

Open

Council

Agenda

6pm
Wednesday, 22nd February 2017
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Council

Public Information

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2. The Council meeting is open to the public except for any exempt/confidential items. These items are normally discussed at the end of the meeting
3. The public are welcome to speak at meetings of Council provided they have requested to speak in advance of the Agenda being published. Details of the guidance for public speaking can be found on our website www.wyreforestdc.gov.uk
4. If you have any special requirements regarding access to the venue and its facilities including audio and visual needs please let us know in advance so that we can make arrangements for you.
5. This Agenda can be made available in larger print on request; if you require a copy please contact:

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COUNCIL MEETING

14th February 2017

TO ALL MEMBERS OF THE COUNCIL AND HONORARY ALDERMEN

PRESS AND PUBLIC

Dear Member

YOU ARE INVITED to attend a meeting of the Wyre Forest District Council to be held **at 6.00p.m. on Wednesday 22nd February 2017**, in the Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster.

The Agenda for the meeting is enclosed.

Yours sincerely

A handwritten signature in black ink that reads "I R Miller".

Ian Miller
Chief Executive

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.

(A) TERMS OF REFERENCE OF THE COUNCIL

The Council

1. Is the ultimate decision making Body.
2. Determines the Budget (but reserves powers to itself in relation to requirements).
3. Is responsible for appointing (and dismissing) the Leader of the Council.
4. Appoints at its Annual Meeting, the Regulatory Committees, the Overview and Scrutiny Committee and any other Committees/Forums necessary to conduct the Council’s business.
5. Decides on matters where the Cabinet is not minded to determine a matter in accordance with Council policy.

(B) MATTERS RESERVED TO THE COUNCIL

1. Those reserved by Law e.g. levying a rate, borrowing money, promotion of or opposition to a Bill in Parliament.
2. Matters reserved to the Council by financial regulations.
3. The adoption and amendment of Standing Orders, including the powers and duties of Committees and other forums.
4. Power to make, amend, revoke or enact or enforce any byelaws.
5. The determination of the objectives of the Council.
6. Matters of new policy or variation of existing policy as contained within the budget and policy framework.
7. Local Development Framework adoption.
8. Any function where a decision would be contrary to a plan, policy, budget or strategy previously adopted by the Council, which would be contrary to the Council’s Standing Orders, Financial Regulations or Executive arrangements.
9. The Scheme of Delegations to Officers.

WEBCASTING NOTICE

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

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

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

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

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

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

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

* Unless there are no reports in the open session.

Wyre Forest District Council

Council

Wednesday, 22nd February 2017

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Prayers To be read by Dr John Jenkins, Elder, Offmore Evangelical Church.	
2.	Apologies for Absence	
3.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any Disclosable Pecuniary Interests (DPI's) and / or Other Disclosable Interests (ODI's) in the following agenda items and indicate the action that they will be taking when the item is considered. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on 14 th December 2016.	11
5.	Public Participation In accordance with the Council's scheme for public speaking at meetings of Council, to allow members of the public to present petitions, ask questions, or make statements, details of which have been received by 12 noon on 13 th February 2017. <i>If you wish to speak on an urgent matter that has arisen since the deadline and you could not reasonably have known about it at the time, you should register your interest in speaking no later than 9am on the day of the meeting of Council. In the case of a request to speak on an urgent matter, the Solicitor to the Council will rule on whether or not the matter is urgent and that ruling will be final.</i>	

<p>6.</p>	<p>Questions</p> <p>No questions have been submitted in accordance with Standing Order A5 by Members of the Council.</p> <p><i>In the case of an urgent matter that has arisen since the deadline above, and could not have been reasonably known at that time, it must be delivered in writing to the Solicitor to the Council no later than 9am on the day of Council.</i></p>	
<p>7.</p>	<p>Chairman’s Communications</p> <p>To note the engagements of the Chairman of the Council since the Council’s last meeting.</p>	<p>20</p>
<p>8.</p>	<p>Leader of the Council Announcements</p> <p>To receive announcements from the Leader of the Council.</p>	
<p>9.</p>	<p>Motions Submitted under Standing Orders</p> <p>Two motions have been received in accordance with Standing Orders (Section 7, 4.1).</p> <p>Motion from the Conservative Group on Worcestershire Acute Hospitals NHS Trust</p> <p>“This Council notes the Consultation launched in respect of the Future of Acute Services and welcomes the fact that this Consultation, which is long overdue, is now underway.</p> <p>This Council welcomes that the Kidderminster site is to be retained and planned procedures are to continue to take place and would encourage further activity to ensure that this asset is utilised to its full potential to the benefit of local patients.</p> <p>This Council supports the continued provision of services from the Kidderminster site and the retention of the minor injuries unit.</p> <p>This Council expresses deep concern at the current state of the Worcestershire Acute Hospitals NHS Trust, in particular regarding Accident and Emergency at the Worcestershire Royal Site.</p> <p>This Council notes under the current Consultation, there are proposed changes to provision at the Alexandra Accident and Emergency site in Redditch, and that this will inevitably increase activity on the Worcester Royal site and urges the Trust to ensure that it has adequate capacity to ensure that the Worcester Royal can cope with this and thus ensuring that Wyre Forest residents are not affected by this change.</p> <p>This Council supports Mark Garnier MP’s work in lobbying hard on behalf of Wyre Forest residents to raise his concerns with the Secretary of State and requests that he continues to do so in the strongest possible terms to ensure that the trust is effectively run and managed.</p>	

This Council **resolves** to write to the new Chairman and Chief Executive of the Trust **to invite them** to give a presentation to this Council as a matter of urgency.

This Council **resolves** to request the Chief Executive to write on behalf of WFDC and support the clinical model as having considered the consultation document this best supports the needs of Wyre Forest residents as it is essential that we have a safe, sustainable and fit for purpose Health Service.”

Motion from the Conservative Group in respect of the Governance Structure at Wyre Forest District Council

“This Council wholeheartedly supports the current structure of Governance adopted by Wyre Forest District Council.

As a result of the Local Government Act 2000, the Cabinet style system was adopted by this Council on 18 June 2001 with effect from 1 September 2001.

This Council adopted the strong leader model on 1 December 2010 as a result of the 2000 Act as amended by the Local Government and Public Involvement in Health Act 2007.

This Council values the work and contribution of all 33 elected members.

This Council acknowledges the ways in which all elected members play an active part in decision-making as the revenue budget, council tax and capital programme, local plan, other strategic policies relating to planning and licensing and a range of issues relating to elections and civic matters are decisions reserved for Full Council, where all members have the opportunity to speak and vote and such votes are by majority decision.

This Council acknowledges and values the opportunities afforded at meetings of full Council for any Councillor to propose a motion or ask a question; and for members of the public to address Councillors or present a petition.

This Council acknowledges that decisions of a regulatory nature are taken by the Planning Committee and Licensing Committee and they are politically proportioned allowing cross party representation on these Committees.

The Council acknowledges the independence of the Overview and Scrutiny Committee to scrutinise the work and decisions of the Executive and supports the Leader’s decision to recommend to Council that the chairmanship and vice-chairmanship of this committee are drawn from councillors who are not members of the administration.

This Council rejects any assertion that the current structure is undemocratic and that a return to a Committee style of Governance would be more democratic or better serve the electorate; and believes that such a change would be an unnecessary and costly distraction.”

<p>10.</p>	<p>Urgent Motions submitted under Standing Orders</p> <p>To consider motions in the order they have been received which, by reason of special circumstances, should be considered as a matter of urgency, in accordance with Standing Orders (Section 7, 4.1 (vii)).</p>	
<p>11.</p>	<p>Policy and Budget Framework</p> <p>Matters which require a Decision by Council.</p> <p>a) Recommendations from Overview & Scrutiny Committee, 2nd February 2017</p> <ul style="list-style-type: none"> • Treasury Management Report for 2017/18 <p>b) Recommendations from Licensing & Environmental Committee, Monday 6th February 2017</p> <ul style="list-style-type: none"> • Review of Fees and Charges for the Council’s Licensing and Regulatory Services Function 2017/18 <p>Please note that the reports and associated documents, referred to above, have been circulated electronically to Members. Public inspection copies are available on request. Please refer to the front cover for contact details.</p>	<p>21</p> <p>22</p>
<p>12.</p>	<p>Medium Term Financial Strategy 2017-20</p> <p>To approve the Council’s budget for 2017-20 having considered the proposed decision and budget reports recommended to Council by Cabinet on 7th February 2017 including:</p> <ul style="list-style-type: none"> • Base Budget Projections 2017-20 • Capital Programme • Cabinet Proposals • Fees and Charges • Report of the Chief Financial Officer in respect of Sections 25-28 Local Government Act 2003 • Efficiency Plan 	<p>23</p>
<p>13.</p>	<p>Council Tax 2017-18</p> <p>To consider and approve the formal resolution for setting the Council Tax for 2017-18. The amount of Council Tax depends on the budget proposal recommendations from Cabinet to Council on 7th February 2017 which includes the precepts by Worcestershire County Council, The Office of the Police and Crime Commissioner for West Mercia and Hereford and Worcester Fire Authority.</p>	<p>32</p>
<p>14.</p>	<p>Community Governance Review – Stourport-on-Severn</p> <p>To consider a report from the Chief Executive on the results from Stage 1 of the Community Governance Review for Stourport-on-Severn.</p>	<p>43</p>

15.	<p>Annual Report of the Chief Executive</p> <p>To receive an annual report from the Chief Executive.</p>	53
16.	<p>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	
17.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in the paragraph 1 of Part 1 of Schedule 12A to the Act”.</p>	

Part 2

Not open to the Press and Public

18.	<p>To consider any other business, details of which have been communicated to the Solicitor to the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	
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WYRE FOREST DISTRICT COUNCIL

COUNCIL

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY,
KIDDERMINSTER

14TH DECEMBER 2016 (6PM)

Present:

Councillors: R Bishop (Chairman), D Little (Vice-Chairman), J Aston, J Baker, J-P Campion, S J Chambers, S J M Clee, J R Desmond, N J Desmond, H E Dyke, P Dyke, S E Fearn, N Gale, I Hardiman, J A Hart, M J Hart, K Henderson, V Higgs, A T Hingley, N Knowles, N Martin, S Miah, F M Oborski MBE, T L Onslow, M Rayner, C Rogers, J A Shaw, J D Smith, R J Vale, S J Walker, S J Williams and G C Yarranton.

C.49 Prayers

Prayers were said by Reverend Hugh Burton, Kidderminster East Parish.

C.50 Apologies for Absence

Apologies for absence were received from Councillor R Wilson.

C.51 Declarations of Interests by Members

There were no declarations of interest.

C.52 Minutes

Decision: The minutes of the Ordinary and Special meetings held on 28th September 2016 be confirmed as a correct record and signed by the Chairman.

C.53 Public Participation

Council received a 300 signature petition from Councillor S Miah regarding St George's Park Paddling Pool.

Councillor Miah spoke on behalf of the petition, a summary of the points made is as follows:

- St George's Park serves the wards of Offmore and Comberton and Broadwaters. It is the nearest park to the Centre of Kidderminster.
- The Park is looked after by volunteers, the Friends of St George's Park.
- The paddling pool is a prominent feature of the park.

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- It is used by very young children.
- Paddling pool has been a feature of the park for many years.
- The park was used heavily during the summer.
- The paddling pool is the only water feature immediately available in that area.
- The residents and users wish for it to remain open.
- Any decision to close the paddling pool will drive families away from the park which in turn will attract antisocial behaviour.
- The cost of running and maintaining the paddling pool does not outweigh the needs of the community who use it.

C.54 Questions

Three questions had been submitted in accordance with Standing Order A5 by Members of the Council.

Question from Councillor N Knowles to the Leader of the Council

Given it is the Administration's Policy to scrutinise our staff and employees terms, conditions and wages in an effort to save money, would the Leader agree that the Chief Executive, should keep a record (perhaps kept by admin staff) of each time he leaves Council HQ to attend outside meetings, seminars and functions etc., so that a time - crucial log of his activities on behalf of WFDC can help to build a picture of imperative "outside" meetings and events attended, and allow Councillors, staff and others to best appreciate their availability to address and solve problems and issues in-house, and absolutely ensure "best value" in our collective efforts to close the financial gap between income and expenditure, and allow everyone to appreciate that Chief Officer time and the time of other employees is valued equally.

Answer from the Leader of the Council

Thank you for your question, I think this is a reference to Council's decision to look at terms and conditions across the board, and any changes to terms and conditions mean changes to all Members of staff and not just some. The Chief Executive as do other Senior Officers and less Senior Officers alike keep a diary and a record of all of the meetings that they attend both internal and external, and I as Leader, all of the Corporate Leadership Team and ESOs have access to the Chief Executive's diary so in relative terms there is already a record and I do not believe anything else is required. I fundamentally believe that all of the meetings the Chief Executive attends are in the best interest of this Council, its residents and the tax payers that we all serve.

Supplementary question from Councillor N Knowles

I would like to make it clear that I would expect the Administration to not just scrutinise the Chief Officer but all of our employees about meetings attended particularly outside of Council and within the community. I hope that we do that and I hope that we estimate the value of all such meetings because it is very important. I have been around a long time and I know in

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the past sometimes some meetings are not imperative to attend, we are all supposed to be equal working for Council.

Supplementary answer from the Leader of the Council

I can assure this chamber and the residents we serve that I as Leader and my Administration do not personally scrutinise every single meeting that our Officers go to. We place trust and faith in our Chief Executive, in our Directors, in our Senior Managers who manage staff, that is the role of the Head of Paid Service and I have absolute confidence in our Corporate Leadership Team, in our Senior Managers and in our middle Managers. Over the past 15 years I have been on the Council, the amount of external meetings and partnership meetings Officers have gone to because of the reduction in budgets and the reductions in staff we have had in the past, are greatly reduced and I am confident our Officers use their time productively. We are told to trust our staff and we should do just that.

Question from Councillor J Shaw to the Leader of the Council

Will you invite to another Members' Briefing in this municipal year those councillors who represent this council on Community Housing boards, but did not take the opportunity, in person or in writing, to inform councillors of their activities on our behalf at the Briefing held on 13th October 2016?

Answer from the Leader of the Council

There are two further Member Forums scheduled for this municipal year; 12th January and 9th March and as they already have agenda items scheduled for them, I do not have any plans to invite the Members who weren't able to come and present at the last meeting to a future meeting at this stage.

Supplementary question from Councillor J Shaw to the Leader of the Council

What does the Leader of the Council consider to be accountability in the context of our representation on Wyre Forest Community Housing for example the representative of this Council on the Vestia Board, quite an important function in the life of Wyre Forest District, and the representative on the Wyre Forest Community Housing Board itself. What is their responsibility to the wider public and to us? Are we not entitled to know what decisions they are taking on our behalf?

Supplementary answer from the Leader of the Council

Appointments to external bodies are democratically taken decisions by this Council and as such are accountable to this Council. He refers to the representative on Vestia and the representative on Wyre Forest Community Housing but it would go for any of the other representatives as well, Councillor Shaw knows who they are and he knows that if he has any questions or queries or wants to raise any matters with them I am sure they

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would be happy to answer his questions without the necessity for a further Members Forum. It was Councillor Shaw who requested that reports be given to a Members Forum and I acquiesced to that request in good faith and I have done my part moreover and that will remain the position.

Question from Councillor J Shaw to the Leader of the Council

Does the Leader of the Council agree with the unanimous decision of Stourport Town Council to oppose the imposition of the Council Tax referendum principle on town and parish councils, as suggested in a recent central government consultation paper?

Answer from the Leader of the Council

Yes.

Supplementary question from Councillor J Shaw to the Leader of the Council

I am grateful for that answer and therefore I will ask the Leader in the context of paddling pools, if therefore is he happy that, if the Town Council agrees to take over the riverside paddling pool, and seeks to pay for it in the normal way which is through the council tax and the cost of that paddling pool is £12,000, the increase in the precept for that purpose would be 6.3%?

Supplementary answer from the Leader of the Council

I suspected that this is what the supplementary might be, and this is where our agreement stops. The provision that the DCLG are looking at in relation to capping precept levels for Town and Parish Councils is a consultation, so we don't know whether the Government are going to do that. I have made written representations to our Member of Parliament, and I know others have, about the fact that, given small Town and Parish Councils quite often only have means of income by precepting, this perhaps is not one of the wisest things they have ever gone out to in terms of consultation. Therefore there is no absolute that this will happen. But of course Stourport Town Council like many other Town and Parish Councils have reserves, they can obtain funding in other ways so the notion that if the Government do what they are going to do means that Stourport Town Council would have to have a referendum in order to fund the paddling pool certainly for the municipal year 17-18 and 18-19 is absolute rubbish and Councillor Shaw jolly well knows it.

C.55

Chairman's Communications

The Council received a list of functions attended by the Chairman or Vice-Chairman since the Council's last meeting.

The Chairman thanked both Members and Officers for their generous donations for the Christmas foodbank collection.

