- i. implications arising from the Local Plan Issues and Options consultation (September 2015) have been assessed;
  - ii. key elements of the Local Plan evidence base (Objective Assessment of Housing Need and Employment Land Review) have been received in Draft form and are (at the time of writing this report) undergoing a process of due diligence;
  - iii. the process of developing the Preferred Option based on the implications of the emerging evidence base has commenced;
  - iv. Adoption of the revised Planning Obligations/Section 106 SPD is anticipated in September 2016.
  - v. Churchill and Blakedown Parish Council have progressed the development of their Neighbourhood Plan: submission to WFDC took place on 25 April 2016. Officers are now working towards an independent examination taking place in the Summer followed by referendum in October 2016 and “Making” of the Neighbourhood Plan by WFDC in November 2016.
  - vi. Bewdley Town Council and Upper Arley Parish Council have been granted area designations and are in the early stages of developing their neighbourhood plans.
- 3.3 Officers therefore consider it is timely to reassess the project plan to focus resources on new priorities for reviewing our Development Plan during the 2016-19 time period. It is important to keep the LDS up-to-date to help provide certainty to local stakeholders, developers and communities to assist in District wide regeneration.

#### **4. Key Issues**

- 4.1 In brief, the main areas for consideration in reassessing our priorities and resources with regard to Local Plans are as follows:
- In order to enable the development and justification of a balanced, economic-growth led strategy it is necessary produce an up-to-date evidence base. Two key studies in this respect (Objective Assessment of Housing Need and Employment Land Review) have now been received in Draft form and are (at the time of writing of this report) being subjected to a process of due diligence. It is anticipated that these reports will be released in late May 2016. Additional new elements of the necessary evidence base required to inform the development of the Preferred Option will be:
    - an update of the “Strategic Flood Risk Assessment and Water Cycle Study”. This will be necessary to advise in respect of the flooding likelihood of potential development locations (following updates to EA flood mapping) and to assess infrastructure headroom or deficit at locations proposed for development;

- a formal review of the Green Belt. It is now necessary to undertake such a review due to the length of time since the Green Belt boundaries were drawn and the NPPF requirement for an up to date evidence base. This review will be necessary in order that the boundary might be defensible at examination.
  - an update of the Infrastructure Delivery Plan will be necessary to ensure appropriate infrastructure is provided to support the development arising from the Plan.
  - The need to avoid main holiday seasons (particularly Christmas/New Year and Summer holiday period) in the timing of consultation periods (Preferred Option, Pre-submission and Main Modifications).
  - Duty to Co-operate requirements that may arise from the metropolitan area and the potential impact on the Local Plan Review.
  - Increasing resource requirements to help facilitate Neighbourhood Development Plans in the District.
  - The review of existing Supplementary Planning Documents including the Planning Obligations SPD.
  - The production of a Community Infrastructure Levy Charging Schedule subject to the findings of viability evidence.
- 4.2 Officers can provide a more detailed explanation of the points listed above at the meeting on June 2<sup>nd</sup> if required.
- 4.3 Members of the Committee might also wish to note the publication of the Report and Recommendations of the Local Plans Expert Panel (along with other papers associated with the Government's publication of the Budget – see <http://lpeg.org/> ).Should Government decide to accept the Panel's recommendations they would have a considerable impact upon Local and Neighbourhood Planning and could well impact upon the timetable for the Review. However, until Government have formed a view on these recommendations it will be necessary to continue with the current proposed timetable. The implication for the Wyre Forest Plan would be to potentially shorten the timescale for the Plan's production, not extend it beyond the March 2018 cut off point.

## **5. The Revised Local Development Scheme 2015-18**

- 5.1 A Draft Revised LDS (which covers the 2016-19 time period), is attached at Appendix 1 to this report and the current LDS (2015) can be viewed on the Council's website at [www.wyreforestdc.gov.uk/planningpolicy](http://www.wyreforestdc.gov.uk/planningpolicy).

5.2 The key proposed changes in this Revised LDS are in summary:

- An update on progress with regard to milestones set out in the 2015 LDS.
- Progress the review of the Core Strategy and production of a District Wide Local Plan with the publication of a Preferred Option for a 6-week consultation in early January 2017.
- The inclusion of a timetable for the review of the Development Obligations SPD.
- The inclusion of timetables for progressing Neighbourhood Development Plans.

## **6. Conclusion**

6.1 Officers consider that the revised Project Plan attached at Appendix 1 to this paper provides a realistic programme on which to focus the Council's objectives for development planning over the next three year period. There will be some significant challenges ahead, particularly with regard to the delivery of the objectively assessment housing need along with the necessary and commensurate development required to ensure balanced growth. Additional challenges for the Council may also arise from the Duty to Co-operate requirements. The increasing interest in developing Neighbourhood Development Plans within the District also has implications for resources within the Planning Policy Team.