C.56 Leader of the Council Announcements

The Leader referred Members to his tabled report.

C.57 Motions Submitted Under Standing Orders

One motion has been received in accordance with Standing Orders (Section 7, 4.1).

Motion from Councillor F M Oborski MBE, Independent and Lib Dem Group

Council accedes to the request from Kidderminster Town Council and agrees that WFDC will operate the St George's Park Paddling Pool during the summer of 2017 to allow Kidderminster Town Council, the Friends of St George's Park and local District and County Councillors to have more time to seek funding so that they can potentially take over the operating of the pool from the 2018-2019 financial year.

Councillor Oborski presented the motion and stated that the request from the Town Council would not alter the financial burden of the District Council but would allow the newly formed Town Council to establish their budget stability before taking on any commitments. She asked Members to support the motion.

The Leader of the Council tabled an amendment to the motion from the Conservative Group. He stated that the District Council had made it clear for the last four years that the operation of the paddling pools would cease following the investment in the modern splash pad facility in Brinton Park, which was used by residents from across and outside of the District.

A full and robust debate on the amended motion took place. A number of Councillors expressed the view that there seemed to be a realistic prospect of agreement being reached following further discussion.

Upon a vote the amendment to the motion was agreed. Councillors N Knowles and V Higgs voted against the amendment and asked for their votes to be recorded.

Decision: The following Conservative Group amendment to Motion on St George's Park Paddling Pool be agreed:

Council notes the request from Kidderminster Town Council and:

- **Welcomes the excellent offer that Wyre Forest District Council has made to Kidderminster Town Council under which it would provide revenue funding equivalent to 100% grant in 2017-18 and 50% grant in 2018-2019 and an additional one off £2,000 if the Town Council agrees to the asset transfer of St George's Park Paddling Pool by 7th February 2017, as set out in the Cabinet's proposed budget strategy;**

- **Notes that the Town Council has had lengthy notice of the intention to cease operating the paddling pool, including the clear answer given by the Deputy Leader at this Council's meeting in September;**
- **Notes that some members of the Town Council are hesitant about committing to revenue expenditure of £4,283 a year when, as a result of the District Council's generous offer, the Town Council would in fact not face any revenue expenditure until 2018-19.**

C.58 Urgent Motions submitted under Standing Orders

There were no urgent motions.

C.59 Political and Constitutional Issues

A report was considered from the Solicitor to the Council on a number of constitutional issues including appointments that had arisen since the last meeting of Council.

Councillor M J Hart nominated Councillor D Little as Vice-Chairman of the Council, to serve for the remainder of the municipal year 2016/17. This was seconded by Councillor I Hardiman.

Decision:

- 1. Councillor D Little be appointed as Vice-Chairman of the Council, to serve for the remainder of the municipal year 2016/17.**
- 2. The change to the appointment of Vice-Chairman of the Audit Committee as set out in paragraph 4.1 of the report be agreed with immediate effect.**
- 3. The revised rules on public speaking in section 7 (council procedure rules) of the constitution as set out in appendix 1 of the report be agreed.**
- 4. The changes to dates of Audit Committee meetings in the period May to July 2017, as set out in paragraph 4.3 of the report be agreed.**

After being invested with his Badge of Office, Councillor D Little made his Declaration of Acceptance of Office as Vice-Chairman. He thanked Council for his appointment and felt privileged to be asked to take on the role.

C.60 Review of Polling Places and Polling Districts in the Wyre Forest District

A report was considered from the Returning Officer & Chief Executive

on the outcome of a review of polling places and polling districts in the Wyre Forest District.

The Chairman advised Members that the agenda item was limited to the specific issues raised in relation to the Offmore & Comberton and Mitton Wards that were identified following the elections and referendum in May and June this year.

She added the report did not relate to other electoral wards in Wyre Forest and asked Members to ensure any contributions relate only to the Offmore & Comberton and Mitton Wards.

The Cabinet Member for Resources presented the recommendation, which was welcomed and seconded by Councillor F M Oborski.

Decision: The changes to the Polling Places and Polling Districts in the Wyre Forest District as set out in Paragraph 4.1 (Chart 1 and Chart 2) of the report be made from the ordinary elections in May 2017.

C.61 Policy and Budget Framework

a) Recommendations from the Overview and Scrutiny Committee, 3rd November 2016

- **Treasury Management Strategy Statement and Annual Investment Strategy Mid-year Review Report 2016/17**

Decision: The Treasury Management Mid-year Review and updated Prudential Indicators be approved.

b) Recommendations from the Audit Committee, 28th November 2016

- **External Audit Arrangements**

Decision: Wyre Forest District Council opts in to the appointing person arrangements made by Public Sector Audit Appointments (PSAA) for the appointment of external auditors for 5 years commencing from 2018/19.

c) Recommendations from Cabinet, 22nd November 2016

- **Review of Council Tax Reduction Scheme 2017/18**

The Cabinet Member for Transformation and Change presented the recommendations and outlined the technical changes to the scheme which would avoid the scheme costing the authority extra money to administer. Following a detailed discussion and upon a show of hands the recommendation was agreed. Councillors N Knowles and V Higgs voted against the recommendation and asked for their votes to be recorded.

Decision: From 1 April 2017 the technical changes to align the scheme with housing benefit, tax credits and Universal Credit outlined in paragraph 3.4 of the Cabinet report are adopted in the Council Tax Reduction Scheme.

- **Amendments to Capital Programme**

The Cabinet Member for Resources moved the recommendations which were seconded by the Leader of the Council. Members welcomed the proposals and unanimously voted in favour of them.

The Provision of Temporary Accommodation

Decision: The Capital Programme be amended to include the costs of £267,060 associated with the conversion works, with funding as detailed in paragraph 5.6 of the open report.

Industrial Units Investment Business Case

Decision: The Capital Programme be amended to include the costs to accommodate the purchase of the land and construction of the industrial units together with the requisite revisions to the revenue budget as set out in the detail of Appendix 3 of the exempt report.

Note: The detailed amounts are set out in the exempt report and are taken into account in the global adjustments to the capital programme set out below.

Leisure Centre Provision

Decision: The Capital programme be adjusted to take account of the proposed financial changes resulting from the demolition of the former Glades Leisure Centre and the confirmed capital receipt from Stourport Sports Centre as set out in paragraph 2.1.1 of the exempt report.

Note: The detailed amounts are set out in the exempt report and are taken into account in the global adjustments to the capital programme set out below.

Public Realm

Decision: The Capital programme be adjusted to take account of the proposed financial changes resulting from the Kidderminster Town Centre Public Realm works as set out in paragraph 2.1.2 of the exempt report.

Note: The detailed amounts are set out in the exempt report and are taken into account in the global adjustments to the capital programme set out below.

Decision: The total adjustments to the capital programme arising from the four items above are:

Additions to gross capital costs £ 2,777,095

Funded by

Increase in contributions from third parties £105,000

Changes in amounts of capital receipts £783,060

Increase in prudential borrowing £1,743,065

Direct revenue funding £80,970

Capital Grant £65,000

Total funding: £2,777,095

There being no further business, the meeting ended at 7.28pm.

Chairman's List of Functions – 2016/17

DECEMBER 2016

- 16th Wychavon Carol Service
- 16th Bromsgrove Christmas Extravaganza
- 17th Kidderminster Choral Society
- 18th Malvern Hills Carol Service
- 21st Worcester Evening News Carol Concert

JANUARY 2017

- 7th Bell Fest, Holy Innocents
- 13th Mayor of Stourport's Charity Concert
- 19th Mayor of Droitwich Pantomime
- 21st Launch of SARA Lifeboat
- 21st Mayor of Bridgnorth Civic Ball
- 23rd Wyre Forest Sports Awards
- 24th Launch of Behind the Badge Campaign
- 24th Opening of Perdiswell Leisure Centre*
- 26th Nightstop AGM, Youth House
- 28th Youth House Event
- 28th Mayor of Ludlow's Motown Evening*
- 29th Holocaust Memorial Service
- 29th Mayor of Leominster Charity Concert
- 30th Kidderminster Old Carolians

FEBRUARY 2017

- 3rd Groundbreaking Ceremony for Specialist Housing Development*
- 3rd The Bishop of Worcester at Home
- 5th Queen's Sapphire Service, Holy Innocents
- 16th Parish Chairmen meeting
- 17th Mayor of Kidderminster's Charity Ball

* Denotes attendance by Vice Chairman

WYRE FOREST DISTRICT COUNCIL

COUNCIL
22ND FEBRUARY 2017

POLICY AND BUDGET FRAMEWORK
MATTERS WHICH REQUIRE A DECISION BY COUNCIL

RECOMMENDATIONS FROM THE OVERVIEW & SCRUTINY COMMITTEE –
2ND FEBRUARY 2017

Purpose of Report

To consider recommendations from the Overview & Scrutiny Committee on matters outside the policy framework or approved budget of the Council.

SUPPORTING INFORMATION

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Overview & Scrutiny agenda. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website.

RECOMMENDATION TO COUNCIL	CHAIRMAN OF COMMITTEE
<p>Treasury Management Strategy 2017-18</p> <p>Recommend to Council to:</p> <ol style="list-style-type: none"> 1. Approve the restated Prudential Indicators and Limits for the financial years 2017-18 to 2019-20 included in Appendix 3. These will be revised for the February 2017 Council meeting, as per paragraph 7.3 of this report, following any changes to the Capital Programme brought about as part of the budget process other than those proposed by Cabinet on 20th December 2016. 2. Approve the updated Treasury Management and Investment Policy and Strategy Statements for the period 1st April 2017 to 31st March 2018 (the associated Prudential Indicators are included in Appendix 3 and the detailed criteria is included in Section 10 and Appendix 5). 3. Approve the Minimum Revenue Provision (MRP) Statement that sets out the Council's policy on MRP included in Appendix 1. 4. Approve the Authorised Limit Prudential Indicator included in Appendix 3. 	<p>Councillor H E Dyke</p>

WYRE FOREST DISTRICT COUNCIL

**COUNCIL
22ND FEBRUARY 2017**

**POLICY AND BUDGET FRAMEWORK
MATTERS WHICH REQUIRE A DECISION BY COUNCIL**

**RECOMMENDATIONS FROM THE LICENSING & ENVIRONMENTAL
COMMITTEE –
6TH FEBRUARY 2017**

Purpose of Report

To consider recommendations from the Licensing & Environmental Committee on matters outside the policy framework or approved budget of the Council.

SUPPORTING INFORMATION

Would Councillors please note that the related reports and documents have not been included in the Council book, as they have already been sent to Members via the Licensing & Environmental Committee agenda. A public inspection copy is available on request. The policy documents, referred to below, have been posted on the Council's website.

RECOMMENDATION TO COUNCIL	CHAIRMAN OF COMMITTEE
<p>Review of Fees and Charges for the Council's Licensing and Regulatory Services Function 2017/18</p> <p>Recommend to Council that:</p> <p>The proposals for fees and charges within the Council's Licensing, Food, Health, Safety and Pollution Control functions for 2017/18, as detailed in the report, be included in the Council's 2017/18 budget strategy.</p>	<p>Councillor J Hart</p>

WYRE FOREST DISTRICT COUNCIL

COUNCIL
22ND FEBRUARY 2017

Medium Term Financial Strategy 2017-20

OPEN	
CABINET MEMBER:	Councillor N J Desmond
RESPONSIBLE OFFICER:	Chief Financial Officer
CONTACT OFFICER:	Tracey Southall, Ext 2100 tracey.southall@wyreforestdc.gov.uk
Appendix 1 Appendix 2 Appendix 3 Appendix 4 Appendix 5	Base Budget Projections 2017-20 Capital Programme Cabinet Proposals Fees and Charges - Council Report of the Chief Financial Officer in Respect of Sections 25-28 Local Government Act 2003
Appendix 6	Efficiency Plan Updated <i>The appendices to this report have been circulated electronically and a public inspection copy is available on request. (See front cover for details.)</i>

1. PURPOSE OF REPORT

- 1.1 To update Council on the Medium Term Financial Strategy 2017-20 and make recommendations on the proposed budget decision.

2. RECOMMENDATIONS

The **CABINET RECOMMENDS TO COUNCIL** that it:

**2.1 THREE YEAR BUDGET, CAPITAL PROGRAMME AND POLICY
FRAMEWORK 2017-20**

- 2.1.1 **APPROVES** the updated Medium Term Financial Strategy 2017-20;
- 2.1.2 **APPROVES** the Cabinet Proposals – taking into account the impact on the Council’s Capital and Revenue Budgets for 2017-20 as shown in Appendix 3 including:
- a) Approval of the new Council Policy on Loans to Third Parties to support our corporate priority of regeneration and economic development as set out in Appendix 3/1 of the December report;
 - b) Approval of the new Council Policy to create a Capital Portfolio Fund to support our corporate priority of regeneration and economic development and to create a net revenue income stream as set out in Appendix 3/2 of the December report;

and that the approval of both in-principle decisions on a) Policy on Loans to Third Parties and b) Policy to create a Capital Portfolio Fund includes:

- i) That an initial allocation of £10m to support progression of the policy on Loans to Third Parties and £25m to support progression of the policy of a Capital Portfolio Fund is made to the capital programme in 2017-18, this being a maximum sum in both cases. Expenditure will be subject to specific approval of the business case for each proposal by the Cabinet following consideration by Overview and Scrutiny Committee and due diligence.
- ii) That the financing of such expenditure be delegated to the Chief Financial Officer and that requisite amendments are made to the revenue budget to reflect potential financing costs (likely to be PWLB loan finance) and income streams to support the initial capital allocation in a) and b) above.
- iii) That subject to this approval, delegation is given to the Chief Financial Officer to make the requisite updates to the Financial Regulations and Treasury Management Service Strategy (TMSS) in due course.

2.1.3 **APPROVES** the fees and charges in line with this Strategy and the impact on the Council's Revenue Budget for 2017-20, as shown in Appendix 4

2.1.4 **APPROVES** the Capital Programme and Vehicle, Equipment and Systems Renewal Schedule as set out in Appendix 2, Parts 1 and 2;

2.1.5 **APPROVES** that any Final Accounts savings arising from 2016-20 over and above the target allowed for in the Council's Financial Strategy, together with surplus Earmarked Reserves, be allocated by the Chief Financial Officer in consultation with the Leader;

2.1.6 **APPROVES** the Efficiency Strategy 2017-20 as set out in Appendix 6;

2.1.7 The General Fund Revenue Budget be **APPROVED** including all updates from the position in December 2016 and 7th February 2017 as set out in this report.

2.2 **COUNCIL TAX**

2.2.1 **SETS** the Council Tax for Wyre Forest District Council on a Band D Property at £205.36 for 2017-18 (£205.36 2016-17) which represents a freeze on Council Tax from 2016-17.

2.2.2 **ENDORSES** the provisional Council Tax on a Band D Property in 2018-19 of £209.34 and £213.40 in 2019-20, being an increase of 1.94 % in both years.

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

3. KEY ISSUES

3.1 On 20th December 2016 and the 7th February 2017, Cabinet considered a report on proposals for the Budget Strategy for the period 2017-20. At the time of preparing this report Central Government have yet to confirm the final Local Government Finance Settlement but it is expected that it will be in line with the Provisional Settlement issued in December 2016. It should however be noted that representations have been made regarding our provisional New Homes Bonus Allocations but the outcome of this representation is unknown at this stage so initial allocations as used in the December and February reports are included in this report. This report is as presented to Cabinet on the 7th February, based on the assumption that there will be no changes from the Provisional Settlement. The publication of the final Local Government finance Settlement has been delayed due to Brexit, however it has been confirmed it will be debated by Parliament on the day of Council so the detail should be issued prior to this date. If further information is released before Council that impacts on the proposed decision in this report then an updated report will be made available for the meeting.

3.2 The following assumptions are included in the Medium Term Financial Strategy now presented for approval:

- Final Finance Settlement – subject to final confirmation
- Council Tax Base
- The position in relation to New Homes Bonus – subject to final confirmation
- Collection Fund Surplus - confirmed
- Schedule of Cabinet Proposals – including the proposed Policies on Loans to Third Parties and Capital Portfolio Fund
- Additional funding in respect of the Community Housing Fund announced on the 23rd December 2016
- Confirmation of the asset transfer of St Georges Paddling Pool to Kidderminster Town Council and Stourport Riverside Paddling Pool to Stourport Town Council from April 2017. In accordance with the December Cabinet decision, if an asset transfer has not been agreed for Bewdley Town Council this facility will cease to be operated from April 2017. Dialogue with Friends of Riverside North is ongoing in respect of continuation of this facility so final confirmation is awaited.
- Business Rates growth projections - confirmed

3.3 It has been confirmed that the regime of referenda for “excessive” council tax increases will continue with all district councils allowed to increase council tax for 2017-18 by the greater of 2% or £5 (which represents 2.43% in Wyre Forest), with no freeze grant being available. If the local electorate votes against that increase, the local authority will have to revert to a council tax level that is compliant. The Government has not confirmed whether the option of increases up to £5 will be available in future years and the Strategy therefore assumes that the Council must keep our increases to just below 2%.