## **7. Next Steps**

7.1 Subject to Cabinet approval in June, the Revised LDS will be published on the District Council's website.

## **8. Options for the Overview and Scrutiny Committee**

8.1 The Committee may wish to:

- a. endorse and recommend to Cabinet for Adoption the proposed Revised Local Development Scheme 2016-19 as set out in Appendix 1; or
- b. provide comments on or amended proposals on the Local Development Scheme for the Cabinet to consider with view to subsequent Adoption.

**9. Appendices**

Appendix 1: Draft Revised Local Development Scheme (Project Plan)  
2016-19 (March 2016)

**10. Background Papers**

- Wyre Forest District Revised Local Development Scheme (July 2015)

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Wyre Forest District

**DEVELOPMENT PLAN**

**REVISED PROJECT PLAN**

**(LOCAL DEVELOPMENT SCHEME)**

**2016-2019**

**June 2016**

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**Wyre Forest District Council**

## JARGON GUIDE

**AMR      Annual Monitoring Report**

An annually produced document which sets out the progress made in achieving the timetable set out in the Local Development Scheme as well as measuring the effectiveness of the development plan policies.

**CIL      Community Infrastructure Levy (CIL)**

The Planning Act 2008 enables local planning authorities to charge a Community Infrastructure Levy (CIL) in its area. The CIL must be set at an appropriate level to help fund strategic infrastructure for the Council and the local community to support planned growth, but not too high to render growth commercially unviable.

**CS      Community Strategy**

Local Authorities are required by the Local Government Act 2000 to prepare this, with the aim of improving the social, environmental and economic wellbeing of their areas.

**LP      Local Plan**

Collective term given to all statutory documents that form the Development Plan for the District. These currently comprise of the Core Strategy, Site Allocations and Policies Local Plan, Kidderminster Central Area Action Plan and a Policies Map. This portfolio of documents will be replaced by a single (integrated) Local Plan document when the Review is completed.

**SA      Sustainability Appraisal (SA)**

A tool for appraising policies to ensure that they balance social, economic and environmental development objectives which incorporates the requirements of the 2001 Strategic Environmental Assessment (SEA) Directive. The 2004 Planning and Compulsory Purchase Act requires SA to be undertaken for all Local Development Documents.

**SCI                    Statement of Community Involvement**

This sets out the planning authority's proposals for involving the local community in plan-making. It is not a DPD but it is, however, subject to independent examination.

**SPD                    Supplementary Planning Document**

These will cover a range of issues and expand on the policies contained within Local Plans. They are, however, not part of the development plan and will not be subject to independent examination.

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## 1. PURPOSE OF THE PROJECT PLAN

- 1.1 This project plan (the Local Development Scheme) provides up to date information for stakeholders and the general public about the status and coverage of Development Plan Documents and the Council's intention for their future preparation. It sets out:
- a) Which Planning Policies are currently in force in the District
  - b) What the Council's intentions are for the plan making framework over the next three years to 2019
- 1.2 The project plan includes information relating to timescales and resources, the content of new plans and their scope and coverage.

### **Background**

- 1.3 Councils should continue to prepare and maintain a "Local Development Scheme"(project plan), specifying the documents that will make up their Development Plan; their subject matter and area and the timetable for their preparation and revision.
- 1.4 Under changes brought about through the Localism Act 2011, aimed at simplifying the planning system, Councils are no longer required to submit the Local Development Scheme to the Secretary of State, but they must publish up-to-date information on their progress in preparing Local Plans against the project plan.

### **Key changes introduced to the LDS in this review**

- 1.5 The District Council's first LDS was formally submitted to the Secretary of State in February 2005 and came into effect on 27<sup>th</sup> March 2005. Since then the Project Plan has progressively been refined through a process of monitoring and review. The last review was undertaken during July 2015; this document provides a review of timescales to focus on the production of a single Local Plan for the District.

- 1.6 The key changes introduced as part of this review are the reprogramming of the timetable to take account of the updating of the evidence base, the review of the Core Strategy and the production of the District's new Local Plan. It also provides an update on the Supplementary Planning Documents.
- 1.7 Since the last LDS Review, the Chaddesley Corbett Neighbourhood Plan has been made. Three more Town and Parish Councils are now progressing a Neighbourhood Plan and further information is included on these.

## **2. CURRENT DISTRICT LOCAL PLANNING POLICY**

- 2.1 At present the main Planning Policies for the District are contained in the following documents:

- ❖ Wyre Forest Adopted Core Strategy (December 2010)
- ❖ Wyre Forest Adopted Site Allocations and Policies Local Plan (July 2013)
- ❖ Kidderminster Central Area Action Plan (July 2013)
- ❖ Worcestershire Adopted Waste Core Strategy (2012)
- ❖ Worcestershire Minerals Local Plan Saved Policies
- ❖ Chaddesley Corbett Neighbourhood Plan (September 2014)

### **Wyre Forest Adopted Core Strategy (December 2010)**

- 2.2 The Core Strategy was formally adopted by the Council in December 2010 following an Independent Examination by a Planning Inspector. This is the key strategic level document for the District and sets out the broad strategy and vision for development within the District up until 2026. The Core Strategy was adopted prior to the publication of the National Planning Policy Framework and carried forward the housing, employment and retail targets allocated to the District in the West Midlands Regional Spatial Strategy (WMRSS). The WMRSS was revoked in 2013 and Local Authorities are now required to set their own development plan targets.

**Wyre Forest Adopted Site Allocations and Policies Local Plan (July 2013)**

- 2.3 The Site Allocations and Policies Local Plan was formally adopted by the Council in July 2013 following Independent Examination which included a consistency assessment against the National Planning Policy Framework policies. This contains the detailed site allocations and their associated policies in order to meet the overarching Development Strategy. It also contains a number of generic Development Management policies.

**Kidderminster Central Area Action Plan (July 2013)**

- 2.4 The Kidderminster Central Area Action Plan was formally adopted by the Council in July 2013 following Independent Examination which included a consistency assessment against the National Planning Policy Framework policies. This contains detailed policies for sites within the central area of Kidderminster and has a strong focus on regeneration.

**Supplementary Planning Documents/Supplementary Guidance**

- 2.5 The District Council has found it helpful to prepare additional guidance to further clarify some of the Local Plan policies. These documents have been formally adopted by the Council as Supplementary Planning Documents (SPD) and as such can be afforded material consideration.
- 2.6 Worcestershire County Council has also produced Supplementary Guidance in relation to Education Contributions, Landscape Character Assessment and a Green Infrastructure Strategy. These have been endorsed by the District Council and are therefore a material consideration against which planning applications should be assessed.
- 2.7 The table below relates to existing Supplementary Planning Guidance/Documents for the Wyre Forest District. They are capable of being a material consideration in determining planning applications.

Table 1: Existing Supplementary Planning Guidance/Documents

<b>Document Title</b>	<b>Current Status</b>	<b>Brief Description</b>	<b>Relevant DPD</b>
Wyre Forest Cycling Strategy	Adopted SPG (2002)	Proposed cycle route network & promotion of cycling	<ul style="list-style-type: none"> <li>- Core Strategy</li> <li>- Site Allocations</li> <li>- KCAAP</li> </ul>
Shop Front Design Guide within Historic Areas	Adopted SPG (2004)	Design Guidance for new, replacements or alterations to existing shop fronts in historic settings.	<ul style="list-style-type: none"> <li>- Site Allocations</li> </ul>
Severn Road Development Brief	Adopted SPG (2001)	Redevelopment Proposals for three sites on the eastside of Stourport on Severn town centre.	<ul style="list-style-type: none"> <li>- Site Allocations</li> </ul>
Bridge Street Basins Link Development Brief	Adopted SPD (2005)	Redevelopment proposals for a site on the east side of Stourport-on-Severn town centre linking Bridge Street and the Canal Basins.	<ul style="list-style-type: none"> <li>- Site Allocations</li> </ul>
Planning Obligations	Adopted SPD (2007)	Sets out the District Council's requirements for developer contributions.	<ul style="list-style-type: none"> <li>- Core Strategy</li> <li>- Site Allocations</li> <li>- KCAAP</li> </ul>
Churchfields Masterplan	Adopted SPD (2011)	Development brief for Churchfields area of Kidderminster as a key regeneration opportunity.	<ul style="list-style-type: none"> <li>- Core Strategy</li> <li>- KCAAP</li> </ul>
Landscape Character Assessment	Adopted SG (Dec 2011)	Detailed guidance on landscape character assessment for Worcestershire produced by WCC.	<ul style="list-style-type: none"> <li>- Core Strategy</li> <li>- Site Allocations</li> </ul>
Affordable Housing	Adopted SPD (July 2014)	Detailed guidance on applying the District's Affordable Housing policies.	<ul style="list-style-type: none"> <li>- Core Strategy</li> <li>- Site Allocations</li> <li>- KCAAP</li> </ul>
Design Guidance	Adopted SPD (June 2015)	Guidance for applicants and developers on design and local distinctiveness.	<ul style="list-style-type: none"> <li>- Core Strategy</li> <li>- Site Allocations</li> <li>- KCAAP</li> </ul>

### **3. REVIEW OF THE ADOPTED CORE STRATEGY AND PREPARATION OF A DISTRICT LOCAL PLAN**

3.1 The remainder of this Project Plan will consider the preparation of new Local Plans which will form the Development Plan and these are set out in more detail in Appendix A (Programme Management Timetable) and Appendix B ( Profiles & milestones). The proposed Documents that follow are sub-divided into five main categories, namely:

- ❖ Statement of Community Involvement
- ❖ Local Plans;
- ❖ Supplementary Planning Documents.
- ❖ Community Infrastructure Levy Charging Schedule
- ❖ Neighbourhood Development Plans

#### **Progressing the Local Development Framework.**

3.2 Since the last review of the Local Development Scheme in July 2015, the Council has made the following progress in meeting its milestones:

- Completion of the Local Plan “Issues and Options (September 2015)” public consultation;
- “Issues and Options” consultation responses analysed and considered alongside Objective Assessment of Housing Needs and Employment Land Review outputs;
- Retail Needs Study received;
- Strategic Flood Risk and Water Cycle Study commissioned;
- Development of Preferred Option commenced;
- Need identified for further evidence work to be initiated;
- Facilitating progress on Neighbourhood Plan for Churchill and Blakedown (anticipated submission to Council mid-April 2016);
- Bewdley Town Council and Upper Arley Parish Council designated as lead bodies
- Planning Obligations SPD public consultation completed in February 2016. Anticipated completion in Summer 2016.