- 3.4 Taking into account the freeze in council tax for three years prior to 2014-15, the increase for 2015-16, the freeze in 2016-17, freeze grant and the proposed second year freeze in 2017-18 means that the council tax for Wyre Forest District Council will have been held below inflation across that seven year period.
- 3.5 As agreed by the Cabinet Financial Strategy Advisory Panel, a Council Tax Consultation exercise was launched on the 21st December 2016 to run until the 19th January 2017. The results of this consultation were reported to Cabinet on 7th February and showed that almost 60% of the 229 respondents are in favour of the proposed Council Tax freeze in 2017-18. This has informed the final decision to recommend the proposal for the second year freeze.
- 3.6 The Capital Programme considered by December Cabinet is included in Appendix 2 for Council approval, updated to reflect Cabinet Proposals.
- 3.7 The financial strategy recommended by Cabinet continues with the approach previously approved by Council of increasing most fees and charges by an average of 5% a year. The difference between the proposed council tax freeze by Wyre Forest District Council in 2017-18 and a £5 being the maximum increase without a referendum is £165k. This contrasts with the estimated additional income from fees and charges of £110k in 2017-18 rising to £150k in a full year. However, not all of the increased income from fees and charges will be contributed by local residents as at least some will come from visitors and commuters to the area (for example in car park charges) and some will come from local businesses. Thus the increase in fees and charges alongside the council tax freeze means local residents overall will be better off than if the Council had instead increased council tax by £5.
- 3.8 Fees and Charges requiring Council approval are detailed in Appendix 4.
- 3.9 The overall financial implications of the Cabinet Proposals remain as presented to December Cabinet and are shown in Appendix 3.
- 3.10 The decision to remain a member of the reformed Worcestershire Business Rates Pool will help to protect the Council from any business rate reductions and help maximise the benefit by retaining more of the business rates delivered from economic growth within Worcestershire. Economic and subsequent business rates growth remains a key priority for this Council. The position in relation to further appeals and resultant uncertainty due to the impact on performance remains a concern; this is being managed by the Chief Financial Officer in conjunction with the other treasurers within the Pool. Business rates projections included within the February Cabinet report are confirmed.
- 3.11 New information was received in late December 2016 informing us of an allocation of £191,250 in respect of Community-led housing. The aim of this funding is to enable local community groups to deliver affordable housing units of mixed tenure on sites which are likely to be of little interest to mainstream house builders and will thereby contribute to the overall national effort to boost housing supply. Payments of funding will be made in two tranches in January and March (with 50 percent being paid in each tranche); subject to Councils providing satisfactory evidence of relevant expenditure. This funding can be used for either

capital or revenue purposes and has been initially allocated to the revenue budget. This will enable the team to recruit to a temporary post to support the development and capacity building of community land trusts or similar models in the District. This post will work to develop the offer to community groups and support community led housing projects including utilising empty homes, self and custom build and the development of affordable housing in rural locations.

- 3.12 Taking these measures into account the projected Base Budget net expenditure for 2017-18 is estimated to be £12,505,210 (see paragraph 7.4). This is £319,060 more than currently estimated to be raised from Council Tax, Business Rates Income retained, Collection Fund Surplus and Revenue Support Grant.

4. LOCAL AUTHORITY REVENUE FINANCE SETTLEMENT FOR 2017-18

- 4.1 In an unprecedented move, formal sign-off of the Final Local Government Settlement is not expected until after the 21st February. Since our application to accept the offer of a four year settlement has been accepted, it is not expected that the Revenue Support Grant (RSG) figures will change, although there is continued uncertainty about how the negative RSG arising in 2019-20 for this Council will work.
- 4.2 New Homes Bonus grant in 2017-18 will be paid on the basis of 5 years award and from 2018-19 on the basis of 4 years award; the proposal is that there will be assumed baseline growth of 0.4% for the annual grant award for 2017-18 and from 2018-19 additional conditions will be applied which will be subject to further consultation in due course.
- 4.3 If confirmed, the impact of the introduction of a national baseline of 0.4% below which funding allocations will not be made means that for this Council for 2017-18 the first new 163 homes no longer qualify for the New Homes Bonus Funding. (40,979 council tax band D equivalent Properties multiplied by 0.4%). This is more severe and also a year sooner than modelled in the Consultation paper. We have rigorously scrutinised the Government's calculations to check that they are fair and accurate and have submitted a representation, that if agreed could significantly increase this funding stream. However at the time of writing the outcome of this representation is unknown so additional funding has not been assumed in this report. Unfortunately because housing growth slowed down significantly in 2016 we had growth of 176 properties so, after deducting the 163 baseline, this left just 13 properties eligible for the bonus giving new funding of just £27k (including affordable housing supplement) for 2017-18 compared to the previous estimate of £225k (all figures are Band D equivalents).
- 4.4 It is certain that Public sector funding reductions look to continue until 2020, with increasing reliance on locally raised income including Council Tax. The funding outlook for local government, districts in particular, is set to become significantly more challenging.
- 4.5 The main points of note awaiting confirmation in the Final Settlement are as follows:

- Final New Homes Bonus Allocations and confirmation that the revised methodology including the proposed baseline of 0.4% will be introduced without any transitional arrangements;
- Confirmation of future allocations for the Better Care Fund (this may impact on the passported funding of £1m per year ongoing, assumed in the Capital Programme);
- Confirmation of New Burdens Funding for Homelessness Prevention – likely to be in the region of circa £60k across the first two years.

4.6 February 2016 Council approved our Efficiency Plan – see at the following link: http://www.wyreforest.gov.uk/council/docs/doc50714_20160224_council_agenda.pdf. This has now been updated and is contained in Appendix 6.

4.7 The proposed changes to Local Government Funding present significant financial challenge for this Council and has resulted in a higher target for future savings from the Wyre Forest Forward Programme. The toughest year looks like 2019-20. The Council's updated summary Budget can be seen at Table 7.4.

4.8 The forecast position in relation to total Government grant taking into account the multi-year Finance Settlement that removes uncertainty around this diminishing funding stream is shown in the Table at 7.4. Business Rates included within the February Cabinet report are confirmed.

5. COUNCIL TAX BASE

5.1 The Council Tax Base for 2017-18 has now been confirmed and has risen from the 2016-17 level of 32,727 to 33,034 being an increase of 307 or circa 1% higher compared to 2016-17 level. This is forecast to generate additional Council Tax income of £63k in 2017-18, rising over the term of the Strategy to take into account planned increases of just under 2% in 2018-19 and 2019-20, resulting in additional income of around £457k over the three year term. This includes an assumption of stepped increases of 300 additional properties per year from 2017-18 onwards.

5.2 The Council Tax Reduction Scheme approved by Council on 9th December 2015 has had a positive impact on the Council Tax Base and this is reflected in the above figures.

5.3 A Budget Consultation exercise was launched following December 2016 Cabinet and this included a specific question related to the Council Tax freeze proposal. The results of this consultation have been considered by February Cabinet and have informed the final decision to maintain the current proposal for a second year Council Tax freeze.

6. NEW HOMES BONUS

6.1 The Council's provisional New Homes Bonus Allocation for 2017-18 included in the December 2016 report may be increased if our representation is accepted and this should be confirmed either way shortly. If this and any other additional funding is confirmed before Council that impacts on the proposed decision, a revised report will be issued for the meeting.

7. FINANCIAL IMPLICATIONS

- 7.1 The Cabinet Proposals previously considered remain unchanged. A schedule is shown in Appendix 3.
- 7.2 The Council Tax Collection Fund surplus for 2016-17 onwards has now been confirmed at £90k.
- 7.3 Savings of circa £36k pa over the term of the Strategy have now been confirmed as a result of the arrangements with Kidderminster Town Council and Stourport Town Council taking over paddling Pool provision at St Georges Park and Stourport are also reflected in the updated figures. The Bewdley facility will cease to be operated from April 2017 unless the ongoing dialogue with The Friends of Riverside North proves to be successful in securing an asset transfer.
- 7.4 The following table demonstrates the updated position for the Council when all the revisions included in this report are incorporated into the Base Budget. The Council is forecast to hold a balance of £1,613k at the end of 2019-20 (see reserves table in 7.5).

	Revised 2016/17 £	2017/18 £	2018/19 £	2019/20 £
Net Expenditure on Services (per Appendix 1)	12,681,140	12,360,210	12,131,100	12,021,980
Total Net Expenditure on Services (per Appendix 1)	12,681,140	12,360,210	12,131,100	12,021,980
<u>Less</u>				
Cabinet Proposals identified in Appendix 3	0	145,000	(151,000)	(236,000)
Net Expenditure	12,681,140	12,505,210	11,980,100	11,785,980
Contribution (from)/to Reserves	504,490	(319,060)	(544,280)	(766,960)
Net Budget Requirement	13,185,630	12,186,150	11,435,820	11,019,020
<u>Less</u>				
Revenue Support Grant	1,179,060	510,220	100,680	(356,790)
Business Rates	2,602,060	2,653,230	2,731,510	2,818,810
Business Rates Growth	200,000	220,000	250,000	250,000
New Homes Bonus	2,350,460	1,885,760	1,285,490	1,039,500
Transition Grant	43,230	43,080	0	0
Collection Fund Surplus	90,000	90,000	90,000	90,000
Council Tax Income	6,720,820	6,783,860	6,978,140	7,177,500
WFDC Council Tax @ 1.94% increase 2018/19 onwards	205.36	205.36	209.34	213.40

- 7.5 Reserves available as part of the three year financial strategy are as shown in the following table. Taking all of the revisions contained in this report into account this shows an increase of £436k at the end of 2019-20 compared to the December forecast.

Reserves Statement	2016-17 £'000	2017-18 £'000	2018-19 £'000	2019-20 £'000
Reserves as at 1st April	2,739	3,243	2,924	2,380
Contribution (from)/to Reserves	504	(319)	(544)	(767)
Reserves as at 31st March	3,243	2,924	2,380	1,613

8. EQUALITY IMPACT NEEDS ASSESSMENT

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

9. RISK MANAGEMENT

9.1 Achieving financial sustainability is the most significant risk facing the Council. The Cabinet Financial Strategy Advisory Panel provided some options for the Cabinet to consider in making its recommendations on the medium term financial strategy.

9.2 The growing council tax base, innovative Cabinet Proposals, Efficiency Plan and continuing progress with the Wyre Forest Forward Transformation savings all contribute to the mitigation of the financial risk of this budget strategy.

9.3 The Accounts and Audit Regulations 2015 require Local Authorities to fully consider and manage Risk as part of the Budget process. Appendix 5 of the December 2016 Cabinet report showed an analysis of the significant financial risks which are affecting the Council. This has been reviewed and remains current.

9.4 All local authorities are required to formalise their approach to risk management and evidence it more directly as part of the budgetary process. This requirement has arisen as a result of:-

- The Accounts and Audit Regulations 2015
- Prudential Framework:-
- The assessment of affordability of financial plans requires a judgement about risk.
- Prudential Indicators are the monitoring tool to assess performance and risk.
- CIPFA Guidance on Reserves and Balances:-
- Highlighting the need to consider risks facing the authority. The risks posed by the continuing austerity measures place pressure on the Council to hold higher levels of reserves to ensure ongoing sustainability. This is detailed in Appendix 5.

10. LEGAL AND POLICY IMPLICATIONS

10.1 Local Government Act 2003

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

10.1.2 Sections 25-27 require the Section 151 Officer to report on the robustness of the estimates and the adequacy of its proposed financial reserves. This is reported to Council as Appendix 5 of this report.

10.1.3 Section 28 places a statutory duty on an Authority to review its budget from time to time during the year. If the Budget Monitoring Report shows that there has been deterioration in the Authority's financial position, the Authority must take such action as it concludes necessary. The Council currently reviews the Budget on a quarterly basis, with CLT/Cabinet receiving monthly budget monitoring reports, and this practice will continue.

11. CONSULTEES

11.1 Corporate Leadership Team

11.2 Cabinet

12. BACKGROUND PAPERS

12.1 Accounts and Audit Regulations 2015

12.2 Cabinet Report on the Medium Term Financial Strategy 2017–20 20th December 2016 and 7th February 2017

12.3 Agendas and Minutes of the Cabinet Financial Strategy Advisory Panel

12.4 Provisional Local Government Finance Settlement 2017-18

REVENUE BUDGET TOTAL REQUIREMENTS - DISTRICT COUNCIL PURPOSES

SERVICE	2016/17		2017/18			2018/19			2019/20		
	Original Estimate £	Revised Estimate £	At Nov.16 Prices £	Inflation £	TOTAL £	At Nov.16 Prices £	Inflation £	TOTAL £	At Nov.16 Prices £	Inflation £	TOTAL £
CORPORATE COSTS	3,467,050	3,757,580	3,715,050	8,910	3,723,960	3,214,230	26,850	3,241,080	3,121,500	43,280	3,164,780
CHIEF EXECUTIVE	2,314,160	2,187,040	2,191,600	29,600	2,221,200	2,250,780	73,800	2,324,580	2,222,920	121,000	2,343,920
COMMUNITY WELL-BEING AND ENVIRONMENT	5,238,130	5,009,580	4,663,990	63,650	4,727,640	4,716,840	143,720	4,860,560	4,717,940	226,630	4,944,570
ECONOMIC PROSPERITY AND PLACE	2,532,520	2,717,220	2,288,810	19,790	2,308,600	2,189,290	49,190	2,238,480	2,120,890	85,010	2,205,900
	13,551,860	13,671,420	12,859,450	121,950	12,981,400	12,371,140	293,560	12,664,700	12,183,250	475,920	12,659,170
LESS: CAPITAL ACCOUNT	1,030,690	821,270	1,243,310	380	1,243,690	1,440,110	1,040	1,441,150	1,488,690	1,680	1,490,370
REVERSAL OF CAPITAL CHARGES	(1,609,660)	(1,718,070)	(1,713,500)	0	(1,713,500)	(1,676,530)	0	(1,676,530)	(1,638,390)	0	(1,638,390)
INTEREST RECEIVED	(113,660)	(93,480)	(41,180)	0	(41,180)	(37,170)	0	(37,170)	(77,170)	0	(77,170)
INCREASES IN FEES AND CHARGES	0	0	(110,200)	0	(110,200)	(261,050)	0	(261,050)	(412,000)	0	(412,000)
TOTAL NET EXPENDITURE ON SERVICES	12,859,230	12,681,140	12,237,880	122,330	12,360,210	11,836,500	294,600	12,131,100	11,544,380	477,600	12,021,980
LESS: REVENUE SUPPORT GRANT	(1,179,060)	(1,179,060)			(510,220)			(100,680)			356,790
BUSINESS RATES	(2,602,060)	(2,602,060)			(2,653,230)			(2,731,510)			(2,818,810)
BUSINESS RATES GROWTH	(85,000)	(200,000)			(220,000)			(250,000)			(250,000)
COMMUNITY RIGHT TO BID/CHALLENGE	0	0			0			0			0
COLLECTION FUND SURPLUS	(90,000)	(90,000)			(90,000)			(90,000)			(90,000)
NEW HOMES BONUS	(2,350,460)	(2,350,460)			(1,885,760)			(1,285,490)			(1,039,500)
TRANSITION GRANT	(43,230)	(43,230)			(43,080)			0			0
GENERAL EXPENSES -											
COUNCIL TAX INCOME	(6,720,820)	(6,720,820)			(6,783,860)			(6,978,140)			(7,177,500)
(SURPLUS) / DEFICIT FOR YEAR	(211,400)	(504,490)			174,060			695,280			1,002,960
COUNCIL TAX LEVY		205.36			205.36			209.34			213.40
COUNCIL TAX BASE		32,727			33,034			33,334			33,634