3.3 During 2016-19 we anticipate that our resources will be concentrated on:

- Preparation of the Local Plan “Preferred Option” to involve the review and revision where necessary of core strategy and all policies and allocations in the current Local Plan portfolio. Anticipated consultation to commence in January 2017. .
- Progressing work on evidence base studies during 2016/17 to inform the Core Strategy Review and production of the Local Plan. This is likely to include a review of the Green Belt, a revised Infrastructure Development Plan and an updated assessment of open spaces, playing pitch and built facilities (eg swimming pools, sports halls) arising from and required to support any additional proposed development contained within the Preferred Option.
- Early analysis of Preferred Option consultation responses and initial preparation of proposed submission document;
- Continue to facilitate progress on Neighbourhood Plan for Churchill and Blakedown; submission is anticipated in mid-April 2016 with examination in the summer of 2016. The Plan should be “Made” in November 2016.
- Facilitate progress on the Neighbourhood Plans for Bewdley and Upper Arley.
- Complete the Planning Obligations SPD in 2016/17
- Undertake further viability assessment work and consider potential impacts of a CIL Charging Tariff within the District.

#### **4. STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

4.1 The District Council’s first Statement of Community Involvement was formally adopted by the Council in April 2006. In February 2013 the District Council adopted a Revised Statement of Community Involvement in order to reflect changes to the regulations governing the preparation of Local Plans, the introduction of neighbourhood planning and changes to consultation on planning applications. The Revised Statement of Community Involvement provides a set of clear guidelines and minimum standards that the community and interest groups can expect when Local Plans are being prepared. It provides guidance on how bodies carrying out neighbourhood planning should undertake consultation and sets out the methods of consultation the District Council will use

when undertaking its statutory duties in relation to neighbourhood planning. The document also clarifies the community participation and public consultation arrangements for the determination of Planning Applications.

## **5. LOCAL PLANS**

**2016 to 2019**

### **District wide Local Plan**

- 5.1 During 2015 we commenced a review of the Adopted Core Strategy. This started with an Issues and Options consultation in September 2015: this workstream will take the opportunity to include the Site Allocations and Kidderminster Central Area Action Plan and combine into a single District-wide Local Plan rather than continuing with three separate Development Plan Documents. This work, along with the fresh evidence generated within this process, will directly influence the development of a Local Plan “Preferred Option” which will be consulted upon in early 2017.

## **6. SUPPLEMENTARY PLANNING DOCUMENTS (SPDs)**

- 6.1 SPDs provide further detail, guidance and clarification on specific areas of planning policy and development management within the Wyre Forest District. The Planning Policy Section is co-ordinating a review of the Planning Obligations SPD the consultation for which took place in early 2016. Completion of this work is anticipated in Summer 2016
- 6.2 The need for further SPDs will be monitored and kept under review during the 2016-19 time period and up to date information will be included in the Project Plan as and when necessary. Some of the Supplementary Planning Guidance relates to sites which are currently being developed out and will therefore be subject to review in the next LDS as developments are completed and they are no longer required.

## **7. COMMUNITY INFRASTRUCTURE LEVY (CIL)**

- 7.1 The District Council is currently still considering the potential to bring forward a Community Infrastructure Levy (CIL) Charging Schedule for the area in consultation with the other Worcestershire Authorities. CIL would allow the authority to raise funds from new developments and rates should be set in consultation with local communities and developers and will provide certainty up front about how much money developers will be expected to contribute.
- 7.2 Charging Authorities must produce a charging schedule setting out the levy's rate in their area, which must strike an appropriate balance between the desirability of funding infrastructure and the potential effects of the levy upon the economic viability of development across their area.
- 7.3 To progress a tariff we will require up to date evidence about the effect of the levy on economic viability to demonstrate that any proposed rate strikes an appropriate balance. The level of CIL charge must only be set on the basis of viability. A decision was made by Cabinet in 2013 to postpone progression on CIL and to consider it in line with the Local Plan Review. This position will be reviewed alongside the on-going development of the Preferred Option of the Local Plan throughout 2016.

## **8. NEIGHBOURHOOD DEVELOPMENT PLANS**

- 8.1 Neighbourhood Planning is central to the Government's Localism Agenda. The right to produce Neighbourhood Development Plans is introduced through the Localism Act 2011.
- 8.2 As the Local Planning Authority we must provide advice and assistance to Parish and Town Councils or Neighbourhood Forums in unparished areas, should they wish to bring forward a Neighbourhood Development Plan/Order for their area. We will take an active role in advising and supporting community groups, sharing evidence and information. This is proving to be a considerable draw on the

resources of the Planning Policy Section going forward and will need to be kept under review with regard to allocating additional staff resources to this function.

8.3 Under the Neighbourhood Planning Regulations it is the District Council's role to:

1. Determine applications for neighbourhood areas
2. Publish Neighbourhood Plans which are submitted to the District Council and notify relevant bodies of their receipt.
3. Organise an independent examination for a Neighbourhood Development Plan/Order
4. Organise a Local Referendum
5. Make the Neighbourhood Development Plan as part of our Local Plan if a majority "yes" vote is secured at the referendum.

8.4 The District Council has four designated Neighbourhood Areas within the District:

- Chaddesley Corbett Parish
- Churchill and Blakedown Parish
- Bewdley Parish
- Upper Arley Parish

8.5 Chaddesley Corbett Parish Council began work on their Neighbourhood Development Plan in 2012. The plan was subject to independent examination and a referendum in which a majority yes vote was secured. It was made in September 2014 and forms part of the District's Development Plan.

8.6 Churchill and Blakedown Parish Council are preparing a Neighbourhood Development Plan. The Neighbourhood Area was approved in April 2013. The Plan was Submitted on 25 April 2016 and it is anticipated that the plan will be examined in time for a referendum to be held in October 2016.

8.7 Bewdley Town Council has recently applied to have the area designated for the purposes of a Neighbourhood Development Plan. No formal timetable has been set for the production of a plan as yet, but officers expect this to continue to progress throughout 2016/17 and that the Town Council will work towards a referendum in May 2018.

8.8 Upper Arley Parish Council has also recently been designated as a Neighbourhood Area. As above no formal timetable has yet been produced however, it is anticipated that the Parish Council will work towards a referendum being held in May 2018.

# APPENDIX A - Programme for the preparation and review of Development Plan

## Local Plan – March 2016

	2015												2016											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Proposed LDS (2016)	1						2		3		4													

	2017												2018											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Proposed LDS (2016)	5	6		7				8	9		10		11			12			13	14				

## Key

No/Colour	Stage
1	Evidence Base preparation and assessment of needs
2	Cabinet approval for Issues and Options consultation
3	Issues and Options Consultation
4	Consideration of consultation responses and development of Preferred Option
5	Council approval of Preferred Options consultation
6	Preferred Options consultation
7	Consideration of consultation responses and development of Publication Plan

No/Colour	Stage
8	Council approval of Publication consultation
9	Pre-submission Public Consultation
10	Consideration of consultation responses and finalisation of submission plan
11	Submission to Secretary of State
12	Independent Examination and Proposed Modifications consultation
13	Receipt of Inspector's report
14	Council Adoption of local plan

# APPENDIX A - Programme for the preparation and review of Development Plan

## Planning Obligations SPD

	2015												2016											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Planning Obligations SPD						2							3		4									

No/Colour	Stage
1	Evidence Base preparation and assessment of needs
2	Preparation of Draft SPD
3	Regulation 12(b) consultation
4	Preparation and Adoption of SPD

# APPENDIX A - Programme for the preparation and review of Development Plan

## Churchill and Blakedown Neighbourhood Plan

	2015												2016											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Churchill and Blakedown Neighbourhood Plan											1				2	3	4		5		6	7	8	

No/Colour	Stage
1	Pre submission consultation (Reg 14)
2	Consultation on SA scoping report
3	Submission of Neighbourhood Plan to WFDC (Reg 15)
4	WFDC publicise Neighbourhood Plan (Reg 16)
5	Examination of Neighbourhood Plan (Regulation 18)
6	Redraft plan in relation to Inspectors comments and arrange referendum
7	Referendum
8	Neighbourhood Plan adopted by WFDC (Reg 19/20)

## APPENDIX B – Local Plan Profiles

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### 1. STATEMENT OF COMMUNITY INVOLVEMENT

#### Overview:

- ❖ Role & Coverage: Sets out how the District Council will involve stakeholders and the local community in the preparation of all Local Development Documents and the consideration of planning applications.
- ❖ Coverage: District-wide
- ❖ Status: Non Development Plan LDD
- ❖ Conformity: Regulations and requirements set out by Government and the District Council's Consultation Strategy 2004  
  
Planning and Compulsory Purchase Act 2004 as amended

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#### Key Milestones:

- REVIEWED: FEBRUARY 2013
- MONITOR THROUGH ANNUAL MONITORING REPORT AND REVIEW IF SIGNIFICANT LEGISLATIVE CHANGES OCCUR.