CAPITAL PROGRAMME 2017 TO 2020

Detail	2016/2017		2017/2018	2018/2019	2019/2020	Prior to	Total
	Original £	Revised £	Estimate £	Estimate £	Estimate £	01/04/2016 £	
1. COMMITTED EXPENDITURE							
1. CHIEF EXECUTIVE							
New Headquarters - Office Accommodation	400,000	11,640	400,000	-	-	9,588,360	10,000,000
Boundary Wall at 49 Worcester Street	10,000	10,000	-	-	-	-	10,000
ICT Strategy	200,000	250,000	86,310	-	-	2,170,900	2,507,210
SUB TOTAL	610,000	271,640	486,310	0	0	11,759,260	12,517,210
2. COMMUNITY WELL-BEING AND ENVIRONMENT							
Future Leisure Provision (including demolition costs)	4,860,820	4,395,290	194,440	-	-	9,762,470	14,352,200
Northwood Lane Improvements	-	11,250	-	-	-	8,750	20,000
Franchise Street S106 - Brinton Park	-	37,430	-	-	-	24,780	62,210
Franchise Street S106 - Arts Development	-	9,330	-	-	-	-	9,330
Public Conveniences Refurbishment	-	30,990	-	-	-	15,950	46,940
Parking Facilities: Improvement to Car Parks	-	80,010	-	-	-	414,490	494,500
Green Street Depot Investment (Phase 1)	-	-	1,100,000	-	-	-	1,100,000
Brinton Park HLF Scheme (subject to successful HLF bid)	-	-	100,000	-	-	-	100,000
SUB TOTAL	4,860,820	4,564,300	1,394,440	0	0	10,226,440	16,185,180
3. ECONOMIC PROSPERITY AND PLACE							
Housing Strategy:							
Disabled Facilities Grants (subject to confirmation 2017-18, 2018-19 & 2019-20)	1,002,620	940,000	1,254,960	1,000,000	1,000,000	9,446,050	13,641,010
Affordable Housing Grants to Registered Social Landlords	69,000	-	-	-	-	3,023,740	3,023,740
Conversion of 2-3 New Street, Stourport	-	-	267,060	-	-	-	267,060
Housing Assistance - Private Sector Measures (including Decent Homes Grant)	134,050	80,000	185,560	68,540	-	1,726,270	2,060,370
Planning Delivery Grant Capital Projects	-	26,240	-	-	-	231,520	257,760
Flood Relief	18,410	10,000	18,410	-	-	170,590	199,000
Repair and Renew Flood Grants	-	3,200	-	-	-	29,800	33,000
North Worcs Water Management Capital Projects - Redditch Schemes	53,950	96,000	-	-	-	38,800	134,800
North Worcs Water Management Capital Projects - Bromsgrove Schemes	-	3,930	-	-	-	148,470	152,400
Regeneration of Economic Development	124,030	961,360	-	-	-	2,024,610	2,985,970
Carbon Management Plan	150,220	-	150,220	-	-	57,150	207,370
Bewdley Medical Centre	122,490	291,360	-	-	-	125,890	417,250
Worcester Street Improvements Grant (Match Funding)	500,000	-	500,000	-	-	-	500,000
Future Investment Evergreen Fund*	660,000	-	467,610	-	-	-	467,610
Industrial Units Development*	-	-	2,150,040	-	-	-	2,150,040
Capital Portfolio Fund*	-	-	25,000,000	-	-	-	25,000,000
Loans to Third Parties*	-	-	10,000,000	-	-	-	10,000,000
* Subject to Business Case(s) & Due Diligence							
SUB TOTAL	2,834,770	2,412,090	39,993,860	1,068,540	1,000,000	17,022,890	61,497,380
4. VEHICLE, EQUIPMENT & SYSTEMS RENEWAL SCHEDULE							
Vehicles & Equipment	316,000	599,420	870,000	903,000	565,000	6,175,960	9,113,380
Financial Management System Replacement	34,750	-	69,500	-	-	17,570	87,070
SUB TOTAL	350,750	599,420	939,500	903,000	565,000	6,193,530	9,200,450
TOTAL COMMITTED EXPENDITURE	8,656,340	7,847,450	42,814,110	1,971,540	1,565,000	45,202,120	99,400,220

CAPITAL PROGRAMME 2017 TO 2020

Detail	2016/2017		2017/2018	2018/2019	2019/2020	Prior to	Total
	Original £	Revised £	Estimate £	Estimate £	Estimate £	01/04/2016 £	
2. FINANCING							
Capital Receipts: Funding Approved	679,000	309,330	1,575,360	1,430	-		1,886,120
Evergreen Fund - Asset Disposals	-	-	6,610	-	-		6,610
Evergreen Fund - Future Asset Disposals	660,000	-	461,000	-	-		461,000
Future Leisure Provision Scheme - Temporary Borrowing/Asset Disposals	1,429,000	1,510,000	-	-	-		1,510,000
Future Leisure Provision Scheme - Sport England Grant	570,000	254,000	30,000	-	-		284,000
Future Leisure Provision Scheme - Prudential Borrowing	2,861,820	2,631,290	164,440	-	-		2,795,730
Prudential Borrowing for Regeneration of Economic Development Scheme	124,030	288,140	-	-	-		288,140
Prudential Borrowing for Carbon Management Scheme	150,220	-	150,220	-	-		150,220
Prudential Borrowing for Worcester Street Improvements Grant (Match Funding)	500,000	-	500,000	-	-		500,000
Prudential Borrowing for Industrial Units Development	-	-	1,650,040	-	-		1,650,040
Prudential Borrowing for Loans to Third Parties	-	-	10,000,000	-	-		10,000,000
Prudential Borrowing for Capital Portfolio Fund	-	-	25,000,000	-	-		25,000,000
Prudential Borrowing for Green Street Depot Investment	-	-	1,100,000	-	-		1,100,000
Prudential Borrowing for Brinton Park HLF Scheme	-	-	100,000	-	-		100,000
Public Realm Funding (from Worcestershire County Council)	-	592,250	-	-	-		592,250
Better Care Fund Grant (from Worcestershire County Council)	1,002,620	940,000	1,118,530	1,000,000	1,000,000		4,058,530
Decent Homes Grant	134,050	80,000	-	67,110	-		147,110
Planning Delivery Grant	-	26,240	-	-	-		26,240
S.106 Funding (Parking - Contractual Agreement)	-	58,150	-	-	-		58,150
S.106 Funding (Franchise Street)	-	46,760	-	-	-		46,760
Flood Relief Grant (from CLG)	18,410	10,000	18,410	-	-		28,410
Repair and Renew Flood Grants (from CLG)	-	3,200	-	-	-		3,200
North Worcs Water Management Capital Projects - Redditch BC Funding	53,950	96,000	-	-	-		96,000
North Worcs Water Management Capital Projects - Bromsgrove DC & WCC Funding	-	3,930	-	-	-		3,930
Bewdley Medical Centre Funding (from Worcestershire County Council)	-	28,000	-	-	-		28,000
Vehicles & Equipment (Prudential Borrowing)	316,000	599,420	870,000	903,000	565,000		2,937,420
Financial Management System Replacement (Prudential Borrowing)	34,750	-	69,500	-	-		69,500
<u>Direct Revenue Funding:</u>							
Bewdley Medical Centre	122,490	263,360	-	-	-		263,360
Public Conveniences Refurbishment	-	26,410	-	-	-		26,410
Regeneration of Economic Development	-	80,970	-	-	-		80,970
	8,656,341	7,847,450	42,814,110	1,971,540	1,565,000		54,198,100

**VEHICLE, EQUIPMENT AND SYSTEMS
RENEWALS SCHEDULE 2017 TO 2020**

APPENDIX 2 Part 2

DETAIL	Fleet number	2016/17		2017/18	2018/19	2019/20
		Original £	Revised £	Estimate £	Estimate £	Estimate £
1. VEHICLES						
REFUSE FREIGHTER 24,000kg	AV245	-	-	-	100,000	-
REFUSE FREIGHTER 24,000kg	AV235	-	-	161,000	-	-
REFUSE FREIGHTER 24,000kg	AV236	-	-	161,000	-	-
REFUSE FREIGHTER 26,000kg	AV237	-	-	100,000	-	-
REFUSE FREIGHTER 26,000kg	AV238	-	-	100,000	-	-
REFUSE FREIGHTER 26,000kg	Av246	-	-	-	100,000	-
REFUSE FREIGHTER 26,000kg	AV239	-	-	-	100,000	-
REFUSE FREIGHTER 26,000kg	AV241	-	-	-	100,000	-
REFUSE FREIGHTER 26,000kg	AV234	-	-	-	-	165,500
REFUSE FREIGHTER 26,000kg	AV268	-	-	-	-	165,500
REFUSE FREIGHTER 26,000kg	NEW	-	-	-	161,000	-
SMALL REFUSE FREIGHTER	AV211	-	-	80,000	-	-
CMP ENGINE MANAGEMENT SYSTEM	AV235	-	-	4,500	-	-
CMP ELECTRIC BIN LIFTS	AV235	-	-	4,500	-	-
CMP ENGINE MANAGEMENT SYSTEM	AV236	-	-	4,500	-	-
CMP ELECTRIC BIN LIFTS	AV236	-	-	4,500	-	-
CMP ENGINE MANAGEMENT SYSTEM	NEW	-	-	-	4,500	-
CMP ELECTRIC BIN LIFTS	NEW	-	-	-	4,500	-
CMP ENGINE MANAGEMENT SYSTEM	AV234	-	-	-	-	4,500
CMP ENGINE MANAGEMENT SYSTEM	AV268	-	-	-	-	4,500
REFURBISHMENT FUND	N/A	-	25,000	-	-	-
TIPPER 3,500kg	AV177	30,000	-	-	30,000	-
TIPPER 3,500kg	AV220	-	-	-	-	30,000
TIPPER 3,500kg	AV063	-	-	20,000	-	-
TIPPER 3,500kg	AV221	-	-	-	-	30,000
TIPPER 3,500kg	AV064	30,000	-	-	30,000	-
TIPPER 3,500kg	AV222	-	-	-	-	30,000
TIPPER 3,500kg	AV193	-	-	30,000	-	-
TIPPER 3,500kg	AV200	-	-	-	30,000	-
TIPPER 3,500kg	AV223	-	-	-	-	30,000
TIPPER 3,500kg	AV201	-	-	-	30,000	-
TIPPER 3,500kg	AV202	-	-	-	30,000	-
TIPPER 3,500kg	AV214	-	-	-	30,000	-
TIPPER 3,500kg	AV216	-	-	30,000	-	-
TIPPER 3,500kg	AV179	30,000	30,000	-	-	-
TIPPER 3,500kg	AV180	-	-	40,000	-	-
TIPPER 7,500kg	AV033	45,000	45,000	-	-	-
TIPPER 7,000kg	AV181	38,000	-	-	-	38,000
VAN	AV174	-	20,000	-	-	-
LIGHT VAN	AV203	20,000	20,000	-	-	-
LIGHT VAN	AV043	20,000	20,000	-	-	-
LIGHT VAN	AV204	18,000	18,000	-	-	-
CAR	AV178	-	18,000	-	-	-
4X4	AV191	23,000	23,000	-	-	-
4X4	AV252	-	-	-	23,000	-
ROAD SWEEPER	AV166	-	120,000	-	-	-
ROAD SWEEPER	AV184	-	-	-	100,000	-
PAVEMENT SWEEPER	AV270	-	-	70,000	-	-
PAVEMENT SWEEPER	AV207	-	70,000	-	-	-
PAVEMENT SWEEPER	AV208	-	70,000	-	-	-
GARAGE EQUIPMENT	N/A	-	23,420	-	-	-
TRACTOR	AV070	32,000	32,000	-	-	-
MIDI TRACTOR	AV189	-	-	30,000	-	-
RIDE ON MOWER	AV269	-	-	-	30,000	-
RIDE ON MOWER	AV273	-	35,000	-	-	-
RIDE ON MOWER	AV250	-	-	30,000	-	-
RIDE ON MOWER	AV212	-	-	-	-	32,000
MOWING MACHINE	AV240	-	-	-	-	35,000
CHIPPER WITH TRAILER	AV182	30,000	30,000	-	-	-
2. OTHER						
Financial Management System replacement		34,750	-	69,500	-	-
		350,750	599,420	939,500	903,000	565,000

WYRE FOREST DISTRICT COUNCIL
CABINET PROPOSALS 2017/18 ONWARDS

Cost Centre	ACTIVITY AND DESCRIPTION OF CABINET PROPOSAL	KEY	2017/18 £	2018/19 £	2019/20 £	After 2019/20 £
			£	£	£	£
SUCCESSFUL LOCAL ECONOMY						
R705	Economic Regeneration Activities Approval of £10m capital funding for loans to third parties to help deliver our regeneration and economic development objectives in terms of both housing and commercial regeneration in accordance with our corporate plan priority "to support you to contribute to a successful economy". Appendix 3/1 sets out more detail.	C R S	10,000,000 - -	- 25,000 CR -	- 35,000 CR -	- 45,000 CR -
R705	Capital Portfolio Fund Approval of £25m capital funding to grow our portfolio of capital assets, existing or new build. Each proposal would be subject to detailed business case approval and must support economic, regeneration and/or housing corporate priorities in addition to producing a net revenue income stream taking into account funding costs. Appendix 3/2 sets out more detail.	C R S	25,000,000 100,000 -	- 50,000 CR -	- 75,000 CR -	- 100,000 CR -
R225	Green Street Depot Investment Approval of the first phase of capital investment into the depot site to ensure ongoing service sustainability and improve the commercial offer from this key site. There may be a further proposal for a second phase of improvement but this would be subject to separate approval by Cabinet and Council. Appendix 3/3 sets out more detail.	C R S	1,100,000 33,350 -	- 66,700 -	- 66,700 -	- 66,700 -
CLEAN, GREEN AND SAFE COMMUNITIES						
R335	Localism Fund To top up the single Localism Fund to £50k to continue the good work done so far with Parish and Town Councils and other local organisations.	C R S	- 50,000 -	- - -	- - -	- - -
R160	Brinton Park HLF Bid To provide funding to support a bid of up to £3m Heritage Lottery Funding for improvement works to Brinton Park. This is in addition to the £100k Section 106 funding already allocated. Appendix 3/4 sets out more detail.	C R S	100,000 3,650 -	- 7,300 -	- 7,300 -	- 7,300 -
R160	Stourport Riverside Master Plan To provide funding for the production of a Master Plan for the potential development of Stourport Riverside.	C R S	- 25,000 -	- - -	- - -	- - -
R720	Community Leadership Fund In light of the acknowledged effectiveness of this fund to retain this funding stream of £1,000 per Member for 2017/18.	C R S	- 33,000 -	- - -	- - -	- - -
R726	Wyre Forest Forward Further target savings from the Wyre Forest Forward Efficiency Programme	C R S	- 100,000 CR -	- 150,000 CR -	- 200,000 CR -	- 200,000 CR -
	TOTALS	C R S	36,200,000 145,000 -	- 151,000 CR -	- 236,000 CR -	- 271,000 CR -

Note that references to detailed Appendices refer to the 20th December 2016 report

KEY - Changes in Resources

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

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2017/2018****COUNCIL**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2017/18 £	2018/19 £	2019/20 £
R310	CHIEF EXECUTIVE				
	Council Tax and NDR	C	-	-	-
	Summons Costs £50	R	-	-	-
	Liability Order Costs £30 £80	S	-	-	-
	Bi-annual review of summons costs and liability orders to reflect inflation and additional Magistrates Court costs.				
R605	ECONOMIC PROSPERITY AND PLACE				
	Development Control - Planning Advice	C	-	-	-
	Increase charges by 5% in line with Council Policy.	R S	20 CR -	20 CR -	20 CR -
R605	Development Control - Pre-application advice	C	-	-	-
	Increase charges by 5% in line with Council Policy.	R S	370 CR -	370 CR -	370 CR -
R625	Building Control - Decision Notices				
	To increase charges by 5% for copies of decision notices held by the Council prior to the formation of the North Worcestershire Building Control Shared Service.	C R S	- - -	- - -	- - -
R605	Development Control - Sale of Documents	C	-	-	-
	Increase charges by 5% in line with Council Policy.	R S	150 CR -	150 CR -	150 CR -
R637	Environmental Health - Water Sampling	C	-	-	-
	Water sampling and analysis charges are set by Worcs Regulatory Services. No increase is being proposed.	R S	- -	- -	- -
R637	Environmental Health - Control of Dogs				
	The charges levied for the control of stray dogs are set by Worcs Regulatory Services on a cost recovery basis. Charges are consistent across all authorities within the Shared Service. Increases to some charges are being proposed in 2017/18.	C R S	- 300 CR -	- 300 CR -	- 300 CR -
R638	Licensing Activities - Hackney Carriages	C	-	-	-
	To propose no increase to Hackney Carriage licences.	R S	- -	- -	- -
R638	Licensing Activities - General Licensing				
	To increase charges by 5% in line with Council Policy where appropriate (some exceptions detailed on backing sheets).	C R S	- 1,330 CR -	- 1,330 CR -	- 1,330 CR -

WYRE FOREST DISTRICT COUNCIL**FEES AND CHARGES 2017/2018****COUNCIL**

Cost Centre	ACTIVITY AND DESCRIPTION OF SERVICE OPTION	KEY	CHANGES IN RESOURCES		
			2017/18 £	2018/19 £	2019/20 £
R638	<u>Licensing Activities - Gambling Act 2005 (Premises)</u>	C	-	-	-
	Increase charges by either 5% in line with Council Policy or up to prescribed maximum level (if this is lower).	R	430 CR	430 CR	430 CR
		S	-	-	-
R638	<u>Licensing Activities - Scrap Metal Dealers Licence</u>	C	-	-	-
	Scrap metal dealers licence is a 3 year licence which was introduced in 2014. Level of charges are recommended by Worc's Regulatory Services. The level of charge will be unchanged for the next 3 years.	R	-	-	-
		S	-	-	-
	TOTALS	C	-	-	-
		R	2,600 CR	2,600 CR	2,600 CR
		S	-	-	-



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2017 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 1/04/2017 £ Charges before VAT	Proposed Charge FROM 1/04/2017 £ Charges inclusive of VAT (if applicable)
Council Tax and NNDR			
Council Tax and NNDR			
Summons costs	50.00	50.00	No VAT currently charged
Liability Orders	30.00	30.00	No VAT currently charged

NOTES:

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



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2017	FROM 1/04/2017	FROM 1/04/2017
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Planning Advice			
Building Control Decision Notices (Pre 01/01/2012)			
Sale of Copy Documents			
Reply to general individual queries, Planning or Building Control for up to 6 questions (after that the full Local Land Charge Search fee will be charged)	24.00 per Question	25.00 per Question	No VAT currently charged
If any query requires a site visit to be made (e.g. compliance with conditions)	65.00	68.00	No VAT currently charged
Charges for Copy Documents			
See Note 2 below			
Monthly Decision List	Free	Free	Free
Weekly Planning Application List	Free	Free	Free
Decision Notices	19.00	16.67	20.00
Decision Notices Additional Copies	1.10	1.00	1.20
A4 - For each copy	1.10	1.00	1.20
A3 - For each copy	1.10	1.00	1.20
A2 - For each copy	3.20	2.83	3.40
A1 - For each copy	4.20	3.75	4.50
A0 - For each copy	5.30	4.67	5.60

NOTES:

Note 1 - Copies, where appropriate, are available free up to a cumulative single transaction value of £10 for individuals (the discretion of Director of Service to be applied in cases of multiple separate transactions) and charged at full cost to representatives of professional and/or commercial companies.

Note 2 - Copies of all planning application plans and decision notices made from 2006 onwards are available online at zero cost at <http://www.wyreforestdc.gov.uk/planning-and-buildings.aspx>

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



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2017	FROM 1/04/2017	FROM 1/04/2017
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Permitted Developments and Pre-application Advice			
Permitted Development enquiries			
Proposed development type			
Householder	Free	Free	Free
Other	Free	Free	Free
Pre-Application advice			
Householder			
Cost of each additional meeting	Free	Free	Free
1 - 4 dwellings	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Cost of Highway Advice	Free	Free	Free
Cost of each additional meeting with Highway Authority	Free	Free	Free
Residential Development (see note 1)			
5 - 9 dwellings (site <1ha) (gross floor area <1,000m2)	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Cost of Highway Advice	Free	Free	Free
Cost of each additional meeting with Highway Authority	Free	Free	Free
10 - 49 dwellings (site 1-1.25ha) (gross floor area 1,000 - 2,499m2)	1,303.00	1,140.00	1,368.00
Cost of each additional meeting	652.00	570.83	685.00
Cost of Highway Advice	457.00	400.00	480.00
Cost of each additional meeting with Highway Authority	228.00	199.17	239.00
50 - 199 dwellings (site 1.26-2ha) (gross floor area 2,500 - 9,999m2)	2,607.00	2,280.83	2,737.00
Cost of each additional meeting	965.00	844.17	1,013.00
Cost of Highway Advice	912.00	798.33	958.00
Cost of each additional meeting with Highway Authority	338.00	295.83	355.00
200+ dwellings (site 2+ha) (gross floor area +10,000m2)	3,910.00	3,421.67	4,106.00
Cost of each additional meeting	1,303.00	1,140.00	1,368.00
Cost of Highway Advice	1,368.00	1,196.67	1,436.00
Cost of each additional meeting with Highway Authority	457.00	400.00	480.00
Non Residential/Commercial Development (see note 1)			
Gross floor area up to 500m2 (site up to 0.5ha)	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Cost of Highway Advice	Free	Free	Free
Cost of each additional meeting with Highway Authority	Free	Free	Free
Gross floor area 501m2 - 999m2 (site 0.5 -1ha)	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Cost of Highway Advice	Free	Free	Free
Cost of each additional meeting with Highway Authority	Free	Free	Free
Gross floor area 1,000 - 2,499m2 (site 1-1.25ha)	1,303.00	1,140.00	1,368.00
Cost of each additional meeting	652.00	570.83	685.00
Cost of Highway Advice	457.00	400.00	480.00
Cost of each additional meeting with Highway Authority	228.00	199.17	239.00
Gross floor area 2,500 - 9,999m2 (site 1.26-2ha)	2,607.00	2,280.83	2,737.00
Cost of each additional meeting	965.00	844.17	1,013.00
Cost of Highway Advice	912.00	798.33	958.00
Cost of each additional meeting with Highway Authority	338.00	295.83	355.00
Gross floor area +10,000m2 (site +2ha)	3,910.00	3,421.67	4,106.00
Cost of each additional meeting	1,303.00	1,140.00	1,368.00
Cost of Highway Advice	1,368.00	1,196.67	1,436.00
Cost of each additional meeting with Highway Authority	457.00	400.00	480.00



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

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2017	FROM 1/04/2017	FROM 1/04/2017
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Permitted Developments and Pre-application Advice			
Other Categories			
Advertisements	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Change of Use	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Telecommunications	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Glasshouses/Poly Tunnels	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Others (see note 2)	Free	Free	Free
Cost of each additional meeting	Free	Free	Free
Historic Environmental and Tree related enquiries			
Separate Listed Building and Conservation Area Advice (Up to 3 Separate Matters)	41.00	35.83	43.00
(More than 3 Separate Matters)	80.00	70.00	84.00
Cost of each additional meeting	20.00	17.50	21.00
Separate Tree related Advice - number of trees not exceeding 10	41.00	35.83	43.00
Cost of each additional meeting	20.00	17.50	21.00
Separate Tree related Advice - number of trees over 10 but not exceeding 30	80.00	70.00	84.00
Cost of each additional meeting	20.00	17.50	21.00
Exemptions			
As set out in Guidance Note (e.g. Parish Councils, etc)			

NOTES:

Note 1 - If only principle to be discussed.

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Health, Well-Being and Housing

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2017 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 1/04/2017 £ Charges before VAT	Proposed Charge FROM 1/04/2017 £ Charges inclusive of VAT (if applicable)
Water Sampling and Analysis Charges - Set By Worcestershire Regulatory Services			
POLLUTION CONTROL			
Water Sampling Charges			
The Regulations allow local authorities to charge a fee, subject to prescribed maximum levels to enable reasonable costs of services (lab fees etc) to be recovered.			
Proposed Fees and Charges			
Risk Assessment	50.00 per hour (up to £625 Max)	34.17 per hour (min. 1 hour - up to £444 Max)	41.00 per hour (min. 1 hour - up to £533 Max)
Sampling (each visit)	126.00 Max	34.17 per hour (up to £83.33 Max)	41.00 per hour (min. 1 hour - up to £100 Max)
Investigation	50.00 per hour (up to £150 Max)	34.17 per hour (min. 1 hour - up to £444 Max)	41.00 per hour (min. 1 hour - up to £533 Max)
Granting an Authorisation	126.00 Max	34.17 per hour (up to £83.33 Max)	41.00 per hour (min. 1 hour - up to £100 Max)
Analysing a sample			
- taken under regulation 10 (small supplies)	32.00 Max	21.67 Max	26.00 Max
- taken during check monitoring	126.00 Max	83.33 Max	100.00 Max
- taken during audit monitoring	630.00 Max	444.17 Max	533.00 Max

NOTES:

Where the request is made by the Owner/Occupier and the Authority is not the only service provider - VAT will be added.
 Where the authority instigates the testing under regulations i.e. Periodic tests, assessments - VAT is not applicable in this instance.
 Customers may be able to order and pay for some services online – please refer to <http://www.wyreforestdc.gov.uk>



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Health, Well-Being and Housing

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2017 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 1/04/2017 £ Charges before VAT	Proposed Charge FROM 1/04/2017 £ Charges inclusive of VAT (if applicable)
Hackney Carriage/Private Hire Fees			
Hackney Carriage Vehicle (includes renewal plates and twice yearly vehicle inspections)	416.00	416.00	No VAT currently charged
Private Hire Vehicle (includes renewal plates and twice yearly vehicle inspections)	416.00	416.00	No VAT currently charged
Change of Business (Sell Car and Transfer Plate)	105.00	105.00	No VAT currently charged
Initial or Replacement Licences/Plates (if lost or damaged)			
External Car Plate	49.00	49.00	No VAT currently charged
Internal (Executive Vehicles) Car Plate	21.00	21.00	No VAT currently charged
Vehicle Decals - Replacements	19.00	19.00	No VAT currently charged
Exemption Notice (Executive Vehicles)	29.00	29.00	No VAT currently charged
Vehicle Testing			
Vehicle Retest Fee (if re-tested within 48 hours of failure)	31.00	25.83	31.00
Vehicle Retest Fee (if re-tested after 48 hours of failure)	59.00	49.17	59.00
Hackney Carriage/Private Hire Drivers Licence (valid for 3 years)	415.00	415.00	No VAT currently charged
Disclosure Scotland check	62.00	62.00	No VAT currently charged
Drivers Badge	25.00	25.00	No VAT currently charged
Drivers' Knowledge Test	54.00	54.00	No VAT currently charged
Private Hire Operators (valid for 1 year)	463.00	463.00	No VAT currently charged
Private Hire Operators (valid for 5 years)	1,760.00	1,760.00	No VAT currently charged

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Health, Well-Being and Housing

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION		Current Charge TO 31/03/2017 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 1/04/2017 £ Charges before VAT	Proposed Charge FROM 1/04/2017 £ Charges inclusive of VAT (if applicable)
Licensing and Registration				
Animal Boarding Establishments	Initial	354.00	372.00	No VAT currently charged
	Renewal	234.00	246.00	No VAT currently charged
	Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Dangerous Wild Animals	Initial	354.00	372.00	No VAT currently charged
	Renewal	234.00	246.00	No VAT currently charged
	Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Dog Breeding Establishments	Initial	354.00	372.00	No VAT currently charged
	Renewal	234.00	246.00	No VAT currently charged
	Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Pet Shops	Initial	354.00	372.00	No VAT currently charged
	Renewal	234.00	246.00	No VAT currently charged
	Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Riding Establishments	Initial	354.00	372.00	No VAT currently charged
	Renewal	234.00	246.00	No VAT currently charged
	Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Zoo Licences	Initial	1,707.00 (plus Inspector's expenses)	1,792.00 (plus Inspector's expenses)	No VAT currently charged
	Renewal	1,534.00 (plus Inspector's expenses)	1,611.00 (plus Inspector's expenses)	No VAT currently charged
	Vet fees/Animal welfare visit (if applicable)	Charged at Cost	Charged at Cost	
Acupuncture, Tattooing, Electrolysis, Ear Piercing, Skin Piercing & Semi-Permanent Skin Colouring -				
Certificate of Registration: (a) Person		172.00	181.00	No VAT currently charged
(b) Premise		249.00	261.00	No VAT currently charged
(c) Persons & Premises		419.00	440.00	No VAT currently charged
Sex Establishments	Initial	4,977.00	4,977.00	No VAT currently charged
	Renewal	1,911.00	1,911.00	No VAT currently charged
	Transfer	345.00	362.00	No VAT currently charged

NOTES:

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Health, Well-Being and Housing

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2017 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 1/04/2017 £ Charges before VAT	Proposed Charge FROM 1/04/2017 £ Charges inclusive of VAT (if applicable)
Gambling Premises License Fees			
Gambling Premises Licence - New Application			
Adult Gaming Centre	1,452.00	1,525.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,179.00	2,288.00	No VAT currently charged
Betting Premises (Tracks)	1,814.00	1,905.00	No VAT currently charged
Bingo Club	2,538.00	2,665.00	No VAT currently charged
Family Entertainment Centre	1,452.00	1,525.00	No VAT currently charged
Temporary Use Notices	370.00	389.00	No VAT currently charged
Gambling Premises Licence - Annual Fee			
Adult Gaming Centre	727.00	763.00	No VAT currently charged
Betting Premises (excluding Tracks)	436.00	458.00	No VAT currently charged
Betting Premises (Tracks)	727.00	763.00	No VAT currently charged
Bingo Club	727.00	763.00	No VAT currently charged
Family Entertainment Centre	543.00	570.00	No VAT currently charged
Provisional Statement Application			
Adult Gaming Centre	1,452.00	1,525.00	No VAT currently charged
Betting Premises (excluding Tracks)	2,179.00	2,288.00	No VAT currently charged
Betting Premises (Tracks)	1,814.00	1,905.00	No VAT currently charged
Bingo Club	2,538.00	2,665.00	No VAT currently charged
Family Entertainment Centre	1,452.00	1,525.00	No VAT currently charged
Licence Application (Provisional Statement Holders)			
Adult Gaming Centre	689.00	723.00	No VAT currently charged
Betting Premises (excluding Tracks)	872.00	916.00	No VAT currently charged
Betting Premises (Tracks)	689.00	723.00	No VAT currently charged
Bingo Club	872.00	916.00	No VAT currently charged
Family Entertainment Centre	689.00	723.00	No VAT currently charged
Application to Transfer			
Adult Gaming Centre	689.00	723.00	No VAT currently charged
Betting Premises (excluding Tracks)	872.00	916.00	No VAT currently charged
Betting Premises (Tracks)	689.00	723.00	No VAT currently charged
Bingo Club	872.00	916.00	No VAT currently charged
Family Entertainment Centre	689.00	723.00	No VAT currently charged
Application to Vary			
Adult Gaming Centre	727.00	763.00	No VAT currently charged
Betting Premises (excluding Tracks)	1,088.00	1,142.00	No VAT currently charged
Betting Premises (Tracks)	906.00	951.00	No VAT currently charged
Bingo Club	1,271.00	1,335.00	No VAT currently charged
Family Entertainment Centre	727.00	763.00	No VAT currently charged
Reinstatement of Licence			
Adult Gaming Centre	689.00	723.00	No VAT currently charged
Betting Premises (excluding Tracks)	872.00	916.00	No VAT currently charged
Betting Premises (Tracks)	689.00	723.00	No VAT currently charged
Bingo Club	872.00	916.00	No VAT currently charged
Family Entertainment Centre	689.00	723.00	No VAT currently charged

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Health, Well-Being and Housing

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge TO 31/03/2017 £ Charges inclusive of VAT (if applicable)	Proposed Charge FROM 1/04/2017 £ Charges before VAT	Proposed Charge FROM 1/04/2017 £ Charges inclusive of VAT (if applicable)
Street Trading			
Single Unit up to 12 x 12 (max 5m length) Food - Initial	2,115.00	2,221.00	No VAT currently charged
- Renewal	2,011.00	2,112.00	No VAT currently charged
Single Unit up to 12 x 12 (max 5m length) Non-Food - Initial	1,768.00	1,856.00	No VAT currently charged
- Renewal	1,590.00	1,670.00	No VAT currently charged
For every additional 12 x 12 or part thereof or length more than 5m	872.00	916.00	No VAT currently charged
Mobile Traders - Initial	830.00	872.00	No VAT currently charged
Mobile Traders - Renewal	830.00	872.00	No VAT currently charged
Street Amenities (Control of Street Furniture)	334.00	351.00	No VAT currently charged

NOTES:

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Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Health, Well-Being and Housing

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
Scrap Metal Dealers Act 2013 - Fees Recommended by Worcestershire Regulatory Services	TO 31/03/2017	FROM 1/04/2017	FROM 1/04/2017
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Site Licence - Initial (3 year licence)	290.00	290.00	No VAT currently charged
Site Licence - Renewal (3 year licence)	240.00	240.00	No VAT currently charged
Collectors Licence - Initial (3 year licence)	145.00	145.00	No VAT currently charged
Collectors Licence - Renewal (3 year licence)	95.00	95.00	No VAT currently charged
Variation of Licence	65.00	65.00	No VAT currently charged
Copy of licence (if lost or stolen)	25.00	25.00	No VAT currently charged

NOTES:

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



Service	Worcestershire Regulatory Services	Service Manager	Worcestershire Regulatory Services Officer
Directorate	Economic Prosperity & Place	Cabinet Member	Health, Well-Being and Housing

PROPOSAL OF SCALE OF FEES AND CHARGES

INCOME DESCRIPTION	Current Charge	Proposed Charge	Proposed Charge
	TO 31/03/2017	FROM 1/04/2017	FROM 1/04/2017
	£	£	£
	Charges inclusive of VAT (if applicable)	Charges before VAT	Charges inclusive of VAT (if applicable)
Control of Dogs - Fees Recommended by Worcestershire Regulatory Services			
Administration Fee per stray dog seized	10.00	15.00	No VAT currently charged
Kennelling charge per dog per day	12.00	13.50	No VAT currently charged
Statutory Fine per dog seized	25.00	25.00	No VAT currently charged
Repeat stray charge	25.00	25.00	No VAT currently charged
Out of Hours Charge	30.00	35.00	No VAT currently charged
Vet fees/treatment charges (if applicable)	Charged at Cost	Charged at Cost	

NOTES:

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

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

1. PURPOSE

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

2. RECOMMENDATION (see 2.2.3 of main report)

THAT COUNCIL NOTE:

- 2.1 The Chief Financial Officer's opinion on the budget proposals, recommended by the Cabinet on 7th February 2017, as detailed in this report.**

3. BACKGROUND

- 3.1 Sections 25 to 28 of the Local Government Act 2003 (The Act) place statutory duties on Local Authorities on how they set and monitor budgets. The Act requires local authorities to ensure that the Budget estimates are robust, Reserves are adequate and the Budget is monitored on a regular basis.
- 3.2 Section 25 requires the Chief Financial Officer to report to the Council on the robustness of the estimates it makes when calculating its budget requirement under Section 32 of the Local Government Finance Act 1992 and on the adequacy of its proposed financial reserves.
- 3.3 Section 26 requires authorities to adhere to their approved policies in relation to Reserves when setting budgets to ensure that the minimum Reserve levels are maintained.
- 3.4 Section 27 requires the Chief Financial Officer, at the time of the budget setting, to report if it appears that a reserve in relation to the previous financial year is likely to be inadequate. The reasons for the inadequacy and a recommended course of action must be considered by Council.
- 3.5 Section 28 places a statutory duty on the Council to review its budget and all calculations related to it from time to time. If the review shows a deterioration in the financial position, the Council must take such action as it considers necessary (if any) to address the situation.
- 3.6 Whilst Sections 25-27 relate specifically to budget and council tax setting for the following financial year, these Sections are being more widely interpreted by External Auditors to include the period of the Council's Financial Strategy; as a consequence it is necessary to report not only on next year's Budget but on the period covered by the Three Year Budget Strategy (2017-20).