## APPENDIX B – Local Plan Profiles

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### 2. CORE STRATEGY

#### Overview:

- ❖ Role & Coverage: Strategic document setting out the vision and spatial planning framework for the District up to 2026. Includes generic strategy and core policies on subjects including housing; climate change and the environment; economy, town centres, local distinctiveness and transport infrastructure.
- ❖ Coverage: District-wide
- ❖ Status: Local Plan
- ❖ Conformity: Regulations and requirements set out by Government National Planning Policy

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#### Key Milestones:

- ADOPTED: DECEMBER 2010
- MONITOR AND REVIEW THROUGH ANNUAL MONITORING PROCESS.
- REVIEW TO COMMENCE IN 2015 FOLLOWING EVIDENCE BASE COLLATION AND RENEWAL IN 2014.
- ISSUES AND OPTIONS CONSULTATION COMPLETED OCTOBER 2015.
- ADDITIONAL EVIDENCE BASE COMMISSIONS REQUIRED TO SUPPORT PREPARATION OF PREFERRED OPTION – COMPLETION OF PREFERRED OPTION DEVELOPMENT BY DECEMBER 2016

## APPENDIX B – Local Plan Profiles

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### 3. SITE ALLOCATIONS AND POLICIES LOCAL PLAN

#### Overview:

- ❖ **Role & Coverage:** Identifies the specific sites that will provide for the District's development needs in the period up to 2026, in conformity with the Adopted Core Strategy. It will also designate specific areas for protection/safeguarding during the plan period and include some generic development control policies.
- ❖ **Coverage:** District-wide
- ❖ **Status:** Local Plan
- ❖ **Conformity:** Regulations and requirements set out by Government  
National Planning Policy  
Core Strategy

#### Key Milestones:

- ADOPTED: JULY 2013
- MONITOR AND REVIEW THROUGH ANNUAL MONITORING PROCESS. INCORPORATE INTO DISTRICT WIDE LOCAL PLAN IN PARALLEL WITH CORE STRATEGY REVIEW.
- WILL BE REVIEWED AS INTEGRAL PART OF PREFERRED OPTION PREPARATION.

## APPENDIX B – Local Plan Profiles

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### 4. KIDDERMINSTER CENTRAL AREA ACTION PLAN

#### Overview:

Role & Coverage:	To provide a detailed planning policy framework, which sets out the strategy and policies for the development of the town's central area, and helps to achieve this regeneration. The KCAAP will help to stimulate regeneration and investment in the town by providing certainty and confidence for potential investors, as well as providing the basis for co-ordinating the actions of a range of public and private sector partners.
❖ Coverage:	Central Kidderminster including the Town Centre, Horsefair, Comberton Hill, Mill Street and Park Lane.
❖ Status:	Local Plan
❖ Conformity:	Regulations and requirements set out by Government National Planning Policy Core Strategy

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#### Key Milestones:

- ADOPTED: JULY 2013
- MONITOR AND REVIEW THROUGH ANNUAL MONITORING PROCESS. INCORPORATE INTO DISTRICT WIDE LOCAL PLAN IN PARALLEL WITH CORE STRATEGY REVIEW.
- WILL BE REVIEWED AS INTEGRAL PART OF PREFERRED OPTION PREPARATION.

## Overview & Scrutiny Committee Recommendation Tracking 2015/2016

Scrutiny Date	Recommendation	Cabinet Date	Decision	Action Taken
04/06/15	<b>Design Guidance Supplementary Planning Document (SPD) – Adoption</b> That the Design Guidance Supplementary Planning Document as attached at Appendix 2 of the report to the Overview and Scrutiny, be formally adopted.	23/06/15 Agenda Item 10.1	1. The Design Guidance Supplementary Planning Document as set out at Appendix 2 of the report to Cabinet be adopted and that the Consultation Statement as set out at Appendix 1 of the report be endorsed for publication.  2. That delegated authority be given to the Director of Economic Prosperity and Place to make any final changes to the formatting and images of the Supplementary Planning Document.	Formally adopted by the Council 23 June 2015.  Placed on website upon adoption.
02/07/15	<b>Local Development Scheme</b> 1. The proposed Revised Local Development Scheme 2015-18 as set out in Appendix 1 of the report to the Overview and Scrutiny Committee be endorsed. 2. To explore the possibility of introducing a reasonable charging structure for Parish and Town Councils to contribute towards the resource requirements in developing Neighbourhood Development Plans within the District.	14/07/15 Agenda Item 8.2	1. The Revised Local Development Scheme as set out at Appendix 1 of the report to Cabinet for publication be approved. 2. Delegated authority be granted to the Director of Economic Prosperity and Place to make any final changes to the formatting of the Revised Local Development Scheme prior to its publication. 3. The possibility of introducing a reasonable charging structure	Formally adopted by the Council July 2015.  Placed on website upon adoption.  Proposed Revised Local Development Scheme being placed before Cabinet June 2016. This to take account of consequences of Issues and Options consultation and additional evidence requirements.

## Agenda Item No. 9

			for Parish and Town Councils to contribute towards the resource requirements in developing Neighbourhood Development Plans within the District be explored.	
08/09/15	<b>Annual Report on Treasury Management Service and Actual Prudential Indicators 2014/15</b> <b>Recommend to Council:</b> <ul style="list-style-type: none"> <li>The Actual 2014/15 prudential and treasury indicators as set out in the report to the Overview and Scrutiny Committee, be approved.</li> <li>The annual treasury management report for 2014/15 be noted.</li> </ul>	Council 30/09/15 Agenda Item 12(a)	<ul style="list-style-type: none"> <li>The Actual 2014/15 prudential and treasury indicators as set out in the report to the Overview and Scrutiny Committee, be approved.</li> <li>The annual treasury management report for 2014/15 be noted.</li> </ul>	Treasury Management has been operated within approved policy with no breaches or issues.
08/09/15	<b>Climate Change Update</b> The Climate Change Action Plan 2015/16 as set out at Appendix 2 of the report to the Overview and Scrutiny Committee, be approved.	16/09/15 Agenda Item 11.1	The Climate Change Action Plan 2015/16 as set out at Appendix 2 of the report to the Overview and Scrutiny Committee be approved.	Ongoing delivery of Climate Change Action Plan. Report on implementation in 2015/16 and updated plan for 2016/17 to be taken to O&S in September 2016.
08/09/15	<b>Wyre Forest Health and Wellbeing Plan Update</b> <ul style="list-style-type: none"> <li>The Wyre Forest Health and Wellbeing Plan 2015/16 as attached at Appendix 1 of the report to the Overview and Scrutiny Committee, be approved.</li> <li>Consideration be given to renaming the Wyre Forest Health and Wellbeing Plan to Information on Wellbeing in Wyre Forest.</li> </ul>	16/09/15 Agenda Item 11.1	The Wyre Forest Health and Wellbeing Plan 2015/16 as attached at Appendix 1 of the report to the Overview and Scrutiny Committee, be approved.  The following was not accepted: Consideration be given to renaming the Wyre Forest Health and Wellbeing Plan to Information on Wellbeing in Wyre Forest.	Ongoing delivery of Health & Wellbeing Plan. Report on implementation in 2015/16 and updated plan for 2016/17 to be taken to O&S in September 2016.

24/09/15	<p><b>Recommendations from the Kidderminster Town Centre Market Provision Review Panel</b></p> <p>Recommend to the Cabinet Member for Planning and Economic Regeneration:</p> <ul style="list-style-type: none"> <li>• To ensure there is ample opportunity to give the future market operator scope for investment in stalls (the design and style of which is to be approved by the Council) and equipment, the length of the contract should be for a period of 5 years and 5 years rolling.</li> <li>• There is no change to the days of the week which the general market is held on. They continue to be held on a Thursday and Saturday, within the streets of the Town Centre as defined by a boundary map. The stalls be set up with due regard to health and safety compliance and with minimum disruption as possible to the existing business within the Town.</li> <li>• The Council reserves to right to utilise the space identified for the general market to hold 4 special events / festival markets throughout the year. The special events / festival markets would be organised by the Town Centres Manager in consultation with the Town Centre Team. The Market Operator to be</li> </ul>	Dealt with under Strong Leader Model		New market provider procured and began operating April 2016; all recommendations from O&S incorporated into contract.
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	<p>invited to be a Member of the Town Centre Team.</p> <ul style="list-style-type: none"> <li>On the occasions when festival markets are held over a 3 day period, the option may be given to the Market Operator to invite general market traders to take part in the 3 day events.</li> </ul>			
05/11/15	<p><b>Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2015/16</b></p> <p><b>Recommend to Council:</b> To approve the Treasury Management Mid-year Review and updated Prudential Indicators</p>	<p>Council Agenda Item 13(b)</p>	<p>The Treasury Management Mid-year Review and updated Prudential Indicators be approved.</p>	<p>Treasury Management has been operated within approved policy with no breaches or issues.</p>
05/11/15	<p><b>Council Tax Reduction Scheme Review 2016/17</b></p> <p>Points a) to d) endorsed by the Committee</p> <p><b>Recommend to Cabinet:</b> e) The submission to the consultation from the Children's Society be taken into consideration when making final recommendations to Council.</p>	<p>10/11/15 Agenda Item 8.1</p> <p>Council Agenda Item 13(c)</p>	<p>RECOMMEND to Council that from 1 April 2016:</p> <ol style="list-style-type: none"> <li>The exceptional hardship fund is retained to support claimants who are unable to pay their council tax liability due to financial hardship;</li> <li>The technical changes outlined in paragraph 3.4 of the report are adopted in the Council Tax Reduction Scheme;</li> <li>The capital limit be reduced from £16,000 to £12,000;</li> <li>The minimum payment required by all working age claimants be increased to 20%, on the basis that the Council is not minded to review the level</li> </ol>	<p>The changes agreed have been implemented from 1<sup>st</sup> April 2016.</p>