4. KEY ISSUES – CHIEF FINANCIAL OFFICER’S OPINION ON 2017-20 BUDGET & THREE YEAR BUDGET STRATEGY

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

- 4.1 The estimates made for the purposes of Section 32 of the Local Government Finance Act 1992 calculations are robust.
- 4.2 The Reserves outlined in the Three Year Budget and Policy Framework Report to the Cabinet on this agenda are adequate in relation to the 2017-20 Budget. The work done by the Cabinet Financial Strategy Advisory Panel this year and resultant Cabinet report recommendations, supplemented by the updates included in the latest Cabinet report are instrumental in continuing to promote economic growth and moving the Council closer to a sustainable balanced budget in the future, that is less reliant on the use of reserves. The continuing Transformation Programme required to deliver the savings required is progressing well but remains challenging. The additional target saving added as part of this year’s Cabinet Proposals increase risk and this will need to continue to be carefully managed and mitigated by the member and officer Leadership team.
- 4.3 The Council have adopted the general principles of the CIPFA Guidance on Local Authority Reserves and Balances, which outline a minimum Reserve (Working Balance) for this Council which has been adhered to in the Financial Strategy 2017-20.
- 4.4 It is important that the level of reserves is carefully monitored and reviewed as the impact of the proposed Local Government Finance Reforms become clear and also once future funding levels are known. The proposed Local Government Finance Reforms place significantly increased risk on local authority income and funding streams and the levels of reserves may need to be reviewed as the reforms are implemented and their impacts become clear.
- 4.5 The Cabinet monitors Budgets on a monthly basis in accordance with Section 28 of the 2003 Act, including ‘Budget Risk Management’ and takes appropriate action to ensure financial accountability.

5. FINANCIAL IMPLICATIONS

- 5.1 There are no Financial Implications.

6. LEGAL AND POLICY IMPLICATIONS

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

7. EQUALITY IMPACT NEEDS ASSESSMENT

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

8. RISK MANAGEMENT

- 8.1 Contained within the Financial Strategy 2017-20 and subsequent Cabinet reports are the significant risks and mitigating actions which have been identified, allied to the budget process.
- 8.2 There are three significant financial risks affecting the Council over the next three years:
- Funding reductions from Central Government in light of the Local Government Finance Reforms changing key funding streams and methodologies including the phasing out of Revenue Support Grant, New Homes Bonus funding reductions and the move to 100% Business Rates Retention.
 - The increased reliance on local income sources including the proposed Capital Portfolio Fund and Loans to Third Parties policies and risk this may not be realised in line with government expectations and;
 - Further savings required from the Transformation Programme are significant and will prove challenging to deliver.
- 8.3 It is for the reasons such as the above that the Council continues to retain a working balance reserve of £1,000,000, increased from £700,000 in 2012/13. This fund is also available to provide cover for urgent unforeseen expenditure e.g. in respect of a civil emergency. The Innovation Fund is held to fund one-off costs of implementation of Transformation work and consideration should be given to increasing this from Final Accounts savings, in accordance with the delegations in the separate budget report on this agenda. In addition to these generic reserves earmarked reserves are held to cover specific commitments and therefore limit financial risk.

9. CONCLUSION/FURTHER CONSIDERATIONS

- 9.1 Whilst the Council continues to be reliant on contributions from reserves to balance its budget over the term of the Financial Strategy, the ongoing Transformation Programme should deliver ongoing savings to improve this. The Provisional Finance Settlement suggests that from 2018-19 overall Central Government will have reduced to a particularly challenging level.
- 9.2 To reduce the financial risks now faced, it is essential that net expenditure and funding be better aligned by the progression of efficiency plans for reductions in spending and increased income generation.
- 9.3 The ongoing Local Government Finance Reforms that see Revenue Support Grant phased out from 2019-20, New Homes Bonus and Business Rates Reform reduce Central Government funding and increase the reliance on local funding streams. The level of reserves may need to be reconsidered once the impact of the reforms has been confirmed.

10. CONSULTEES

- 10.1 Leader of the Council

10.2 Cabinet Member for Resources
10.3 CLT

11. BACKGROUND PAPERS

11.1 Local Government Act 2003 Sections 25-28
11.2 Local Government Finance Act 1992 Section 32

EFFICIENCY PLAN

WYRE FOREST FORWARD – OUR EFFICIENCY PLAN 2017-20

This is Wyre Forest District Council's efficiency plan for 2017-20. It is called "Wyre Forest Forward", the transformation programme that we have been running since 2012.

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

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

How we are changing

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

Our purposes

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

Wyre Forest Forward in action

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

The Council has an excellent track record in delivering savings, with well over £5m achieved from 2010 to 2016.

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

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

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

c) **Growing its income**. For example, total external income generated has increased by circa £785kpa since 2013-14, including over £215k a year of income generated from tenancies and ICT support charges at Wyre Forest House. Another innovative example is the Evergreen Fund initiative, which was approved in July 2014. It will provide a sustainable source of funding for future investments in projects that produce a revenue return.

The future

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

	2017-18	2018-19	2019-20
Targets: minimum Wyre Forest Forward savings	£180k	£786k	£996k

There will be opportunities for more shared services in the future, and we will actively seek opportunities for Wyre Forest District Council to host them in line with our strengths. There is not a dogmatic approach that seeks externalisation or shared services, as was seen with the decision to bring the HR function in house from April 2016 when the former service level agreement with the County Council ended. In-sourcing is something that is actively considered when making business decisions.

The Council has so far chosen not to join the West Midlands Combined Authority as a non-constituent member. The devolution deal for the West Midlands announced in November 2016 included some elements that might be relevant to the footprint of three local enterprise partnerships, which would therefore include North Worcestershire. This may have an impact on economic development and regeneration or other aspects relevant to this efficiency plan.

Devolution proposals for Worcestershire accompanied by a public services leaders' board were submitted to Government in spring 2016. While Government Ministers did not consider they could endorse these proposals they did very much favoured some of the proposals for public service reform that could contribute to this efficiency plan. Examples including:

- a pioneering service delivery model focused around a single vehicle comprised of resource from multiple organisations, working to coordinate the public sector approach to moving individuals and families from dependency to independence. The pilot went live in Redditch in January 2016 with the expectation of roll out across the county in 2017;

The Council has taken positive steps to empower parish councils and local groups to deliver more services. The Council will continue to support this local devolution to increase the pace of change to help preserve services, including the excellent opportunities for joint working following creation of Kidderminster Town Council from April 2016.

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

- a) growing business rates income in line with government forecasts so the local economy can benefit from the funding we are able to retain under the changing regime;
- b) growing council tax income by supporting housing growth, including through the review of the local development plan;
- c) increasing fees and charges where possible ahead of inflation. This ensures that users of services contribute more to support those services than council tax payers as a whole;
- d) continuing the Council's commercial income from a variety of sources such as ticket sales and events, rents, work undertaken for other organisations and private households, advertising and sponsorship.
- e) to go further with steps to grow both the local economy in terms of regeneration and housing and revenue income streams by use of prudential borrowing powers to deliver the new proposals for loans to third parties and capital portfolio fund as set out in the new council policy framework with due regard to robust due diligence.

Next steps

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

Given that these changes need to be implemented before April 2019, the council has two years in which to agree a programme of reform and implement it. In order to ensure that there can be confidence about the Council's financial viability in 2019-20, the Cabinet will take relevant decisions no later than the end of 2017 on changes within its remit, while any that require full Council approval will feature in the Financial Strategy prepared in the latter part of 2017 for 2018-2021.

WYRE FOREST DISTRICT COUNCIL**22ND FEBRUARY 2017****COUNCIL TAX 2017-18**

OPEN	
CABINET MEMBER:	Councillor Nathan Desmond
RESPONSIBLE OFFICER:	Chief Financial Officer
CONTACT OFFICERS:	Tracey Southall - Ext. 2125 tracey.southall@wyreforestdc.gov.uk Lisa Hutchinson - Ext. 2120 lisa.hutchinson@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 - Council Tax Resolution 2017-18 Appendix 2 - Council Tax Schedule 2017-18 Appendix 3 - Parish and Town Council Precepts 2017-18 Appendix 4 – District Council Tax, including Parish/Town Council Precepts, 2017-18 Appendix 5 – Total Council Tax, including Major Precepting Authorities and Parish/Town Council Precepts, 2017-18

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to enable the Council to calculate and set the Council Tax for 2017-18.

2. RECOMMENDATION

Council is asked to approve:

- 2.1 **The formal Council Tax Resolution 2017-18 at Appendix 1, taking into account information contained in Appendices 2 to 5.**

3. BACKGROUND

- 3.1 The Local Government Finance Act 1992, as amended by The Localism Act 2011, requires the billing authority to calculate a Council Tax requirement for the year.
- 3.2 The Local Government Finance Act 1992, as amended by The Local Audit and Accountability Act 2014, includes specific guidance in relation to Council Tax referendums. It has been confirmed that the regime of referenda for “excessive” Council Tax increases will continue at the current rate of 2% other than for district councils who now all have a new £5 increase threshold (2% or £5 whichever is the higher). The Council has not been notified by a major precepting authority that its

relevant basic amount of Council Tax for 2017-18 is excessive and therefore the billing authority is not required to hold a referendum.

4. WYRE FOREST DISTRICT COUNCIL'S COUNCIL TAX REQUIREMENT

- 4.1 Cabinet, on 7th February 2017, approved and recommended to Council the 2017-18 revenue budget requirement.
- 4.2 Cabinet recommended that Wyre Forest District Council's element of the Council Tax 2017-18 be agreed at £205.36 for Band D properties. This represents a freeze on the current rate.
- 4.3 In approving the District Council's element of the Council Tax, account has to be taken of:
- Government Support Grants
 - Other non ring-fenced Government Grants
 - Business Rates
 - Any surplus or deficit arising from the Collection Fund

The District Council's Council Tax requirement also has to reflect Parish and Town Council spending. The following table sets out the position:

Council Tax Requirement 2017-18	£'000	£'000
Wyre Forest District Council Budget Requirement 2017-18	12,505	
Less: Contribution from Balances	(319)	
	12,186	
Parish & Town Councils' Requirement (Appendix 3)	976	
		13,162
Less:		
Government Support Grants	(553)	
Business Rates	(2,873)	
New Homes Bonus	(1,886)	
		(5,312)
Less: Surplus on Collection Fund		(90)
Council Tax Requirement 2017-18	£'000	7,760

- 4.4 Wyre Forest District Council's Council Tax at Band D for 2017-18 is £205.36, determined as follows:

Council Tax Requirement (as detailed in paragraph 4.3 above)	£7,760,336
Divided by Council Tax Base	33,034
Council Tax at Band D (including Parishes/Town Councils)	£234.92
Deduct Parish/Town Council Element	(£29.56)
Council Tax at Band D for Wyre Forest District Council	£205.36

5. PRECEPT LEVELS

5.1 The Precept levels of other precepting bodies have been received, and are detailed below:

5.1.1 Parish and Town Councils

The Parish and Town Council Precepts for 2017-18 are detailed in Appendix 3 and total £976,475.94. This results in an average Band D Council Tax figure of £29.56 for 2017-18.

5.1.2 Worcestershire County Council

Worcestershire County Council has stated its precept for 2017-18 to be £38,164,511, adjusted by a Collection Fund contribution of £432,883. The increase in the Band D Council Tax is 2.94% of which 2% relates to the Precept ring-fenced support for Adult Social Care, resulting in a Band D Council Tax of £1,155.31. Further details can be found in Appendix 1.

5.1.3 The Office of the Police and Crime Commissioner for West Mercia

The Office of the Police and Crime Commissioner for West Mercia has stated its precept for 2017-18 to be £6,263,374, adjusted by a Collection Fund contribution of £73,131. This represents a freeze in the Band D Council Tax, with the Band D Council Tax remaining at £189.60. Further details can be found in Appendix 1.

5.1.4 Hereford and Worcester Fire Authority

Hereford and Worcester Fire Authority has stated its precept for 2017-18 to be £2,627,194.01, adjusted by a Collection Fund contribution of £30,085. The increase in the Band D Council Tax is 1.96%, resulting in a Band D Council Tax of £79.53. Further details can be found in Appendix 1.

6. SPECIAL EXPENSES

6.1 Special Expenses are defined as those expenses incurred by the Council in performing, in part of the District, a function performed elsewhere by a Parish or Town Council. The Local Government Finance Act 1992 allows the Council to treat any special expenses as general expenses, i.e. as part of its own budget requirement for Council Tax purposes, provided the Council resolved accordingly.

6.2 It is reasonable for the Council to continue to treat special expenses as general expenses, and for clarity it is considered sensible to reaffirm this position on an annual basis. For clarification this Council does not currently have any Special Expenses.

7. COUNCIL TAX LEVELS

7.1 The formal resolution for setting the Council Tax is set out in Appendix 1.

7.2 The Council Tax Schedule 2017-18 is set out in Appendix 2.

7.3 The Parish & Town Council precepts 2017-18 are set out in Appendix 3.

7.4 The District Council Tax, including Parish/Town Council precepts, 2017-18 is set out in Appendix 4.

7.5 The Total Council Tax, including Major Precepting Authorities and Parish/Town Council precepts, 2017-18 is set out in Appendix 5.

8. KEY ISSUES

8.1 That the formal Council Tax resolution presented in accordance with the requirements of the Local Government Finance Act 1992, as amended by the Localism Act, be approved.

9. FINANCIAL IMPLICATIONS

9.1 The Financial Implications of this Council Tax report are included in the Council's Medium Term Financial Strategy and Three Year Budget and Policy Framework, as updated by the Proposed Decision, also on this Council agenda.

10. LEGAL AND POLICY IMPLICATIONS

10.1 The Council must set its Council Tax for 2017-18 in accordance with all statutory requirements.

10.2 The Local Government Finance Act 1992, as amended by The Localism Act 2011, requires the billing authority to calculate a Council Tax requirement for the year.

11. RISK MANAGEMENT

11.1 The Accounts and Audit Regulations 2015, require Local Authorities to fully consider and manage Risk as part of the Budget process. This was fully set out in the Financial Strategy December Cabinet Report.

11.2 The Council Tax freeze means that the cost and risk of a referendum is avoided in 2017-18.

12. EQUALITY IMPACT ASSESSMENT

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

13. CONCLUSION

See Recommendations.

14. CONSULTEES

Cabinet
CLT

15. BACKGROUND PAPERS

- 15.1 Local Government Finance Act 1992, as amended by Localism Act 2011 and Local Audit and Accountability Act 2014.
- 15.2 The Accounts and Audit Regulations 2015.
- 15.3 The (draft) Referendums Relating to Council Tax Increases (Principles) (England) Report 2017-18.

COUNCIL TAX RESOLUTION 2017-18

The Council is recommended to resolve as follows:

1. It be noted that the Council has calculated the Council Tax Base 2017-18:
 - (a) for the whole Council area as **33,034** [Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended (“the Act”)]; and
 - (b) for dwellings in those parts of its area to which a Parish/Town Council precept relates as in column 5 of the attached Appendix 3.

2. To calculate that the Council Tax requirement for the Council’s own purposes for 2017-18 (excluding Parish/Town Council precepts) is **£6,783,860**.

3. That the following amounts be calculated for the year 2017-18 in accordance with Sections 30 to 36 of the Act:
 - (a) **£54,534,395.94** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish/Town Councils.
 - (b) **£46,774,060.00** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
 - (c) **£7,760,335.94** being the amount by which the aggregate at 3(a) above exceeds the aggregate at 3(b) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. [Item R in the formula in Section 31B of the Act]
 - (d) **£234.92** being the amount at 3(c) above (Item R), divided by Item T (1(a) above), calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish/Town Council precepts).
 - (e) **£976,475.94** being the aggregate amount of all special items (Parish/Town Council precepts) referred to in Section 34(1) of the Act (as per the attached Appendix 3).
 - (f) **£205.36** being the amount at 3(d) above less the result given by dividing the amount at 3(e) above by Item T (1(a) above), calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish/Town Council precept relates.

4. To note that for the year 2017-18 Worcestershire County Council, The Office of the Police and Crime Commissioner for West Mercia and Hereford and Worcester Fire Authority have issued precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as shown below.

WORCESTERSHIRE COUNTY COUNCIL							
Valuation Bands							
A	B	C	D	E	F	G	H
£770.21	£898.57	£1,026.94	£1,155.31	£1,412.05	£1,668.78	£1,925.52	£2,310.62

THE OFFICE OF THE POLICE AND CRIME COMMISSIONER FOR WEST MERCIA							
Valuation Bands							
A	B	C	D	E	F	G	H
£126.40	£147.47	£168.54	£189.60	£231.74	£273.87	£316.01	£379.21

HEREFORD AND WORCESTER FIRE AUTHORITY							
Valuation Bands							
A	B	C	D	E	F	G	H
£53.02	£61.86	£70.69	£79.53	£97.20	£114.88	£132.55	£159.06

5. That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in Appendix 5 as the amounts of Council Tax for 2017-18 for each part of its area and for each of the categories of dwellings.
6. To determine that the Council's basic amount of Council Tax for 2017-18 is not excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.
7. To note that, as the billing authority, the Council has not been notified by a major precepting authority that its relevant basic amount of Council Tax for 2017-18 is excessive and that the billing authority is not required to hold a referendum in accordance with Section 52ZK of the Local Government Finance Act 1992, as amended by the Local Audit and Accountability Act 2014.

COUNCIL TAX SCHEDULE 2017-18

<u>District Council and Major Precepting Authorities</u>	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Wyre Forest District Council	136.91	159.72	182.54	205.36	251.00	296.63	342.27	410.72
Worcestershire County Council	740.84	864.31	987.79	1,111.26	1,358.21	1,605.15	1,852.10	2,222.52
Worcestershire County Council - Adult Social Care Precept	29.37	34.26	39.15	44.05	53.84	63.63	73.42	88.10
The Office of the Police and Crime Commissioner for West Mercia	126.40	147.47	168.54	189.60	231.74	273.87	316.01	379.21
Hereford and Worcester Fire Authority	53.02	61.86	70.69	79.53	97.20	114.88	132.55	159.06

<u>Parish & Town Councils</u>	Band A £	Band B £	Band C £	Band D £	Band E £	Band F £	Band G £	Band H £
Kidderminster Town Council	19.33	22.56	25.78	29.00	35.44	41.89	48.33	58.00
Upper Arley Parish Council	31.75	37.04	42.33	47.62	58.20	68.78	79.37	95.24
Bewdley Town Council	23.80	27.77	31.73	35.70	43.63	51.57	59.50	71.40
Broome Parish Council	10.42	12.16	13.89	15.63	19.10	22.58	26.05	31.26
Chaddesley Corbett Parish Council	23.73	27.69	31.64	35.60	43.51	51.42	59.33	71.20
Churchill & Blakedown Parish Council	23.11	26.97	30.82	34.67	42.37	50.08	57.78	69.34
Kidderminster Foreign Parish Council	15.43	18.00	20.57	23.14	28.28	33.42	38.57	46.28
Ribbesford Parish	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rock Parish Council	17.43	20.33	23.24	26.14	31.95	37.76	43.57	52.28
Rushock Parish Council	21.65	25.25	28.86	32.47	39.69	46.90	54.12	64.94
Stone Parish Council	26.43	30.84	35.24	39.65	48.46	57.27	66.08	79.30
Stourport on Severn Town Council	18.75	21.87	25.00	28.12	34.37	40.62	46.87	56.24
Wolverley & Cookley Parish Council	17.22	20.09	22.96	25.83	31.57	37.31	43.05	51.66

PARISH AND TOWN COUNCIL PRECEPTS 2017-18

<u>Parish & Town Councils</u>	2016-17			2017-18			Council Tax Increase/ (Decrease) (£)	Council Tax Increase/ (Decrease) (%)
	Tax Base	Precept £	Council Tax Band D (£)	Tax Base	Precept £	Council Tax Band D (£)		
Kidderminster Town Council	16,650	482,850.00	29.00	16,779	486,591.00	29.00	0.00	0.0
Upper Arley Parish Council	343	16,333.66	47.62	344	16,381.28	47.62	0.00	0.0
Bewdley Town Council	3,565	94,864.00	26.61	3,596	128,377.00	35.70	9.09	34.2
Broome Parish Council	197	2,656.50	13.48	192	3,000.00	15.63	2.15	15.9
Chaddesley Corbett Parish Council	725	24,917.76	34.37	735	26,164.00	35.60	1.23	3.6
Churchill & Blakedown Parish Council	785	24,806.00	31.60	787	27,286.60	34.67	3.07	9.7
Kidderminster Foreign Parish Council	406	8,897.70	21.92	423	9,787.47	23.14	1.22	5.6
Ribbesford Parish	137	0.00	0.00	161	0.00	0.00	0.00	0.0
Rock Parish Council	1,220	27,800.00	22.79	1,224	32,000.00	26.14	3.35	14.7
Rushock Parish Council	75	2,310.00	30.80	77	2,500.00	32.47	1.67	5.4
Stone Parish Council	265	7,311.35	27.59	268	10,625.00	39.65	12.06	43.7
Stourport on Severn Town Council	6,714	182,084.00	27.12	6,793	191,019.16	28.12	1.00	3.7
Wolverley & Cookley Parish Council	1,645	40,708.98	24.75	1,655	42,744.43	25.83	1.08	4.4
TOTAL/AVERAGE	32,727	915,539.95	27.98	33,034	976,475.94	29.56		

DISTRICT COUNCIL TAX (INCLUDING PARISH/TOWN COUNCIL PRECEPTS) 2017-18 APPENDIX 4

<u>Part of the Council's Area</u>	VALUATION BANDS 2017-18							
	A £	B £	C £	D £	E £	F £	G £	H £
The Parish/Town Council of:								
Kidderminster	156.24	182.28	208.32	234.36	286.44	338.52	390.60	468.72
Upper Arley	168.66	196.76	224.87	252.98	309.20	365.41	421.64	505.96
Bewdley	160.71	187.49	214.27	241.06	294.63	348.20	401.77	482.12
Broome	147.33	171.88	196.43	220.99	270.10	319.21	368.32	441.98
Chaddesley Corbett	160.64	187.41	214.18	240.96	294.51	348.05	401.60	481.92
Churchill & Blakedown	160.02	186.69	213.36	240.03	293.37	346.71	400.05	480.06
Kidderminster Foreign	152.34	177.72	203.11	228.50	279.28	330.05	380.84	457.00
Ribbesford	136.91	159.72	182.54	205.36	251.00	296.63	342.27	410.72
Rock	154.34	180.05	205.78	231.50	282.95	334.39	385.84	463.00
Rushock	158.56	184.97	211.40	237.83	290.69	343.53	396.39	475.66
Stone	163.34	190.56	217.78	245.01	299.46	353.90	408.35	490.02
Stourport on Severn	155.66	181.59	207.54	233.48	285.37	337.25	389.14	466.96
Wolverley & Cookley	154.13	179.81	205.50	231.19	282.57	333.94	385.32	462.38

TOTAL COUNCIL TAX 2017-18

<u>Parts of the Council's Area</u>	VALUATION BANDS 2017-18							
	A £	B £	C £	D £	E £	F £	G £	H £
The Parish/Town Council of:								
Kidderminster	1,105.87	1,290.18	1,474.49	1,658.80	2,027.43	2,396.05	2,764.68	3,317.61
Upper Arley	1,118.29	1,304.66	1,491.04	1,677.42	2,050.19	2,422.94	2,795.72	3,354.85
Bewdley	1,110.34	1,295.39	1,480.44	1,665.50	2,035.62	2,405.73	2,775.85	3,331.01
Broome	1,096.96	1,279.78	1,462.60	1,645.43	2,011.09	2,376.74	2,742.40	3,290.87
Chaddesley Corbett	1,110.27	1,295.31	1,480.35	1,665.40	2,035.50	2,405.58	2,775.68	3,330.81
Churchill & Blakedown	1,109.65	1,294.59	1,479.53	1,664.47	2,034.36	2,404.24	2,774.13	3,328.95
Kidderminster Foreign	1,101.97	1,285.62	1,469.28	1,652.94	2,020.27	2,387.58	2,754.92	3,305.89
Ribbesford	1,086.54	1,267.62	1,448.71	1,629.80	1,991.99	2,354.16	2,716.35	3,259.61
Rock	1,103.97	1,287.95	1,471.95	1,655.94	2,023.94	2,391.92	2,759.92	3,311.89
Rushock	1,108.19	1,292.87	1,477.57	1,662.27	2,031.68	2,401.06	2,770.47	3,324.55
Stone	1,112.97	1,298.46	1,483.95	1,669.45	2,040.45	2,411.43	2,782.43	3,338.91
Stourport on Severn	1,105.29	1,289.49	1,473.71	1,657.92	2,026.36	2,394.78	2,763.22	3,315.85
Wolverley & Cookley	1,103.76	1,287.71	1,471.67	1,655.63	2,023.56	2,391.47	2,759.40	3,311.27

WYRE FOREST DISTRICT COUNCIL

COUNCIL

22ND FEBRUARY 2017

Community Governance Review – Stourport-on-Severn

OPEN	
CABINET MEMBER:	Councillor N Desmond, Cabinet Member for Resources
DIRECTOR:	Ian Miller, Chief Executive
CONTACT OFFICER:	Ian Miller Ext 2700 ian.miller@wyreforestdc.gov.uk
APPENDICES:	Appendix 1 – Responses to Stage 1 Consultation

1. PURPOSE OF REPORT

- 1.1 To report the results from Stage 1 of the Community Governance Review for Stourport-on-Severn.

2. RECOMMENDATION

The Council is asked to APPROVE:

- 2.1 That following feedback from Stage 1 of the Community Governance Review for Stourport-on-Severn, the number of Stourport-on-Severn Town Councillors for the North and Stour & Wilden wards should be changed to four for each ward, which would take effect from May 2019.
- 2.2 That, subject to obtaining the formal consent of the Local Government Boundary Commission for England to the recommendation in paragraph 2.1, an order should be made under section 86(2) of the Local Government and Public Involvement in Health Act 2007 to give effect to the outcome of the review, with delegated authority for the Solicitor to the Council to prepare the order and arrange for its sealing.

3. BACKGROUND

- 3.1 On 27 July 2016 Council agreed the draft Terms of Reference and timetable relating to the community governance review of Stourport-on-Severn, which commenced on 1 November 2016 with Stage 1.
- 3.2 The review is being delivered under the Local Government and Public Involvement in Health Act 2007. This followed a request for the review from Stourport-on-Severn Town Council as it perceives there to be anomalies in the distribution of seats to the wards that make up the Town Council.

3.3 Stage 1 of the Review invited Stourport-on-Severn Town Council, local electors and any interested organisations to submit their views on the existing arrangements, together with any proposals for change. The terms of reference gave background information to the review, a timetable and some possible alternative arrangements for the distribution of seats. It also included a “no change” option, which was proposal 1.

3.4 The deadline for feedback to Stage 1 was 1 February 2017. A total of 6 responses were received, which included two from residents of Stourport-on-Severn and the remainder were from the following bodies:

- Stourport-on-Severn Branch Labour Party
- Stourport-on-Severn Town Council
- Wyre Forest Conservative Association
- Wyre Forest District Council Conservative Group

4. FEEDBACK RECEIVED

4.1 The four organisations all supported proposal 2, which corrects the current imbalance of councillors for the North and Stour & Wilden wards respectively but retains the current overall number of 18 Councillors for Stourport-on-Severn Town Council.

4.2 **Chart 1 - Proposal 2 (Redistribution of number of councillors per ward to address imbalance but no change to the total overall number of councillors (based on the electorate estimate for 2021))**

Ward	Number of Councillors	Electorate (2021 estimate)	Electors per Councillor (rounded)
Areley Kings East	3	2578	859
Areley Kings West	2	2109	1054
Central	2	1986	993
Lickhill	3	2259	753
North	4	4205	1051
Stour & Wilden	4	3355	839
Stourport-on-Severn	18	16492	(variance of 301 electors between lowest and highest number of electors per councillor)

4.3 **The reasons given why proposal 2 was supported included:**

- Fairest and most sensible of the 3 options;
- Welcome the opportunity to correct the mistake by the boundary commission in the imbalance of Councillors for the North and Stour & Wilden wards;
- Support allocating the 18 Councillors spread more evenly across the 6 wards; and
- Prefer to see a redistribution of seats for correcting the imbalance rather than reducing the overall number of councillors.

4.4 Proposal 3 was supported by the two residents of Stourport-on-Severn. It would result in a reduction in the overall number of Councillors from 18 to 15 as well as address the imbalance of Councillors for certain wards, as set out below.

4.5 **Chart 2 - Proposal No. 3 (Reduction in the overall number of Councillors and address imbalance of Councillors per ward (based on estimated 2021 electorate)**

Ward	Number of Councillors	Electorate (2021 estimate)	Electors per Councillor (rounded)
Areley Kings East	2	2578	1289
Areley Kings West	2	2109	1055
Central	2	1986	993
Lickhill	2	2259	1129
North	4	4205	1051
Stour & Wilden	3	3355	1118
Stourport-on-Severn	15	16492	<i>(variance of 296 electors between lowest and highest number of electors per councillor)</i>

4.6 **The reasons given why proposal 3 was supported included:**

- There are already too many councillors for the size of the electorate;
- The current responsibilities and functions of Stourport Town Council cannot justify so many Councillors, nor can the budget that they manage; and
- At a parish level, having 1000 or more electorate per Councillor is hardly onerous given the limited functions that they have. Indeed there is an argument that this could be increased much further and making a greater reduction in the number of Councillors.

4.7 It should be noted that no alternative proposals to those presented in the Terms of Reference were put forward in responses to the consultation.

5. NEXT STEPS

5.1 Despite the low number of responses to Stage 1 of the review, it is not proposed that any further consultation is undertaken as the change that is recommended is the same as the proposed number and distribution of seats about which the Local Government Boundary Commission for England consulted in April 2014. Stourport-on-Severn Town Council raised no objection to those proposals.

5.2 Contact has been made with the Commission's officers informally to seek their view as to whether the Commission would be likely to support the proposed redistribution of seats, if Council was to approve the recommendations in this report. A formal decision can be taken by the Commission only after the Council has reached its own conclusion. Under section 86(3) of the 2007 Act, the Commission's consent is required to the changes as the Commission has conducted an electoral review of the town council within the last five years. The officers' informal response was that the Commission will not unreasonably withhold consent and that they did not foresee any difficulty in obtaining consent at the present time.

6. TIMETABLE FOR THE REVIEW

6.1 The following steps as set out in the chart below would be required to progress the reorganisation of community governance order for Stourport-on-Severn.

Action	Dates
Consideration of consultation response by full Council and approval of proposal.	22 February 2017
Obtain Boundary Commission's formal consent to changes to proposed electoral arrangements	March - May 2017
Making of the order (assuming Commission's consent obtained) and publication of outcome of the review under section 96 of the 2007 Act	June 2017
Proposed effective date of Order; next ordinary elections for Stourport-on-Severn Town Council	May 2019

7. FINANCIAL IMPLICATIONS

7.1 Conducting the community governance review has involved modest financial cost to the Council, mainly of officer time, and any such additional costs can be absorbed within existing budgets. The costs of the review cannot be recovered from the Town Council.

8. LEGAL AND POLICY IMPLICATIONS

8.1 The Local Government and Public Involvement in Health Act 2007 sets out the powers associated with community governance reviews and provides the power for the Council to take decisions regarding matters arising from any review. Relevant provisions have been mentioned throughout this report. The Council is required by Section 100(4) of the 2007 Act to have regard to the guidance issued by the Secretary of State relating to community governance reviews.

9. EQUALITY IMPACT NEEDS ASSESSMENT

9.1 An initial screening has been undertaken and no potential adverse impact on protected characteristics has been identified. In carrying out the review, the Council engaged with local communities to address their needs and ensure that community governance reflects the identities and interests of the community. The review gives the opportunity to address anomalies in representation on the Town Council which might affect how the identities and interests of the community are reflected in the governance arrangements.