			<p>of contribution again for the period before 2019-20.</p> <p><b>Council Decision:</b> From 1st April 2016:</p> <ol style="list-style-type: none"> <li>1. The exceptional hardship fund be retained to support claimants who are unable to pay their council tax liability due to financial hardship;</li> <li>2. The technical changes outlined in paragraph 3.4 of the report be adopted in the Council Tax Reduction Scheme;</li> <li>3. The capital limit be reduced from £16,000 to £12,000;</li> <li>4. The minimum payment required by all working age claimants be increased to 20%, on the basis that the Council is not minded to review the level of contribution again for the period before 2019-20.</li> </ol>	
03/12/15	<p><b>Local Plan Review: Issues and Options Consultation Responses</b></p> <p>The consultation responses as set out at Appendices 1 and 3 of the report to the Overview and Scrutiny Committee, be approved for publication on the District Council's website to help inform the development of the Local Plan Review Preferred Options</p>	22/12/15 Agenda Item 8.1	<ol style="list-style-type: none"> <li>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.</li> <li>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</li> </ol>	<p>Issues and Options consultation completed and responses placed on website 23 December 2015.</p> <p>Preparation of Preferred Option underway with anticipated consultation start date in January 2017.</p>

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			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.	
03/12/15	<b>Review of Planning Obligations Supplementary Planning Document (SPD)</b> The Cabinet Member for Planning and Economic Regeneration approves the draft Planning Obligations SPD alongside the proposed amendments for a six week public consultation period commencing on 18th January 2016	Dealt with under Strong Leader Model		Consultation completed though responses not yet on website. Responses received have highlighted the need for further development of this document  Anticipated that the document will be placed before the September 2016 Cabinet for adoption.
04/02/16	<b>Treasury Management Strategy 2016/17</b> <b>Recommend to Council to:</b> 1. Approve the restated Prudential Indicators and Limits for the financial years 2016/17 to 2018/19 included in Appendix 3 of the report to the Overview and Scrutiny Committee. These will be revised for the February 2016 Council meeting, as per paragraph 7.3 of the report, following any changes to the Capital Programme brought about as part of the budget process.	Council 24/02/16 Agenda Item 10	1. The restated Prudential Indicators and Limits for the financial years 2016/17 to 2018/19 included in Appendix 3 of the report to the Overview & Scrutiny Committee be approved. These have been revised, as per paragraph 7.3 of the report to the Overview & Scrutiny Committee, following any changes to the Capital Programme brought about as part of the budget process. 2. The updated Treasury	The updated Treasury Management Service Strategy has been followed from 1 April, there have been no breaches or issues. Reports of Treasury Management activity will be reported to the Treasury Management Panel and Overview and Scrutiny in accordance with the usual Committee timetable during 2016/17.

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	<p>2. Approve the updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2016 to 31st March 2017 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 10 and Appendix 5 of the report to the Overview and Scrutiny Committee).</p> <p>3. Approve the Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to the Overview and Scrutiny Committee.</p> <p>4. Approve the Authorised Limit Prudential Indicator included in Appendix 3 of the report to the Overview and Scrutiny Committee.</p>		<p>Management and Investment Policy and Strategy Statements for the period 1st April 2016 to 31st March 2017 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 10 and Appendix 5 of the report to the Overview &amp; Scrutiny Committee) be approved.</p> <p>3. The Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1 of the report to the Overview &amp; Scrutiny Committee be approved.</p> <p>4. The Authorised Limit Prudential Indicator included in Appendix 3 of the report to the Overview &amp; Scrutiny Committee be approved.</p>	
03/03/16	<p><b>Strategic Asset Management Plan</b></p> <p>That the Strategic Asset Management Plan as attached at Appendix 1 and 2 (exempt) of the report to the Overview and Scrutiny, be formally adopted.</p>	08/03/16 Agenda Item 8.1	<p>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</p>	Strategic Asset Management Plan adopted by Cabinet as at 8 <sup>th</sup> March 2016.

**WYRE FOREST DISTRICT COUNCIL**

**FEEDBACK FROM CABINET MEETING HELD ON  
TUESDAY 8<sup>TH</sup> MARCH 2016**

**Agenda  
Item No.**

**DECISION**

**8.1**

**Strategic Asset Management Plan 2016-2021**

**In line with the recommendations from the Overview and  
Scrutiny Committee, 3<sup>rd</sup> March 2016:**

**Decision:**

**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**

**Overview and Scrutiny Committee Work Programme 2016-2017**

**June 2016**

“How are we doing?” Q4 update (Housing and Planning)  
Tracking Recommendations from 2015-2016  
Temporary Accommodation Policy  
A Strategy for Enabling Business Growth and Enterprise  
Local Development Scheme

**July 2016**

Nominations for the Treasury Management Review Panel  
Housing Assistance Policy

**September 2016**

“How are we doing?” Q1 update (Enabling)  
Treasury Management Strategy Statement and Annual Investment Strategy Backward  
Look 2015/16  
Section 106 Obligations Supplementary Planning Document (SPD)  
Health Action Plan  
Climate Change Action Plan

**October 2016**

Development of the Worcestershire Strategic Housing Partnership Plan

**November 2016**

“How are we doing?” Q2 update (Business and People)  
Treasury Management Strategy Statement and Annual Investment Strategy Mid Year  
Report 2016/17

**December 2016**

Annual Crime & Disorder Review

**January 2017**

**February 2017**

Treasury Management Service Strategy 2017/18  
“How are we doing?” Q3 update (Place)

**March 2017**

**April 2017**