10. RISK MANAGEMENT

10.1 Risks have been mitigated by ensuring that the review accords with the legislation and guidance given by the Secretary of State and Boundary Commission. This has included ensuring that the review is carried out within the statutory timescales and that the terms of reference are appropriate. There remains a risk of the Commission not agreeing to changes to electoral arrangements.

11. CONCLUSION

- 11.1 The Council is invited to consider the feedback from Stage 1 of the Community Governance Review for Stourport-on-Severn and the recommendations for changes to the number of seats in two wards, which would take effect at the next ordinary elections in May 2019.

12. CONSULTEES

- 12.1 Cabinet Member for Resources.
12.2 Corporate Leadership Team.

13. BACKGROUND PAPERS

- 13.1 The Local Government and Public Involvement in Health Act 2007, Part 4, Chapter 3
<http://www.legislation.gov.uk/ukpga/2007/28/part/4/chapter/3>
(This legislation has been amended by the 2009 Act.)
- 13.2 Department for Communities and Local Government and The Local Government Boundary Commission for England – Guidance on Community Governance Reviews.
http://www.lgbce.org.uk/data/assets/pdf_file/0019/10387/community-governance-review-guidance.pdf

WYRE FOREST DISTRICT COUNCIL

**COMMUNITY GOVERNANCE REVIEW
CONSULTATION
STOURPORT-ON-SEVERN**

**Responses received for the consultation
period 1 November 2016
to 1 February 2017**

***(Personal data in the responses has
been removed where it is connected to
an individual)***

Community Governance Review Consultation Responses – Stourport-on-Severn

Emails received

From: Stour & Wilden Ward Resident
Sent: 01 November 2016 16:28
To: Wyre Forest Electoral
Subject: Community Governance Review – Stourport-on-Severn

Hello,

In regards to the recently published Community Governance Review in regards to Stourport: The fairest option suggested, at this point in my opinion, would be Proposal Three.
I live in the Stour and Wilden ward and think it is strange that there are more representatives for this ward than, and four more than the largest area by electorate number (North). A single ward making up a full third of the council, seems to be wrong. Whereas under proposal three, having one councillor per (roughly) every 1,000 members of the electorate seems fairer.

Resident, Stour & Wilden Ward
Stourport-on-Severn

From: Resident of Stourport-on-Severn
Sent: 03 November 2016 15:38
To: CGR Stourport
Subject: Community Governance Review- Stourport Town Council

I support proposal 3 which reduces the number of councillors to 15 and creates a better distribution of the electorate between wards and councillors.

My reasons for supporting this are:

1. There are already too many councillors for the size of the electorate.
2. The current responsibilities and functions of Stourport Town Council cannot justify so many councillors, nor can the budget that they manage.
3. At a parish level, having 1000 or more electorate per councillor is hardly onerous given the limited functions that they have, indeed there is an argument that this could be increased much further and making more reductions in the number of councillors.

Thank you for allowing me to make my comments on these proposals.

Resident
Stourport-on-Severn

Community Governance Review Consultation Responses – Stourport-on-Severn

Emails received

From: David Willetts
Sent: 15 November 2016 12:29
To: CGR Stourport
Subject: Community Governance Review for Stourport Town Council

Dear Sirs,
The Town Council considered the Terms of Reference for the above Community Governance Review at its meeting on Tuesday 8th November 2016. The Council acknowledged the imbalance of councillors in certain wards, particularly Stour and Wilden. However, the Town Council would prefer to see a redistribution of seats rather than reducing the overall number of councillors. As such, the Town Council supports Proposal 2 (based upon the electoral estimate for 2021) as the preferred recommendation in the review.
I trust the above is suitable for your purposes, please let me know if you require any further information.

Regards
David

David Willetts
Town Clerk
Stourport Town Council

Civic Centre, New Street, Stourport-on-Severn, Worcestershire, DY13 8UJ
David.Willetts@wyreforestdc.gov.uk

From: Wyre Forest Conservatives
Sent: 10 January 2017 11:42
To: CGR Stourport
Subject: Community Governance Review

Dear Sir,

With reference to the review, we at Wyre Forest Conservative Association would like to express our preference for proposal 2 as stated in the document. Allocating 18 councillors spread more evenly across the 6 wards.

Many thanks
Howard Williams
Chairman Wyre Forest Conservative Association

WFCA
01562 823820
www.wyreforestconservatives.com

Shop for Less and Support Wyre Forest Conservative Association. Visit
www.spendandraise.com/wfca

13th December 2016

Electoral Services
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kiderminster
DY11 7WF

Dear Mr Miller,

**COMMUNITY GOVERNANCE REVIEW
STOURPORT ON SEVERN**

I am writing in my capacity as Chairman of the Stourport on Severn Branch Labour Party in response to the consultation issued on 1st November 2016 with regard to a Community Governance Review requested by Stourport on Severn Town Council. This was necessitated as a result of an error by the Boundary Commission which left an imbalance in the number of councillors allocated between North and Stour & Wilden Wards.

We welcome the opportunity to correct this mistake and write in support of Proposal 2 which retains a complement of 18 councillors with 4 councillors being allocated to each of these two wards.

Yours sincerely

W A Charles
Chairman
SBLP

Marcus J. Hart
Leader of WFDC Conservative Group
Apartment 2, Woodhamcote Manor
Wolverley Village
Worcestershire
DY10 1NL
01562 851769

16th January, 2017

Mr. Ian Miller
Returning Officer
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire

Dear Ian,

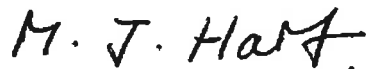
Re: CGR – Stourport on Severn

Thank you for the opportunity to comment in respect of this matter.

The Wyre Forest District Council Conservative Group have fully considered the consultation document and feel that proposal 2 is the fairest and most sensible of the 3 options and all members unanimously support proposal 2.

Kind Regards.

Yours sincerely,



Marcus J. Hart
Leader of WFDC Conservative Group

**WYRE FOREST DISTRICT COUNCIL
22nd FEBRUARY 2017**

ANNUAL REPORT OF THE CHIEF EXECUTIVE

1. Purpose of Report

- 1.1 I will concentrate on an overview of the issues facing the district and the Council; key actions being implemented against the priorities in the corporate plan for 2014-19; and the progress that we have made in transforming the Council.

2. Overview of the issues facing the district and the Council

- 2.1 The most significant issue facing the Council remains its financial position. The Cabinet's recommendations for the medium term financial strategy will have been considered earlier in tonight's meeting. At the time of writing this report, we are still awaiting the final local government settlement for 2017-18. The provisional settlement was very disappointing, with changes to New Homes Bonus that went beyond what the Government had consulted about in December 2015. Unless the Government introduces transitional arrangements that protect district councils, or takes account of representations that we have made about the data, the adverse impact for the Council is about £200k a year. The Council will need to continue to draw on its general reserves over the next three years and the financial gap to close in the third year of the strategy (2019-20) is estimated at £1.8m. The Council thus continues to face difficult decisions ahead, despite the significant changes and major efficiency savings and increases in income achieved in the period since 2009. We will continue to reduce costs through internal efficiency, grow income by selling services and generating income from the Council's assets and seek out alternative service delivery vehicles where appropriate.
- 2.2 I agreed my objectives for 2016-17 with the appraisal panel, which consists of the Leader and the leaders of the next two largest political groups. They are summarised in the following paragraphs with a brief commentary on progress.

Following the political direction set by the Cabinet, to finalise and implement the programme of cost reductions and income growth that need to be achieved in the period to 2019.

The main output of this work so far has been the medium term financial strategy, prepared following "away days" with the Cabinet and discussions with the financial strategy advisory panel which involves all groups. The strategy continues the three broad themes as part of Wyre Forest Forward: internal efficiency, alternative delivery models and growing income. Some decisions have already been progressed through formal Cabinet decisions (for example to authorise the establishment of a local authority trading company and to revise the approach to car parking fees). Important business cases were submitted to the November cycle of the overview and scrutiny committee and Cabinet in respect of investment in industrial units and temporary accommodation: they are examples of the type of project that the Council

needs to pursue in future in terms of generating income and, where relevant, reducing costs. Following consultation with group leaders, Council authorised me to commence negotiations with the unions on a set of local pay arrangements and potential changes to terms and conditions for the period 2018 to 2022.

Major concerns here relate to the unexpectedly worse position on new homes bonus, noted above, and the lack of detail about some elements of the shape of local government finance reform. The Local Government Finance Bill provides a framework for local government to retain 100% of business rates income, but the detail of how the new system will operate including a new needs assessment formula are awaited.

Progressing implementation of agreed major initiatives and projects, such as investment at the depot, “digital by default” and income generation from advertising/sponsorship

The capital programme before Council tonight includes the first stage of investment at the depot, with detailed plans in preparation and a business case being prepared for a potential second phase. The investment will support refurbishment of buildings and reordering of the site (including provision of revenue-generating business units).

The digital first board has been meeting under my chairmanship since May. We have refreshed the digital strategy and also agreed an action plan, focussing on marketing/promotion, infrastructure to support digital services and identifying new services to be provided by digital means. The promotion work has led to significant increases in views of associated web pages but the full impact of this work will take a little more time to be felt in terms of quantifiable impacts (in simple terms, we want to reduce face to face and telephone contacts and see self-service transactions on line increase).

Our efforts to increase income by selling services to companies and individuals have been very successful and there has been a five-fold increase in takings at the shop in Bewdley Museum following its refurbishment and new stock. Arrangements have been in place for some months for advertising and sponsorship but, despite promotion of them, take up of opportunities such as advertising on the website or on refuse vehicles has been slow to date. Promotion efforts will continue.

Maintaining the focus on strategic issues under the “enhanced status quo” model.

This year has been dominated by local government finance reform, alongside the continuing work on public service reform. I led the Council’s work on responding to the Government consultation paper about business rates retention.

The connecting families project is beginning to roll out beyond Redditch, with a launch event for Wyre Forest in mid March. I will be providing the strategic

leadership for the initiative in the district, in line with arrangements made in the other districts. The benefit for local residents in terms of improved outcomes would be worthwhile, and the suggestion is that there would be significant savings for the public purse. However we need greater certainty about the financial benefits that will accrue and how they will be shared, so that the Council will receive an appropriate share.

The Worcestershire Partnership Executive Group has decided to go ahead with a project about data sharing which involves the creation during 2017 of the Worcestershire Office for Data and Analytics. There are many ways in which this proposal could assist the Council with better use of data held by it and other partners, for example in detecting fraud.

Horizon-scanning, in particular work on WFDC's position in respect of future devolution within England

Brexit has dominated the Government's attention, and this was shown by the fact that it took nearly 3 months clearly to show its hand on devolution. In my view, devolution is dead in Worcestershire at the present time, following the clear response from Lord Heseltine in April that any significant deal would require an elected mayor and combined authority. There is no political appetite for an elected mayor in Worcestershire.

The Council is one of several districts in the Greater Birmingham and Solihull Local Enterprise Partnership not to be a member of the West Midlands Combined Authority. The decisions by Herefordshire, Shropshire and Warwickshire to join as non-constituent members (as Redditch has done) mean that the combined authority's membership extends in an inverted U around Worcestershire. I will continue to monitor progress when the combined authority is fully operational and what benefits start to be felt from the devolution deal for the conurbation.

Continuing to oversee implementation of actions under the organisational development strategy

An update on the organisational development strategy is provided every six months for group leaders. The Leader and I hold regular corporate briefings and experience a good level of attendance and interaction. We also hold induction sessions for new staff.

The staff survey in December produced some very positive results, including a much higher level of responses from Green Street staff. Only 65% of the respondents were from Wyre Forest House, compared to 85% in 2015. The majority of respondents said they enjoyed their job (86%) an increase from 82% in 2015. This measure has consistently recorded 80% or more since 2011. 69% of respondents say that they are proud to work for the Council, which is the highest percentage rating achieved since this question was first asked in 2011. The proportion answering that they are proud to work for the council has almost doubled since 2012. In the same period, the proportion of staff rating the Council as an 'Excellent' or 'Good' employer increased from 34% to 55%.

Wyre Forest House – securing tenants for remaining space by March 2017

All space in the former executive area was let, four months ahead of target, with the final tenant taking up occupancy in November. I would like to record my thanks to Alison Braithwaite, Elaine Brookes and the team for securing this superb result.

There is strong market demand for space at Wyre Forest House which commands higher rentals. We will continue to review opportunities to maximise income from this asset. We have secured higher take up of room hire, following the significant increase for 2015-16. It was reported to the scrutiny committee in September that, we had secured more income from room hire charges by the end of July 2016 than the whole of the previous year and we are projecting a total increase of over 50% in income for the year.

Securing regular and clear communication with the public, members and staff

Quarterly reports on communications activity and plans have been provided since the beginning of 2016-17 to Cabinet/CLT and group leaders.

The number of followers on social media continues to increase (4,382 in July 2016, an increase of about 1,000 since the preceding July).

The S106 Monies Review Panel was able to dispel concerns about monies not being used and having to be returned. In September its recommendations about an annual update from the S106 monitoring group for the overview and scrutiny committee, and regular updates for members on S106 commitments within their wards, were agreed and have been implemented.

- 2.3 As returning officer, I gave a full report to Council in July on the elections held in May and the EU referendum in June. Electoral activity has not slackened. Apart from the second canvass under individual electoral registration, there was a by-election for the Blakebrook & Habberley South ward of Kidderminster Town Council in September and a poll will be held tomorrow for two vacancies in the Wribbenhall ward of Bewdley Town Council. There is also a vacancy on Stourport-on-Severn Town Council and in May there will be elections to the County Council and possibly a referendum on a neighbourhood plan. I will provide a report on these in July.

3. Key actions implemented against the priorities set in the corporate plan

- 3.1 Since my last report to Council, the focus has been on implementation of previously agreed changes and projects. We have continued to see good progress on a number of other fronts by the Corporate Leadership Team and I would like to record my thanks to Mike Parker, Linda Collis, Caroline Newlands and Tracey Southall. I am pleased that this report is able to refer to a number of major steps that have been taken:

- a) There has been **significant progress in achieving the target for savings in the previous medium term financial strategy** including the Wyre Forest Forward transformation programme. The total cumulative target was £2.4m in the current financial year rising to £3.8m in 2019-20. The latest estimate of savings is that we have achieved £212k more than the target for the current year, almost 97% of the challenging target for 2017-18 but only about three quarters of the target for the two following years although there is still time to take action before then. The Council has continued its strong track record on financial management, producing an underspend of £582k for 2015-16 after contributions to a number of essential risk reserves;
- b) **Opening of the Wyre Forest Leisure Centre on time and within budget, saving an estimated £500k a year.** A higher level of savings has been achieved because the borrowing was undertaken at rates significantly lower than had been projected in the business case. The former sports centre site at Stourport has been sold to a local company. Demolition of The Glades is well under way and the Cabinet has recently approved the outline of a development agreement and procurement approach to select a developer, for a mixed use development that will involve a cinema and other leisure uses;
- c) we have **continued to embed our efforts to generate more income from our services, activities and assets.** Significant additional income has been generated from depot-based services, cultural and arts events and so on, with particularly impressive performance by the Museum, which also recorded a record 190,000 visitors, At Wyre Forest House, income from tenancies and ICT support has now reached over £200k a year, with further interest being expressed by the private sector in additional rentals. We will continue to maximise the income that is generated from assets and services;
- d) **significant progress continues to be made with regeneration of the district.** To highlight only a few examples since my last report: phase 2 of Silverwoods Way (the Hoobrook link road) was completed and the road opened in September; Specsavers' significant investment in two large units at the former Romwire site, adjacent to Wyre Forest House, has been completed recently; and there has been strong market interest in the former Sealine and Brinton No 5 sites which are now fully let. The importance of the Stourport Road employment corridor to the district's economy has been underlined. The investments provide compelling recognition of the benefits of investing and expanding in Wyre Forest. We were the first district in Worcestershire with an up-to-date local development plan, and are already well under way in reviewing it. Consultation on the preferred options is expected in June. The first phase of the important Lion Fields development to the east of Kidderminster town centre is expected to get under way once a developer has been selected for the former Glades site.

Senior staff changes

3.2 Three managers will be leaving us at the end of March to pursue new challenges: Trevor Jones, financial services manager, Rebecca Brown, planning policy manager, and Alison Braithwaite, head of transformation and communications. Their contribution has been significant and I am sure Council would wish to join me in wishing them well for the future. It is invidious to single out individuals but I believe Councillors would join me in recognising the exceptional contribution made by Alison Braithwaite, who has worked for the Council in a variety of roles over 19 years: her commitment, dedication and drive are the stuff of legend. Mike Parker, Tracey Southall and I are implementing plans for new arrangements, and I expect to bring a report to Council about the senior management structure at the meeting in May.

4. Looking ahead

4.1 The Council continues to face significant challenges over the coming period. Despite their magnitude, I continue to feel confident that Councillors and our staff will rise to meet them, and that the Council will continue to demonstrate its ability to provide effective community leadership. Finally I would like to thank members and officers for the support that I have received.

**Ian Miller
Chief Executive
February 2017**